



Australian Government

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



CHESSN ALLOCATION FILE

SCOPE

v1.0

Document Change History

Version	Date	Author	Reason for change
1.0	01/07/2004	University Statistics Unit	

SCOPE OF THE CHESSN ALLOCATION FILE

Commonwealth Higher Education Student Support Number (CHESSN) is a number to uniquely identify a Commonwealth assisted student. All Commonwealth supported students or student receiving any HELP assistance (HECS-HELP, FEE-HELP, OS-HELP) *must* have a CHESSN. The Government will use the unique identifier to manage and monitor the Commonwealth assistance entitlements of a student as defined by Higher Education Support Act 2003. The CHESSN allocated to a student is a life long identifier, therefore, except for exceptional circumstances, once a student is allocated a CHESSN it will remain with them for life. Equally an individual (student) must have only one CHESSN.

The data for CHESSN allocation can be provided in 2 ways:

- 1) in XML format sent to DEST via a web service channel (for allocation of one or many students); or
- 2) typed directly into a DEST web browser screen available to HEPs (typically for allocation of a small number of CHESSNs).

The data sent via any 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 prevent and minimise allocating duplicate CHESSNs. A CHESSN will only become **active within HEIMS** when a record for the student is received in the Load-Liability file (LL). The HEP will inform the students of their CHESSN through the Commonwealth Assistance Notice (CAN).

TIMING

- A Commonwealth supported student or student in receipt of Commonwealth assistance must have a CHESSN prior to consuming any Commonwealth assistance or entitlement.
- Allocation of CHESSNs will commence after 1 September 2004.
- Initially allocation of CHESSNs by 31 March 2005 to all students (continuing and commencing) enrolled in a unit with census date up to an including 31 March 2005

RECORDS TO BE INCLUDED

Include any 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.

EXCLUSIONS

- (1) Domestic students not providing consent for their data to be sent to HEIMS

(2) Overseas students

STRUCTURE

The use of XML files means that there is no 'fixed' file structure like files collected through DESTPAC. XML element structures are hierarchical, meaning that depending on certain data elements supplied, sometimes other data elements may not be required (effectively meaning nulls are acceptable and permitted).

The XML file structures are flexible, such that individual records may vary in size depending on the information required and submitted. The '*CHESSN data element specifications*' document details the complete set of elements that can be supplied (the actual elements supplied depends on the characteristics of a student).