



# VET FEE-HELP - 2016 submission guidelines

## Table of Contents

Scope and structure documents.....	3
Contact HEIMS Client Support .....	3
Student Concordance (SC) scope.....	4
Student Concordance (SC) file structure.....	5
VET Commonwealth Higher Education Student Support Number (CHESSN) scope.....	6
VET Commonwealth Higher Education Student Support Number (CHESSN) file structure .....	8
VET Commencement Date Revision (VRC) scope .....	12
VET Commencement Date Revision (VRC) file structure.....	13
VET Commonwealth Assisted Students - HELP Due (VDU) scope.....	14
VET Commonwealth Assisted Students - HELP Due (VDU) file structure .....	16
VET Course Completions (VCC) scope.....	18
VET Course Completions (VCC) file structure .....	19
VET Course of Study (VCO) scope .....	20
VET Course of Study (VCO) file structure.....	22
VET Enrolment Revisions (VER) scope .....	23
VET Enrolment Revisions (VER) file structure .....	24
VET Student Enrolment (VEN) scope .....	26
VET Student Enrolment (VEN) file structure.....	28
VET Student Load Liability (VLL) and Revised Student Load Liability (VRL) scope.....	30
VET Student Load Liability (VLL) and Revised Student Load Liability (VRL) file structure .....	32
VET Student Revisions (VSR) scope.....	34

VET Student Revisions (VSR) file structure .....	36
VET Unit of Study Completions (VCU) scope .....	37
VET Unit of Study Completions (VCU) file structure .....	39

## 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 VET FEE-HELP Data Collection are provided below.

For all details of this collection see the [VET FEE-HELP 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.

## Student Concordance (SC) scope

### Version Details

Version:	1.0
First Year:	2015
Last Year:	

### About

The Student Concordance (SC) file enables providers to revise Student Identification codes ([element 313](#)) that have previously been reported to the department.

### Timing

Timing of submissions is detailed in the [reporting schedule](#) for the relevant reporting year.

Student concordance submissions may be reported at any time. Multiple submissions may be reported throughout the year.

### Submission method

The Student Concordance (SC) file is the only file included in a Student Concordance submission.

Submissions are made using the Higher Education Provider Client Assistance Tool (HEPCAT). More information about this process is in the [HEPCAT User Guide](#).

## Student Concordance (SC) file structure

### Version Details

<b>Version:</b>	1.0
<b>First Year:</b>	2015
<b>Last Year:</b>	

### Elements on the Student Concordance (SC) file

Type of record and element name	Element number	Position	Width	Data type
Student Identification Code (Old)	<a href="#">313</a>	1-10	10	Alphanumeric
Student Identification Code (New)	<a href="#">313</a>	11-20	10	Alphanumeric
Filler	N/A	21-70	50	Alphanumeric

## VET Commonwealth Higher Education Student Support Number (CHESSN) scope

### Version Details

Version:	5.0
First Year:	2015
Last Year:	

### About

The Commonwealth Higher Education Student Support Number (CHESSN) is a number that uniquely identifies a Commonwealth assisted student. All students receiving VET FEE-HELP assistance must have a CHESSN.

The government uses the CHESSN to manage the VET FEE-HELP entitlements of a student. Once a student is allocated a CHESSN it will remain linked to the student for the remainder of their academic life.

Students may use their CHESSN to access information on their use of VET FEE-HELP through *myUniAssist* on the [Study Assist](#) website.

### Timing

A student in receipt of VET FEE-HELP assistance must be allocated a CHESSN before receiving any VET FEE-HELP.

### Allocation method

The data required for CHESSN allocation can be provided in two ways:

- in XML format sent to the department via a Web Service Interface (for allocation of one or many students)
- entered directly into the [HEIMS Administration](#) system (typically for allocation of a small number of CHESSNs).

The data sent via either of the above methods provides information about students to allow the allocation of a provisional CHESSN. The information provided will also be used to identify, with high probability, a unique individual so as to minimise allocating duplicate CHESSNs.

A CHESSN will only become active in HEIMS when a record for the student is received in the student submission. The provider will inform the student of their CHESSN through the Commonwealth Assistance Notice (CAN).

### Structure

The [VET CHESSN structure guidelines](#) contain details of the complete set of data elements that can be reported. The actual elements reported will depend on the characteristics of a student.

The XML file structures are flexible. Individual records may vary in size depending on the information required and submitted. The [HEIMS Web Services CHESSN Technical Specification](#) provides technical information required to develop a web services interface.

**Records to be included**

Include any eligible domestic student providing informed consent for their data to be sent to HEIMS.

If a provider submits an XML file for the allocation of CHESSNs there must only be one record for a particular student.

**Records to be excluded**

- Eligible domestic students not providing consent for their data to be sent to HEIMS
- Overseas students.

**More information**

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

## VET Commonwealth Higher Education Student Support Number (CHESSN) file structure

### Version Details

Version:	3.0
First Year:	2012
Last Year:	

### Elements on the VET Commonwealth Higher Education Student Support Number (CHESSN) file

Element	Description	XML Data type	Field Length	Data Element <sup>**1</sup>	Code Value Source <sup>**2</sup>
<b>AddressLine1</b>	Postal address line 1 for a person.	string	50	<a href="#">406</a>	
<b>AddressLine2</b>	Postal address line 2 for a person.	string	50	<a href="#">407</a>	
<b>BirthDate</b>	Represents a person's date of birth.	date	10	<a href="#">314</a>	
<b>CitizenshipStatusCode</b>	Indicates the citizenship or residency of a person.	string	1	<a href="#">358</a>	<a href="#">HEPCAT Element 358</a>
<b>ContinuingStudentId</b>	The student number allocated to a continuing student supplied by the Provider they are currently enrolled in.	string	10	<a href="#">313</a>	
<b>CountryCode</b>	A code representing a country for the person's postal address.	string	4		<a href="#">HEPCAT Element 346</a>
<b>CountryName</b>	The name of a country for the person's postal address.	string	46		



Element	Description	XML Data type	Field Length	Data Element <sup>**1</sup>	Code Value Source <sup>**2</sup>
<b>FamilyName</b>	Represents a person's family name or surname. If a person has only one name, it should go in this field.	string	40	<a href="#">402</a>	
<b>GivenName</b>	The first name of the person, also known as Christian name.	string	40	<a href="#">403</a>	
<b>ProviderCode</b>	The code representing a Provider a person has attended.	string	4		<a href="#">HEPCAT Element 306</a>
<b>ProviderName</b>	The name of a Provider a person has attended.	string	200		
<b>ProviderNumber</b>	The student number allocated to a person when they attended a Provider.	string	10		
<b>ProviderYear</b>	The year in which a person attended a Provider.	gYear	4		
<b>LocalityName</b>	The full name of the general locality containing the specific postal address. This will normally be the name of a town or suburb.	string	46	<a href="#">466</a>	
<b>OtherGivenName</b>	Represents any other names a person has such as middle names.	string	40	<a href="#">404</a>	

Element	Description	XML Data type	Field Length	Data Element <sup>**1</sup>	Code Value Source <sup>**2</sup>
<b>PostCode</b>	The numeric descriptor for a postal delivery area, aligned with locality, suburb or place.	string	12	<a href="#">409</a>	
<b>PreviousName - FamilyName</b>	Represents a person's previous family name or surname.	string	40		
<b>PreviousName -GivenName</b>	The previous first name of the person, also known as Christian name.	string	40		
<b>PreviousName - OtherGivenName</b>	Represents any previous other names a person has such as middle names.	string	40		
<b>RecordId</b>	An identifier assigned to each transaction so that they can be distinguished when the server returns the results.	string	20		
<b>SexCode</b>	A code indicating the biological distinction between male and female.	string	1	<a href="#">315</a>	M, F
<b>StateCode</b>	A code indicating an Australian address state or territory code.	string	3	<a href="#">467</a>	NSW, QLD, VIC, TAS, ACT, NT, SA, WA or AAT.
<b>AttendedPreviousHepCode</b>	An indicator as to whether a person attended a previous HEP (Higher Education Provider).	string	<sup>**3</sup>		AttendedYear12, DidNotAttendYear12 or Unknown.

Element	Description	XML Data type	Field Length	Data Element <sup>**1</sup>	Code Value Source <sup>**2</sup>
<b>AttendedYear12Code</b>	An indicator as to whether a person attended Year 12 at an Australian high school.	string	<sup>**4</sup>		
<b>Year12Number</b>	A Year 12 student number.	string	11		
<b>Year12SchoolName</b>	The name of an Australian school in which a person attended Year 12.	string	200		
<b>Year12StateCode</b>	The state or territory in which a person attended Year 12 in an Australian high school.	string	3		NSW, QLD, VIC, TAS, ACT, NT, SA, WA or AAT.
<b>Year12Year</b>	The year in which a person attended Year 12 in an Australian high school.	gYear	4		

- 1 Data Element – This column identifies the equivalent data element in the Data Collection.
- 2 Code Value Source – code value data elements are limited to values identified by the Code Value Source. Those indicated with a “Data element” indicates that the list of possible values for the element is equivalent to the list of that Data Collection element number.
- 3 No field length is defined in the XLM schema for these data element codes as the value is restricted to defined code values.
- 4 No field length is defined in the XLM schema for these data element codes as the value is restricted to defined code values.

## VET Commencement Date Revision (VRC) scope

### Version Details

<b>Version:</b>	1.0
<b>First Year:</b>	2014
<b>Last Year:</b>	

### About

The VET Commencement Date Revision submission enables providers to revise the Course of study commencement date ([element 534](#)) data that has previously been reported to the department on the [VET Student Load/liability \(LL\)](#) file in a Student submission.

### Timing

Commencement date revisions may be reported at any time. Multiple submissions may be reported throughout the year.

Timing of submissions is detailed in the [reporting schedule](#) for the relevant reporting year.

### Submission method

The VET Commencement Date Revision (VRC) file is the only file included in a VET Commencement Date Revision submission.

Commencement Date Revisions submissions are made using the [Higher Education Provider Client Assistance Tool \(HEPCAT\)](#). More information about this process is in the [HEPCAT User Guide Part 2](#).

### Structure

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

Each record in the VRC file must have the same unique combination of values previously reported for a student in a VET Student submission for:

- Student identification code ([element 313](#))
- Course code ([element 307](#))

A record to be revised will be matched on these elements. The commencement date revision process only requires reporting of the key identifiers for the record and the values to be modified.

### More information

For detailed information on how to revise previously reported student data see the [VET revision guides](#).

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

## VET Commencement Date Revision (VRC) file structure

### Version Details

<b>Version:</b>	1.0
<b>First Year:</b>	2014
<b>Last Year:</b>	

### Elements on the VET Commencement Date Revisions (VRC) file

Type of record and element name	Element number	Position	Width	Data type
<b>Student identification code</b>	<a href="#">313</a>	1-10	10	Alphanumeric
<b>Course code</b>	<a href="#">307</a>	11-20	10	Alphanumeric
<b>Course of Study Commencement Date</b>	<a href="#">534</a>	21-26	6	Numeric
<b>Filler</b>	N/A	27-76	50	Alphanumeric

## VET Commonwealth Assisted Students - HELP Due (VDU) scope

### Version Details

<b>Version:</b>	6.0
<b>First Year:</b>	2015
<b>Last Year:</b>	

### About

The VET Commonwealth Assisted Students (VDU) file, commonly referred to as the "VET HELP Due" submission, reports the personal details, including names, tax file numbers (TFN) and the Commonwealth Higher Education Student Support Numbers ([CHESSN](#)) of all students accessing VET FEE-HELP assistance.

Student details from this file are provided to the Australian Taxation Office (ATO).

### Timing

Timing of submissions is detailed in the [reporting schedule](#) for the relevant reporting year.

Two VDU files are created and validated in a VET HELP Due submission each year. The first file includes student details for debts incurred between 1 January and 30 June. The second file includes student details for debts incurred between 1 July and 31 December.

### Submission method

The VDU file is the only file in a VET HELP Due submission.

VET HELP Due is different to other submissions. The data is not submitted. Instead, information from a validated VET HELP Due submission is provided as a "snapshot" of information in the VET Student and VET Student Revision submissions. The creation of a "snapshot" is an automated process in the [Higher Education Provider Client Assistance Tool \(HEPCAT\)](#).

When you report the VET Student or VET Student Revision submissions to the department, TFN data in the snapshots are encrypted to protect the privacy of student's personal information. You will need to use your encryption key provided by the ATO when you submit data that includes information from the VET HELP Due.

Submissions are made using HEPCAT. More information about this process is in the [HEPCAT User Guide Part 2](#).

### Structure

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

One record for each student and course combination is required on the VDU file. Each record must have a unique combination of values for:

- Student identification code ([element 313](#))

- Course code ([element 307](#))
- Commonwealth Higher Education Student Support Number (CHESSN) ([element 488](#)).

These elements are the key identifiers for each record on the VDU file. The VDU file also uses these values to identify matching records in a VET Student or a VET Student Revisions submission.

#### **Updating data in a VET HELP Due submission**

Additional records can be added to the VET HELP Due submission at any time. For detailed information on how to add or update records see the [VET FEE-HELP revision guides](#).

The department may request you to submit a revised VET HELP Due submission. This generally only occurs when TFN data reported to the Australian Taxation Office has failed the decryption process.

#### **More information**

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

## VET Commonwealth Assisted Students - HELP Due (VDU) file structure

### Version Details

Version:	3.0
First Year:	2012
Last Year:	

### Elements on the VET Commonwealth Assisted Students – HELP Due (VDU) file

Type of record and element name	Element number	Position	Width	Data type
Student identification code	<a href="#">313</a>	1-10	10	Alphanumeric
Tax file number	<a href="#">416</a>	11-21	11	Numeric
Date of birth	<a href="#">314</a>	22-29	8	Numeric
Gender code	<a href="#">315</a>	30	1	Alphanumeric
Course code	<a href="#">307</a>	31-40	10	Alphanumeric
Student title	<a href="#">405</a>	41-55	15	Alphanumeric
Student surname	<a href="#">402</a>	56-85	30	Alphanumeric
Student given name – first	<a href="#">403</a>	86-100	15	Alphanumeric
Student given name – others	<a href="#">404</a>	101-130	30	Alphanumeric
Postal address – part 1	<a href="#">406</a>	131-168	38	Alphanumeric
Postal address – part 2	<a href="#">407</a>	169-206	38	Alphanumeric
Postal address – Suburb/Town	<a href="#">466</a>	207-233	27	Alphanumeric
Postal address – State	<a href="#">467</a>	234-236	3	Alphanumeric
Postal address – Postcode	<a href="#">409</a>	237-240	4	Alphanumeric
Postal address – Country Name	<a href="#">468</a>	241-260	20	Alphanumeric
Address of permanent home residence – part 1	<a href="#">410</a>	261-298	38	Alphanumeric
Address of permanent home residence – part 2	<a href="#">411</a>	299-336	38	Alphanumeric
Residential address – Suburb/Town	<a href="#">469</a>	337-363	27	Alphanumeric
Residential address – State	<a href="#">470</a>	364-366	3	Alphanumeric
Address of permanent home residence – Postcode	<a href="#">413</a>	367-370	4	Alphanumeric



Type of record and element name	Element number	Position	Width	Data type
Residential address – Country Name	<a href="#">471</a>	371-390	20	Alphanumeric
Filler 9 spaces	N.A.	391-399	9	Alphanumeric
Commonwealth Higher Education Student Support Number (CHESSN)	<a href="#">488</a>	400-409	10	Alphanumeric

## VET Course Completions (VCC) scope

### Version Details

<b>Version:</b>	6.1
<b>First Year:</b>	2016
<b>Last Year:</b>	

### About

The VET Course Completions (VCC) file contains information about all approved courses completed by eligible VET students for a reporting year.

### Timing

Timing of submissions is detailed in the [reporting schedule](#) for the relevant reporting year.

The submission date in the reporting schedule is the final date by which data should be received by the department. Data can be submitted prior to the due date.

### Submission method

The VCC file is the only file included in the VET Course Completions submission.

Submissions are made using the [Higher Education Provider Client Assistance Tool \(HEPCAT\)](#). More information about this process is in the [HEPCAT User Guide Part 2](#).

### Structure

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

Each record in the VCC file must have a unique combination of values for:

- Student identification code ([element 313](#))
- Course code ([element 307](#))
- Reporting year and period code ([element 415](#)).

These elements are the key identifiers for a course completions record. A record to be revised will be matched on these elements.

There must be a related course on the VET Course of Study submission for the reporting year.

### Revisions

The VET Course Completions submission can also be used to revise previously submitted data. When revising a course completion record it must be submitted with the same key identifiers as originally reported.

Revised records can be submitted at any time. For detailed information on how to revise previously reported course completions data see the [VET FEE-HELP revision guides](#).

### More information

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

## VET Course Completions (VCC) file structure

### Version Details

Version:	3.0
First Year:	2012
Last Year:	

### Elements on the VET Course Completions (VCC) file

Type of record and element name	Element number	Position	Width	Data type
Student identification code	<a href="#">313</a>	1-10	10	Alphanumeric
Course code	<a href="#">307</a>	11-20	10	Alphanumeric
Commonwealth Higher Education Student Support Number (CHESSN)	<a href="#">488</a>	21-30	10	Alphanumeric
Reporting Year and Period Code	<a href="#">415</a>	31-35	5	Numeric
Variation reason code	<a href="#">446</a>	36-36	1	Numeric
Filler 50 spaces	N/A	37-86	50	Alphanumeric
Filler 3 spaces	N/A	87-89	3	Alphanumeric

## VET Course of Study (VCO) scope

### Version Details

<b>Version:</b>	6.0
<b>First Year:</b>	2015
<b>Last Year:</b>	

### About

The VET Course of Study (VCO) file contains information on all approved courses to be provided for a reporting year.

Courses must first be registered in [training.gov.au \(TGA\)](http://training.gov.au) and in the department's [HELP IT System \(HITS\)](#) prior to being included in the VCO file.

Course information on the VCO file is referenced by most data submitted for the VET FEE-HELP Data Collection:

- VET Student submission, which includes the VET Student Enrolment (VEN), VET Student Load/Liability (VLL) and VET Commonwealth Assisted Students (VDU) files
- VET Student Revision submission which includes the VET Revised Load Liability (VRL), VET Student Revision (VSR) and VET Commonwealth Assisted Students (VDU) files
- VET Enrolment Revision submission which includes the VET Enrolment Revision (VER) file
- VET Unit of Study Completions submission which includes the VET Unit of Study Completions (VCU) file
- VET Past Course Completions submission which includes the VET Past Course Completions (PS) file.

Refer to the scope guidelines for each file for more information about these submissions.

### Timing

Timing of submissions is detailed in the [reporting schedule](#) for the relevant reporting year.

The VET Course of Study submission must be reported before the first VET Student submission for the year.

### Submission method

The VCO file is the only file included in a VET Course of Study submission.

Submissions are made using the [Higher Education Provider Client Assistance Tool \(HEPCAT\)](#). More information about this process is in the [HEPCAT User Guide Part 2](#).

Approved courses are listed in the "View" menu in HEPCAT.

### Structure

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

The key element in the VCO file is the course code ([element 307](#)). This code identifies the course and links the submission to related submissions.

The course code ([element 307](#)) is the same as the course code shown in TGA and in HITS.

***Reporting new or additional courses for the reporting year***

New courses and courses that are additional to those already provided to the department can be reported on an additional VET Course of Study submission at any time during the year.

***Reporting courses from previous years***

Courses from previous years can be reported in the current VET Course of Study submission. For example, the 2014 Course of Study submission may also include course data relating to 2012 or 2013. The Reporting year and period code ([element 415](#)) identifies the year to which a course relates.

**Revisions**

Generally revisions to VET course of study data must be coordinated through the department.

A revision can only be made to course information where a particular code has been reported incorrectly through a genuine administrative error. For example, if an incorrect value was reported for any of the key elements they can be revised to reflect the correct information.

For more information on how to revise previously reported course data see the [VET FEE-HELP revision guides](#).

**More information**

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

## VET Course of Study (VCO) file structure

### Version Details

Version:	3.0
First Year:	2012
Last Year:	

### Elements on the VET Course of Study (VCO) file

Type of record and element name	Element number	Position	Width	Data type
Filler 82 spaces	N/A	1-82	82	Alphanumeric
Course code	<a href="#">307</a>	83-92	10	Alphanumeric
Course name - full	<a href="#">308</a>	93-164	72	Alphanumeric
Course of study type code	<a href="#">310</a>	165-166	2	Numeric
Field of education code	<a href="#">461</a>	167-172	6	Numeric
Filler 2 spaces	N/A	173-174	2	Alphanumeric
Course of study load	<a href="#">350</a>	175-176	2	Numeric
Filler 7 spaces	N/A	177-183	7	Alphanumeric
Filler 50 spaces	N/A	184-233	50	Alphanumeric
Reporting Year and Period Code	<a href="#">415</a>	234-238	5	Numeric

## VET Enrolment Revisions (VER) scope

### Version Details

<b>Version:</b>	3.0
<b>First Year:</b>	2015
<b>Last Year:</b>	

### About

The VET Enrolment Revisions submission enables providers to revise data that has been previously reported to the department on the [VET Enrolment \(VEN\)](#) file in the VET Student submission.

New enrolment records or records omitted from a previous VET Student submission can only be reported through a new VET Student submission.

### Timing

VET enrolment revisions may be reported at any time. Multiple submissions may be reported throughout the year.

Timing of submissions is detailed in the [reporting schedule](#) for the relevant reporting year.

### Submission method

The VER file is the only file included in a VET Enrolment Revisions submission.

Submissions are made using the [Higher Education Provider Client Assistance Tool \(HEPCAT\)](#). More information about this process is in the [HEPCAT User Guide Part 2](#).

### Structure

Information about the structure and the elements in the VER file is in the structure guidelines for the relevant reporting year.

Each record in the VER file must have the same unique combination of values previously reported for a student in a VET Student submission for:

- Student identification code ([element 313](#))
- Course code ([element 307](#))
- Reporting year and period code ([element 415](#)).

These elements are the key identifiers for a student's enrolment record. A record to be revised will be matched on these elements. The VET enrolment revision process only requires reporting of the key identifiers for a student's enrolment record and the values to be modified.

### More information

For detailed information on how to revise previously reported enrolment values see the [VET FEE-HELP revision guides](#).

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

## VET Enrolment Revisions (VER) file structure

### Version Details

Version:	1.0
First Year:	2012
Last Year:	

### Elements on the VET Enrolment Revisions (VER) file

Type of record and element name	Element number	Position	Width	Data type
Student identification code	<a href="#">313</a>	1-10	10	Alphanumeric
Course code	<a href="#">307</a>	11-20	10	Alphanumeric
Date of Birth	<a href="#">314</a>	21-28	8	Numeric
Gender code	<a href="#">315</a>	29	1	Alphanumeric
Aboriginal and Torres Strait Islander code	<a href="#">316</a>	30	1	Numeric
Location code of term residence	<a href="#">319</a>	31-35	5	Alphanumeric
Location code of permanent home residence	<a href="#">320</a>	36-40	5	Alphanumeric
New basis for admission to current course	<a href="#">327</a>	41-42	2	Numeric
Type of attendance code	<a href="#">330</a>	43	1	Numeric
Country of birth code	<a href="#">346</a>	44-47	4	Numeric
Year of arrival in Australia	<a href="#">347</a>	48-51	4	Alphanumeric
Language spoken at home code	<a href="#">348</a>	52-55	4	Numeric
Credit offered value	<a href="#">565</a>	56-59	4	Numeric
Credit /status Higher Education provider code	<a href="#">566</a>	60-63	4	Numeric
Filler 3 spaces	N/A	64-66	3	Alphanumeric
Disability	<a href="#">386</a>	67-74	8	Numeric
Filler 5 spaces	N/A	75-79	5	Alphanumeric
Commencing location code of permanent home residence	<a href="#">476</a>	80-84	5	Alphanumeric
Name of suburb/town/locality	<a href="#">486</a>	85-111	27	Alphanumeric
Filler 5 spaces	N/A	112-116	5	Alphanumeric



Type of record and element name	Element number	Position	Width	Data type
Highest educational participation prior to commencement	<a href="#">493</a>	117-122	6	Alphanumeric
Filler 2 spaces	N/A	123-124	2	Alphanumeric
Commonwealth Higher Education Student Support Number (CHESSN)	<a href="#">488</a>	125-134	10	Alphanumeric
Reporting Year and Period Code	<a href="#">415</a>	135-139	5	Numeric
Credit used value	<a href="#">560</a>	140-143	4	Numeric
Details of prior study for which credit/RPL was offered	<a href="#">561</a>	144-147	4	Numeric
Field of education of prior VET study for which credit/RPL was offered	<a href="#">562</a>	148-151	4	Numeric
Level of education of prior VET study for which credit/RPL was offered	<a href="#">563</a>	152-154	3	Numeric
Type of provider where VET study was undertaken	<a href="#">564</a>	155-156	2	Numeric
Filler 4 spaces	N/A	157-160	4	Alphanumeric
Filler 50 spaces	N/A	161-210	50	Alphanumeric
Filler 4 spaces	N/A	211-214	4	Alphanumeric
Study Reason Identifier	<a href="#">575</a>	215-216	2	Alphanumeric
Labour Force Status Identifier	<a href="#">576</a>	217-218	2	Alphanumeric
Unique Student Identifier	<a href="#">584</a>	219-228	10	Alphanumeric

## VET Student Enrolment (VEN) scope

### Version Details

Version:	6.1
First Year:	2016
Last Year:	

### About

VET providers (providers) approved under the [Higher Education Support Act 2003 \(HESA\)](#) are required to report data for all [eligible students](#) in approved VET courses.

The data reported in the VET Enrolment (VEN) file provides a profile of each student (e.g. date of birth, gender, home location, country of birth). This file is used in the VET Student submission.

All eligible students are required to be reported whether or not they access VET FEE-HELP assistance.

Each record provides information for a particular student/course combination for a reporting period. Generally there is only one enrolment record in the VEN file for each student. However, where a particular student is undertaking more than one course in the same reporting period there may be more than one record for that student in the VEN file.

The VEN file can also include student records omitted from a previous VET Student submission due to administrative error.

For more information see the [VET Administrative Information for Providers](#).

### Timing

Timing of submissions is detailed in the [reporting schedule](#) for the relevant reporting year.

The submission date in the reporting schedule is the final date by which data should be received by the department. Data can be submitted at any time after a census date has passed. A provider may submit more than one submission for a period.

### Submission method

The VEN file is one of three files incorporated in the VET Student submission. The other files are the:

[VET Student Load Liability \(VLL\)](#)

[VET Commonwealth Assisted Students \(VDU\)](#) (in a validated HELP Due submission).

When reporting a VET Student submission it is recommended that you read the VLL and VDU file scope guidelines in conjunction with these scope guidelines.

Submissions are made using the [Higher Education Provider Client Assistance Tool \(HEPCAT\)](#). More information about this process is in the [HEPCAT User Guide Part 2](#).

## Structure

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

Each record in the VEN file must have a unique combination of values for:

- Student identification code ([element 313](#))
- Course code ([element 307](#))
- Reporting year and period code ([element 415](#)).

These elements are the key identifiers for a student's enrolment record. Enrolment records must also have consistent values for:

- Student identification code ([element 313](#))
- Date of birth ([element 314](#))
- Gender code ([element 315](#))
- Commonwealth Higher Education Student Support Number (CHESSN) ([element 488](#)).

A record to be revised will be matched on these elements.

All records reported on the VEN file must have a matching record on the VLL file where the Reporting year and period code ([element 415](#)) is equal to the year component of the a Unit of study census date ([element 489](#)).

## Revisions

Enrolment data that has previously been reported to the department in a VET Student submission can be revised through a VET Enrolment Revision submission.

Revised data can be submitted at any time. For detailed information on how to revise previously reported data refer to the [VET enrolment revisions \(VER\) file scope guidelines](#) and the [VET FEE-HELP revision guides](#).

## More information

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

## VET Student Enrolment (VEN) file structure

### Version Details

Version:	3.0
First Year:	2012
Last Year:	

### Elements on the VET Enrolment (VEN) file

Type of record and element name	Element number	Position	Width	Data type
Student identification code	<a href="#">313</a>	1-10	10	Alphanumeric
Course code	<a href="#">307</a>	11-20	10	Alphanumeric
Date of Birth	<a href="#">314</a>	21-28	8	Numeric
Gender code	<a href="#">315</a>	29	1	Alphanumeric
Aboriginal and Torres Strait Islander code	<a href="#">316</a>	30	1	Numeric
Location code of term residence	<a href="#">319</a>	31-35	5	Alphanumeric
Location code of permanent home residence	<a href="#">320</a>	36-40	5	Alphanumeric
New basis for admission to current course	<a href="#">327</a>	41-42	2	Numeric
Type of attendance code	<a href="#">330</a>	43	1	Numeric
Country of birth code	<a href="#">346</a>	44-47	4	Numeric
Year of arrival in Australia	<a href="#">347</a>	48-51	4	Alphanumeric
Language spoken at home code	<a href="#">348</a>	52-55	4	Numeric
Credit offered value	<a href="#">565</a>	56-59	4	Numeric
Credit /status Higher Education provider code	<a href="#">566</a>	60-63	4	Numeric
Filler 3 spaces	N/A	64-66	3	Alphanumeric
Disability	<a href="#">386</a>	67-74	8	Numeric
Filler 5 spaces	N/A	75-79	5	Alphanumeric
Commencing location code of permanent home residence	<a href="#">476</a>	80-84	5	Alphanumeric
Name of suburb/town/locality	<a href="#">486</a>	85-111	27	Alphanumeric
Filler 5 spaces	N/A	112-116	5	Alphanumeric

Type of record and element name	Element number	Position	Width	Data type
Highest educational participation prior to commencement	<a href="#">493</a>	117-122	6	Alphanumeric
Filler 2 spaces	N/A	123-124	2	Alphanumeric
Commonwealth Higher Education Student Support Number (CHESSN)	<a href="#">488</a>	125-134	10	Alphanumeric
Reporting Year and Period Code	<a href="#">415</a>	135-139	5	Numeric
Credit used value	<a href="#">560</a>	140-143	4	Numeric
Details of prior study for which credit/RPL was offered	<a href="#">561</a>	144-147	4	Numeric
Field of education of prior VET study for which credit/RPL was offered	<a href="#">562</a>	148-151	4	Numeric
Level of education of prior VET study for which credit/RPL was offered	<a href="#">563</a>	152-154	3	Numeric
Type of provider where VET study was undertaken	<a href="#">564</a>	155-156	2	Numeric
Filler 4 spaces	N/A	157-160	4	Alphanumeric
Filler 50 spaces	N/A	161-210	50	Alphanumeric
Filler 4 spaces	N/A	211-214	4	Alphanumeric
Study Reason Identifier	<a href="#">575</a>	215-216	2	Alphanumeric
Labour Force Status Identifier	<a href="#">576</a>	217-218	2	Alphanumeric
Unique Student Identifier	<a href="#">584</a>	219-228	10	Alphanumeric

## VET Student Load Liability (VLL) and Revised Student Load Liability (VRL) scope

### Version Details

Version:	6.1
First Year:	2016
Last Year:	

### About

VET providers (providers) approved under the [Higher Education Support Act 2003 \(HESA\)](#) are required to report data for all [eligible students](#) in approved VET courses.

The VET Student Load/Liability (VLL) file contains records of student load (equivalent full time student load or EFTSL) and liability (or debt) for all units of study undertaken in the reporting year. This file is used in the VET Student submission.

All eligible students are required to be reported whether or not they access VET FEE-HELP assistance.

The VLL file can also include student records omitted from a previous VET Student submission due to administrative error.

The Revised VET Student Load/Liability (VRL) file enables providers to revise previously reported student load liability data. This file is used in the VET Student Revision submission.

For more information see [VET Administrative Information for Providers](#).

### Timing

Timing of submissions is detailed in the [reporting schedule](#) for the relevant reporting year.

The submission date in the reporting schedule is the final date by which data should be received by the department. Data can be submitted at any time after a census date has passed. A provider may submit more than one submission for a period.

### Submission method

The VLL file is one of three files incorporated in the VET Student submission. The other files are the:

- [VET Student Enrolment \(VEN\)](#)
- [VET Commonwealth Assisted Students \(VDU\)](#) (in a validated HELP Due submission).

When reporting a VET Student submission it is recommended that you read the VEN and VDU file scope guidelines in conjunction with these scope guidelines.

Similarly, when revising data, the VRL file is one of three files incorporated in a VET Student Revision submission. See Revisions below for more information.

Submissions are made using the [Higher Education Provider Client Assistance Tool \(HEPCAT\)](#). More information about this process is in the [HEPCAT User Guide Part 2](#).

### **Structure**

Information about the structure and elements included in the VLL/VRL files is in the [structure guidelines](#) for the relevant reporting year.

Each record in the VLL file must have a unique combination of values for:

- Student identification code ([element 313](#))
- Course code ([element 307](#))
- Unit of study code ([element 354](#))
- Unit of study census date ([element 489](#))
- Commonwealth Higher Education Student Support Number (CHESSN) ([element 488](#)).

These elements are the key identifiers for a student's unit of study. A record to be revised will be matched on these elements.

### **Revisions**

VET unit of study data that has previously been reported to the department in a VET Student submission can be revised through a VET Student Revision submission.

The VET student revision submission incorporates data from three files:

- VET Revised Student Load Liability (VRL)
- [VET Student Revisions \(VSR\)](#)
- [VET Commonwealth Assisted Students](#) (in a validated VET HELP Due submission).

When reporting a Student Revision submission it is recommended that you read the SR and the DU file scope guidelines in conjunction with the LL/RL scope.

Revised data can be submitted at any time. For detailed information on how to revise previously reported VET load liability data see the [VET FEE-HELP revision guides](#).

### **More information**

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

## VET Student Load Liability (VLL) and Revised Student Load Liability (VRL) file structure

### Version Details

Version:	3.0
First Year:	2012
Last Year:	

### Elements on the VET Load Liability (VLL) & Revised Student Load Liability (VRL) file

Type of record and element name	Element number	Position	Width	Data type
Student identification code	<a href="#">313</a>	1-10	10	Alphanumeric
Course code	<a href="#">307</a>	11-20	10	Alphanumeric
Course of study commencement date	<a href="#">534</a>	21-26	6	Alphanumeric
Academic organisational unit code	<a href="#">333</a>	27-29	3	Alphanumeric
Equivalent Full-Time Student Load	<a href="#">339</a>	30-39	10	Numeric
Unit of study code	<a href="#">354</a>	40-49	10	Alphanumeric
Unit of Study Census date	<a href="#">489</a>	50-57	8	Alphanumeric
Discipline code	<a href="#">464</a>	58-63	6	Numeric
Mode of attendance code	<a href="#">329</a>	64-64	1	Numeric
Postcode or overseas country code location of Higher Education/VET Provider campus/delivery location	<a href="#">477</a>	65-69	5	Alphanumeric
Citizen/resident indicator	<a href="#">358</a>	70-70	1	Numeric
Filler 1 space	N/A	71-71	1	Alphanumeric
Student Status code	<a href="#">490</a>	72-74	3	Numeric
Total amount charged	<a href="#">384</a>	75-82	8	Numeric
Amount paid up front	<a href="#">381</a>	83-90	8	Numeric
Loan fee	<a href="#">529</a>	91-98	8	Numeric
Commonwealth Higher Education Student Support Number (CHESSN)	<a href="#">488</a>	99-108	10	Alphanumeric
Filler 3 spaces	N/A	109-111	3	Alphanumeric



Type of record and element name	Element number	Position	Width	Data type
Unit of study HELP Debt	<a href="#">558</a>	112-119	8	Numeric
Filler 50 spaces	N/A	120-169	50	Alphanumeric
Recognition of Prior Learning indicator	<a href="#">577</a>	170-170	1	Numeric

## VET Student Revisions (VSR) scope

### Version Details

Version:	6.0
First Year:	2015
Last Year:	

### About

The VET Student Revision submission enables providers to revise data that has been previously reported to the department on the [VET Student Load Liability \(VLL\)](#) file included in the VET Student submission.

The submission reports details of deletions, changes due to administrative error and remission of student VET FEE-HELP debts.

New unit of study records or records omitted from a previous Student submission should be reported through a new Student submission.

### Timing

Student revisions may be reported at any time. Multiple submissions may be reported throughout the year.

Timing of submissions is detailed in the [reporting schedule](#) for the relevant reporting year.

### Submission method

The VSR file is one of three files incorporated in the VET Student Revision submission. The other files are the:

- [VET Revised Student Load Liability \(VRL\)](#)
- [VET Commonwealth Assisted Students \(VDU\)](#) (in a validated VET HELP Due submission).

The VSR file includes the key elements needed to identify unit of study record(s) requiring revision or deletion.

When reporting a VET Student Revision submission it is recommended that you read the VLL/VRL and VDU scope guidelines in conjunction with these scope guidelines.

Submissions are made using the [Higher Education Provider Client Assistance Tool \(HEPCAT\)](#). More information about this process is in the [HEPCAT User Guide Part 2](#).

### Structure

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

Each record on the VSR file must have a unique combination of values for:

- Student identification code ([element 313](#))
- Course code ([element 307](#))

- Unit of study code ([element 354](#))
- Academic organisational unit code ([element 333](#))
- Unit of study census date ([element 489](#)).

These elements are the key identifiers for a student's unit of study record. A record to be revised will be matched on these elements.

When deleting a record, the record only needs to be reported on the VSR file. No corresponding record is required on the VRL or VDU files.

#### **Records to include**

- Remission of a student's VET FEE-HELP debt.
  - When a student's debt is remitted in special circumstances details of the remission must always be reported in a VET Student Revision submission.  
If a unit of study is remitted after the census date, but before reporting the VET Student submission, the original record must be reported on the VLL file as part of the VET Student submission and the subsequent remission must then be reported in the VET Student Revision submission.
- Revisions or deletions due to administrative error.
  - If a student's information changes due to administrative error and prior to it being reported to the department, the new details can be incorporated in a VET Student submission (see [VLL scope guidelines](#)). There is no requirement in these circumstances to report the original record in a VET Student submission and then a revised record in a VET Student Revision submission.

#### **More information**

For detailed information on how to revise previously reported data see the [VET FEE-HELP revision guides](#).

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

## VET Student Revisions (VSR) file structure

### Version Details

Version:	3.0
First Year:	2012
Last Year:	

### Elements on the VET Student Revisions (VSR) file

Type of record and element name	Element number	Position	Width	Data type
Student identification code	<a href="#">313</a>	1-10	10	Alphanumeric
Course Code	<a href="#">307</a>	11-20	10	Alphanumeric
Unit of study code	<a href="#">354</a>	21-30	10	Alphanumeric
CHESSN	<a href="#">488</a>	31-40	10	Alphanumeric
Unit of study census date	<a href="#">489</a>	41-48	8	Numeric
Variation Reason Code	<a href="#">446</a>	49	1	Numeric
Authorising Officer	<a href="#">543</a>	50-89	40	Alphanumeric
Academic Organisational Unit code	<a href="#">333</a>	90-92	3	Alphanumeric
Filler 8 spaces	N.A.	93-100	8	Alphanumeric
Filler 50 spaces	N.A.	101-150	50	Alphanumeric

## VET Unit of Study Completions (VCU) scope

### Version Details

Version:	6.1
First Year:	2016
Last Year:	

### About

The VET Unit of Study Completions (VCU) file records the completion status for each unit of study undertaken by students in the reporting year.

There must be a record in the VCU file for every record reported on all [VET Student Load Liability \(VLL\)](#) files for the reporting year.

### Timing

Timing of submissions is detailed in the [reporting schedule](#) for the relevant reporting year.

The submission date in the reporting schedule is the final date by which data should be received by the department. Data can be submitted prior to the due date.

### Submission method

The VCU file is the only file included in the VET Unit of Study Completions submission.

Submissions are made using the [Higher Education Provider Client Assistance Tool \(HEPCAT\)](#). More information about this process is in the [HEPCAT User Guide Part 2](#).

### Structure

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

Each record in the VCU file must have a unique combination of values for:

- Student identification code ([element 313](#))
- Course code ([element 307](#))
- Unit of study code ([element 354](#))
- Unit of study census date ([element 489](#)).

These elements are the key identifiers for a student's unit of study and must be the same as originally reported in the VLL file. Each unit of study record will then be updated with the reported completion status ([element 355](#)).

A student may have undertaken a unit of study more than once in a reporting year. For example, they may repeat a unit which they previously failed. Where repeats occur, completion status may differ between records with the same values for Unit of study code ([element 354](#)). This is acceptable provided they have different values for the Unit of study census date ([element 489](#)).

### Records to be excluded

Records for units of study which have been remitted or deleted are to be excluded from this file.

**Revisions**

The VET Unit of Study Completions submission can also be used to revise previously submitted data. When revising a unit of study completions record it must be submitted with the same key identifiers as originally reported.

Revised data can be submitted at any time. For detailed information on how to revise previously reported data see the [VET FEE-HELP revision guides](#).

**More information**

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

## VET Unit of Study Completions (VCU) file structure

### Version Details

Version:	3.0
First Year:	2012
Last Year:	

### Elements on the VET Enrolment (VEN) file

Type of record and element name	Element number	Position	Width	Data type
Student identification code	<a href="#">313</a>	1-10	10	Alphanumeric
Course code	<a href="#">307</a>	11-20	10	Alphanumeric
Unit of study code	<a href="#">354</a>	21-30	10	Alphanumeric
Unit of study completion status	<a href="#">355</a>	31	1	Numeric
Commonwealth Higher Education Student Support Number (CHESSN)	<a href="#">488</a>	32-41	10	Alphanumeric
Unit of study census date	<a href="#">489</a>	42-49	8	Numeric
Filler	N.A.	50-99	50	Alphanumeric