

# VET FEE-HELP DATA COLLECTION

## Timing Matrix for 2012 Reporting Year

The following timing matrix should be read in conjunction with the relevant scope documents.

VET FEE-HELP SUBMISSIONS DATA REQUIREMENTS FOR 2012 REPORTING YEAR																			
Submission	Files included in submission	Data to be Included	Submissions required	2012												2013			
				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
<b>Course of Study</b>	Course of Study (VCO) File	Data for all courses to be offered	Once a year	prior to the first submission of student data															
<b>Student</b>	Student Enrolment (VEN) File	All domestic Students eligible for FEE-HELP	up to 4 times a year depending on census dates																
	Load/Liability (VLL) File	All domestic Students eligible for FEE-HELP																	
	Commonwealth Assisted Students HELP-Due (VDU) File	All Commonwealth assisted students (ATO data )																	
<b>Student Revision</b>	Student Revision (VSR) File Revised Load/Liability (VRL) File	Revisions and remissions		as required															
<b>Electronic Commonwealth Assistance Form</b>	Electronic Commonwealth Assistance Form (VPO) File	Students who complete an Electronic Commonwealth Assistance Form (ATO data )	each half year <sup>(e)</sup>																
<b>Unit of Study Completions</b>	Unit of Study Completion (VCU) File	Students' completion status for units undertaken in the 2012 reporting year	once each year																
<b>VET Course Completions</b>	VET Course Completions (VCC) File	All students completing a course in the 2012 reporting year	once each year																

Notes: Census Dates

- (a) Student data to be reported at 31 May 2012 is for units of study with a census date between 1 January 2012 and 31 March 2012.
- (b) Student data to be reported 31 August 2012 is for units of study with a census date between 1 April 2012 and 30 June 2012.
- (c) Student data to be reported 31 October 2012 is for units of study with a census date between 1 July 2012 and 31 August 2012.
- (d) Student data to be reported 31 March 2013 is for units of study with a census date between 1 September 2012 and 31 December 2012.
- (e) 1st half year – Unit of study census dates between 1 January 2012 and 30 June 2012  
2nd half year – Unit of study census dates between 1 July 2012 and 31 December 2012