



Australian Government

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

Higher Education Staff Data Collection



2009 Data Elements

**2009 Data Requirements
Ministerial Notice: 5 December 2008**

ELEMENT NO. 314

FIRST YEAR: 2000
LAST YEAR:
FIELD NAME: DATE-OF-BIRTH
ELEMENT NAME: Date of birth
DESCRIPTION: The day, month and year of birth

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

Provision of full details of date of birth is required for all **persons**.

Where date of birth cannot be provided, report '19010101'.

INPUT FILES: Higher Education: Commonwealth-Assisted Students (DU)
Student Enrolment (EN)
Electronic Commonwealth Assistance Form (PO)
Past Course Completions (PS)
Staff Full-time & Fractional Full-time (FT)
VET: Commonwealth Assisted Students (VDU)
Student Enrolment (VEN)
Electronic Commonwealth Assistance Form (VPO)

PREPARED ON: 18 May 2004
Revised: 05 December 2008

ELEMENT NO. 315

FIRST YEAR: 1989

LAST YEAR:

FIELD NAME: GENDER

ELEMENT NAME: Gender code

DESCRIPTION: A code which identifies the sex of a person

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

CLASSIFICATION:	CODE	MEANING
	F	Female
	M	Male

CODING NOTES: The following additional codes are used in DEEWR datasets but were NOT reported by the Higher Education/VET Provider:

CODE	MEANING
U	No information

Providers should make a determination of the gender of the **person** where the information has not been provided by the **person**.

INPUT FILES:

Higher Education:	Commonwealth-Assisted Students (DU) Student Enrolment (EN) Electronic Commonwealth Assistance Form (PO) Past Course Completions (PS) Actual Casual (CA) Staff Full-time and Fractional Full-time (FT)
VET:	Commonwealth Assisted Students (VDU) Student Enrolment (VEN) Electronic Commonwealth Assistance Form (VPO)

PREPARED ON: 22 August 1997
Revised: 05 December 2008

ELEMENT NO. 316

FIRST YEAR: 2000

LAST YEAR:

FIELD NAME: ABORIG-TORRES

ELEMENT NAME: Aboriginal and Torres Strait Islander code

DESCRIPTION: A code which identifies whether or not the student identifies herself or himself as being of **Aboriginal and/or Torres Strait Islander** descent

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

CLASSIFICATION:	CODE	MEANING
	2	Non indigenous – neither Aboriginal nor Torres Strait Islander origin
	3	Of Aboriginal origin but not Torres Strait Islander
	4	Of Torres Strait Islander origin but not Aboriginal
	5	Both Aboriginal and Torres Strait Islander origin
	9	No information

INPUT FILES: Higher Education: Student Enrolment (EN)
Past Course Completions (PS)
Actual Casual Staff (CA)
Full-time and Fractional Full-time (FT)
VET: Student Enrolment (VEN)

PREPARED ON: 12 March 1999
Revised: 05 December 2008

ELEMENT NO. 346

FIRST YEAR: 2000

LAST YEAR:

FIELD NAME: COUNTRY-BIRTH

ELEMENT NAME: Country of birth code

DESCRIPTION: A code representing the country of birth of a student

CODE FORMAT: **Data Type:** **Character**
Units: Code (numeric)
Width: 4

CLASSIFICATION:	CODE	MEANING
	1100	Student was born in Australia
	1200 to 9299	Overseas country code from countries classification for student who was born outside Australia
	9998	No information on country for student 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

INPUT FILES: Higher Education: Past Course Completions (PS)
Student Enrolment File (EN)
Staff Full-time and Fractional Full-time (FT)
VET: Student Enrolment (VEN)

PREPARED ON: 13 November 1998
Revised: 05 December 2008

ELEMENT NO. 348

FIRST YEAR: 2000

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 student's permanent home residence

CODE FORMAT: **Data Type:** **Character**
Units: Code (numeric), right justified, with leading zeros if needed
Width: 4

CLASSIFICATION: CODE	MEANING
0001	Student speaks only English at permanent home residence Main language other than English spoken at permanent home residence:
1000 to 1199	• Non-English language code from languages classification
1300 to 9799	• Non-English language code from languages classification
9998	• 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 student

CODING NOTES: Refer to Appendix D - Australian Standard Classification of Languages (ASCL).

To record that a **student** speaks only English at a **permanent home residence** use 0001 rather than the ABS code of 1201.

Code 8000 may be utilised to report an Indigenous Australian language where the individual language is not known or identified.

INPUT FILES: Higher Education: Past Course Completions (PS)
Student Enrolment File (EN)
Staff Full-time and Fractional Full-time (FT)
VET: Student Enrolment (VEN)

PREPARED ON: 13 November 1998
Revised: 19 July 2007
Revised: 05 December 2008

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. 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 DEST 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

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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

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 higher education providers:

CODE	MEANING
9	No Information

INPUT FILES: Actual Casual (CA)

PREPARED ON: 31 July 1987

ELEMENT NO. 415

FIRST YEAR: 2002

LAST YEAR:

FIELD NAME: REPORTING YEAR / PERIOD

ELEMENT NAME: Reporting Year and Period Code

DESCRIPTION: The reporting year and period to which the individual data record relates

CODE FORMAT: **Data Type:** Numeric
Units: YYYYp
Width: 5 (1 four digit year sub-field and 1 one digit sub-field)

CLASSIFICATION:	CODE	MEANING
	19891 to 99992	Reporting year in 'YYYY' format, then Reporting period in 'p' format

CODING NOTES: YYYYp
format: This element describes the Reporting Year and Reporting period to which this record relates.

1st 4 digits (YYYY) = Reporting Year (e.g. 1989)
5th digit (p) = Reporting Period coded as "1" or "2"*

* Reporting period is defined as a '1' if record relates to date between 1 Jan – 30 Jun, and '2' if date between 1 Jul- 31 Dec.

Past Course Completions, Full-Time and Fractional Full time, Actual Casual and Estimated Casual submissions: records apply to the calendar year in which the course was completed. The reporting period for the year is to be coded as "1".

INPUT FILES: Higher Education: Commonwealth Scholarships (CS)
Student Enrolment (EN)
Past Course Completions (PS)
Full Time & Fractional Full Time (FT)
Actual Casual (CA)
Estimated Casual (EC)
VET: Student Enrolment (VEN)
VET Course Completions (VCC)

PREPARED ON: 19 June 2001
Revised: 11 September 2007
Revised: 28 May 2008
Revised: 05 December 2008

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: **Data Type:** Character
Units: Code (Numeric), right justified
Width: 6

CLASSIFICATION:	CODE	MEANING
	000000	Salary data not provided because: <ul style="list-style-type: none">• 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

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

PREPARED ON: 31 July 1987

ELEMENT NO. 446

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: VAR-REASON-CODE

ELEMENT NAME: Variation reason code

DESCRIPTION: A numeric code which identifies the reason for a variation

CODE FORMAT: **Data Type:** Integer
Units: Numeric
Width: 1

CLASSIFICATION: CODE MEANING

- 1 Remission due to special circumstances
- 2 Revised record due to administrative error
- 4 Deletions due to Administrative error
- 5 Additional record

CODING NOTES – Higher Education:

Records to be included in Revisions File (RF):

Records should only be included on the Revisions File where they relate to a previously reported combination of Student/Course/unit of study census date.

Types of deletions:

- 1) Record should never have been reported.
- 2) Deletion due to a revision to Element 333¹ (Academic organisational unit code) or Element 354 (Unit of study code). These deletion records must also have a record coded '5' on the Revisions File.
- 3) Deletion due to a revision to Element 307 (Course code) or Element 489 (Unit of study census date). These deletion records must also have a record coded 5 on the revisions file if the revised combination of student / course / unit of study census date has been reported in other records. If not, the revised record must be reported in a 'normal' data submission.

Types of additional records:

- 1) Additional records omitted for a student who has had other records

- reported for the same Student ID / Course / Unit of
- 2) study census date combination.
 - 3) Additional record provided due to a revision to Element 333¹ (Academic organisational unit code) or Element 354 (Unit of study code). These additional records must also have a record coded '4' on the Revisions File.

Records NOT to be included:

- 1) A record with a value for Student ID / Course / Unit of study census date for which no record has been previously reported must be reported in the next 'normal' data submission.
- 2) Units of study with a census date prior to 1 January 2005.

When a related record is required on the Revised Load/Liability File or Revised OS-HELP File.

Where a record has a value of '2' and Element 521 (OS-HELP study period commencement date) has a value of '00000000', there must be an associated record on the Revised Load/Liability File.

Where a record has a value of '2' and Element 521 (OS-HELP study period commencement date) has a value greater than '00000000', there must be an associated record on the Revised OS-HELP file.

Where a record has a value of '5' there must be an associated record on the Revised Load/Liability File.

¹ The reporting of changes for Element 333 (Academic Organisational Unit code) is optional.

Records to be included in Past Course Completion (PS), Staff Full Time & Fractional Full Time (FT/FTT), Staff Casual (CA) file or VET Course Completions

Use the revision reason code of '5' (Addition record) where this is the first time a record is reported.

Use the revision reason code of '2' (Revised record due to Administration error) where to

modify a previous reported record.

Use the revision reason code of '4' (Deletions due to Administration error) where to delete a previous reported record.

Note: revision reason codes of '1' and '3' are not applicable for these file submission types.

For more info please refer to the related file scope document

The following additional code is used by DEEWR for reporting to the Australian Taxation Office (ATO)

CLASSIFICATION	CODE	MEANING
	3	New debt

INPUT FILES:	Higher Education:	Revisions File (SR) Past Course Completion (PS) Staff - Full Time & Fractional Full Time (FT) Staff - Actual Casual (CA)
	VET:	Revisions File (VSR) VET Course Completions (VCC)

PREPARED ON: 15 February 2005
Revised: 19 July 2007
Revised: 28 May 2008
Revised: 05 December 2008

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	<ul style="list-style-type: none">• Doctorate by research or coursework
	7	<ul style="list-style-type: none">• Master's by research or coursework
	5	<ul style="list-style-type: none">• Other Postgraduate (including Postgraduate Qual or Prelim; Grad Dip/Postgrad Dip New/Extended and Graduate Certificate
	2	<ul style="list-style-type: none">• Bachelor's (including Bachelor's graduate entry, Bachelor's honours and Bachelor's pass
	3	Other
	4	No information

CODING NOTES:

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

PREPARED ON: 8 February 2002
Revised: 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 higher education provider or type of **higher education provider** 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	<ul style="list-style-type: none">The Australian higher education provider in which they are now working or one of its controlled entities
	2	<ul style="list-style-type: none">Another Australian higher education provider or entity
	3	<ul style="list-style-type: none">Other Australian education higher education provider or entity
	4	<ul style="list-style-type: none">An overseas institution or entity
	5	No information

CODING NOTES:

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

PREPARED ON: 12 March 1999

ELEMENT NO. 505

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: **Data Type:** **Character**
Units: Code (Numeric), right justified
Width: 2

CLASSIFICATION:	CODE	MEANING
		Limited term, with the length at the time the effective substantive appointment was made being:
	01 to 60	<ul style="list-style-type: none">• Number of months
	61	<ul style="list-style-type: none">• More than 5 years
		Tenable term:
	81	<ul style="list-style-type: none">• Probationary
	82	<ul style="list-style-type: none">• Confirmed
	91	<ul style="list-style-type: none">• 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)

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

PREPARED ON: 24 December 1987

ELEMENT NO. 506

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

CLASSIFICATION:	CODE	MEANING
		In respect of current duties, the member of staff has a:
	1	<ul style="list-style-type: none">• Full-time work contract
	2	<ul style="list-style-type: none">• 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

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

PREPARED ON: 31 July 1987

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	<ul style="list-style-type: none">• Number of months
61	<ul style="list-style-type: none">• More than 5 years
	Tenable term:
81	<ul style="list-style-type: none">• Probationary
82	<ul style="list-style-type: none">• Confirmed
91	<ul style="list-style-type: none">• 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- & Fractional Full-time (FT)

PREPARED ON: 24 December 1987

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: <ul style="list-style-type: none">• 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

INPUT FILES: Staff - Actual Casual (CA)

PREPARED ON: 31 May 1994
Revised: 05 December 2008

ELEMENT NO. 510

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: **Data Type:** **Character**
Units: Code (alphanumeric), left justified, with trailing blanks if needed
Width: 4

CLASSIFICATION: CODE	MEANING
1XXX	Academic Organisational Unit: <ul style="list-style-type: none">“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	<ul style="list-style-type: none">Libraries
2200	<ul style="list-style-type: none">Computing centres
2300	<ul style="list-style-type: none">Educational research and development centres
2400	<ul style="list-style-type: none">External studies centres (excluding academic functions)
2500	<ul style="list-style-type: none">Audio-visual and media centres
2900	<ul style="list-style-type: none">Other academic support services
3900	Student services organisational units: <ul style="list-style-type: none">Student services (incl. health services, counselling and accommodation services and student residences, employment services, student loans/scholarships/assistance services and other student services)
4900	Public services organisational units: <ul style="list-style-type: none">Public services (incl. adult education, continuing education, public broadcasting services and other public services) General higher education provider services organisational units:
5100	<ul style="list-style-type: none">Administration and overhead services
5200	<ul style="list-style-type: none">Buildings, plant and grounds
5300	<ul style="list-style-type: none">Cleaning services
5400	<ul style="list-style-type: none">Security and caretaker services
5900	<ul style="list-style-type: none">Other general higher education providers services
5910	<ul style="list-style-type: none">CRC (Cooperative Research Centres)
6100	Independent operations which are controlled entities: <ul style="list-style-type: none">Computing services

- | | |
|------|--|
| 6200 | <ul style="list-style-type: none">• Research, development, testing or consultancy services |
| 6900 | <ul style="list-style-type: none">• Other independent operations which are controlled entities |

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

CODE	MEANING
9999	No Information

INPUT FILES: Actual Casual (CA)

PREPARED ON: 15 January 1997

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 NO. 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

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