HEIMS Online User Guide for VET FEE-HELP Subsidised Reports

A guide to using HEIMS Data View to view VET FEE-HELP Subsidised Reports

Overview

HEIMS Online provides a centralised access point for higher education and VET providers to view their own data reported to the Higher Education Information Management System (HEIMS). It also provides access to State Governments to view information reports on State Subsidised students.

Purpose

The purpose of this document is to assist providers to navigate and view the student, staff and course data they have reported to HEIMS through HEIMS Data View.

HEIMS Data View reports display "live" or active data i.e. the most recent data reported and successfully stored in HEIMS. This includes all revisions to data.

Access to HEIMS Online

If you do not already have access to HEIMS Online as an authorised user you must submit a completed Access to HEIMS applications form.
How to view VET FEE-HELP Subsidised Reports

1. Access HEIMS Online

2. The following screen will appear

3. Click on HEIMS Data View to access Subsidised Reports

- Use the login ID and password supplied.
- To access the reports, click on HEIMS Data View.
- Click on Subsidised Reports.
4. Click on Subsidised Students Reports

5. Click on the required report. Data reported by providers is aggregated into 3 different reports by Course, by Provider and by Reporting Year.

6. Click on the underlined total to drill down into the individual records that form the total in the reports.
7 This returns the individual records that form the total in the reports

8 These reports can be exported by clicking on select format and then on export

Select a format to export the report into from this drop down box (e.g. Excel)

Click on 'Export'