VET STUDENT LOANS ACT 2016

Notice under Subsection 53(1) of the VET Student Loans Act 2016

I, Kathy Dennis, Assistant Secretary, VET Student Loans Branch, Department of Employment, Skills, Small and Family Business, as delegate of the Secretary of the department under subsection 114(1) of the VET Student Loans Act 2016 (the Act) exercise the Secretary’s powers under the Act as follows.

Under subsection 53(1) of the Act, the Secretary may by notice in writing, require an approved course provider to provide the Secretary with information or documents that relate to the provision of vocational education and training by the provider, or the provider’s compliance with the Act. The Secretary may specify the form and other requirements that the information or documents must be provided in.

I exercise the Secretary’s powers under subsection 53(1) of the Act to issue this notice to all approved course providers approved under the Act, and approve the form in which all 2020 data must be lodged. This notice updates the notice issued on 24 July 2019.

2020 data reporting is via the following submission channels using the following systems. 2020 data reporting requirements will have transitional arrangements to apply until the provider transitions to the Transforming the Collection of Student Information (TCSI) platform. Full transition to event-based reporting for student data using TCSI is required no later than 31 May 2020.

1. Transitional arrangements
   • To apply until the provider transitions to TCSI.
   • To apply up to 31 March 2020 or other date in line with staged rollout agreed with the Department.
   • In accordance with the current requirements set out in the 2019 VET Student Loans Data Requirements and Change Control Document.
   • As electronic data files which must be lodged by approved course providers via the following Department submission methods:
     o the Higher Education Client Assistance Tool (HEPCAT)
     o a web service channel; and
     o the department web browser.

2. TCSI
   • To apply from the date the provider transitions to TCSI.
   • To apply from 31 March 2020 or in line with staged rollout agreed with the Department.
   • The scope, structure and timing of reporting contained in the Transforming the Collection of Student Information – VET Student Loans Data Collection – 2020 Reporting Requirements and supported by the 2020 Data Element Specifications.
   • Via the following submission channels using the TCSI system:
     o APIs (Application Programming Interface) for system-to-system submission; or
     o File upload to the TCSI portal.
   • Reduced requirements may apply, on request to the Department, during the transition 2020 year for providers reporting using the portal upload. Reduced requirements will:
     o limit reporting to only those students accessing VET Student Loans (rather than all eligible students);
     o require monthly rather than event-based reporting.
Information on reduced requirements may be requested by emailing VETStudentLoans@employment.gov.au.

3. **Statutory Declarations**

Providers are also required to lodge a statutory declaration, executed by either the Chief Executive Officer or Chief Finance Officer, in the HELP IT System (HITS), by the 7th of each month. The statutory declaration attests to the veracity of data reported for census days up to the end of the previous month. Statutory declaration templates are available at [www.employment.gov.au/information-vet-student-loans-approved-providers](http://www.employment.gov.au/information-vet-student-loans-approved-providers) and will be updated from time to time.

The documents for the submission methods are available at [https://heimshelp.education.gov.au/resources/TCSI](https://heimshelp.education.gov.au/resources/TCSI) or by contacting

- HEIMS Data Collections on (02) 6240 7487 or emailing HEIMS.datacollections@education.gov.au, or
- TCSI.Support@humanservices.gov.au; or
- VFTDataRequests@employment.gov.au.

Approved course providers are required to check for and comply with any changes which may, from time to time, be made to the data requirements. All changes to the requirements for the VET Student Loans Data Collection will be noted in the 2020 Data Element Specifications and Change Control document.

![Signature]

Kathy Dennis  
Assistant Secretary  
VET Student Loans Branch

4 November 2019