



Australian Government

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

Higher Education Student Data Collection



CHESN ALLOCATION

SCOPE

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

Document Change History

Version	Date	Author	Reason for change	Impact of change
1.0	01/07/2004	University Statistics Unit		
1.1	05/12/2008	HEIMS Business Operations	Update of timing for CHESSN	NIL

CHESN ALLOCATION

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

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

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

The data sent via any of the above methods provides information about students to allow the allocation of a **provisional** CHESN. The information provided will also be used to identify, with high probability, a unique individual so as to prevent and minimise allocating duplicate CHESNs. A CHESN will only become **active within HEIMS** when a record for the student is received in the Student Load-Liability submission. The HEP will inform the students of their CHESN through the Commonwealth Assistance Notice (CAN).

TIMING

- A Commonwealth supported student or student in receipt of Commonwealth assistance must have a CHESN prior to consuming any Commonwealth assistance or entitlement.

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 CHESNs, 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 submissions reported through HEP-CAT. 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 'CHESN 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).