



# University Applications and Offers - 2016 submission guidelines

## Table of Contents

Scope and structure documents .....	2
Contact HEIMS Client Support .....	2
Application Details (AD) scope.....	3
Application Details (AD) file structure .....	6
Offer Details (OD) scope .....	8
Offer Details (OD) file structure .....	11
Preference Details (PD) scope.....	12
Preference Details (PD) file structure .....	14

## Scope and structure documents

This document provides the submission guidelines for the 2016 reporting year. These include the [scope](#) and [structure](#) guides for each data [file](#) you need to report.

All data is reported in a [submission](#). Each submission includes one or more data files.

The files included in the University Applications and Offers Data Collection are provided below.

For all details of this collection see the [University Applications and Offers Data Collection - 2016 Reporting Requirements](#)

### Contact HEIMS Client Support

If you need assistance with any reporting issues please [contact us](#) at [HEIMS.datacollections@education.gov.au](mailto:HEIMS.datacollections@education.gov.au) or (02) 6240 7487.

## Application Details (AD) scope

### Version Details

Version:	6.0
First Year:	2015
Last Year:	

### About

The Application Details (AD) file comprises data records for applications for admission to a higher education undergraduate award course submitted through a tertiary admission centre (TAC) or directly to a [Table A or B higher education provider](#) (provider).

The data reported provides a “profile” of the applicant (e.g. date of birth, gender, home location).

Each application should have a single record in the AD file. However, the same individual may have multiple applications (e.g. through multiple TACs or direct applications at other providers). Providers need only submit data from applications made directly to them if they have authorised applications made through a TAC to be submitted by that TAC.

The name and address details reported are those current as at the [reference date](#) (which may differ from those obtained when the application was submitted if they have been updated by an applicant).

The secondary qualification details are included for an applicant’s principal Australian Year 12 qualifications if attempted within or outside Australia in the current year (i.e. in the year when the most recent group of Australian school-leavers completed Year 12) as identified under Australian Year 12 result type code ([element 702](#)).

Only one qualification is to be reported in cases where an application is made by an individual with more than one current Australian Year 12 qualification.

### ***Who is required to report it?***

All Table A or B providers who receive direct applications and all TACs.

### **Timing**

The reference and submission dates are advised by the Australasian Conference of Tertiary Admission Centres (ACTAC). The due dates for these submissions are usually released by ACTAC in the September prior to the reporting year and will be detailed in the reporting schedule when they become available.

### **Submission method**

Providers submit applications and offers data using the [Higher Education Provider Client Assistance Tool \(HEPCAT\)](#). More information about this process is in the [HEPCAT User Guide Part 2](#).

The AD file is one of three files in the Application Details submission. The other files are the [Preference Details \(PD\)](#) and the [Offer Details \(OD\)](#). For more information about these files refer to their respective scope and structure guidelines.

TACs submit applications and offers data using HEIMS Web Services. For more information refer to the [Data requirements - Tertiary Admissions Centres](#).

### **Structure**

Information about the structure and elements in the AD file is in the [structure guidelines](#) for the relevant reporting year.

Some data elements are discretionary. Discretionary elements should be reported unless the provider does not collect data on them.

Providers must submit data for mandatory elements - generic or 'no information' values should be submitted in exceptional cases only.

For providers, coding notes included on the data element guidelines clarify if an element is mandatory or discretionary. For TACs this information is included in Appendix C of the [Web Service Interface Technical Specifications](#).

### **Matching records**

For each Application Details submission, for each record (i.e. valid application) included on the AD file there must be one or more associated records on the PD.

In relation to the OD file, for each AD record there may be:

- no offer made (i.e. zero records) or
- one or several OD records, identified by matched values for:
  - Application identification code ([element 700](#)) and
  - your submitter or provider code.

### **Records to be included**

Valid applications are applications from [domestic applicants](#) ([element 358](#) - Citizen/resident indicator) with at least one current preference for a [Commonwealth supported place](#) in a higher education undergraduate award course ([element 724](#) - Sector code and [element 310](#) Course of study type code).

Include one data record for each unique valid application as identified by the application identification code ([element 700](#)).

### **Special cases**

Where an applicant has at least one valid application, their preferences in the following courses may also be reported for:

- bridging, enabling or non-award courses on the Course of study type code ([element 310](#))
- postgraduate courses on the Course of study type code ([element 310](#))
- domestic fee-paying undergraduate courses on the Sector code ([element 724](#))

- courses offered in the vocational, education and training sector on the Sector code (element 724).

Applications containing preferences for courses from non-commencing students are valid if the application is processed through a TAC or if it is a direct application to a provider from an applicant who:

- is transferring from another institution
- is transferring across courses in different narrow fields of education (ASCED Level II)
- is transferring from a single to a double degree
- has deferred starting their course or is required to re-register following a period of lapsed enrolment.

The data collection may include applications that cannot be processed because:

- the fees and charges have not been paid
- the applicant has not signed or indicated acknowledgement of the declaration
- the application has missing or insufficient documentation.

### **Exclusions**

Do not include data records for applications that:

- are from international (overseas full fee-paying) applicants – Citizen/resident indicator ([element 358](#))
- are from people whose citizenship/residency status is unknown at the time of application – Citizen/resident indicator (element 358)
- contain no valid preferences (even if the applicant has earlier received an offer for a CSP in a higher education undergraduate award course which is no longer listed as a preference)
- contain preference(s) for course(s) only for intakes after the intake for the commencing period nearest to the reference date
- have been cancelled by an institution because they are duplicates, the applicant is known to be deceased, the applicant has falsified documentation, or other administrative reasons
- are prospective applications or expressions of interest from people who have not (yet) formally lodged or submitted an application
- are registrations for non-commencing students following periods of lapsed enrolment, leave of absence or deferment where students are not required to submit an application in order to register.

### **More information**

For more information about terms used in these guidelines see the [glossary](#).

## Application Details (AD) file structure

### Version Details

Version:	4.0
First Year:	2013
Last Year:	

### Elements on the Application Details (AD) file

Type of record and element name	Element number	Position	Width	Data type
Application identification code	<a href="#">700</a>	1-20	20	Alphanumeric
Application status	<a href="#">701</a>	21-21	1	Numeric
Date of birth	<a href="#">314</a>	22-29	8	Date
Gender code	<a href="#">315</a>	30-30	1	Alphanumeric
Citizen/resident indicator	<a href="#">358</a>	31-31	1	Numeric
Location code of permanent home residence	<a href="#">320</a>	32-36	5	Alphanumeric
Aboriginal and Torres Strait Islander code	<a href="#">316</a>	37-37	1	Numeric
Year of arrival in Australia	<a href="#">347</a>	38-41	4	Alphanumeric
Language spoken at home code	<a href="#">348</a>	42-45	4	Numeric
Surname	<a href="#">402</a>	46-75	30	Text
Given name – first	<a href="#">403</a>	76-90	15	Text
Given names – other	<a href="#">404</a>	91-120	30	Text
Postal address – part 1	<a href="#">406</a>	121-158	38	Text
Postal address – part 2	<a href="#">407</a>	159-196	38	Text

Type of record and element name	Element number	Position	Width	Data type
Postal address – suburb/town	<a href="#">466</a>	197-223	27	Text
Postal address – state code	<a href="#">467</a>	224-226	3	Alphanumeric
Postal address – postcode	<a href="#">409</a>	227-230	4	Alphanumeric
Postal address – country code	<a href="#">728</a>	231-234	4	Numeric
Postal address – country name	<a href="#">468</a>	235-254	20	Alphanumeric
Highest educational participation	<a href="#">493</a>	255-260	6	Numeric
Prior postgraduate course; year	<a href="#">730</a>	261-265	5	Numeric
Prior bachelor course; year	<a href="#">731</a>	266-270	5	Numeric
Prior sub-degree course (HE); year	<a href="#">732</a>	271-275	5	Numeric
Prior sub-degree course (VET); year	<a href="#">733</a>	276-280	5	Numeric
Prior VET award course; year	<a href="#">734</a>	281-285	5	Numeric
Prior secondary education course through VET sector; year	<a href="#">735</a>	286-290	5	Numeric
Prior secondary education course at school; year	<a href="#">736</a>	291-295	5	Numeric
Prior other qualification/ certificate; year	<a href="#">737</a>	296-300	5	Numeric
Australian Year 12 result type code	<a href="#">702</a>	301-302	2	Numeric
Tertiary Entrance Score	<a href="#">369</a>	303-305	3	Numeric
International Baccalaureate aggregate score	<a href="#">710</a>	306-307	2	Numeric
Commonwealth Higher Education Student Support Number (CHESSN)	<a href="#">488</a>	308-317	10	Alphanumeric

## Offer Details (OD) scope

### Version Details

Version:	6.0
First Year:	2015
Last Year:	

### About

The Offer Details (OD) file comprises data records for all offers and responses to offers for admission to a higher education undergraduate award course made through a tertiary admission centre (TAC) or directly to a [Table A or B higher education provider](#) (provider).

The data reported in this file provides information on the offers made in response to an applicant's preferences (e.g. field of education, preference order) as at the [reference date](#).

Data records are included for offers to all current preferences. The preference ordinal position of the offer record is that in the current set of preferences as at the reference date.

Each unique value for Application identification code ([element 700](#)) may have zero, one or multiple records in the OD file, as each offer is reported as a separate data record.

The number of records linked to each unique value for Application identification code (element 700) will depend on:

- if an offer is made to an applicant
- the number of offers made to an applicant
- the administrative practices for recording offers.

### ***Who is required to report it?***

All Table A or B providers who receive direct applications and all TACs.

### Timing

The reference and submission dates are advised by the Australasian Conference of Tertiary Admission Centres (ACTAC). The due dates for these submissions are usually released by ACTAC in the September prior to the reporting year and will be detailed in the reporting schedule when they become available.

### Submission method

Providers submit applications and offers data using the [Higher Education Provider Client Assistance Tool \(HEPCAT\)](#). More information about this process is in the [HEPCAT User Guide Part 2](#).

The OD file is one of three files included in the Application Details submission. The other files are [Application Details \(AD\)](#) and [Preference Details \(PD\)](#).

TACs submit applications and offers data using HEIMS Web Services. For more information refer to the [Data requirements - Tertiary Admissions Centres](#).



## Structure

Information about the structure and elements in the OD file is in the [structure guidelines](#) for the relevant reporting year.

Some data elements are discretionary. Discretionary elements should be reported unless the provider does not collect data on them.

Providers must submit data for mandatory elements - generic or 'no information' values should be submitted in exceptional cases only.

For providers, coding notes included on data element guidelines clarify if an element is mandatory or discretionary. For TACs this information is included in Appendix C of the [Web Service Interface Technical Specifications](#).

## Matching records

Each record in the OD file must have a matching record in the AD file and at least one record in the PD file, identified by matched values for:

- Application identification code ([element 700](#)) and
- your submitter or higher education provider code ([element 306](#)).

## Records to be included

One data record needs to be included in the Offer details file for each offer made against a preference in a valid application.

Valid applications are applications from [domestic applicants](#) ([element 358](#) - Citizen/resident indicator) with at least one current preference for a [Commonwealth supported place](#) in a higher education undergraduate award course ([element 724](#) - Sector code and [element 310](#) - Course of study type code).

## Special cases

Offers for the following may also be reported for:

- bridging, enabling or non-award courses on the Course of study type code ([element 310](#))
- postgraduate courses on the Course of study type code (element 310)
- domestic fee-paying undergraduate courses on the Sector code ([element 724](#))
- vocational education and training courses on the Sector code (element 724)
- intakes after the intake for the commencing period nearest to the reference date on the Intake date ([element 709](#))
- preferences no longer listed on an application on Preference ordinal position ([element 713](#))
- supplementary offers to applicants on Preference ordinal position (element 713).

## Exclusions

Do not include data in the OD file for applicants who have no matching AD record.

Also exclude:

- Simulated, trial or dummy offers

- Notices of intention to offer subject to satisfaction of entry requirements as pre-conditions to enrolment
- Duplicate offers reproduced for operational reasons (e.g. to replace lost or misdirected offer letters).

**More information**

For more information about terms used in these guidelines see the [glossary](#).

## Offer Details (OD) file structure

### Version Details

Version:	4.0
First Year:	2013
Last Year:	

### Elements on the Offer Details (OD) file

Type of record and element name	Element number	Position	Width	Data type
Application identification code	<a href="#">700</a>	1-20	20	Alphanumeric
Preference ordinal position	<a href="#">713</a>	21-22	2	Numeric
Basis for admission to offered course	<a href="#">327</a>	23-24	2	Numeric
Date offered	<a href="#">705</a>	25-32	8	Date
Response code	<a href="#">723</a>	33-33	1	Numeric
Higher Education Provider code	<a href="#">306</a>	34-37	4	Numeric
Sector code	<a href="#">724</a>	38-38	1	Numeric
Field of education code	<a href="#">461</a>	39-44	6	Numeric
Field of education supplementary code	<a href="#">462</a>	45-50	6	Numeric
Course of study type code	<a href="#">310</a>	51-52	2	Numeric
Mode of attendance code	<a href="#">329</a>	53-53	1	Numeric
Course campus postcode	<a href="#">559</a>	54-58	5	Alphanumeric
Intake date	<a href="#">709</a>	59-64	6	Date

## Preference Details (PD) scope

### Version Details

Version:	6.0
First Year:	2015
Last Year:	

### About

The Preference Details (PD) file comprises data records for all preferences listed on an application for current higher education undergraduate award courses submitted through a tertiary admission centre (TAC) or directly to a [Table A or B higher education provider](#) (provider).

The data reported in the PD file provides information on the applicant's preferences (for example, field of education and preference order) as at the [reference date](#).

If your institution only keeps records of offers, report the same values for offer details as for preference details (See the [Offer Details \(OD\)](#) file scope).

For each unique value for the Application identification code ([element 700](#)) there must be at least one current preference for a Commonwealth supported place (CSP) in a higher education undergraduate award course ([element 724](#) - Sector code, [element 358](#) - Citizen/resident indicator and [element 310](#) - Course of study type code).

Each unique value for Application identification code (element 700) may have multiple records for preference details, as each preference listed by an applicant is reported as a separate data record.

### **Who is required to report it?**

All Table A or B providers who receive direct applications and all TACs.

### Timing

The reference and submission dates are advised by the Australasian Conference of Tertiary Admission Centres (ACTAC). The due dates for these submissions are usually released by ACTAC in the September prior to the reporting year and will be detailed in the reporting schedule when they become available.

### Submission method

Providers submit applications and offers data using the [Higher Education Provider Client Assistance Tool \(HEPCAT\)](#). More information about this process is in the [HEPCAT User Guide Part 2](#).

The PD file is one of three files in the Application Details submission. The others files are the [Applications Details \(AD\)](#) and the [Offer Details \(OD\)](#). For more information about these files refer to their respective scope and structure guidelines.

TACs submit applications and offers data using HEIMS Web Services. For more information refer to the [Data requirements - Tertiary Admissions Centres](#).

### **Structure**

Information about the structure and elements in the PD file is in the [structure guidelines](#) for the relevant reporting year.

Some fields are discretionary. Discretionary elements should be reported unless the provider does not collect data on them.

For mandatory elements, generic or 'no information' values should be submitted in exceptional cases only.

For providers, coding notes included on each data element guideline clarify if an element is mandatory or discretionary. For TACs this information is included in Appendix C of the [Web Service Interface Technical Specifications](#).

### **Matching records**

Each record for the PD file must have an associated record on the AD file, identified by matched values for:

- application identification code ([element 700](#)) and
- your submitter or higher education provider code ([element 306](#)).

### **Records to be included**

One record per applicant must be included in the PD file for each preference listed on a valid application. This includes current preferences for courses cancelled by institutions and current preferences for courses for which the applicant is not eligible.

Valid applications are applications from [domestic applicants](#) ([element 358](#) Citizen/resident indicator) with at least one current preference for a [Commonwealth Supported Place](#) in a higher education undergraduate award course ([element 724](#) - Sector code and [element 310](#) - Course of study type code).

### **Special cases**

Preferences for the following may also be reported for:

- bridging, enabling or non-award courses on Course of study type code ([element 310](#))
- postgraduate courses on Course of study type code ([element 310](#))
- domestic fee-paying undergraduate courses on Sector code ([element 724](#))
- vocational education and training courses on Sector code ([element 724](#))
- intakes after the intake for the commencing period nearest to the reference date on Intake date ([element 709](#)).

### **Exclusions**

Do not include data records in the PD file for applicants who have no matching record on the AD file.

### **More information**

For more information about terms used in these guidelines see the [glossary](#).

## Preference Details (PD) file structure

### Version Details

<b>Version:</b>	4.0
<b>First Year:</b>	2013
<b>Last Year:</b>	

### Elements on the Preference Details (PD) file

Type of record and element name	Element number	Position	Width	Data type
Application identification code	<a href="#">700</a>	1-20	20	Alphanumeric
Preference ordinal position	<a href="#">713</a>	21-22	2	Numeric
Higher Education Provider code	<a href="#">306</a>	23-26	4	Numeric
Sector code	<a href="#">724</a>	27-27	1	Numeric
Field of education code	<a href="#">461</a>	28-33	6	Numeric
Field of education supplementary code	<a href="#">462</a>	34-39	6	Numeric
Course of study type code	<a href="#">310</a>	40-41	2	Numeric
Mode of attendance code	<a href="#">329</a>	42-42	1	Numeric
Course campus postcode	<a href="#">559</a>	43-47	5	Alphanumeric
Intake date	<a href="#">709</a>	48-53	6	Alphanumeric