



## VET STUDENT LOANS ACT 2016

### Notice under Subsection 53(1) of the *VET Student Loans Act 2016* – 2021 VET Student Loans Data Collection

I, Kathy Dennis, Assistant Secretary, VET Student Loans Branch, Department of Education, Skills and Employment, 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 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 and requirements in which all 2021 data must be lodged.

2021 VET Student Loans data reporting is via the following submission channels using the following systems. 2021 VET Student Loans data reporting requirements have transitional arrangements applying until the provider transitions to the Tertiary Collection of Student Information (TCSI) platform in accordance with its transition plan. Full transition to TCSI is required by **31 March 2021** (based on current production scheduling and noting that VET Student Loans providers may transition from 8 April 2021 following completion of reporting March 2021 data by 7 April 2021).

#### 1. Transitional arrangements for 2021 – HEPCAT

- To apply until the provider transitions to TCSI for January to March 2021 data reporting if relevant.
- 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:
  - the Higher Education Client Assistance Tool (HEPCAT)
  - a web service channel; and
  - the department web browser.
- Monthly, in accordance with the timeline in the 2019 Reporting Schedule.

#### 2. TCSI

- To apply from the date the provider transitions to TCSI (noting providers may transition to TCSI for 2021 VSL Data Collection from January 2021 subject to production rollout).
- The scope, structure and timing of reporting contained in the TCSI VET Reporting Requirements, VET Student Loans Data Collection – 2020 Reporting Requirements<sup>1</sup>, and the Final 2020 Data Element Specifications<sup>1</sup>.
- Via the following submission channels using the TCSI system:
  - APIs (Application Programming Interface) for submission; or

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<sup>1</sup> Changes may, from time to time, be made to the VET Student Loans data reporting requirements. Ensure you access the latest version. Versions will be renamed to refer to '2021'.

- File upload or web form submission via the TCSI Data Entry portal.
- Reduced requirements may apply, on request to the Department, during the transition 2021 year for providers reporting using file upload. Reduced requirements will:
  - limit reporting to only those students accessing VET Student Loans (rather than all eligible students);
  - require monthly rather than event-based reporting.

Information on reduced requirements may be requested by submitting a VET Student Loans Provider Enquiry Form located under 'I still need help' at [www.employment.gov.au/information-vet-student-loans-approved-providers](http://www.employment.gov.au/information-vet-student-loans-approved-providers).

### 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), attesting to the veracity of data reported for census dates up to the end of the previous month. Statutory Declarations are required to be completed and uploaded in HITS as follows:

- by 7 July 2021 and 7 January 2022 for *Listed Course Providers\**, and
- by the 7th of each month for **all other approved course providers**.

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.

\*A *Listed Course Provider* is defined under subsection 27(2) of the Act.

Links to the documents for the submission methods are available under 'VSL Data Reporting Update' at [www.employment.gov.au/information-vet-student-loans-approved-providers](http://www.employment.gov.au/information-vet-student-loans-approved-providers) or on the Department's TCSI Support website at [www.tcsisupport.gov.au/reporting/vsl](http://www.tcsisupport.gov.au/reporting/vsl) or by contacting

- Data Collections on (02) 6240 7487 or emailing
- [HEIMS.datacollections@education.gov.au](mailto:HEIMS.datacollections@education.gov.au) or
- [TCSIsupport@dese.gov.au](mailto:TCSIsupport@dese.gov.au).
- [VETDataRequests@dese.gov.au](mailto:VETDataRequests@dese.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 VET Student Loans data reporting 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<sup>1</sup>.



Kathy Dennis  
Assistant Secretary  
VET Student Loans Branch

22 July 2020