

Higher Education Data Collection 2018 Reporting Year

Ministerial Notice: 18 September 2017
Issue Date: 18 September 2017

2018 Data Requirements and Change Control Document

Section 1 - 2018 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. This document provides details of the 2018 Higher Education Data Collection, including links to relevant documents, and change control information.

The Higher Education Data Collection incorporates:

- the Higher Education Student Data Collection (Table A, B, C providers and approved providers under section 16-25 of HESA);
- the Higher Education Staff Data Collection (Table A and B providers only); and
- the 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 at <http://heimshelp.education.gov.au/sites/heimshelp/news/pages/heimshelp-news>.

The documents related to each of the collections, available through the HEIMSHHELP website, include:

1. Higher Education Student Data Collection at

http://heimshelp.education.gov.au/sites/heimshelp/2018_data_requirements/2018higherstudent/pages/he-student-2018

- 2018 Reporting Schedule
- 2018 File Scope guidelines
- 2018 File Structure guidelines
- 2018 Data Elements

2. Higher Education Staff Data Collection at

http://heimshelp.education.gov.au/sites/heimshelp/2018_data_requirements/2018higherstaff/pages/he-staff-2018

- 2018 Reporting Schedule
- 2018 File Scope guidelines
- 2018 File Structure guidelines
- 2018 Data Elements

3. University Applications and Offers Data Collection at

http://heimshelp.education.gov.au/sites/heimshelp/2018_data_requirements/2018applicationsandoffers/pages/apps-offers-2018

- 2018 Reporting Schedule
- 2018 File Scope guidelines
- 2018 File Structure guidelines
- 2018 Data Elements

2018 Data Requirements and Change Control Document

Higher Education Data Collection: Ministerial Notice 18 September 2017, Issue Date 18 September 2017

Section 2 – Change Control Summary for the 2018 Reporting Year

Changes for 2018 Data Requirements - issued 18 September 2017

STUDENT DATA COLLECTIONS

1. Addition of three new elements to support the monitoring of the Research Training System:
 - Past Course Completion (PS) file
 - Element 591 Higher degree by research thesis submission date
 - Element 592 Higher degree by research completion date
 - Student Enrolment (EN) file & Enrolment Revisions (ER) file
 - Element 593 Higher degree by research end-user engagement code
2. Addition of two new files to support the transfer of HELP debts to the Australian Taxation Office
 - TFN LookUp (TL)
 - TFN Revision submission (TR)
3. Update to Commonwealth Scholarships (CS) scope guide to incorporate new arrangements on the reporting of Commonwealth scholarship data that took effect on 1 January 2017
4. Update to the coding notes of the following elements for clarification: 314, 315, 381, 384, 526, 529, 545 & 558.

Section 3 - Change Control Details

STUDENT DATA COLLECTION – 2018 Reporting Year

Structure documents

File Name	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
Enrolment (EN)	4.0	New element (E593) added	Yes	New data requirement to support the monitoring of the Research Training System	System change	18 September 2017
Enrolment Revisions (ER)	2.0	New element (E593) added	Yes	New data requirement to support the monitoring of the Research Training System	System change	18 September 2017
Past Course Completions (PS)	4.0	New elements (E591 & E592) added	Yes	New data requirement to support the monitoring of the Research Training System	System change	18 September 2017
TFN LookUp (TL)	1.0	New document created for a new file type	Yes	To support the transfer of HELP debts to the Australian Taxation Office	No system change	18 September 2017

2018 Data Requirements and Change Control Document

Higher Education Data Collection: Ministerial Notice: 18 September 2017, Issue Date: 18 September 2017

File Name	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
TFN Revision (TR)	1.0	New document created for a new file type	Yes	To support the transfer of HELP debts to the Australian Taxation Office	No system change	18 September 2017

Scope documents

File Name	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
Commonwealth Scholarship (CS)	7.0	Updated document to incorporate new arrangement on reporting Commonwealth Scholarships data from 2017	Yes	New arrangement on reporting Commonwealth Scholarships data from 2017	No system change	18 September 2017
TFN LookUp (TL)	1.0	New document created for new file type	Yes	To support the transfer of HELP debts to the Australian Taxation Office	No system change	18 September 2017
TFN Revision (TR)	1.0	New document created for new file type	Yes	To support the transfer of HELP debts to the Australian Taxation Office	No system change	18 September 2017

2018 Data Requirements and Change Control Document

Higher Education Data Collection: Ministerial Notice: 18 September 2017, Issue Date: 18 September 2017

DATA ELEMENTS – 2018 Reporting Year

Name of Element	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
E314 Date of birth	7.0	Updated element description to include 'staff'	No	For accuracy in reporting	No system change	18 September 2017
E315 Gender code	7.0	Update to coding notes	Yes	To confirm the update to HEIMS system that allows the reporting of code X (indeterminate/Intersex/Unspecified).	No system change	18 September 2017
E381 Amount paid up front	5.0	Update to coding notes that only applies to Higher Education HECS-HELP.	Yes	For clarification on the reporting of this data for HECS-HELP students	No system change	18 September 2017
E384 Total amount charged	6.0	Update to coding notes that only applies to higher education Commonwealth supported students	Yes	For accuracy in reporting	No system change	18 September 2017
E526 Commonwealth Scholarship (CS) status code	5.0	Update to coding notes	Yes	New arrangement on reporting Commonwealth Scholarships data from 2017	System change	18 September 2017

2018 Data Requirements and Change Control Document

Higher Education Data Collection: Ministerial Notice: 18 September 2017, Issue Date: 18 September 2017

Name of Element	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
E529 Loan fee	5.0	Update to coding notes	No	For clarification on the calculation and coding of loan fee	No system change	18 September 2017
E545 Commonwealth Scholarship (CS) type code	5.0	Update to classification codes and coding notes	Yes	Updated document to incorporate new arrangement on reporting Commonwealth Scholarships data from 2017	System change	18 September 2017
E558 HELP debt amount	6.0	Updated coding notes	No	For clarification on reporting of HELP debt amount	No system change	18 September 2017
E591 Higher degree by research thesis submission date	1.0	New element	Yes	New data requirement to support the monitoring of the Research Training System.	System change	18 September 2017
E592 Higher degree by research completion date	1.0	New element	Yes	New data requirement to support the monitoring of the Research Training System.	System change	18 September 2017

2018 Data Requirements and Change Control Document

Higher Education Data Collection: Ministerial Notice: 18 September 2017, Issue Date: 18 September 2017

Name of Element	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
E593 Higher degree by research end-user engagement code	1.0	New element	Yes	New data requirement to support the monitoring of the Research Training System.	System change	18 September 2017