

# Higher Education Data Collection 2009

Ministerial Notice: 5 December 2008

## Change Control Document: Summary and Details

### Section 1

#### Summary of changes effective from the first collection of 2009 data

##### Changes included in Ministerial Notice 3 for 2009 - issued 5 December 2008

1. **Staff Data Collection – update re HEPCAT requirements**
  - a. Change name from “Staff Casual” to “Actual Casual” (CA)
  - b. Correct position numbers of elements on CA.
  - c. Combine fillers to total of 92 on CA and FT submission structures.
  - d. Update elements numbers on all submissions to align with Student Data Collection.
  - e. New Staff Estimated Casual (EC) Scope and Structure documents.
2. **Student Data Collection – scope and structure documents - no change to data requirements**
  - a. Combine fillers to total width of 50 characters in OS-HELP (OS), Revised OS-HELP (RO), Revisions (SR), Student Enrolment (EN) Student Load/Liability (LL) Revised Student Load/Liability (RL) structures.
  - b. Update scope documents to remove outdated references and clarify requirements for Past Course Completions (PS), Course of Study (CO) and OS-HELP (OS) & Revised OS-HELP (RO), Student Load-Liability (LL) & Revised Student Load-Liability (RL), Revisions (SR), Student Enrolment (EN) and CHESSN Allocation.
  - c. Update of Commonwealth Assisted Students (DU) –
    - Update of scope document to reflect HEPCAT submission process, including consolidation of Commonwealth assisted students and Revised Commonwealth Assisted Students scopes into a single document
    - deletion of “Revised Commonwealth Assisted Students” from structure title.
3. **CHESSN – no change in data requirements**
  - a. Update of timing in CHESSN Allocation – Scope document
  - b. Reinstatement of E306 for CHESSN reference
4. **Elements – no change to data requirements**
  - a. clarification of meaning - revised coding notes and/or descriptions and/or element name to:
    - E392, E406, E415, E446, E487, E526, E545, E551, E572
  - b. Changes to elements common with the VET FEE-HELP data collection – The element changes relating to VET FEE-HELP have resulted in no change in requirements for the Higher Education data collections. Elements that are common with the VET FEE-HELP data collection have had some descriptions and coding notes updated to reflect the use of those elements by VET providers. In addition, four elements have had codes added to account for particular VET requirements. These are:
    - E310 – course of study type code – to include codes for VET specific qualifications
    - E329 – Mode of attendance code – to provide new VET specific codes
    - E490 – Student status code – to include codes regarding VET FEE-HELP eligible students
    - E547 – Eligibility – to include codes regarding request for VET FEE-HELP assistance.

## Changes included in Ministerial Notice 2 for 2009 - issued 28 May 2008

1. Addition of new element – E572 Year Left School
2. Modification of past course completions submission (*addition of E415 and E446 to provide for revisions to course completions data*
  - *clarification of reporting of co-tutelle arrangements*
  - *modification of submission name to reflect the reference year rather than year prior to the reference year.*This change also applies to the 2008 past course completions submission.
3. Standardisation of fillers for submissions reported through HEPCAT\*
  - *Student Enrolment*
  - *Student Load Liability & Revised Load Liability*
  - *OS-HELP and Revised OS-HELP*
  - *Revisions*
4. Update to E545 – Scholarship type code - to provide for new scholarship types in 2009
5. Clarification of mandatory fields on the Commonwealth Scholarships File
6. Update to scope of Revised Commonwealth Assisted Students File to maintain consistency with Commonwealth Assisted Students File.
7. Update to E390, E490, E547 and Electronic Commonwealth Assistance Form to clarify the completion of transitional arrangements for pre-2005 students.
8. Update to E392 to allow for new Budget measure for students undertaking their studies in the disciplines of Maths and Science.
9. E566 – Modification of range of available codes for higher education providers.
10. Deletion of E380 as this is a DEEWR code for reporting to DEEWR and is not required by providers.
11. Modification of staff collection to allow for revisions

There have also been some minor updates to the formatting and coding notes of some elements and scope documents to maintain a consistency across the Collection.

*\* This amendment will not apply to Course and Campus submissions for 2009, which are due on 1 August 2008. This change will be effective for course and campus submissions from 2010.*

## Changes included in Ministerial Notice 1 for 2009 - issued December 2007

1. **Transnational Quality Strategy requirements**
  - Addition of new Elements 569, 570 and 571.
  - Modification to Elements 307, 497, 498, 523, 524, 552 and 555 to include offshore courses.
  - Modifications to Campus Scope and File Structure documents.
  - Removal of Element 300 from Course and Campus File Structure Documents.

## **Section 2**

### **Higher Education Statistical Collection – Change control document 3 - 5 December 2008**

#### **STUDENT DATA COLLECTION 2009**

**Effective from first data collection 2009**

Structure documents

Name of Submission	Change	Sector consultation	Reason for change	Impact of change
OS-HELP OS & Revised OS-HELP RO File	Combine fillers to total of 50 for provider use	Yes	Standardisation of fillers	Possible system change
Revisions (SR)	Combine fillers to total of 50 for provider use	Yes	Standardisation of fillers	Possible system change
Student Enrolment (EN)	Combine fillers to total of 50 characters for provider use	Yes	Standardisation of fillers	Possible system change
Student Load/Liability (LL) & Revised Student Load/Liability (RL)	Combine fillers to total of 50 characters for provider use	Yes	Standardisation of fillers	Possible system change
Commonwealth Assisted Students (DU)	Deletion of "Revised Commonwealth Assisted Students" from the submission title	Yes	To reflect new submission requirements	Nil

## Scope documents

Name of Submission	Change	Sector consultation	Reason for change	Impact of change
Commonwealth Assisted Students (DU)	Update of information to reflect HEPCAT submission process  Consolidation of Commonwealth assisted students and Revised Commonwealth Assisted Students scopes into a single document	Yes	Simplification of HELP submission in HEPCAT	Nil
Past Course Completions (PS)	Update to reflect change of element name to E446	No	Clarification of element name	Nil
Course of Study (CO)	Removal of reference to percentage of domestic fee paying students.	No	Clarification of requirements	Nil
OS-HELP (OS)	Update to eligibility requirements, timing and naming convention for submissions	No	Clarification of requirements	Nil
Revised OS-HELP (RO)	Update to eligibility requirements, timing and naming convention for submissions	No	Clarification of requirements	Nil
Student Load-Liability (LL)	Minor formatting updates	No	Clarification	Nil
Revised Student Load-Liability (RL)	Minor formatting changes	No	Clarification	Nil
Revisions (SR)	Update to timing for reporting revisions	No	Clarification	Nil
Student Enrolment (EN)	Update to clarify reporting in HEPCAT	No	Clarification	Nil

## Data Elements – Student collection

Name of Submission	Change	Sector consultation	Reason for change	Impact of change
E392 – Maximum student contribution indicator	Change of coding note – “Generally only one maximum student contribution indicator applies to all a student’s units of study with the same census date. However a student may meet the eligibility requirements for pre-2008 contribution amounts for business/ accounting units (code 4) and a post-2008 status for maths/science units (code 5). In these cases the student’s units of study are to be reported with the code value that matches the contribution amount they should be charged.”	Yes	To clarify coding requirements	Nil
E406 – Postal address – Part 1	Update coding note to “ <u>Where a value other than all spaces is entered the first character must not be a space.</u> ”	Yes	To clarify coding requirements	Nil
E415 – Reporting Year and Period Code	Additional coding note:  “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”	Yes	To clarify coding requirements	Nil
E446 – Variation reason code	Change of element description to “Variation Reason code”			
E487 – Scholarship type code	Addition of coding note – “APA-1 scholarships code as 00”	Yes	To clarify coding of APA-1 Scholarships	Nil
E526 – Commonwealth scholarship status code	Change to coding note – “Codes 1, 2, and 3 must only be used for Commonwealth Scholarship types (E545) 1-6 and 8-9.”	Yes	To clarify coding requirements	Nil
E545 – Commonwealth scholarship type code	Clarify code meaning for:  8 – National Priority Scholarship ( <u>CECS-Priority Discipline</u> )  9 – National Accommodation Scholarship ( <u>CAS-Specialist</u> )	Yes	To clarify coding requirements	Nil

## Data Elements – Student collection

E551 – Summer/Winter Schools	<p>Addition of coding note –</p> <p>“Summer school units are required to commence no earlier than 1 November and be completed prior to 1 March of the following year.</p> <p>Winter school units are required to commence no earlier than 1 June and be completed prior to 1 September of the same year.”</p>	Yes	To clarify coding requirements	Nil
E572 – Year left school	<p>Change of description to “A code that identifies the year in which a commencing domestic student left secondary education”</p> <p>Addition of coding note: “Final year of secondary education is the equivalent of Year 12.”</p>	Yes	To clarify coding requirements	Nil
E307, E308, E313, E314, E315, E316, E319, E320, E327, E329, E330, E333, E339, E346, E347, E348, E350, E354, E355, E358, E381, E384, E386, E394, E402, E403, E404, E405, E406, E407, E409, E410, E411, E413, E415, E416, E446, E461, E464, E466, E467, E468, E469, E470, E475, E476, E477, E486, E488, E489, E493, E529, E533, E534, E543, E558, E560, E561, E562, E563, E564, E565, E566	<p><b><i>No change in requirements for HEPs</i></b></p> <ul style="list-style-type: none"> <li>• Addition of coding notes and/or list of VET input files; and/or</li> <li>• change to element description and/or code meanings to accommodate use by VET providers</li> </ul>	Yes	Introduction of VET FEE-HELP	Nil for HEPs
E310 – Course of study type code	<p><b><i>No change in requirements for HEPs</i></b></p> <p>Addition of VET only codes 82 and 83</p>	Yes	Introduction of VET FEE-HELP	Nil for HEPs
E329 – Mode of Attendance	<p><b><i>No change in requirement for HEPs</i></b></p> <p>Addition of VET only code 6</p>	Yes	Introduction of VET FEE-HELP	Nil for HEPs

## Data Elements – Student collection

E490 – Student status	<i>No change in requirements for HEPs</i> Addition of VET only codes 401 – 409 and 501 – 509	Yes	Introduction of VET FEE-HELP	Nil for HEPs
E547 – Request for Commonwealth assistance indicator	<i>No change in requirements for HEPs</i> Addition of VET only codes 60 and 61	Yes	Introduction of VET FEE-HELP	Nil for HEPs

## CHESSN

Name of Submission	Change	Date of change	Reason for change	Impact of change
CHESSN Allocation - Scope	Update of timing for CHESSN	5/12/08	Clarification	Nil
E306 – HEP code	Reinstatement as reference for CHESSN	5/12/08	For reference	Nil

## STAFF DATA COLLECTION

### Structure documents

Name of Submission	Change	Date of change	Reason for change	Impact of change
Staff Casual (Actual Casual) (CA)	Updated position number  Change of submission name to "Actual Casual Staff"(CA)  Renumbering of Elements with regard to HEPCAT requirements and to align with Student Data Collection  Combine fillers to total of 92	5 December 2008	Administration Error  HEPCAT requirements  Standardisation of fillers	System change    Possible system change

Full Time and Fractional Full Time Submission (FT)	Update to element numbers to align with Student Data Collection	5 December 2008	HEPCAT requirements	System change
	Combine fillers to total width of 92		Standardisation of fillers	Possible system change
Staff Estimated Casual (EC)	Explanatory Scope document created	5 December 2008	HEPCAT requirements	System change

### Scope documents

Name of Submission	Change	Date of change	Reason for change	Impact of change
Actual Casual (CA)	Update of scope document to reflect renumbering of elements to E315, E509, E510, E511 and E514 (see Data Elements – staff collections for more information)	5 December 2008	HEPCAT requirements	System change
Full Time and Fractional Full Time Submission	Update of scope document to reflect renumbering of elements to E315, E314, E505, E506, E507, E510, E511, E513, E316, E348 and E346 (see Data Elements – staff collections for more information)  Change in element numbers	5 December 2008	HECAT requirements	System change
Staff Estimated Casual FTE (EC)	Explanatory Structure document created	5 December 2008	HEPCAT requirements	System change

### Data Elements – Staff collection

Name of element	Change	Date of change	Reason for change	Impact of change
E402 – Gender Code	Changed to E315 to align with the student data collection	5/12/08	HEPCAT requirements	System change
E403 – Date of Birth code	Changed to E314 to align with the student data collection	5/12/08	HEPCAT requirements	System change

## Data Elements – Staff collection

E404 – Appointment term code	Changed to E505 to align with the student data collection	5/12/08	HEPCAT requirements	System change
E406 – Work contract code	Changed to E506 to align with the student data collection	5/12/08	HEPCAT requirements	System change
E407 – Current duties term code	Changed to 507 to align with the student data collection	5/12/08	HEPCAT requirements	System change
E409 – Current duties classification type and level group code	Changed to E509 to align with the student data collection	5/12/08	HEPCAT requirements	System change
E410 – Organisational unit code	Changed to E510 to align with the student data collection	5/12/08	HEPCAT requirements	System change
E411 – Work sector code	Changed to E511 to align with the student data collection	5/12/08	HEPCAT requirements	System change
E413 – Full-time equivalence – reference date	Changed to E513 to align with the student data collection	5/12/08	HEPCAT requirements	System change
E414 – Actual full-time equivalence – prior year	Changed to E514 to align with the student data collection	5/12/08	HEPCAT requirements	System change
E424 – Aboriginal and Torres Strait Islander indicator	Changed to E316 to align with the student data collection	5/12/08	HEPCAT requirements	System change
E503 – Main Language spoken at home	Changed to E348 to align with the student data collection	5/12/08	HEPCAT requirements	System change
E504 – Country of birth	Changed to E346 to align with the student data collection	5/12/08	HEPCAT requirements	System change

## Section 3

### Higher Education Statistical Collection – Change control document 2 - 28 May 2008

#### STUDENT DATA COLLECTION 2009

Effective from first data collection 2009

Structure documents

Name of Submission	Change	Sector consultation	Reason for change	Impact of change
Past Course Completions	<ul style="list-style-type: none"> <li>addition of E415 and E446</li> </ul>	Yes Yes	To provide for revisions to course completions data To simplify reporting of course completion data	System change
HEPCAT submissions: <ul style="list-style-type: none"> <li>Student Enrolment File</li> <li>Student Load Liability and Revised Load Liability File</li> <li>OS-HELP&amp; Revised OS-HELP File</li> <li>Revisions File</li> </ul>	<ul style="list-style-type: none"> <li>Standardisation of filler lengths on each Submission reported through HEPCAT</li> </ul>	Yes	To support providers internal administration arrangements	Possible system change
Student Enrolment File	<ul style="list-style-type: none"> <li>Addition of Element 572 – Year Left School</li> </ul>	Yes	To support the collection of statistical data	System Change
Commonwealth Scholarships File	<ul style="list-style-type: none"> <li>Modification of mandatory fields</li> </ul>	Yes	Response to sector request for clarification of these fields.	

## Scope documents

Name of Submission	Change	Sector consultation	Reason for change	Impact of change
Past Course Completions	<ul style="list-style-type: none"> <li>Updated to include information on how to revise incorrect past course completions data</li> <li>clarification of reporting of co-tutelle arrangements</li> <li>modification of submission name to reflect the reference year rather than the year prior to the reference year</li> </ul>	Yes Yes	To allow for revisions to course completions data	System change
Revised Commonwealth Assisted Students File	Updated to maintain consistency with Commonwealth Assisted Students File	Yes	Sector request for clarification	Possible system change
Electronic Commonwealth Assistance Form	Removal of references to pre-2005 Commonwealth assistance forms	Yes	Transitional arrangements for pre-2005 students end on 31 December 2008.	N/A

## Data Elements

Name of Submission	Change	Sector consultation	Reason for change	Impact of change
E572 <i>Year Left School</i>	New element to identify the year in which a commencing domestic student left secondary school	Yes	To support the statistical data	System change
E566	Range of available HEP codes has been reduced from 1000 – 9998 to 1000 - 6000	No	Codes from 7000 will be available for the administration of VET FEE-HELP providers	N/A
E547	Removal of reference to pre-2005 Commonwealth assistance forms	Yes	Transitional arrangements for pre-2005 students end on 31 December 2008.	
E545	Addition of two new Scholarship type codes 8 - National Priority Scholarship 9 - National Accommodation Scholarship		To provide for new scholarships introduced in the 2008 Budget	

## Data Elements

E490	Clarification that the pre-2005 student status codes should only be used for revisions from 1 January 2009	Yes	Transitional arrangements for pre-2005 students end on 31 December 2008.	N/A
E392	Amendment to codes to allow for completion of transitional arrangements for pre-2005 students Addition of a new code to identify students commencing a course of study from 1 January 2009		To provide for new Budget initiative for students studying the disciplines of Maths and Science	System change
E380	Deletion of this element from the Collection	No	ATO reporting element only. It is not used by providers or for statistical purposes.	N/A

## CHESN

Name of Submission	Change	Date of change	Reason for change	Impact of change
NO CHANGES for 2009				

## STAFF DATA COLLECTIONS

### Structure documents

Name of Submission	Change	Date of change	Reason for change	Impact of change
Casual Submission	addition of E415 and E446 to provide for revisions to data	28 May 2008	To allow for revisions to casual staff data	System change
Full Time and Fractional Full Time Submission	addition of E415 and E446 to provide for revisions to data	28 May 2008	To allow for revisions to full time and fractional full time staff data	System change

## Scope documents

Name of Submission	Change	Date of change	Reason for change	Impact of change
Casual Submission	Updated to include information on how to revise incorrect casual data	28 May 2008	To allow for revisions to casual data	System change
Full Time and Fractional Full Time Submission	Updated to include information on how to revise incorrect full time and fractional full time data	28 May 2008	To allow for revisions to full time and fractional full time data	System change

## Section 4

### Higher Education Data Collection – Change control document 1 - 13 December 2007

#### STUDENT DATA COLLECTION 2009

Effective from first data collection 2009

##### Submission structure documents

Name of Submission/Document	Change	Sector consultation	Reason for change	Impact of change
Campus	Addition of new elements 569, 570 and 571 to support the Transnational Quality Strategy.	Yes	To support the Transnational Quality Strategy	Possible system change
Campus	Removal of element 300.	Yes	Element no longer required for reporting in HEPCAT.	System change
Course File	Removal of element 300.	Yes	Element no longer required for reporting in HEPCAT.	System change

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##### Submission scope documents

Name of Submission/Document	Change	Sector consultation	Reason for change	Impact of change
Campus File	Scope of Campus File has been expanded to include reporting of all offshore courses.	Yes	To support the Transnational Quality Strategy	Possible system change

## Data Elements

Name of Submission/Document	Change	Sector consultation	Reason for change	Impact of change
Element 300 <i>Record type code</i>	Removal of Element from Campus and Course File Structure documents	Yes	Element no longer required for reporting in HEPCAT.	System change
Element 307 <i>Course Code</i>	Modification of coding notes for Element 307 to expand scope of element for reporting of all offshore courses.	Yes	To support the Transnational Quality Strategy	Possible system change
Element 497 <i>Entry Cut-Off for a Commonwealth Supported place (CSP)</i>	Addition of note to code '0000' to include "The course is an offshore course".	Yes	To support the Transnational Quality Strategy	Possible system change
Element 498 <i>Entry Cut-off for a domestic fee-paying place</i>	Addition of note to code '0000' to include "The course is an offshore course".	Yes	To support the Transnational Quality Strategy	Possible system change
Element 523 <i>QLD Entry Cut-off for a Commonwealth Supported place (CSP)</i>	Addition of note to code '0000' to include "The course is an offshore course".	Yes	To support the Transnational Quality Strategy	Possible system change
Element 524 <i>QLD Entry Cut-off for a domestic fee paying place</i>	Addition of note to code '0000' to include "The course is an offshore course".	Yes	To support the Transnational Quality Strategy	Possible system change
Element 552 <i>Eligibility score</i>	Addition of note to code '0000' to include "The course is an offshore course".	Yes	To support the Transnational Quality Strategy	Possible system change
Element 555 <i>QLD Eligibility score</i>	Addition of note to code '0000' to include "The course is an offshore course".	Yes	To support the Transnational Quality Strategy	Possible system change
Element 569 <i>Type of operation of campus</i>	New element to identify the type of arrangement through which an offshore course is being delivered.	Yes	To support the Transnational Quality Strategy	System change
Element 570 <i>Principal mode of delivery of offshore course</i>	New element to identify the main mode of delivery for a course that is offered offshore i.e. face to face, distance or multimodal.	Yes	To support the Transnational Quality Strategy	System change
Element 571 <i>Offshore delivery indicator</i>	New element to identify whether a course is delivered partially or fully offshore.	Yes	To support the Transnational Quality Strategy	System change

