



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

# Higher Education Staff Data Collection



## 2008 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
#	HELP registration record - part 1
\$	HELP registration record - part 2
%	HELP 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:** Higher Education Provider code  
**DESCRIPTION:** A code which uniquely identifies the Higher Education Provider  
**CODE FORMAT:** Data Type: Character  
Units: Units: Code (numeric)  
Width: 4  
**CLASSIFICATION:**

CODE	MEANING
1000 to 9999	Higher Education Provider code issued by DEEWR
0000	Providers not in Appendix A

**CODING NOTES:** Refer to: Appendix A – Higher Education Providers Codes and Names  
**INPUT FILES:**  
**PREPARED ON:** 20 April 2004  
Revised: 05 December 2008

## ELEMENT NO. 333

**FIRST YEAR:** 1997

**LAST YEAR:**

**FIELD NAME:** AOU

**ELEMENT NAME:** Academic organisational unit code

**DESCRIPTION:** A code assigned by the higher education provider 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 **higher education provider**

**CODING NOTES:** The code assigned to each **academic organisational unit** must uniquely identify it within the **higher education provider** 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 higher education provider

**CODE FORMAT:** **Data Type:** **Character**  
Units: Code (alphanumeric), left justified, with trailing blanks if required  
Width: 20

**CLASSIFICATION:** **CODE** **MEANING**  
Any data Code generated by the higher education provider

**CODING NOTES:** The code for each individual must uniquely identify them within the higher education provider in the reference year and remain constant from year to year.

**INPUT FILES:** Staff Full-time & Fractional Full-time (FT)  
**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:**

<b>CODE</b>	<b>MEANING</b>
F	Female
M	Male

**CODING NOTES:** The following additional codes are used in DEST datasets but are NOT to be used by higher education providers:

<b>CODE</b>	<b>MEANING</b>
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 higher education providers:

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 higher education providers:

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 higher education provider:

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

<b>CLASSIFICATION:</b>	<b>CODE</b>	<b>MEANING</b>
		Limited term, with the length at the time the current duties commenced being:
	01 to 60	number of months
	61	more than 5 years
		Tenable 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 higher education providers:

<b>CODE</b>	<b>MEANING</b>
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 and increment 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:** **Data Type:** **Character**

Units: Code (Numeric), right justified

Width: 3

**CLASSIFICATION: CODE**

**MEANING**

**Academic Classification level and increment:**

001 Vice Chancellor

005 Deputy Vice-Chancellor

013 Level E

014 Level D

042 Level C

066 Level B

100 Level A

**Non-academic classification level:**

200 Non-academic staff outside award; generally junior, trainee or apprentice staff whose remuneration package is below level 1

220 Non-academic staff outside award; generally senior executives whose remuneration package exceeds level 10

**Higher Education Worker:**

201 Level 1

202 Level 2

203 Level 3

204 Level 4

205 Level 5

206 Level 6

207 Level 7

208 Level 8

209 Level 9

210 Level 10

**CODING NOTES:** The following additional codes are used in DEEWR datasets but are NOT to be used by higher education providers:

**CODE** **MEANING**

999 No Information

**INPUT FILES:** Staff Full-time & Fractional Full-time (FT)

**PREPARED ON:** 26 February 2002

## 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
01	<b>Academic classification level group:</b> 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 higher education providers:

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

**PREPARED ON:** 31 May 1994

## ELEMENT NO. 410

<b>FIRST YEAR:</b>	1997																																																		
<b>LAST YEAR:</b>																																																			
<b>FIELD NAME:</b>	ORG-UNIT																																																		
<b>ELEMENT NAME:</b>	Organisational unit code																																																		
<b>DESCRIPTION:</b>	A code which uniquely identifies an organisational unit in which the current duties of a member of staff are being performed																																																		
<b>CODE FORMAT:</b>	Length: 4 Type: Alphanumeric Justification: Left Fill character: Blank																																																		
<b>CLASSIFICATION:</b>	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td></td><td>Academic Organisational Unit:</td></tr><tr><td>1XXX</td><td>"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.</td></tr><tr><td></td><td>Academic support services organisational units:</td></tr><tr><td>2100</td><td>Libraries</td></tr><tr><td>2200</td><td>Computing centres</td></tr><tr><td>2300</td><td>Educational research and development centres</td></tr><tr><td>2400</td><td>External studies centres (excluding academic functions)</td></tr><tr><td>2500</td><td>Audio-visual and media centres</td></tr><tr><td>2900</td><td>Other academic support services</td></tr><tr><td></td><td>Student services organisational units:</td></tr><tr><td>3900</td><td>Student services (incl. health services, counselling and accommodation services and student residences, employment services, student loans/scholarships/assistance services and other student services</td></tr><tr><td></td><td>Public services organisational units</td></tr><tr><td>4900</td><td>Public services (incl. adult education, continuing education, public broadcasting services and other public services)</td></tr><tr><td></td><td>General higher education provider services organisational units</td></tr><tr><td>5100</td><td>Administration and overhead services</td></tr><tr><td>5200</td><td>Buildings, plant and grounds</td></tr><tr><td>5300</td><td>Cleaning services</td></tr><tr><td>5400</td><td>Security and caretaker services</td></tr><tr><td>5900</td><td>Other general higher education providers services</td></tr><tr><td>5910</td><td>CRC (Cooperative Research Centres)</td></tr><tr><td></td><td>Independent operations which are controlled entities</td></tr><tr><td>6100</td><td>Computing services</td></tr><tr><td>6200</td><td>Research, development, testing or consultancy services</td></tr><tr><td>6900</td><td>Other independent operations which are controlled entities</td></tr></tbody></table>	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 higher education provider services organisational units	5100	Administration and overhead services	5200	Buildings, plant and grounds	5300	Cleaning services	5400	Security and caretaker services	5900	Other general higher education providers 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
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<b>CODE</b>	<b>MEANING</b>
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 higher education providers:

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:** **Data Type:** Character  
Units: Code (Numeric)  
Width: 1

<b>CLASSIFICATION: CODE</b>	<b>MEANING</b>
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 DEEWR datasets but are NOT to be used by higher education providers:

<b>CODE</b>	<b>MEANING</b>
9	No Information

**INPUT FILES:** Actual Casual (CA)

**PREPARED ON:** 31 July 1987

See Glossary under "[Element](#)" for explanation of all terms



## 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 as a percentage of the salary that would be paid to a person performing on a full-time basis the same type of duties as those 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 higher education providers:

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:**

<b>CODE</b>	<b>MEANING</b>
2	Neither <b>Aboriginal nor Torres Strait Islander</b> origin
3	Of <b>Aboriginal</b> origin
4	Of <b>Torres Strait Islander</b> origin
5	Of <b>Aboriginal and Torres Strait Islander</b> origin
9	No information

**PREPARED ON:** 12 March 1999

## ELEMENT NO. 501

<b>FIRST YEAR:</b>	2003																		
<b>LAST YEAR:</b>																			
<b>FIELD NAME:</b>	HIGH-QUAL																		
<b>ELEMENT NAME:</b>	Highest qualification																		
<b>DESCRIPTION:</b>	A code which indicates the highest qualification of a member of staff																		
<b>CODE FORMAT:</b>	Data Type: Character Units: Code (numeric) Width: 1																		
<b>CLASSIFICATION:</b>	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>0</td><td><ul style="list-style-type: none"><li>Member of staff has a non-academic classification</li></ul></td></tr><tr><td colspan="2">Member of staff has an academic classification and the highest qualification is:</td></tr><tr><td>6</td><td><ul style="list-style-type: none"><li>Doctorate by research or coursework</li></ul></td></tr><tr><td>7</td><td><ul style="list-style-type: none"><li>Master's by research or coursework</li></ul></td></tr><tr><td>5</td><td><ul style="list-style-type: none"><li>Other Postgraduate (including Postgraduate Qual or Prelim; Grad Dip/Postgrad Dip New/Extended and Graduate Certificate)</li></ul></td></tr><tr><td>2</td><td><ul style="list-style-type: none"><li>Bachelor's (including Bachelor's graduate entry, Bachelor's honours and Bachelor's pass</li></ul></td></tr><tr><td>3</td><td><ul style="list-style-type: none"><li>Other</li></ul></td></tr><tr><td>4</td><td><ul style="list-style-type: none"><li>No information</li></ul></td></tr></tbody></table>	CODE	MEANING	0	<ul style="list-style-type: none"><li>Member of staff has a non-academic classification</li></ul>	Member of staff has an academic classification and the highest qualification is:		6	<ul style="list-style-type: none"><li>Doctorate by research or coursework</li></ul>	7	<ul style="list-style-type: none"><li>Master's by research or coursework</li></ul>	5	<ul style="list-style-type: none"><li>Other Postgraduate (including Postgraduate Qual or Prelim; Grad Dip/Postgrad Dip New/Extended and Graduate Certificate)</li></ul>	2	<ul style="list-style-type: none"><li>Bachelor's (including Bachelor's graduate entry, Bachelor's honours and Bachelor's pass</li></ul>	3	<ul style="list-style-type: none"><li>Other</li></ul>	4	<ul style="list-style-type: none"><li>No information</li></ul>
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3	<ul style="list-style-type: none"><li>Other</li></ul>																		
4	<ul style="list-style-type: none"><li>No information</li></ul>																		
<b>PREPARED ON:</b>	8 February 2002; rev 23 April 2002																		

## ELEMENT NO. 502

<b>FIRST YEAR:</b>	2000														
<b>LAST YEAR:</b>															
<b>FIELD NAME:</b>	PLACE-HIGH-QUAL														
<b>ELEMENT NAME:</b>	Place of highest qualification														
<b>DESCRIPTION:</b>	A code indicating the higher education provider or type of <b>higher education provider</b> where the studies for which the highest qualification of the member of staff with an academic classification were undertaken														
<b>CODE FORMAT:</b>	Data Type: Character Units: Code (numeric) Width: 1														
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3	<ul style="list-style-type: none"><li>Other Australian education higher education provider or entity</li></ul>														
4	<ul style="list-style-type: none"><li>An overseas <b>institution</b> or entity</li></ul>														
5	<ul style="list-style-type: none"><li>No information</li></ul>														
<b>PREPARED ON:</b>	12 March 1999														

## ELEMENT NO. 503

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

<b>CODE</b>	<b>MEANING</b>
1100	<b>Staff member</b> was born in Australia
1200 to 9299	Overseas country code from countries classification for <b>staff member</b> who was born outside Australia
9998	No information on country for <b>staff member</b> who was born outside Australia
9999	No information on whether born in Australia or not

**CODING NOTES:** Refer to Appendix C - Standard Australian Classification of Countries in the Student Help file.

**PREPARED ON:** 3 May 2001



**ELEMENT NO. 507**

**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:** **Data Type:** Character

Units: Code (Numeric), right justified

Width: 2

**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

**Tenable 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 higher education providers:

**CODE MEANING**

99 No Information

**INPUT FILES:** Staff Full-time & Fractional Full-time (FT)

**PREPARED ON:** 24 December 1987

## ELEMENT NO. 509

### ELEMENT NO. 509

**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:** **Data Type:** Character

Units: Code (numeric), right justified, with leading zeros if needed

Width: 2

**CLASSIFICATION: CODE MEANING**

**DERIVATION**

**Academic classification level group**

01 Above Senior lecturer: E408 = 001 to 041

- 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)

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 higher education providers:

**CODE MEANING DERIVATION**

99 No information Any other value reported for E408

**INPUT FILES:** Staff - Actual Casual (CA)

**PREPARED ON:** 31 May 1994

Revised: 05 December 2008

**ELEMENT NO. 511**

**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:** **Data Type:** Character  
Units: Code (numeric)  
Width: 1

**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 higher education providers:

CODE	MEANING
9	No Information

**INPUT FILES:** Staff - Actual Casual (CA)

**PREPARED ON:** 31 May 1994

Revised: 05 December 2008

## Element 513

**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:** **Data Type:** **Character**  
Units: Code (Numeric), right justified  
Width: 3

**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:**  
**INPUT FILES:** Staff Full-time & Fractional Full-time (FT)  
**PREPARED ON:** 31 July 1987

See Glossary under "[Element](#)" for explanation of all terms.

2010 Data Requirements

## ELEMENT NO. 514

**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:** **Data Type:** **Character**

Units: Code (Numeric), right justified, with leading zeros if needed

Width: 4

**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:**

**INPUT FILES:** Staff - Actual Casual (CA)

**PREPARED ON:** 31 July 1987

Revised: 05 December 2008

## ELEMENT NO. 515

**FIRST YEAR:** 2009  
**LAST YEAR:**  
**FIELD NAME:** EST-CASUAL-FTE  
**ELEMENT NAME:** Estimated Casual Full-time Equivalent (FTE) - Reference Year  
**DESCRIPTION:** The estimated casual FTE staffing level for a reference year  
**CODE FORMAT:** **Data Type:** **Character**  
Width: 4 (numeric) with leading zeros if required  
**CLASSIFICATION:** **CODE** **MEANING**  
0001 to 9999 Estimated casual FTE for a reference year as a whole number.  
**CODING NOTES:** Estimated full-time equivalence (FTE) for a full year for all casual staff, in the reference year (reported to the nearest whole FTE - eg report 345.6 FTE as 346. Do NOT report this value in hundredths)  
**INPUT FILES:** Estimated Casual (EC)  
**PREPARED ON:** 05 December 2008

## 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:**

<b>CODE</b>	<b>MEANING</b>
1987 to 2099	The year to which the data relate

**CODING NOTES:** This element is not used in files provided to DEST by higher education providers; 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**

- |   |                          |   |
|---|--------------------------|---|
| 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<br>2. There is more than one record in the FT/FFT file for this person<br>AND:<br>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<br>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 higher education providers; 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 higher education providers; 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

<b>CLASSIFICATION: CODE</b>	<b>MEANING</b>	<b>DERIVATION</b>
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
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**CODING NOTES:** This element is not used in files provided to DEST by higher education providers; 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

<b>CLASSIFICATION:</b>	<b>CODE</b>	<b>MEANING</b>	<b>DERIVATION</b>
	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 higher education providers; 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
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**Public services organisational units:**

4900	Public services (incl. adult education, continuing education, public broadcasting services and other public services)	E410 = 4900
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**General higher education provider 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 higher education provider services	E410 = 5900

**Cooperative Research Centres:**

5910	Cooperative Research Centres	E410 = 5910
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**Independent operations which are controlled entities:**

6100	Computing services	E410 = 6100
6200	Research, development,	E410 = 6200

testing or consultancy  
services  
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 DEEWR by higher education providers; it is a "derived" element used in DEEWR's output datasets.

**PREPARED ON:** 29 August 1996

**ELEMENT NO. 996**

**FIRST YEAR:** 1987  
**LAST YEAR:**  
**FIELD NAME:** STATE  
**ELEMENT NAME:** State/Territory of Higher education provider code  
**DESCRIPTION:** A code which uniquely identifies the State/Territory or other area in which the higher education provider is located.  
**CODE FORMAT:** Data Type: Character  
Units: Code (alphanumeric), left justified, with trailing spaces if needed  
Width: 3  
**CLASSIFICATION:**

<b>CODE</b>	<b>MEANING</b>
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 higher education providers; it is a "derived" element used in DEST's output datasets.  
**PREPARED ON:** 14 October 1996