## July & August Key dates and reporting 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 submissions</td>
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<tr>
<td></td>
<td>For census dates between 1 April and 30 June 2015.</td>
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<td></td>
<td><a href="#">VET Student submission</a></td>
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<tr>
<td>31 August</td>
<td>2015 VET student revisions submission deadline</td>
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<td></td>
<td>Submit any outstanding <a href="#">revisions</a> to ensure accurate debt information is transferred to the ATO.</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.*
2016 VET FEE-HELP reporting requirements

The 2016 Ministerial Notice was released on 6 July.

The main change to the VET FEE-HELP reporting requirements is the addition of the Unique Student Identifier (USI) to the VET Student Enrolment file. This will allow for greater streamlining of reporting requirements in the future, particularly in terms of reducing duplication across VET data collections.

Completions data will also be reported more regularly from 2016.

The reporting of the VET Unit of Study Completions and VET Course Completions submissions will change from one annual submission to two submissions each year. This will provide more timely information about students’ progress rates and completion rates for VET qualifications. Completions submissions will now be reported by:

- 31 August for first half year unit of study completions and course completions
- 31 March of the following year for second half year unit of study completions and course completions.

There will also be a minor modification to the timeframes for the verification of student data. Verification and sign off of data will now be required two weeks earlier, by 30 September for first half year data and 30 April for full year data.

While you will still have a period of four weeks to verify and sign off on the accuracy of your data submissions, these periods will commence two weeks earlier. This will help to facilitate earlier reconciliation of HELP payments and more timely availability of data and statistical information.

Reporting your completions data

Did poor quality reporting of completions data affect your student progress rates and outcomes?

A review of preliminary 2014 data on VET FEE-HELP unit of study progression rates has highlighted some areas of concern around the completeness and quality of the information reported to the department.

A significant number of VET FEE-HELP providers have reported less than 10 per cent of their 2014 students as having successfully completed their units of study, while others have reported as much as 98 per cent of their units as not yet complete.

Every unit of study you have reported to the department throughout the year must have a completions status reported at the end of the unit. This provides an outcome for each unit of study for which students have been charged a tuition fee.

Please check your HEIMS Online verification reports to review your data on VET FEE-HELP unit of study progression and course completions.
It may be possible that you have omitted or misreported some of your VET FEE-HELP unit of study or course completions data or have not updated units of study when an outcome has been determined.

Please look at how you are reporting your VET FEE-HELP unit of study progression and course completions data so that you are confident that the information you have submitted to HEIMS provides the most accurate picture of your students outcomes.

Remember that you can report your completions at any time after an outcome has been determined for your units of study and courses. There is no need to wait until next year to submit these data and you may find it administratively easier to report completions for your first half-year units of study (census dates 1 January – 31 June 2015) with your student submissions in August 2015.

Please don’t hesitate to contact us if you would like to discuss your completions data.

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**2015 HELP Forum**

The 2015 HELP Provider Forum: *Partners in Change* will be held on Thursday 3 September 2015. The HELP Newsletter July 2015 Edition includes all the details on this event:


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**Training opportunities**

To help you prepare for the next submissions due in August take advantage of our training opportunities coming up in July & August.

Are you finding it a challenge to prepare your data submissions and meet the deadlines required under legislation?

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

Our first session in the package Reporting for new providers was held last week. A copy of the presentation is available from our training page.

The next sessions Reporting with HEPCAT parts 1 and 2 are coming up in the next two weeks. Register now to gain an understanding about how to use HEPCAT or just to refresh your skills with this application.

| Part 1 – Monday 27 July 2:00 PM - 3:00 PM AEST | https://attendee.gotowebinar.com/register/6566837961995287809 |
| Part 2 – Wednesday 29 July 2:00 PM - 3:00 PM AEST | https://attendee.gotowebinar.com/register/3711088505800626945 |

The final webinar in this package Validating your data is scheduled for the first week in August. This provides you with strategies to help minimise your errors and save you time when validating your data.

| Tuesday 4 August 2:00 PM - 3:00 PM AEST | https://attendee.gotowebinar.com/register/1487393308833001217 |

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.