



VET DATA COLLECTIONS REPORTING SCHEDULE

The following reporting schedule applies to both VET Student Loans and VET FEE-HELP collections and should be read in conjunction with the relevant scope documents.

Submission	Reporting Year	2017	2018
Certification All student and completions data submissions must be quality checked and confirmed as complete and accurate by the CEO. At the time of reporting, a signed statutory declaration must be lodged in the HELP IT System (HITS) (7 th day of month).			
VET Course of Study submission	2017	Reported prior to the first VET Student submission.	
VET Student submission	2017	Units of study with census dates occurring in each month must be reported by the 7th day of the following month.	
VET Course Completions submission	2017	Courses completed in each month must be reported by the 7th day of the following month.	
VET Unit of Study Completions submission ^(a)	2017	7-Apr	7-Jul 7-Oct 7-Jan
Revisions	All years	All identified revisions and corrections to data must be reported by the 7th day of the month following identification.	

^(a) VET Unit of Study Completions

Units of study with a census date range	Reported no later than
1 January to 31 March	7 April
1 April to 30 June	7 July
1 July to 30 September	7 October
1 October to 31 December	7 January 2018

Any unit of study reported during the year with a status of "**in progress**" must be updated with the *actual outcome as at the end date of the unit*, by the **7th day** of the following month.

Publication of VET student and completions data

Reporting period	Effective date of reporting cut off
Half year data	7 July 2017
Full year data	7 January 2018