



Australian Government

**Department of Education, Employment
and Workplace Relations**

Higher Education Staff Data Collection



2005 Staff Data Elements

ELEMENT NO. 300

FIRST YEAR: 1988

LAST YEAR:

FIELD NAME: RECORD-TYPE

ELEMENT NAME: Record type code

DESCRIPTION: A code which identifies the type of each record in each file

CODE FORMAT: Length: 1
Type: Alphanumeric
Justification: 1
Fill character: 1

CLASSIFICATION:	CODE	MEANING
	#	HECS registration record - part 1
	\$	HECS registration record - part 2
	%	HECS registration record - part 3
	1	Identification record
	2	Data record
	3	Filler record

CODING NOTES:

PREPARED ON: 1 October 1994

ELEMENT NO. 306

FIRST YEAR: 1994

LAST YEAR:

FIELD NAME: INSTITUTION

ELEMENT NAME: [Institution](#) code

DESCRIPTION: A code which uniquely identifies the **institution**

CODE FORMAT: Data Type: Character

Units: Units: Code (numeric)

Width: 4

CLASSIFICATION: **CODE** **MEANING**

1000 to 4998 **Institution** code issued by DEST

CODING NOTES: Refer to *Student Help File - Appendix A - Codes and Names Used for Higher Education Institutions*.

PREPARED ON: 31 January 1994

ELEMENT NO. 333

FIRST YEAR: 1997

LAST YEAR:

FIELD NAME: AOU

ELEMENT NAME: [Academic organisational unit](#) code

DESCRIPTION: A code assigned by the [institution](#) which uniquely identifies the **academic organisational unit** providing a unit of study or part of a unit of study

CODE FORMAT: Data Type: Character
Units: Code (alphanumeric), left justified, with trailing blanks if need
Width: 3

CLASSIFICATION:

CODE	MEANING
Any data	Academic organisational unit code assigned by the institution

CODING NOTES: The code assigned to each **academic organisational unit** must uniquely identify it within the **institution** and should remain unchanged over the years.

PREPARED ON: 29 January 1997

ELEMENT NO. 401

FIRST YEAR: 1988

LAST YEAR:

FIELD NAME: PERSON-ID

ELEMENT NAME: Person identification code

DESCRIPTION: A code which uniquely identifies a [member of staff](#) within the [institution](#)

CODE FORMAT: Length: 20
Type: Alphanumeric
Justification: Left
Fill character: Blank

CLASSIFICATION:

CODE	MEANING
Any data	Code generated by the institution

CODING NOTES: The code for each individual must uniquely identify them within the institution in the [reference year](#) and remain constant from year to year.

PREPARED ON: 31 July 1987

ELEMENT NO. 402

FIRST YEAR: 1988

LAST YEAR:

FIELD NAME: SEX-STAFF

ELEMENT NAME: Sex of staff code

DESCRIPTION: A code which identifies the sex of a [member of staff](#).

CODE FORMAT: Length: 1
Type: Alphanumeric
Justification: None
Fill character: None

CLASSIFICATION:	CODE	MEANING
	F	Female
	M	Male

CODING NOTES: The following additional codes are used in DEST datasets but are NOT to be used by universities:

CODE	MEANING
9	No Information

PREPARED ON: 31 July 1987

ELEMENT NO. 403

FIRST YEAR: 2000

LAST YEAR:

FIELD NAME: STAFF-DOB

ELEMENT NAME: Staff date of birth code

DESCRIPTION: The day, month and year of birth of a [member of staff](#)

CODE FORMAT: Data Type: Date
Units: YYYYMMDD, right justified (in each sub-field),
with a leading zero (in each sub-field) if needed
Width: 8 (1 four digit sub-field and 2 two digit sub-fields)

CLASSIFICATION:

CODE	MEANING
YYYYMMDD	Date of birth in YYYYMMDD format

CODING NOTES: YYYYMMDD format: 1st 4 digits - Year sub-field (e.g. 1957)
2nd 2 digits - Month sub-field (e.g. 08)
3rd 2 digits - Day sub-field (e.g. 06)

Day and month sub-fields must be coded "99" if information is not collected or not provided.

Year sub-field data must be provided.

The following additional codes are used in DEST datasets but are NOT to be used by universities:

CODE	MEANING
99999999	No Information

PREPARED ON: 23 October 1998

ELEMENT NO. 404

FIRST YEAR: 1988

LAST YEAR:

FIELD NAME: APPOINT-TERM

ELEMENT NAME: Appointment Term Code

DESCRIPTION: A code which identifies the term of an [effective substantive appointment](#) for a [member of staff](#)

CODE FORMAT: Length: 2
Type: Numeric
Justification: Right
Fill character: Zero

CLASSIFICATION:	CODE	MEANING
		Limited term , with the length at the time the effective substantive appointment was made being:
	01 to 60	number of months
	61	more than 5 years
		Tenurable term :
	81	probationary
	82	confirmed
	91	Other term

CODING NOTES: The following additional codes are used in DEST datasets but are NOT to be used by universities:

CODE	MEANING
99	No Information (used only for coding data for casual staff)

PREPARED ON: 24 December 1987

ELEMENT NO. 406

FIRST YEAR: 1988

LAST YEAR:

FIELD NAME: WORK-CONTRACT

ELEMENT NAME: [Work contract](#) code

DESCRIPTION: A code which identifies whether a [member of staff](#) has a [full-time work contract](#) or [fractional full-time work contract](#) in respect of their [current duties](#).

CODE FORMAT: Length: 1
Type: Numeric
Justification: None
Fill character: None

CLASSIFICATION:

CODE	MEANING
	In respect of current duties, the member of staff has a:
1	full-time work contract
2	fractional full-time work contract

CODING NOTES: The following additional codes are used in DEST datasets but are NOT to be used by universities:

CODE	MEANING
3	Casual work contract - estimated data reported in collection year
4	Casual work contract - actual data reported in year after collection year

PREPARED ON: 31 July 1987

ELEMENT NO. 407

FIRST YEAR: 1988

LAST YEAR:

FIELD NAME: CURRENT-TERM

ELEMENT NAME: [Current duties](#) term code

DESCRIPTION: A code which identifies the [term](#) for a [member of staff's](#) current duties

CODE FORMAT: Length: 2
Type: Numeric
Justification: Right
Fill character: Zero

CLASSIFICATION:

CODE	MEANING
	Limited term , with the length at the time the current duties commenced being:
01 to 60	number of months
61	more than 5 years
	Tenurable term :
81	probationary
82	confirmed
91	Other term

CODING NOTES: The following additional codes are used in DEST datasets but are NOT to be used by universities:

CODE	MEANING
99	No Information

PREPARED ON: 24 December 1987

ELEMENT NO. 408

FIRST YEAR: 2003
LAST YEAR:
FIELD NAME: CLASSN-CURRENT
ELEMENT NAME: [Current duties classification type, level](#) code
DESCRIPTION: A code which indicates the classification type and level in respect of the current duties of a [member of staff](#) at the [reference date](#).
CODE FORMAT: Length: 3
Type: Numeric
Justification: Right
Fill character: Zero

CLASSIFICATION:

(i) [Academic Classification](#) level and increment:

	CODE
Vice Chancellor	001
Deputy Vice-Chancellor	005
Level E	013
Level D	014
Level C	042
Level B	066
Level A	100

(ii) [Non-academic classification](#) level:

	MEANING	CODE
Non-academic staff outside award; generally junior, trainee or apprentice staff whose remuneration package is below level 1		200
Higher Education Worker	Level 1	201
	Level 2	202
	Level 3	203
	Level 4	204
	Level 5	205
	Level 6	206
	Level 7	207
	Level 8	208
	Level 9	209
	Level 10	210
Non-academic staff outside award; generally senior executives whose remuneration package exceeds level 10		220

CODING

NOTES:

The following additional codes are used in DEST datasets but are NOT to be used by universities:

CODE	MEANING
999	No Information

PREPARED 26 February 2002
ON:

ELEMENT NO. 409

FIRST YEAR: 1994

LAST YEAR:

FIELD NAME: CLASSN-GROUP

ELEMENT NAME: [Current duties classification type and level](#) group code

DESCRIPTION: A code which identifies the classification type and level group for a [member of staff](#) in respect of their current duties

CODE FORMAT: Length: 2
Type: Numeric
Justification: Right
Fill character: Zero

CLASSIFICATION:

CODE	MEANING	DERIVATION
	Academic classification level group:	
01	Above Senior lecturer: * Vice-Chancellor and Deputy Vice-Chancellor * Principal and Deputy Principal * Professor, Head of School and College Fellow (Level E, all increments) * Associate Professor, Principal Lecturer (Level D, all increments)	E408 = 001 to 041
02	Senior lecturer (level C, all increments)	E408 = 042 to 065
03	Lecturer (Level B, all increments)	E408 = 066 to 099
04	Below lecturer (Level A, all increments)	E408 = 100 to 128
11	Non-academic classification level group	E408 = 200 to 220

CODING NOTES: The following additional codes are used in DEST datasets but are NOT to be used by universities:

CODE	MEANING	DERIVATION
99	No Information	Any other value reported for E408

PREPARED ON: 31 May 1994

ELEMENT NO. 410

FIRST YEAR: 1997

LAST YEAR:

FIELD NAME: ORG-UNIT

ELEMENT NAME: [Organisational unit](#) code

DESCRIPTION: A code which uniquely identifies an organisational unit in which the [current duties](#) of a [member of staff](#) are being performed

CODE FORMAT: Length: 4
Type: Alphanumeric
Justification: Left
Fill character: Blank

CLASSIFICATION:	CODE	MEANING
		Academic Organisational Unit:
	1XXX	"XXX" is the code for an academic organisational unit. These three characters must be consistent with the codes used for academic organisational units reported in the Higher Education Student Collection.
		Academic support services organisational units:
	2100	Libraries
	2200	Computing centres
	2300	Educational research and development centres
	2400	External studies centres (excluding academic functions)
	2500	Audio-visual and media centres
	2900	Other academic support services
		Student services organisational units:
	3900	Student services (incl. health services, counselling and accommodation services and student residences, employment services, student loans/scholarships/assistance services and other student services)
		Public services organisational units
	4900	Public services (incl. adult education, continuing education, public broadcasting services and other public services)
		General institution services organisational units
	5100	Administration and overhead services
	5200	Buildings, plant and grounds
	5300	Cleaning services
	5400	Security and caretaker services
	5900	Other general institution services
	5910	CRC (Cooperative Research Centres)
		Independent operations which are controlled entities
	6100	Computing services
	6200	Research, development, testing or consultancy services
	6900	Other independent operations which are controlled entities

CODING NOTES: The following additional codes are used in DEST datasets but are NOT to be used by universities:

CODE	MEANING
9999	No Information

PREPARED ON:

15 January 1997

ELEMENT NO. 411

FIRST YEAR: 1997

LAST YEAR:

FIELD NAME: WORK-SECTOR

ELEMENT NAME: [Work sector](#) code

DESCRIPTION: The work sector in which a function is being performed in one [organisational unit](#) by a [member of staff](#) in respect of their [current duties](#)

CODE FORMAT: Length: 1
Type: Numeric
Justification: None
Fill character: None

CLASSIFICATION:

CODE	MEANING
	The work sector in which the function is being performed is the:
1	Higher Education work sector.
2	TAFE work sector
3	VET work sector (AMC only)

CODING NOTES: The following additional codes are used in DEST datasets but are NOT to be used by universities:

CODE	MEANING
9	No Information

PREPARED ON: 15 January 1997

ELEMENT NO. 412

FIRST YEAR: 1988

LAST YEAR:

FIELD NAME: FUNCTION

ELEMENT NAME: [Function](#) code

DESCRIPTION: The function being performed in the one [work sector](#) and one [organisational unit](#) by a [member of staff](#) in respect of their [current duties](#)

CODE FORMAT: Length: 1
Type: Numeric
Justification: None
Fill character: None

CLASSIFICATION:	CODE	MEANING
	1	Teaching only function
	2	Research only function
	3	Teaching-and-research function
	4	Other function

CODING NOTES: The following additional codes are used in DEST datasets but are NOT to be used by universities:

CODE	MEANING
9	No Information

PREPARED ON: 31 July 1987

ELEMENT NO. 413

FIRST YEAR: 1988

LAST YEAR:

FIELD NAME: FTE-REFDATE

ELEMENT NAME: [Full-time equivalence - reference date](#)

DESCRIPTION: Staff resources available at the [reference date](#) for a [function](#) being performed in one [work sector](#) and one [organisational unit](#) by a [member of staff](#), in respect of their [current duties](#)

CODE FORMAT: Length: 3
Type: Numeric
Justification: Right
Fill character: Zero

CLASSIFICATION:

CODE	MEANING
001 to 100	Staff resources expressed in terms of full-time equivalence at the reference date, reported in hundredths (eg half a full-time person's staff resources is coded as 050)

CODING NOTES:

PREPARED ON: 31 July 1987

ELEMENT NO. 414

FIRST YEAR: 1988

LAST YEAR:

FIELD NAME: FTE-PRIOR-YEAR

ELEMENT NAME: Actual full-time equivalence - prior year

DESCRIPTION: Staff resources expended in the calendar year prior to the [reference year](#), on the one [function](#) in the one [work sector](#) and the one [organisational unit](#), by types of [members of staff](#) of the same sex and who have the same [classification type and level](#) group

CODE FORMAT: Length: 4
Type: Numeric
Justification: Right
Fill character: Zero

CLASSIFICATION:

CODE	MEANING
0001 to 9999	Staff resources expressed in terms of full-time equivalence for a full year , and reported in hundredths (eg an equivalence of twelve and a half members of staff is coded as 1250)

CODING NOTES:

PREPARED ON: 31 July 1987

ELEMENT NO. 423

FIRST YEAR: 1988

LAST YEAR:

FIELD NAME: CURRENT-SALARY

ELEMENT NAME: Equivalent full-time annual salary - [current duties](#)

DESCRIPTION: The salary level of a [member of staff](#) at the [reference date](#), expressed in terms of the annual amount which would be paid to a person performing on a full-time basis the same type of duties as the member of staff and in respect of their current duties

CODE FORMAT: Length: 6
Type: Numeric
Justification: Right
Fill character: Zero

CLASSIFICATION:

CODE	MEANING
000000	Salary data not provided because: * member of staff's current duties classification type and level is in an academic classification ; or * member of staff's current duties classification type and level is in a non-academic classification but they are not paid a salary
000001 to 200000	Equivalent full-time annual salary at the reference date for members of staff whose current duties classification type and level is in a non-academic classification, reported in dollars

CODING NOTES: The following additional codes are used in DEST datasets but are NOT to be used by universities:

CODE	MEANING
999999	No Information

PREPARED ON: 31 July 1987

ELEMENT NO. 424

FIRST YEAR: 2000

LAST YEAR:

FIELD NAME: ATSI

ELEMENT NAME: [Aboriginal and Torres Strait Islander](#) indicator

DESCRIPTION: A code which identifies whether or not the [member of staff](#) identifies herself or himself as being of **Australian Aboriginal and Torres Strait Islander** descent

CODE FORMAT: Data Type: Character
Units: Code (numeric)
Width: 1

CLASSIFICATION:	CODE	MEANING
	2	Neither Aboriginal nor Torres Strait Islander origin
	3	Of Aboriginal origin
	4	Of Torres Strait Islander origin
	5	Of Aboriginal and Torres Strait Islander origin
	9	No information

PREPARED ON: 12 March 1999

ELEMENT NO. 501

FIRST YEAR: 2003

LAST YEAR:

FIELD NAME: HIGH-QUAL

ELEMENT NAME: Highest qualification

DESCRIPTION: A code which indicates the highest qualification of a [member of staff](#)

CODE FORMAT: Data Type: Character

Units: Code (numeric)

Width: 1

CLASSIFICATION: **CODE** **MEANING**

0 • Member of staff has a [non-academic classification](#)

Member of staff has an [academic classification](#) and the highest qualification is:

6 • Doctorate by research or coursework

7 • Master's by research or coursework

5 • Other Postgraduate (including Postgraduate Qual or Prelim; Grad Dip/Postgrad Dip New/Extended and Graduate Certificate)

2 • Bachelor's (including Bachelor's graduate entry, Bachelor's honours and Bachelor's pass

3 • Other

4 • No information

PREPARED ON: 8 February 2002; rev 23 April 2002

ELEMENT NO. 502

FIRST YEAR: 2000

LAST YEAR:

FIELD NAME: PLACE-HIGH-QUAL

ELEMENT NAME: Place of highest qualification

DESCRIPTION: A code indicating the [institution](#) or type of **institution** where the studies for which the highest qualification of the [member of staff](#) with an [academic classification](#) were undertaken

CODE FORMAT: Data Type: Character
Units: Code (numeric)
Width: 1

CLASSIFICATION:	CODE	MEANING
	0	Member of staff has a non-academic classification Member of staff has academic classification and was awarded their highest qualification by:
	1	• The Australian higher education institution in which they are now working or one of its controlled entities
	2	• Another Australian higher education institution or entity
	3	• Other Australian education institution or entity
	4	• An overseas institution or entity
	5	• No information

PREPARED ON: 12 March 1999

ELEMENT NO. 503

FIRST YEAR:	2003												
LAST YEAR:													
FIELD NAME:	LANGUAGE-HOME												
ELEMENT NAME:	Language spoken at home code												
DESCRIPTION:	A code indicating use of a language other than English at the staff member's permanent home residence												
CODE FORMAT:	Data Type: Character Units: Code (numeric), right justified, with leading zeros if needed Width: 4												
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>0001</td><td>Staff member speaks only English at permanent home residence</td></tr><tr><td></td><td>Main language other than English spoken at permanent home residence:</td></tr><tr><td>1000 to 9799</td><td><ul style="list-style-type: none">• Non-English language code from languages classification</td></tr><tr><td>9998</td><td><ul style="list-style-type: none">• Non-English language spoken but no information on the language</td></tr><tr><td>9999</td><td>No information on whether or not a non-English language is spoken at permanent home residence by a staff member</td></tr></tbody></table>	CODE	MEANING	0001	Staff member speaks only English at permanent home residence		Main language other than English spoken at permanent home residence:	1000 to 9799	<ul style="list-style-type: none">• Non-English language code from languages classification	9998	<ul style="list-style-type: none">• Non-English language spoken but no information on the language	9999	No information on whether or not a non-English language is spoken at permanent home residence by a staff member
CODE	MEANING												
0001	Staff member speaks only English at permanent home residence												
	Main language other than English spoken at permanent home residence:												
1000 to 9799	<ul style="list-style-type: none">• Non-English language code from languages classification												
9998	<ul style="list-style-type: none">• Non-English language spoken but no information on the language												
9999	No information on whether or not a non-English language is spoken at permanent home residence by a staff member												
CODING NOTES:	Refer to Appendix H - Australian Standard Classification of Languages in the Student Help file.												
PREPARED ON:	3 May 2001												

ELEMENT NO. 504

FIRST YEAR: 2003

LAST YEAR:

FIELD NAME: COUNTRY-BIRTH

ELEMENT NAME: Country of birth code

DESCRIPTION: A code representing the country of birth of a staff member

CODE FORMAT: Data Type: Character

Units: Code (numeric)

Width: 4

CLASSIFICATION:

CODE

MEANING

1100

Staff member was born in Australia

1200 to 9299

Overseas country code from countries classification for **staff member** who was born outside Australia

9998

No information on country for **staff member** who was born outside Australia

9999

No information on whether born in Australia or not

CODING NOTES:

Refer to Appendix G - Standard Australian Classification of Countries in the Student Help file.

PREPARED ON:

3 May 2001

ELEMENT NO. 550

FIRST YEAR: 1989

LAST YEAR:

FIELD NAME: REFERENCE-YEAR

ELEMENT NAME: [Reference year](#)

DESCRIPTION: The year to which the data relate

CODE FORMAT: Data Type: Integer
Units: Numeric, right justified, zero filled
Width: 4

CLASSIFICATION: **CODE** **MEANING**
1987 to 2099 The year to which the data relate

CODING NOTES: This element is not used in files provided to DEST by universities; it is a "derived" element used in DEST's output datasets.

PREPARED ON: 29 August 1996

ELEMENT NO. 801

FIRST YEAR: 1997
LAST YEAR:
FIELD NAME: PRIM-RECORD
ELEMENT NAME: Primary record code
DESCRIPTION: A code which identifies those FT/FFT staff data records to be used when counting numbers of staff
CODE FORMAT: Data Type: Integer
Units: Code (numeric)
Width: 1

CLASSIFICATION: CODE MEANING DERIVATION

- | CODE | MEANING | DERIVATION |
|------|--------------------------|--|
| 1 | Primary record | 1. This is the only record for this person (as defined by value for E401 (Person Identification code)) on the FT/FFT file, OR
2. There is more than one record in the FT/FFT file for this person AND:
a) the leftmost character of E410 (Organisational unit code) is coded "1", "2", "3", "4" or "5", AND this is the first of such records, OR
b) the leftmost character of E410 (Organisational unit code) is NOT coded "1", "2", "3", "4" or "5", AND this is the last of such records |
| 2 | Non primary records | Assigned to all records for a person in the FT/FFT file which were not identified as being primary records |
| 9 | Casual staff data record | Assigned to all casual staff records |

CODING NOTES: This element is not used in files provided to DEST by universities; it is a "derived" element used in DEST's output datasets.
The sort order for the FT/FFT file is:
[Element 410](#) (Organisational Unit code) sorted in ascending order, within
[Element 412](#) (Function code) sorted in ascending order, within
[Element 408](#) (Current duties classification type, level and increment code) sorted in ascending order, within
[Element 407](#) (Current duties term) sorted in descending order, within
[Element 413](#) (FTE-reference date) sorted in descending order, within
[Element 406](#) (Work contract code) sorted in ascending order within
[Element 411](#) (Work Sector code) sorted in ascending order, within
[Element 401](#) (Person identification code) sorted in ascending order.
When calculating Numbers of staff, only those records with a code of "1" (primary record) are to be used.

PREPARED ON: 6 February 1997

ELEMENT NO. 802

FIRST YEAR: 2000
LAST YEAR:
FIELD NAME: ST-AGE
ELEMENT NAME: Staff age code
DESCRIPTION: A [member of staff's](#) age
CODE FORMAT: Data Type: Character
Units: Code (numeric), right justified, zero filled
Width: 2

CLASSIFICATION:	CODE MEANING	DERIVATION
	00 Member of staff has a casual work contract	Value for E406 (Work contract code) is "3" or "4"
	00 Member of staff age is unknown	If (VAL (E550 (Reference year)) minus VAL (four left-most characters of E403 (Staff date of birth code)) minus 1) < 1 or > 99)
	01-99 Age in years	Age is calculated in whole years as follows: * If the 5th and 6th characters of E403 (Staff date of birth code) are "01", "02", "03", "04", "05" or "06" then Age is: VAL (E550 (Reference year)), minus VAL(four left-most characters of E403 (Staff date of birth code)) * If the 5th and 6th characters of E403 (Staff date of birth code) are "07", "08", "09", "10", "11" or "12" then Age is: VAL(E550 (Reference year)), minus VAL(four left-most characters of E403 (Staff date of birth code)) minus 1
	Example 1:	E550 = 1989 E403 = 19590603 E802 = 30
	Example 2:	E550 = 1989 E403 = 19590703 E802 = 29 (30 - 1)

CODING NOTES: [E403](#) (Staff date of birth code) is in YYYYMMDD format.

If the value of the MM sub-field of E403 (Staff date of birth code) is 99, then use 06 for that sub-field in the calculation.

This element is not used in files provided to DEST by universities; it is a "derived" element used in DEST's output datasets.

PREPARED ON: 17 July 2001

ELEMENT NO. 810

FIRST YEAR: 1987

LAST YEAR:

FIELD NAME: FTE

ELEMENT NAME: [Full-time equivalence at the reference date](#)

DESCRIPTION: Full-time equivalence, for full-time, fractional full-time and casual staff data records, in hundredths

CODE FORMAT: Data Type: Character
Units: Code (numeric), right justified, with leading zeros if needed
Width: 7

CLASSIFICATION:	CODE	MEANING	DERIVATION
	0000001 to 9999999	Full-time equivalence at the reference date reported in hundredths of a person	FTE values reported for E413 (Full-time equivalence reference year), E414 (Actual full-time equivalence prior year) OR casual FTE input from keyboard, multiplied by 100.

CODING NOTES: This element is not used in files provided to DEST by universities; it is a "derived" element used in DEST's output datasets.

PREPARED ON: 28 April 1997

ELEMENT NO. 812

FIRST YEAR: 1989

LAST YEAR:

FIELD NAME: STAFF-NUM

ELEMENT NAME: Number of FT/FFT staff

DESCRIPTION: The number of FT/FFT staff

CODE FORMAT: Data Type: Character
Units: Code (Alphanumeric), right justified, zero filled
Width: 3

CLASSIFICATION:	CODE	MEANING	DERIVATION
	001 to 999	Number of FT/FFT staff	A count of records for which the primary record indicator (E801) = 1

CODING NOTES: This element is not used in files provided to DEST by universities; it is a "derived" element used in DEST's output datasets.

PREPARED ON: 29 August 1996

ELEMENT NO. 850

FIRST YEAR: 1989
LAST YEAR:
FIELD NAME: STAFF-AGE-GROUP
ELEMENT NAME: Staff age group code
DESCRIPTION: A code indicating an age group for a [member of staff](#) based on age at 30 June of the reference year
CODE FORMAT: Data Type: Character
Units: Code (Alphanumeric), right justified, zero filled
Width: 2

CLASSIFICATION:	CODE	MEANING	DERIVATION
	01	Age 1 to 24	E802 = 01 to 24
	02	Age 25 to 29	E802 = 25 to 29
	03	Age 30 to 34	E802 = 30 to 39
	04	Age 35 to 39	E802 = 35 to 39
	05	Age 40 to 44	E802 = 40 to 45
	06	Age 45 to 49	E802 = 45 to 49
	07	Age 50 to 54	E802 = 50 to 54
	08	Age 55 to 59	E802 = 55 to 59
	09	Age 60 to 64	E802 = 60 to 64
	10	Age >64	E802 > 64
	11	Age unknown	E802 = 00

CODING NOTES: This element is not used in files provided to DEST by universities; it is a "derived" element used in DEST's output datasets.

PREPARED ON: 29 August 1996

ELEMENT NO. 851

FIRST YEAR: 1989

LAST YEAR:

FIELD NAME: ORG-UNIT-TYPE

ELEMENT NAME: [Organisational unit](#) type code

DESCRIPTION: A code which identifies the type of organisational unit in which the [current duties](#) of a [member of staff](#) are being performed

CODE FORMAT: Data
Type: Character
Units: Code (Alphanumeric), left justified, blank filled
Width: 4

CLASSIFICATION:	CODE MEANING	DERIVATION
	0000 Academic organisational units	Leftmost character of E410 = "1"
	Academic support services organisational units:	
	2100 Libraries	E410 = 2100
	2200 Computing centres	E410 = 2200
	2300 Educational research and development centres	E410 = 2300
	2400 External studies centres (excluding academic functions)	E410 = 2400
	2500 Audio-visual and media centres	E410 = 2500
	2900 Other academic support services	E410 = 2900
	Student services organisational units:	
	3900 Student services (incl. health services, counselling and accommodation services and student residences, employment services, student loans/scholarships/assistance services and other student services)	E410 = 3900
	Public services organisational units:	
	4900 Public services (incl. adult education, continuing education, public broadcasting services and other public services)	E410 = 4900
	General institution services organisational units:	
	5100 Administration and overhead services	E410 = 5100
	5200 Buildings, plant and grounds	E410 = 5200
	5300 Cleaning services	E410 = 5300
	5400 Security and caretaker services	E410 = 5400
	5900 Other general institution services	E410 = 5900
	Cooperative Research Centres:	
	5910 Cooperative Research Centres	E410 = 5910
	Independent operations which are controlled entities:	
	6100 Computing services	E410 = 6100
	6200 Research, development, testing or consultancy services	E410 = 6200
	6900 Other independent operations which are controlled entities	E410 = 6900
	No information:	

9999 No information (used only for coding data for estimated casual staff) E410 = 9999

**CODING
NOTES:**

This element is not used in files provided to DEST by universities; it is a "derived" element used in DEST's output datasets.

**PREPARED
ON:**

29 August 1996

ELEMENT NO. 996

FIRST YEAR: 1987

LAST YEAR:

FIELD NAME: STATE

ELEMENT NAME: State/Territory of [institution](#) code

DESCRIPTION: A code which uniquely identifies the State/Territory or other area in which the institution is located.

CODE FORMAT: Data Type: Character
Units: Code (alphanumeric), left justified, with trailing spaces if needed
Width: 3

CLASSIFICATION:	CODE	MEANING
	NSW	New South Wales
	VIC	Victoria
	QLD	Queensland
	WAb	Western Australia
	SAb	South Australia
	TAS	Tasmania
	NTb	Northern Territory
	ACT	Australian Capital Territory
	MUL	Multi-State (Australia Catholic University)
	OSb	Overseas

CODING NOTES: b = space.

This element is not used in files provided to DEST by universities; it is a "derived" element used in DEST's output datasets.

PREPARED ON: 14 October 1996

