

Higher Education Data Collection 2012 Reporting Year

Ministerial Notice: 11 March 2011

Issue Date: 18 December 2012

2012 Data Requirements and Change Control Document

Section 1 - 2012 Data Requirements

Under Subsection 19-70 (1) of the *Higher Education Support Act 2003* (HESA), a higher education provider must give to the Minister such statistical and other information that the Minister by notice in writing requires. As noted in the Ministerial Notice of 11 March 2011 (the Notice), this document provides details of the 2012 Higher Education Data Collection, including links to relevant documents and change control information.

The Higher Education Data Collection incorporates:

1. The Higher Education Student Data Collection (Table A, B, C providers and approved providers under section 16-25 of HESA);
2. The Higher Education Staff Data Collection (Table A and B providers only); and
3. University Applications and Offers Data Collection (Table A and B providers only).

As stated in the Notice, providers must check for any changes to the data requirements to these collections which may be made from time to time. All changes will be noted in Section 2 and 3 of this document. Providers will also be provided notification of changes through the [HEIMS Data Collections eNews](#).

The documents related to each of the Collections are available through the HEIMSHelp website at <http://heimshelp.deewr.gov.au/sites/heimshelp/resources/pages/reporting-requirements> include:

1. Timing Matrix – 2012 Reporting Year
2. Higher Education Student Data Collection
 - a. 2012 File Scope documents
 - b. 2012 File Structure documents
3. Higher Education Staff Data Collection
 - a. 2012 File Scope documents
 - b. 2012 File Structure documents
4. University Applications and Offers Data Collection
 - a. 2012 File Scope documents
 - b. 2012 File Structure documents
5. 2012 Data Elements applicable to each collection

A hard copy of all documents is available by phoning HEIMS Data Collections on (02) 6240 7487 or emailing HEIMS.datacollections@DEEWR.gov.au.

Section 2 – Change Control Summary for the 2012 Reporting Year

Changes for 2012 Data Requirements - issued 18 December 2012

STUDENT DATA COLLECTION

1. Enrolment Revision (ER) – No system change

The Enrolment Revision (ER) submission facilitates the revision of information already reported on the EN file in the Student submission. The ER file structure is the same as the EN file and therefore requires no system change.

2. Minor corrections to the following documents for clarification - No system change

- Commonwealth Scholarships (CS) Scope
- Electronic Commonwealth Assistance Form (PO) Scope
- Commonwealth Assisted Students (DU) Scope

Changes for 2012 Data Requirements - issued 14 February 2012

Full details of all changes are in Section 3 – Change Control Details

1. **STUDENT DATA COLLECTION**

System change required

a) New data element on Past Course Completions (PS) submission

- E579 Joint Degree Partner Higher Education Provider Code

Possible system change

b) E558 – updated coding notes to reflect change of upfront payment discount

No system change required (details in Section 3)

c) Correction to Commonwealth Scholarships (CS) scope document - correction to reporting dates for Commonwealth Scholarships Offers558 – updated coding notes to reflect change of upfront payment discount

Changes for 2012 Data Requirements - issued 07 December 2011

Full details of all changes are in Section 3 – Change Control Details

1. **STUDENT DATA COLLECTION**

System change required

- a) New reporting requirement for SA-HELP
 - SA-HELP (SA) structure – creation of new document
 - SA-HELP (SA) scope – creation of new document
- b) Existing elements included in SA-HELP structure file
 - E313, E307, E488, E384, E381, E558, E527, E358, E490 & E446
- c) New codes added to elements for SA-HELP
 - E490
 - E547 – to enable reporting of SA-HELP on ECAF submission

No system change required

- a) Minor adjustments to coding notes to clarify new reporting requirements for SA HELP. (details in Section 3)
 - E384, E446, E527 & E558

2. TIMING MATRIX

- a) Student submission – updated to include SA-HELP
- b) Staff submission – typo corrected

Changes for 2012 Data Requirements - issued 11 March 2011

Full details of all changes are in Section 3 – Change Control Details

1. STUDENT DATA COLLECTION

System change required

- a) New data element
 - E578 Completion percentage – addition to Past Course Completions (PS)
- b) New codes on existing elements
 - E487 Scholarship type code – addition of new code '07 Australian Postgraduate Award (APA) and International Postgraduate Research Scholarship (IPRS)'
- c) Updated Submission Structures
 - Past Course Completion (PS) – addition of E578 Completion percentage
 - Student Load Liability (LL) & Revised Student Load Liability (RL) – addition of filler

No system change required

- d) Minor adjustments to coding notes for greater clarification (details in Section 3)
 - E310, E327, E333, E385, E490, E500.
- e) Typographical correction to E562 - field of Education classification code corrected to '0100-1299'.
- f) Removal of revision information from scope documents to consolidate documentation
 - Campus (CM), Commonwealth Assisted Students – Help Due (DU), Commonwealth Scholarship (CS), Course of Study (CO), Enrolment (EN), OS HELP (OS) and Revised OS HELP (RO), OS-HELP Revision (OR), Past Course Completions (PS), Student Load Liability and Revised Student Load Liability (LL & RL), Student Revisions (SR) and Unit of Study Completions (CU).

2. STAFF DATA COLLECTION – No system change

- a) Removal of revision information from scope documents to consolidate documentation
 - Actual Casual (CA) and Full-time and Fractional Full-time (FT)

Note: Minor formatting changes in scopes including update of version numbers as a result of the implementation of new document management system.

Section 3 - Change Control Details

STUDENT DATA COLLECTION – 2012 Reporting Year

Structure documents

File Name	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
Past Course Completions (PS)	3.1	New element E579 (Joint Degree Partner Higher Education Provider Code) added to PS file	Yes	New reporting requirement to indicate the partner provider in a joint degree course	System change	14 February 2012
Past Course Completions (PS)	3.0	a) Addition of new data element E578 to identify joint degrees in partnership between institutions b) New version base number	Yes	a) New reporting requirement b) Implementation of new document management system	System change	11 March 2011
SA-HELP (SA)	1.0	Creation of new document	Yes	New reporting requirement for SA-HELP	System change	07 December 2011
Student Load Liability (LL) & Revised Student Load Liability (RL)	3.0	a) Modification to include a filler to support VET FEE-HELP new data element E577 b) New version base number	No	a) New reporting requirements for VET FEE-HELP b) Implementation of new document management system	System change	11 March 2011

Scope documents

File Name	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
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2012 Data Requirements and Change Control Document

Higher Education Data Collection: Ministerial Notice: 11 March 2011, Issue Date: 18 December 2012

File Name	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
Campus (CM)	3.1	Change reference from 'Going To Uni' to 'Study Assist' website and clarification of reporting of courses on the Campus Submission	Yes	Clarification	No system change.	14 February 2012
Campus (CM)	3.0	a) Minor formatting changes including new version base number b) Revision information replaced with link to HEIMSHELP documents	Yes	a) Implementation of new document management system b) To streamline documentation	No system change	11 March 2011
Commonwealth Assisted Students - HELP Due (DU)	3.0	a) Minor formatting changes including new version base number b) Revision information replaced with link to HEIMSHELP documents	Yes	a) Implementation of new document management system b) To streamline documentation	No system change	11 March 2011
Commonwealth Scholarship (CS)	3.1	Corrected submission dates for Offers.	No	Correction	No system change	14 February 2012
Commonwealth Scholarship (CS)	3.0	a) Revision information replaced with a link to HEIMSHELP documents b) Correction of term from 'following year' to 'current year' under 'TIMING' c) Minor formatting changes including new	Yes	a) To streamline documentation b) Correction c) Implementation of new document management system	No system change	11 March 2011

File Name	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
		version base number				
Course of Study (CO)	3.0	a) Inclusion of information on E415 - Reporting Period Year b) Revision information replaced with a link to HEIMSHelp documents c) Minor formatting changes including new version base number	Yes	a) For clarification b) To streamline documentation c) Implementation of new document management system	No system change	11 March 2011
Enrolment (EN)	3.0	a) Minor formatting changes including new version base number b) Revision information replaced with link to HEIMSHelp documents	Yes	a) Implementation of new document management system b) To streamline documentation	No system change	11 March 2011
Enrolment Revisions (ER)	1.0	New Enrolment Revision submission	Yes	To facilitate revision of enrolment data	No system change	18 December 2012
OS HELP (OS) & Revised OS HELP (RO)	3.0	a) Revision information replaced with a link to HEIMSHelp documents b) Correction of document title from 'OS HELP(OS)' to 'OS HELP(OS) & Revised OS HELP(RO)' c) Minor formatting changes including new version base number	Yes	a) To streamline documentation b) Correction c) Implementation of new document management system	No system change	11 March 2011

File Name	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
OS-HELP Revision (OR)	3.0	a) Minor formatting changes including new version base number b) Revision information replaced with link to HEIMSHelp documents	Yes	a) Implementation of new document management system b) To streamline documentation	No system change	11 March 2011
Past Course Completions (PS)	3.0	a) Minor formatting changes including new version base number b) Revision information replaced with link to HEIMSHelp documents	Yes	a) Implementation of new document management system b) To streamline documentation	No system change	11 March 2011
SA-HELP (SA)	1.0	Creation of document	Yes	New reporting requirement for SA-HELP	System change	07 December 2011
Student Load Liability (LL) & Revised Student Load Liability (RL)	3.0	a) Minor formatting changes including new version base number b) Revision information replaced with link to HEIMSHelp documents	Yes	a) Implementation of new document management system b) To streamline documentation	No system change	11 March 2011
Student Revisions (SR)	3.0	a) Minor formatting changes including new version base number b) Revision information replaced with link to HEIMSHelp documents	Yes	a) Implementation of new document management system b) To streamline documentation	No system change	11 March 2011

File Name	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
Unit of Study Completions (CU)	3.0	a) Minor formatting changes including new version base number b) Revision information replaced with link to HEIMSHelp documents	Yes	a) Implementation of new document management system b) To streamline documentation	No system change	11 March 2011

STAFF DATA COLLECTION – 2012 Reporting Year

Structure documents

File Name	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
No change to requirements for the 2012 reporting year.						

Scope documents

File Name	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
Actual Casual (CA)	3.0	a) Minor formatting changes including new version base number b) Revision information replaced with link to HEIMSHelp documents	Yes	a) Implementation of new document management system b) To streamline documentation	No system change	11 March 2011
Full-Time and FFT (FT)	3.0	a) Minor formatting	Yes	a) Implementation of	No system change	11 March 2011

		changes including new version base number b) Revision information replaced with link to HEIMSHelp documents		new document management system b) To streamline documentation		
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UNIVERSITY APPLICATIONS AND OFFERS DATA COLLECTION – 2012 Reporting Year

Structure documents

File Name	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
No change to requirements for the 2012 reporting year.						

Scope documents

File Name	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
No change to requirements for the 2012 reporting year.						

DATA ELEMENTS – 2012 Reporting Year

Name of Element	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
E310 Course of study type code	3.0	Modification of coding notes to clarify that codes 60 and 61 are for	No	For clarification	No system change	11 March 2011

Name of Element	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
		Open Universities Australia (OUA) use only				
E327 New basis for admission to current course	3.0	Inclusion of the link to the Glossary for the definition of commencing students	No	Easy access to the definition	No system change	11 March 2011
E333 Academic organisational unit code	3.0	a) Removal of reference to VET in element description and classification meaning b) Addition of new coding notes for VET providers to use 'AOU' code for this element.	Yes	a) Correction b) For clarification	No system change	11 March 2011
E384 Total amount charged	3.1	Updated coding notes that describe how SA-HELP data for this element is to be reported.	Yes	New reporting requirement	No system change	07 December 2011
E385 Total exemption granted	3.0	Addition of coding notes to clarify reporting of Open Universities Australia (OUA) students	No	For clarification	No system change	11 March 2011
E446 Variation reason code	3.1	Clarification of coding notes and reference to SA-HELP.	Yes	For clarification on the new reporting requirement for SA-HELP	No system change	07 December 2011
E487 Scholarship type code	3.0	Addition of a new code '07' to accommodate students accessing both scholarship types Australian Postgraduate	Yes	To support collection of statistical data	System change	11 March 2011

Name of Element	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
		Award (APA) and International Postgraduate Research Scholarship (IPRS)				
E490 Student Status code	3.1	Added two new codes: '280' - Deferred all or part of SA fee for a Course of Study through SA-HELP and '281' Deferred all or part of SA fee for a Bridging Course for Overseas Trained Professionals through SA-HELP	Yes	New reporting requirement for SA-HELP	System change	07 December 2011
E490 Student Status code	3.0	Correction of term in codes 232 and 304. 'OLA' changed to 'Open Universities Australia(AOU)'. 'OLA' changed to 'Open Universities Australia(AOU)'.	No	Correction applicable to Higher Education only	No system change	11 March 2011
E500 Overseas student fee for students subject to minimum indicative fee	3.0	Inclusion of link to the Glossary for more detailed information on overseas student fee reporting.	No	For clarification	No system change	11 March 2011
E527 HELP debt incurral date	3.1	Updated Element name, description, classification code meaning and coding notes that relate to SA-HELP	Yes	New reporting requirement	No system change	07 December 2011

Name of Element	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
E547 Request for Commonwealth assistance indicator	3.1	Added new classification codes '70' & '71' for SA-HELP eligibility status.	Yes	New reporting requirement for SA-HELP	System change	07 December 2011
E558 HELP debt amount	3.2	Updated coding notes to reflect change of upfront payment discount from 20% to 10% used in calculating the total Help debt amount.	Yes	Legislative change	Possible system change	14 February 2012
E558 HELP debt amount	3.1	Updated coding notes to include SA-HELP.	Yes	New reporting requirement for SA-HELP	No system change	07 December 2011
E562 Field of education of prior VET study for which credit/RPL was offered	3.0	Typographical correction to classification code from '0101-1299' to '0100 - 1299'	No	Correction	No system change	11 March 2011
E578 Completion percentage	1.0	Addition of new data element E578 to Past Course Completions file to identify joint degrees awarded	Yes	New reporting requirements	System change	11 March 2011
E579 Joint Degree Partner Higher Education Provider Code	1.0	Creation of element as addition to Past Course Completions file	Yes	To indicate the partner Higher Education Provider where study in a joint degree is undertaken	System change	14 February 2012