

## VET Student Loans - COMPLIANCE WITH ONGOING REQUIREMENTS (DATA PROVISION)

ACMUSE will ensure that it complies with the requirements of the *Higher Education Support Act 2003* (HESA) and VET Student Loans Act 2016 with accurate and timely reporting of data through the *Higher Education Information Management System* (HEIMS).

### 1. Notification of significant events

ACMUSE will notify the department via email of any changes to their organisation that might affect the College's capacity to meet the VET quality and accountability requirements. This includes any changes that are listed with Australian Securities and Investments Commission or Australian Business Register.

ACMUSE will notify the department of any:

- Changes to key personnel
- Changes to corporate structure changes e.g. mergers, change of ownership, legal name or ABN
- Any significant events e.g. new guarantees, tax debts, changes to charge over assets or any other changes to financial arrangements.

The department will assess changes to an organisation and send a notification of any compliance issues. It is recommended that any significant proposed changes to corporate structure are discussed with the department to ensure the requirements of the *Higher Education Support Act 2003* (HESA) continue to be met.

### 2. Changes to Approved VET Student Loans information

ACMUSE will notify the department of any changes to approved VET Student Loans information published; including any changes to approved VET Student Loans policy and procedure documentation including:

- Grievance procedures
- Review procedures
- Fairness procedures
- Credit Transfer arrangements
- Privacy Policy
- Statement of VET Tuition Assurance

When making changes ACMUSE will ensure the requirements of HESA continue to be met.

### 3. Data Collection and Reporting

Under subsection 24(1) of Schedule 1A to the *Higher Education Support Act 2003* (HESA), approved providers are required to provide data containing student demographic and enrolment information to the department. Compliance with the reporting requirements is a condition of continued approval as an approved provider under HESA. Full details of the FEE-HELP Data Collection for each reporting year, including relevant documents, files and reporting timeframes are available on the data requirements page on the HEIMSHelp website.

Reporting is through HEPCAT (Higher Education Provider Client Assistance Tool) – an application provided by the Department for approved VET providers to use and prepare, validate and submit data to HEIMS.



Under subsection 53(1) of the Act approved course providers approved under the Act, and:

1. Require approved course providers to provide data for the 2017 VET Student Loans Data Collection, in accordance with the requirements set out in the 2017 VET Data Requirements which can be accessed at: [http://heimshelp.education.gov.au/sites/heimshelp/2017\\_data\\_requirements/2017vet/pages/vet-2017](http://heimshelp.education.gov.au/sites/heimshelp/2017_data_requirements/2017vet/pages/vet-2017)
2. Course providers must provide all data required as electronic data files that 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.
3. Require approved course providers to lodge a Statutory Declaration, executed by either the CEO, in the HELP IT System (HITS) at the time of reporting. The required Statutory Declaration is to be accessed in HITS.

#### **4. Ongoing Financial Viability**

ACMUSE must meet the ongoing financial viability requirements, including any written undertakings requested by the Secretary. ACMUSE must provide the Secretary with annual audited financial statements and other additional information.

#### **5. Compliance Assurance Audit**

A VET provider may be audited against its compliance with one or more of the following VET quality and accountability requirements including:

- The VET financial viability requirements
- The VET fairness requirements
- The VET compliance requirements
- The VET fee requirements
- Other requirements for VET quality and accountability set out in the VET Guidelines.

The Secretary will determine the body to conduct the audit, the timing and the manner of the audit. The provider must fully co-operate with the auditing body and pay for the costs of the audit.

Further information can be found in Division 4 of Schedule 1A to the HESA and, in the VET Administrative Information for Providers (AIP) manual, located on the [HELP Resources for Providers](#) page.