



Australian Government

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

Higher Education Data Collections



2009 Data Elements

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

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. 307

FIRST YEAR: 1987
LAST YEAR:
FIELD NAME: COURSE
ELEMENT NAME: Course code
DESCRIPTION: A code which uniquely identifies each course within a Higher Education/VET Provider (Provider).

CODE FORMAT: Data Type: Character
Units: Code (alphanumeric), left justified, with trailing blanks if needed
Width: 10

CLASSIFICATION: **CODE** **MEANING**
Any Data Code assigned by the Provider.

CODING NOTES: Assign a code to each course which uniquely identifies it within the Provider. The code should remain unchanged from year to year.

Higher Education Providers only:

For every Course of Study record where E310 equals 04-13, 20, 21 or 22, there must be at least one Campus File record, matching on Element 307 (course code).

Every course that has Commonwealth Assisted and/ or domestic fee paying places must be included on this file.

Every course that is delivered either fully or partially offshore must be included on this file.

VET Providers only:

The NTIS code should be used to identify each eligible course of study.

INPUT FILES: Higher Education: Course of Study (CO)
Campus (CM)
Commonwealth-Assisted Students (DU)
Unit of Study Completions (CU)
Student Enrolment (EN)
Student Load/Liability (LL) & Revised Student Load/Liability (RL)
OS-HELP (OS)
Past Course Completions (PS)
Revisions (SR)
VET: Course of Study (VCO)
Commonwealth Assisted Students (VDU)
Student Enrolment (VEN)
Unit of Study Completions (VCU)
Student Load/Liability (VLL) & Revised Student Load/Liability (VRL)
Revisions (VSF)
VET Course Completions (VCC)

PREPARED ON: 20 April 2005
Revised 13 December 2007
Revised: 05 December 2008

ELEMENT NO. 308

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: COURSE-NAME
ELEMENT NAME: Course name - full
DESCRIPTION: The full name of the course

CODE FORMAT: **Data Type:** **Character**
Units: Text, left justified, with trailing blanks if needed
Width: 72

CLASSIFICATION: **CODE** **MEANING**
Any data Name assigned by the Provider

CODING NOTES: The name is to be used in the generation of reports and must be as meaningful as possible.

The name assigned to each course should be unique and remain unchanged from year to year.

INPUT FILES: Higher Education: Course of Study (CO)
VET: Course of Study (VCO)

PREPARED ON: 21 July 1986
Revised: 05 December 2008

ELEMENT NO. 310

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: COURSE-TYPE
ELEMENT NAME: Course of study type code
DESCRIPTION: A code which indicates the type of higher education/VET course

CODE FORMAT: Data Type: Character
Units: Code (numeric), right justified, with a leading zero if needed
Width: 2

CLASSIFICATION: CODE	MEANING
01	Higher Doctorate
02	Doctorate by research
12	Doctorate by coursework
03	Master's by research
04	Master's by coursework
05	Postgraduate Qualifying or Preliminary (for Master's, Doctorate or Higher Doctorate)
06	Graduate Diploma/ Postgraduate Diploma (pass or honours) involving new academic, professional or vocational area
07	Graduate Diploma/ Postgraduate Diploma (pass or honours) extending skills and knowledge in a professional area previously studied
11	Graduate Certificate
08	Bachelor's Graduate Entry
09	Bachelor's Honours
10	Bachelor's Pass
13	Associate degree
20	Advanced Diploma (AQF terminology)/Diploma (pre-AQF terminology)
21	Diploma (AQF terminology)/ Associate Diploma (pre-AQF terminology)
22	Other undergraduate award course
30	Enabling course
41	Cross Provider program for undergraduate courses at home Higher Education Provider
42	Cross Provider program for postgraduate courses at home Higher Education Provider
50	Non-award course (including Bridging for overseas trained professionals)
60	Open learning undergraduate studies
61	Open learning postgraduate studies
80	Vocational Graduate Certificate
81	Vocational Graduate Diploma

CODING NOTES: Higher Education only:

Code post-**course** legal studies programs which do not lead to an award of the Higher Education Provider as 22 (other **undergraduate award course**).

Code preparatory **courses** being undertaken by fee-paying overseas students as 22 (other **award course**).

For DEEWR coding purposes, Higher Doctorates include those awards which are granted in recognition of original work which was not conducted as part of a supervised candidature within the Higher Education Provider.

VET only:

VET providers offering Fee-HELP are only to use codes 20 (Advanced Diploma), 21 (Diploma), 80 (Vocational Graduate Certificate) or 81 (Vocational Graduate Diploma).

INPUT FILES: Higher Education: Course of Study (CO)
VET: Course of Study (VCO)

PREPARED ON: 22 April 2004
Revised: 05 December 2008

ELEMENT NO. 312

FIRST YEAR: 2000
LAST YEAR:
FIELD NAME: SPECIAL-COURSE
ELEMENT NAME: Special course type code
DESCRIPTION: A code which identifies **courses** of special interest to DEEWR

CODE FORMAT: **Data Type:** **Character**
 Units: Code (numeric)
 Width: 2

CLASSIFICATION: **CODE** **MEANING**

00	Not a course of special interest
21	A general nursing course required for initial registration
22	A course providing initial teacher training
23	A course of study in medicine, completion of which would allow provisional registration as a medical practitioner by an authority of a State, a Territory or the Commonwealth
25	A course of study in veterinary science, completion of which would satisfy the academic requirements for registration as a veterinary surgeon or veterinary practitioner by an authority of a State, a Territory or the Commonwealth.
26	A course of study in dentistry, completion of which would satisfy the academic requirements for registration as a dentist by an authority of a State, a Territory or the Commonwealth.
27	A course of study in clinical psychology (as defined in the Commonwealth Grant Scheme Guidelines).

INPUT FILES: Course of Study (CO)

PREPARED ON: 21 April 2004
 Revised: 19 July 2007
 Revised: 16 October 2007

ELEMENT NO. 313

FIRST YEAR: 1987

LAST YEAR:

FIELD NAME: STUDENT-ID

ELEMENT NAME: Student identification code

DESCRIPTION: A code which uniquely identifies the **student** within the Higher Education/VET Provider and remains constant from year to year

CODE FORMAT:

Data Type:	Character
Units:	Code (alphanumeric), left justified, with trailing blanks if needed
Width:	10

CLASSIFICATION:

CODE	MEANING
Any data	Code assigned by the Provider

CODING NOTES: A **student** may make a number of separate course enrolments at a **Provider** in the one year or over a number of years. Within the one **Provider**, the identification code for the **student** must be constant across **courses** and over time. Where a **student** returns to a **Provider** to resume a **course** or to undertake a new **course**, the identification code must be the same as that used at the time of the **student's** first enrolment at the **Provider**.

Where a **Provider** is amalgamated with another **Provider** this may lead to the need for the identification code for some **students** to be changed. In such circumstances, DEEWR should be consulted so that any arrangements which may be required to ensure continuity of the identification code can be agreed on.

INPUT FILES:

Higher Education:	Unit of Study Completions (CU) Commonwealth-Assisted Students (DU) Student Enrolment (EN) Student Load/Liability (LL) & Revised Student Load/Liability (RL) OS-HELP(OS) Past Course Completions (PS) Commonwealth Scholarship (CS) Revisions (SR) Electronic Commonwealth Assistance Form (PO)
VET:	Commonwealth Assisted Students (VDU) Student Enrolment (VEN) Unit of Study Completions (VCU) Student Load/Liability (VLL) & Revised Student Load Liability (VRL) Revisions (VSR) Electronic Commonwealth Assistance Form (VPO) VET Course Completions (VCC)

PREPARED ON: 22 April 2004
Revised: 16 October 2007
Revised: 05 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. 319

FIRST YEAR: 2000
LAST YEAR:
FIELD NAME: TERM-LOCATION
ELEMENT NAME: Location code of term residence
DESCRIPTION: The Australian postcode or overseas country code for the **residence** in which the student lives during the term/period of study, as most recently advised prior to the reference date

CODE FORMAT: **Data Type:** **Character**
Units: Code (alphanumeric)
Width: 5

CLASSIFICATION:	CODE	MEANING
	X1200 to X9299	Overseas country code from countries classification
	X9999	Overseas country, but not classifiable
	A0001 to A9998	Australian Postcode
	99999	No information on location of residence

CODING NOTES: Refer to Appendix C – Standard Australian Classification of Countries

INPUT FILES: Higher Education: Student Enrolment (EN)
VET: Student Enrolment (VEN)

PREPARED ON: 22 April 2004
Revised: 05 December 2008

ELEMENT NO. 320

FIRST YEAR: 2000
LAST YEAR:
FIELD NAME: HOME-LOCATION
ELEMENT NAME: Location code of permanent home residence
DESCRIPTION: The Australian postcode or overseas country code of a student's **permanent home residence**

CODE FORMAT: **Data Type:** **Character**
Units: Code (alphanumeric)
Width: 5

CLASSIFICATION:	CODE	MEANING
	X1200 to X9299	Overseas country code from countries classification
	X9999	Overseas country, but not classifiable
	A0001 to A9998	Australian Postcode
	99999	No information on location of residence

CODING NOTES: This code must reflect the **permanent home residence** and is to be provided by the **student** each year.

The **permanent home residence** is where a **student** comes from, and not a temporary semester/term address. Overseas students would have an overseas country as their **permanent home residence**.

Refer to:
Appendix B – Australian Post Codes
Appendix C – Standard Australian Classification of Countries.

INPUT FILES: Higher Education: Student Enrolment (EN)
VET: Student Enrolment (VEN)

PREPARED ON: 13 November 1998
Revised: 05 December 2008

ELEMENT NO. 327

FIRST YEAR: 2004
LAST YEAR:
FIELD NAME: NEW-ADMISSION
ELEMENT NAME: New basis for admission to current course
DESCRIPTION: A code which identifies the main criterion used by the Higher Education/VET Provider in granting the student admission to the current **course**

CODE FORMAT: **Data Type:** **Character**
Units: Code (numeric), right justified, with a leading zero if needed
Width: 2

CLASSIFICATION: **CODE** **MEANING**
01 Not a commencing student
A **commencing student** who was admitted on the basis of:
31

- A higher education course (Australian or overseas equivalent; complete or incomplete)

33

- Secondary education undertaken at school, VET or other Higher Education Provider (Australian or overseas equivalent)

34

- A VET award course other than a secondary education **course** (Australian or overseas equivalent; complete or incomplete)

36 Mature age special entry provisions
37 A professional qualification
29 Other basis

INPUT FILES: Higher Education: Student Enrolment (EN)
VET: Student Enrolment (VEN)

PREPARED ON: 10 February 2003
Revised: 05 December 2008

ELEMENT NO. 328

FIRST YEAR: 2000

LAST YEAR:

FIELD NAME: COMMENCEMENT-DATE

ELEMENT NAME: Course commencement date

DESCRIPTION: A code which indicates the month and year in which the student commenced the current **course** for the first time

CODE FORMAT: **Data Type:** **Date**
Units: YYYYMM, right justified (in each sub-field), with a leading zero (in each sub-field) if needed
Width: 6 (1 four digit sub-field and 1 two digit sub-field)

CLASSIFICATION: **CODE** **MEANING**
 YYYYMM Date **student** commenced the **course** in YYYYMM format

CODING NOTES: YYYYMM 1st 4 digits – Year sub-field (e.g. 1978)
 format:

 2nd 2 digits – Month sub-field (e.g. 06)

In some cases, what may be regarded by a Higher Education Provider as a course commencement may not be regarded as such by DEEWR. **For the purpose of this collection, the Course Commencement Date is to be the date the student first consumes student load (EFTSL) in that course.**

Care will need to be exercised in determining what constitutes a **course** commencement and reference should be made to the definition of a commencing student in the Glossary.

For OUA purposes, the course commencement date is to reflect the first time a student commenced a unit of study through the OUA.

INPUT FILES: Past Course Completions (PS)

PREPARED ON: 22 April 2004

ELEMENT NO. 329

FIRST YEAR: 2003
LAST YEAR:
FIELD NAME: ATTENDANCE-MODE
ELEMENT NAME: Mode of attendance code
DESCRIPTION: A code which identifies the **mode of attendance** by which the student undertakes a unit of study

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

CLASSIFICATION:	CODE	MEANING
	1	Internal Mode of Attendance at an on-shore or off-shore campus (includes classroom based)
	2	External Mode of Attendance at an on-shore or off-shore campus (includes electronic based, on line and correspondence)
	3	Multi-modal Mode of Attendance
	6	Employer based (Vet providers only)
	Higher Education Only – Course Completions	
	4	Completed course for which <u>ALL</u> units of study have been completed either solely through Open Universities Australia (OUA); or OUA and another Higher Education Provider
	5	Higher education award granted on the basis of submission of original work which is not the result of supervised candidature within the Higher Education Provider.

CODING NOTES: The following additional codes are used in DEEWR datasets but were NOT reported by providers:

CODE	MEANING
9	No information

Higher Education providers only:

If a student is attending an off-shore campus as an internal student at that campus, he/she is to be coded "1", not "2".

For the Past Course Completions File, the code to be assigned for **mode of attendance** relates to the final year of attendance.

Codes 4 and 5 are only to be used for reporting data in the Past Course Completions File.

INPUT FILES: Higher Education: Student Load/Liability (LL)
VET: Student Load/Liability (VLL)

PREPARED ON: 16 June 2004
Revised: 7 October 2008
Revised 05 December 2008

ELEMENT NO. 330

FIRST YEAR: 2004

LAST YEAR:

FIELD NAME: ATTENDANCE-TYPE

ELEMENT NAME: Type of attendance code

DESCRIPTION: A code which identifies whether a **student** is classified as being a full-time or part-time.

CODE FORMAT:

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

CLASSIFICATION:

CODE	MEANING
0	For OUA and non-higher degree research student use only
1	Full-time attendance for: <ul style="list-style-type: none">• higher degree research student• higher education course completions for all full time students• VET student
2	Part-time attendance for: <ul style="list-style-type: none">• higher degree research student• higher education course completions for all part time students• VET student

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

CODE	MEANING
9	No information

If data other than "0" are reported for non-higher degree research students, HEPCAT will ignore this type of attendance being calculated from the students reported load.

Higher Education Providers only:

For Higher Degree Research (HDR) students, classification of type of attendance is based on the student's own assessment not the student load.

For the Past Course Completions File, the code to be assigned for **type of attendance** relates to the final year of attendance.

INPUT FILES:

Higher Education:	Student Enrolment (EN) Past Course Completions (PS)
VET:	Student Enrolment (VEN)

PREPARED ON: 5 March 2003
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/VET 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/VET 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.

If no academic organisational unit code is allocated, report the code **AOU**

INPUT FILES: Higher Education: Revisions File (SR)
 Student Load/Liability (LL) and Revised Student Load/Liability (RL)
 VET: Revisions File (VSR)
 Student Load/Liability (VLL) and Revised Student Load/Liability (VRL)

PREPARED ON: 22 April 2004
 Revised: 05 December 2008

ELEMENT NO. 337

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: INDUSTRY
ELEMENT NAME: Work experience in industry indicator
DESCRIPTION: An indicator of whether a unit of study consists wholly of work experience in industry

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

CLASSIFICATION:	CODE	MEANING
	0	Student is not undertaking work experience in industry or student is undertaking work experience in industry where learning and performance is directed by the provider
	1	Student is undertaking work experience in industry where learning and performance is not directed by the provider, but support is received from the provider
	2	Student is undertaking work experience in industry where learning and performance is not directed by, and support is not received from, the provider

CODING NOTES: The Work Experience in Industry code indicates a domestic student's student contribution or tuition fee status:

- Students coded as "0" are not considered to be undertaking a unit of study consisting wholly of work experience in industry.
- Students coded as "1" are considered to be undertaking a unit of study consisting wholly of work experience in industry and the provider may charge a student contribution amount or tuition fee.
- Students coded as "2" are considered to be undertaking a unit of study consisting wholly of work experience in industry and the unit of study is contribution and tuition fee exempt.

Overseas students may be coded on this element, but this does not affect the requirement that they must be charged the overseas student fee for the unit.

A Work Experience in Industry unit of study for which no credit is given (and therefore has no EFTSL value), is not to be reported to DEEWR.

CODING NOTES:

INPUT FILES: Student Load/Liability (LL)
Revised Load/Liability (RL)

PREPARED ON: 21 June 2004
Revised 04 August 2005
Revised 05 December 2008

ELEMENT NO. 339

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: EFTSL
ELEMENT NAME: Equivalent Full-Time Student Load
DESCRIPTION: The EFTSL value representing the student load for a unit of study

CODE FORMAT: Data Type: Numeric
Width: 10

CLASSIFICATION:

CODE	MEANING
0000000001 to 1000000000	EFTSL value (e.g. 0.125 is coded 0125000000)

CODING NOTES:

INPUT FILES:

Higher Education:	Student Load Liability (LL) & Revised Student Load/Liability (RL)
VET:	Student Load Liability (VLL) & Revised Student Load/Liability (VRL)

PREPARED ON: 4 March 2004
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)
 Student Enrolment (VEN)

PREPARED ON: 13 November 1998
 Revised: 05 December 2008

ELEMENT NO. 347

FIRST YEAR: 2000
LAST YEAR:
FIELD NAME: YEAR-ARRIVAL
ELEMENT NAME: Year of arrival in Australia
DESCRIPTION: The year in which a student not born in Australia first arrived in Australia.

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

CLASSIFICATION: **CODE** **MEANING**
0000 **Student** never arrived in Australia
0001 **Student** was born in Australia
 Student not born in Australia and year of arrival in Australia:
1900 to 9999 • year of arrival in YYYY format
A998 • no information on year of arrival
A999 No information on whether **student** was born in Australia or not

CODING NOTES:

INPUT FILES: Higher Education: Past Course Completions (PS)
 Student Enrolment (EN)
 VET: Student Enrolment (VEN)

PREPARED ON: 16 July 1999
 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. 350

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: COURSE-LOAD
ELEMENT NAME: Course of study load
DESCRIPTION: The aggregated EFTSL value for a **course of study**, summed across all units of study which meet the academic requirements for the **course of study**

CODE FORMAT: **Data Type:** **Integer**
Units: Numeric, right justified, with a leading zeros if needed
Width: 2

CLASSIFICATION: **CODE** **MEANING**
00 Non-award course, Cross Provider program or OLA unit
01 to 99 **EFTSL** value expressed in tenths (e.g. 4.5 is coded "45")

CODING NOTES: Where a student is undertaking a **course** of study for which another **course** of study was a pre-requisite, then the **EFTSL** for the first **course of study** should not be included as part of the **course** of study load.

The value is to represent the Aggregated EFTSL for all years of the course of study, assuming that:

- the course of study is undertaken by a full-time student; and
- the student undertakes a standard program of studies.

If there are multiple entry points to the course of study, the value reported is to reflect entry at the lowest possible point (i.e. without any exemptions being granted).

INPUT FILES: Higher Education: Course of Study (CO)
VET: Course of Study (VCO)

PREPARED ON: 13 April 2004
Revised: 05 December 2008

ELEMENT NO. 354

FIRST YEAR: 1989
LAST YEAR:
FIELD NAME: UNIT-STUDY
ELEMENT NAME: Unit of study code
DESCRIPTION: A code which uniquely identifies a **unit of study**

CODE FORMAT:

Data Type:	Character
Units:	Code (alphanumeric), left justified, with trailing blanks if needed
Width:	10

CLASSIFICATION:

CODE	MEANING
Any data	Code assigned by the Higher Education/VET Provider

CODING NOTES: The code assigned to each **unit of study** must uniquely identify it within the Provider and must remain unchanged in each of the submissions of the Student Load/Liability File for a reference year.

Where, for internal administration purposes, a Provider uses more than one code for a single unit of study, only one of those units of study codes should be reported.

INPUT FILES:

Higher Education:	Revisions File (SR) Student Load/Liability (LL) & Revised Student Load/Liability (RL) Unit of Study Completions (CU)
VET:	Unit of Study Completions (VCU) Student Load/Liability (VLL) & Revised Student Load/Liability (VRL) Revisions (VSR)

PREPARED ON: 22 April 2004
Revised: 05 December 2008

ELEMENT NO. 355

FIRST YEAR: 1994

LAST YEAR:

FIELD NAME: UNIT-STATUS

ELEMENT NAME: Unit of study completion status

DESCRIPTION: A code which identifies whether a student has completed, failed, withdrawn from, will commence later in the year or is still in the process of completing a **unit of study**.

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

CLASSIFICATION:	CODE	MEANING
	1	Withdrew without penalty
	2	Failed
	3	Successfully completed all the requirements
	4	Unit of study to be commenced later in the year or still in process of completing or completion status not yet determined

CODING NOTES:

INPUT FILES: Higher Education: Unit of Study Completions (CU)
VET: Unit of Study Completions (VCU)

PREPARED ON: 22 April 2004
Revised: 05 December 2008

ELEMENT NO. 358

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: CITIZEN-RESIDENT
ELEMENT NAME: Citizen/Resident indicator
DESCRIPTION: A code indicating a student's citizenship and residence status

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

CLASSIFICATION:	CODE	MEANING
	1	Australian citizen (including Australian citizens with dual citizenship)
	2	New Zealand citizen or a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative, excluding those with Australian citizenship. (Note: includes any such persons who have Permanent Resident status)
	8	Students with permanent humanitarian visa
	3	Students with Permanent visa other than Permanent humanitarian visa
	4	Student has a temporary entry permit or is a diplomat or a dependent of a diplomat (except New Zealand) and resides in Australia during the unit of study
	5	Not one of the above categories and student is residing outside Australia during the unit of study

CODING NOTES: The following additional codes are used in DEEWR datasets but were not reported by providers:

CODE	MEANING
-------------	----------------

9	No information.
---	-----------------

Code overseas students residing overseas as "5"

INPUT FILES: Higher Education: Student Load/Liability (LL) & Revised Student Load/Liability (RL)
Past Course Completions (PS)
VET: Student Load/Liability (VLL) & Revised Student Load/Liability (VRL)

PREPARED ON: 4 March 2004
Revised: 05 December 2008

ELEMENT NO. 369

FIRST YEAR: 1999
LAST YEAR:
FIELD NAME: TERT-ENT-SCORE
ELEMENT NAME: Tertiary entrance score
DESCRIPTION: A code indicating the **tertiary entrance score** obtained by a student commencing an undergraduate award course

CODE FORMAT: **Data Type:** **Character**
Units: Code (numeric), right justified, with leading zeros if needed
Width: 3

CLASSIFICATION:	CODE	MEANING
	001	Not a student commencing an undergraduate award course
	030 to 100	Tertiary entrance score (reported as a common index – see coding notes) for a student commencing an undergraduate award course and who meets both these criteria: <ul style="list-style-type: none">• is a domestic student; and• completed the major Year 12 examination in the current year or prior year in any Australian State/Territory
	998	A student commencing an undergraduate award course who meets the above two criteria but for whom no tertiary entrance score is available
	999	A student commencing an undergraduate award course but who does not meet the above criteria

CODING NOTES: The tertiary entrance score to be reported is the integer portion of the value for the common index that has been agreed by MCEETYA (NSW: UAI; SA and NT: TER; Tas: TER; Vic: ENTER; WA: TER.). For Higher Education Providers in Queensland, the “OP’s” values are to be converted to an equivalent value for the common index.

The values for the common index will range from 99.95 to 30.00. Those values are to be reported with no fractional portion. The fractional portion may be disregarded or rounded.

Therefore the values to be reported must fall within the range of 030 to 100. From 1999, students who should be coded “999” may be coded 030 to 100. These students will be identified using Element 358 (Citizen/resident indicator) and the data will be ignored during edit validations.

If data other than “001” are reported for non-commencing students, this data will be ignored during edit validations.

INPUT FILES: Student enrolment (EN)

PREPARED ON: 4 September 1998
Revised: 8 October 2001
Revised 05 December 2008

ELEMENT NO. 381

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: AMT-PAID

ELEMENT NAME: Amount paid up front

DESCRIPTION: The amount which has been paid for the unit of study

CODE FORMAT: Data Type: Integer

Units: Numeric, right justified, with leading or trailing zeros if needed

Width: 8

CLASSIFICATION:	CODE	MEANING
	00000000	No amount has been paid
	00000001 to 99999999	Amount paid, including cents

CODING NOTES: **General:**

Amounts for exempt students and overseas students need to be reported as 00000000.

Values less than 10000000 must have leading and trailing zeros, NOT spaces. For example, \$585 is to be expressed as "00058500" and \$585:45 is to be expressed as "00058545".

If the student is in an Employer reserved place/restricted access place, the amount paid must only be the amount paid by the student. It must not include the employer contribution.

Higher Education Providers only:

A student's HECS-HELP status is determined by assessing the status of all units of study undertaken, within a given course of study, on a given census date.

HECS-HELP eligible students who have deferred all or part of their student contribution amount for any unit of study, within a course of study, on a particular census date, must be reported as deferred (Element 490 (Student status) code 201) for all units of study undertaken as a HECS-HELP student, in that course of study, on that census date.

Therefore, HECS-HELP eligible students may be reported as deferred for a particular unit of study, within a course of study, even though they have paid 80% of the amount reported at Element 384 (Amount charged).

INPUT FILES:	Higher Education:	Student Load/Liability (LL) & Revised Student Load/Liability (RL)
	VET:	Student Load Liability (VLL) & Revised Student Load/Liability (VRL)

PREPARED ON: 10 February 2005
Revised: 05 December 2008

ELEMENT NO. 384

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: AMT-CHARGED

ELEMENT NAME: Total amount charged

DESCRIPTION: Amount charged for the unit of study.

CODE FORMAT: **Data Type:** Integer
Units: Numeric, right justified, with leading or trailing zeros if needed
Width: 8

CLASSIFICATION: **CODE** **MEANING**
00000000 Nil liability
00000001 to 99999999 Amount charged, including cents

CODING NOTES: **General:**
Amounts for exempt students need to be reported as 00000000. For FEE-HELP undergraduate courses and VET FEE-HELP courses this must exclude the 20% Loan Fee which is reported separately in Element 529 (Loan fee)

Values less than 10000000 must have leading and trailing zeros, NOT spaces. For example, \$585 is to be expressed as "00058500" and \$585:45 is to be expressed as "00058545".

If the student is in an Employer reserved place/restricted access place, the amount charged must only be the amount charged of the student. It must not include the employer contribution amount.

Higher Education Providers only:

The amount charged for Commonwealth supported students must have zero cents when aggregated to the unit of study.

A student's HECS-HELP status is determined by assessing the status of all units of study undertaken, within a given course of study, on a given census date.

HECS-HELP eligible students who have deferred all or part of their student contribution amount for any unit of study, within a course of study, on a particular census date, must be reported as deferred for all units of study undertaken as a HECS-HELP student, in that course of study, on that census date.

Therefore, HECS-HELP eligible students may be reported as deferred for a particular unit of study, within a course of study, even though they have paid 80% of the amount reported at Element 384 (Amount charged).

INPUT FILES: Higher Education: Student Load/Liability (LL) & Revised Student Load/Liability (RL)
VET: Student Load/Liability (VLL) & Revised Student Load/Liability (VRL)

PREPARED ON: 11 February 2005
Revised: 05 December 2008

ELEMENT NO. 385

FIRST YEAR: 1994

LAST YEAR:

FIELD NAME: TOTAL-EXEMPTION

ELEMENT NAME: Total exemption granted

DESCRIPTION: For students with a commencement date of 2007 or earlier; the percentage of the course's requirements over all its stages for which **exemption** was granted by the time the requirements of the **course** were completed.

CODE FORMAT: Data Type: Character
Units: Code (numeric), right justified, with a leading zero if needed
Width: 2

CLASSIFICATION:

CODE	MEANING
00	A student commencing in 2008 or later, or to whom no credit was granted.
01 to 99	Percentage of the course's requirements over all its stages, for which exemption was granted by the time the requirements of the course were completed

CODING NOTES: This element should be collected only for students with a commencement date of 2007 or earlier.

For students with a commencement date of 2008 or later, this data will be collected under new element 565.

INPUT FILES: Past Course Completions (PS)

PREPARED ON: 24 December 1993
Revised: 18 December 2006

ELEMENT NO. 386

FIRST YEAR: 2002
LAST YEAR:
FIELD NAME: DISABILITY
ELEMENT NAME: Disability
DESCRIPTION: An eight-character code indicating responses to three questions about disabilities

CODE FORMAT: **Data Type:** **Character**
Units: Eight single-numeric fields
Width: 8

CLASSIFICATION:	CHARACTER	CODE	DERIVATION
	1 st character	0	Student did not indicate the existence of a disability, impairment or long term medical condition
		1	Student indicated that she/he has a disability, impairment or long term medical condition
		2	Student indicated that she/he does not have a disability, impairment or long term medical condition
	2 nd character	0	Student did not indicate she/he has a hearing disability
		1	Student indicated that she/he has a disability, impairment or long term medical condition and that she/he has a hearing disability
	3 rd character	0	Student did not indicate she/he has a learning disability
		1	Student indicated that she/he has a disability, impairment or long term medical condition and that she/he has a learning disability
	4 th character	0	Student did not indicate she/he has a mobility disability
		1	Student indicated that she/he has a disability, impairment or long term medical condition and that she/he has a mobility disability
	5 th character	0	Student did not indicate she/he has a visual disability
		1	Student indicated that she/he has a disability, impairment or long term medical condition and that she/he has a visual disability
	6 th character	0	Student did not indicate she/he has a medical disability
		1	Student indicated that she/he has a disability, impairment or long term medical condition and that she/he has a medical disability
	7 th character	0	Student did not indicate she/he has an other disability
		1	Student indicated that she/he has a disability, impairment or long term medical condition and that she/he has an other disability

8 th character	0	Student did not indicate that she/he has a disability
	1	Student indicated that she/he has a disability, impairment or long term medical condition and that she/he would like to receive advice on support services, equipment and facilities
	2	Student indicated that she/he has a disability, impairment or long term medical condition and that she/he does not wish to receive advice on support services, equipment and facilities

CODING NOTES: A student may indicate more than one disability, impairment or long term medical condition.
Data are to be collected using the following questions:

Q1 Do you have a disability, impairment or long term medical condition which may affect your studies?
() Yes () No

Q2 If "yes" to Q1, please indicate the area/s of impairment:
() hearing
() learning
() mobility
() vision
() medical
() other

Q3 If "yes" to Q1, would you like to receive advice on support services, equipment and facilities which may assist you?
() Yes () No

INPUT FILES: Higher Education: Past Course Completions (PS)
Student Enrolment (EN)
VET: Student Enrolment (VEN)

PREPARED ON: 11 April 2002
Revised: 05 December 2008

ELEMENT NO. 390

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: ELIGIBILITY
ELEMENT NAME: Permanent resident eligibility for HELP assistance
DESCRIPTION: A code which identifies details about citizenship, **permanent resident status** and permanent visa status

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

CLASSIFICATION:	CODE	MEANING
	0	Australian citizen or holder of a permanent humanitarian visa
	0	Permanent visa holder (other than permanent humanitarian visa holder) or New Zealand citizen who is Commonwealth supported and who began the course on or after 1 January 2005
	0	Overseas student
	0	Permanent visa holder who is non-Commonwealth supported and who has requested FEE-HELP for a bridging for overseas trained professionals course
	0	Permanent visa holder or New Zealand citizen who is exempt from payment of student contribution or tuition fee
	0	Permanent visa holder or New Zealand citizen who is non-Commonwealth supported and who has not requested FEE-HELP
	1	Commonwealth supported pre-2005 HECS student with a permanent visa (other than a permanent humanitarian visa) who is eligible for HECS-HELP
	1	Commonwealth supported pre-2005 HECS student who is a New Zealand citizen who commenced the course before 1 January 1996, and who is eligible for HECS-HELP
	1	Non-Commonwealth supported pre-2005 PELS student with a permanent visa (other than a permanent humanitarian visa) who has requested and is eligible for FEE-HELP
	2	Commonwealth supported pre-2005 HECS student with a permanent visa (other than a permanent humanitarian visa) who is not eligible for HECS-HELP because they are residing overseas
	2	Commonwealth supported pre-2005 HECS student who is a New Zealand citizen who is not eligible for HECS-HELP because they are residing overseas
	2	Non-Commonwealth supported pre-2005 PELS student with a permanent visa who has requested but is not eligible for FEE-HELP because the student is residing overseas
	3	Commonwealth supported pre-2005 HECS student with a permanent visa (other than a permanent humanitarian visa) who is not eligible for HECS-HELP because the student meets the prescribed residency requirements and first met them more than 12 months ago

- 3 Commonwealth supported pre-2005 HECS student who is a New Zealand citizen who is not eligible for HECS-HELP because the student commenced the course on or after 1 January 1996
- 3 Non-Commonwealth supported pre-2005 PELS student with a permanent visa who is not eligible for FEE-HELP because the student satisfies the residency test and first satisfied it more than 12 months ago

CODING NOTES: Transitional arrangements for pre-2005 students end on 31 December 2008. This element will only be required for revisions or retrospective reporting of student data from 1 January 2009.

HEIMS will treat this field as a blank for any data with a census data after 1 January 2009

INPUT FILES: Load/Liability (LL)
Revised Load/Liability (RL)

PREPARED ON: 19 October 2004
Revised on 28 May 2008

ELEMENT NO. 392

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: MAXIMUM STUDENT CONTRIBUTION
ELEMENT NAME: Maximum student contribution indicator
DESCRIPTION: A code that indicates which maximum student contribution was used in calculating the student contribution amount

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

CLASSIFICATION:	CODE	MEANING
	0	Student is student contribution exempt, or is a non-Commonwealth supported student
	4	Student contribution has been calculated using the maximum for students who began their course of study prior to 1 January 2008
	3	Student contribution has been calculated using the maximum for students who began their course of study on or after 1 January 2008 and prior to 1 January 2009.
	5	Student contribution has been calculated using the maximum for students who began their course of study on or after 1 January 2009.

- CODING NOTES:**
- Transitional arrangements for pre-2005 students ended on 31 December 2008. These students are reported as having commenced their course of study prior to 1 January 2008 (**code 4**).
 - 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.

The following codes are only required for revisions or for retrospective reporting of pre-2008 students.

- | | |
|---|--|
| 0 | Student contribution has been calculated using the maximum for pre-2005 HECS students who began their course of study before 1 January 1997 |
| 1 | Student contribution has been calculated using the maximum for pre-2005 HECS students who began their course of study on or after 1 January 1997 but before 1 January 2005 |
| 2 | Student contribution has been calculated using the maximum for students who began their course of study on or after 1 January 2005 but prior to 1 January 2008 |

OUA is to use a "0" for all students.

INPUT FILES: Load/Liability (LL)
Revised Load/Liability (RL)

PREPARED ON: 27 September 2004
Revised: 19 July 2007
Revised: 28 May 2008
Revised: 05 December 2008

ELEMENT NO. 394

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: COURSE-OF-STUDY-NAME
ELEMENT NAME: Course of study name
DESCRIPTION: The full name of a course of study

CODE FORMAT: **Data Type:** **Character**
Units: Text, left justified with trailing blanks if needed
Width: 72

CLASSIFICATION: **CODE** **MEANING**
Any text or numbers Name assigned by the Higher Education Provider/VET provider

CODING NOTES: General: The code does not need to remain unchanged from year to year.
Higher Education: The name is to be used in the generation of reports and must be as meaningful as possible.
The same code may be used in more than one record in the Course of Study File.

INPUT FILES: Higher Education: Course of Study (CO)
Electronic Commonwealth Assistance Form (PO)
VET: Course of Study (VCO)
Electronic Commonwealth Assistance Form (VPO)

PREPARED ON: 3 May 2004
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. 403

FIRST YEAR: 2002
LAST YEAR:
FIELD NAME: STUDENT-GIVEN1
ELEMENT NAME: Student given name - first
DESCRIPTION: The first given name of the **student**

CODE FORMAT: **Data Type:** **Character**
Units: Text, left justified with trailing blanks if needed
Width: 15

CLASSIFICATION: **CODE** **MEANING**
Any data Text provided by the **student**

CODING NOTES:

INPUT FILES: Higher Education: Commonwealth Assisted Students (DU)
Electronic Commonwealth Assistance Form (PO)
Commonwealth Scholarships (CS)
VET: Commonwealth Assisted Students (VDU)
Electronic Commonwealth Assistance Form (VPO)

PREPARED ON: 4 April 2001
Revised: 05 December 2008

ELEMENT NO. 405

FIRST YEAR: 1989

LAST YEAR:

FIELD NAME: STUDENT-TITLE

ELEMENT NAME: Student title

DESCRIPTION: The title used with a **student's** name

CODE FORMAT: **Data Type:** **Character**

Units: Text, left justified with trailing blanks if needed

Width: 15

CLASSIFICATION: **CODE** **MEANING**

Any data Text provided by the **student**

CODING NOTES:

INPUT FILES: Higher Education: Commonwealth Assisted Students (DU)
Commonwealth Scholarship (CS)

VET: Commonwealth Assisted Students (VDU)

PREPARED ON: 24 August 1988

Revised: 16 October 2007

Revised: 05 December 2008

ELEMENT NO. 406

FIRST YEAR: 1989
LAST YEAR:
FIELD NAME: STUDENT-POSTAL1
ELEMENT NAME: Postal address - Part 1
DESCRIPTION: The first part of the postal address for correspondence to be sent to the student

CODE FORMAT: **Data Type:** **Character**
Units: Text, left justified with trailing blanks if needed
Width: 38

CLASSIFICATION: **CODE** **MEANING**
Any data Text provided by the **student**

CODING NOTES: All characters must be A-Z a-z 0-9 & ' / - () (space)

Where a value other than all spaces is entered the first character must not be a space.

INPUT FILES: Higher Education: Commonwealth Assisted Students (DU)
 Electronic Commonwealth Assistance Form(PO)
 Commonwealth Scholarships (CS)
VET: Commonwealth Assisted Students (VDU)

PREPARED ON: 24 August 1988
 Revised: 05 December 2008

ELEMENT NO. 407

FIRST YEAR: 1989

LAST YEAR:

FIELD NAME: STUDENT-POSTAL2

ELEMENT NAME: Postal address - part 2

DESCRIPTION: The second part of the postal address for correspondence to be sent to the student

CODE FORMAT: **Data Type:** **Character**

Units: Text, left justified with trailing blanks if needed

Width: 38

CLASSIFICATION: **CODE** **MEANING**

Any data Text provided by the **student**

CODING NOTES: All characters must be A-Z a-z 0-9 & ' / - () (space)

Where a value other than all spaces is entered, the first character **MUST NOT** be a space.

INPUT FILES: Higher Education: Commonwealth Assisted Students (DU)
Electronic Commonwealth Assistance Form (PO)
Commonwealth Scholarships (CS)

VET: Commonwealth Assisted Students (VDU)

PREPARED ON: 24 August 1988

Revised: 05 December 2008

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: 2002

LAST YEAR:

FIELD NAME: STUDENT-POCODE

ELEMENT NAME: Postal address - postcode

DESCRIPTION: The postcode or overseas country code of the postal address for correspondence to be sent to the student

CODE FORMAT:

Data Type:	Character
Units:	Code (alphanumeric), right justified with leading zeros if needed
Width:	4

CLASSIFICATION:

CODE	MEANING
bbb (4 spaces)	Overseas country
0001 to 9999	Australian postcode

CODING NOTES: Refer to:
Appendix B – Australian Postcodes
Appendix C - Standard Australian Classification of Countries

INPUT FILES:

Higher Education:	Commonwealth Assisted Students (DU) Electronic Commonwealth Assistance Form (PO)
VET:	Commonwealth Assisted Students (VDU)

PREPARED ON: 21 March 2002
Revised: 05 December 2008

ELEMENT NO. 410

FIRST YEAR: 1989
LAST YEAR:
FIELD NAME: HOME-PART1
ELEMENT NAME: Address of permanent home residence - Part 1
DESCRIPTION: The first part of the address for the student's **permanent home residence**

CODE FORMAT: **Data Type:** **Character**
Units: Text, left justified with trailing blanks if needed
Width: 38

CLASSIFICATION: **CODE** **MEANING**
Any data Text provided by the **student**

CODING NOTES: This code must reflect the **permanent home residence** and is to be provided by the **student** each year.

Wherever possible, the physical address rather than the postal address should be provided.

All characters must be A-Z a-z 0-9 & ' / - () (space)

First character must not be a space.

INPUT FILES: Higher Education: Commonwealth-Assisted Students (DU)
VET: Commonwealth Assisted Students (VDU)

PREPARED ON: 14 December 1988
Revised: 05 December 2008

ELEMENT NO. 411

FIRST YEAR: 1989
LAST YEAR:
FIELD NAME: HOME-PART2
ELEMENT NAME: Address of permanent home residence - part 2
DESCRIPTION: The second part of the address for the student's **permanent home residence**

CODE FORMAT: **Data Type:** **Character**
Units: Text, left justified with trailing blanks if needed
Width: 38

CLASSIFICATION: **CODE** **MEANING**
Any data Text provided by the **student**

CODING NOTES: This code must reflect the **permanent home residence** and is to be provided by the **student** each year.

Wherever possible, the physical address rather than the postal address should be provided.

All characters must be A-Z a-z 0-9 & ' / - () (space)

Where a value other than all spaces is entered, the first character **MUST NOT** be a space.

INPUT FILES: Higher Education: Commonwealth Assisted Students (DU)
VET: Commonwealth Assisted Students (VDU)

PREPARED ON: 14 December 1988
Revised: 05 December 2008

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 DEEWR 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. 413

FIRST YEAR:	2002						
LAST YEAR:							
FIELD NAME:	HOME-POCODE						
ELEMENT NAME:	Address of permanent home residence - postcode						
DESCRIPTION:	The Australian postcode or overseas country code for the student's permanent home residence						
CODE FORMAT:	<table><tr><td>Data Type:</td><td>Character</td></tr><tr><td>Units:</td><td>Code (alphanumeric), right justified with leading zeros if needed</td></tr><tr><td>Width:</td><td>4</td></tr></table>	Data Type:	Character	Units:	Code (alphanumeric), right justified with leading zeros if needed	Width:	4
Data Type:	Character						
Units:	Code (alphanumeric), right justified with leading zeros if needed						
Width:	4						
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>bbb (4 spaces)</td><td>Overseas country</td></tr><tr><td>0001 to 9999</td><td>Australian postcode</td></tr></tbody></table>	CODE	MEANING	bbb (4 spaces)	Overseas country	0001 to 9999	Australian postcode
CODE	MEANING						
bbb (4 spaces)	Overseas country						
0001 to 9999	Australian postcode						
CODING NOTES:	<p>This code must reflect the permanent home residence and is to be provided by the student each year.</p> <p>Wherever possible, the postcode for the physical address rather than for the postal address should be provided.</p> <p>Refer to: Appendix B – Australian Postcodes Appendix C – Standard Australian Classification of Countries</p>						
INPUT FILES:	Higher Education: Commonwealth Assisted Students (DU) VET: Commonwealth Assisted Students (VDU)						
PREPARED ON:	21 March 2002 Revised: 05 December 2008						

ELEMENT NO. 414

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: HELP-DEBT
ELEMENT NAME: HELP Debt
DESCRIPTION: The HELP debt amount due

CODE FORMAT: **Data Type:** Integer
Units: Numeric, right justified with leading zeros if needed
Width: 5

CLASSIFICATION: **CODE** **MEANING**
00001 to 99999 Liability amount truncated in dollars, with cents disregarded

CODING NOTES: Values less than 10000 must have leading zeros, NOT spaces. For example, 585 is to be expressed as "00585".

The value reported must also include the loan fee where appropriate.

The HELP debt to be reported is calculated thus:

(i) HECS-HELP

- If Element 490 (Student status code) = 110 or 201 then calculate the "real value" of Element 381 (Amount paid up front) thus:

For all records on the Student Load /Liability file for a student /course of study / unit of study census date, sum all values for Element 381 (Amount paid up front) and Element 384 (Total amount charged), then;

- If the summed values of Element 381 (Amount paid up front) is greater than or equal to \$500, then the "real value" of Element 381 is (Element 381 times 1.25)
- If the summed values of Element 381 (Amount paid up front) is less than \$500,
 - and the summed values are 80% of the summed values for Element 384 (Total amount charged), then the "real value" of Element 381 is (Element 381 times 1.25).
 - and the summed values are less than 80% of the summed values for Element 384 (Total amount charged), then the "real value" of Element 381 is equal to Element 381.
- Subtract the "real value" of Element 381 (Amount paid up front) from Element 384 (Total amount charged) to get the "residual debt" for the Student Load/Liability records.

(ii) FEE-HELP

- If Element 490 (Student status code) equals 220, 230, 231, 232, or 233 and Element 381 (Amount paid up front) is less than Element 384 (Total amount charged), then the "residual debt" is calculated thus:
- Subtract Element 381 (Amount paid up front) from Element 384 (Total amount charged) and add the value

reported for Element 529 (Loan fee).

(iii) OS-HELP

- If Element 490 (Student status code) equals 240, and Element 528 (Amount of OS-HELP payment) is greater than zero, then
- Add the value reported for Element 528 (OS-HELP Debt amount) and the value reported for Element 529 (Loan fee).

INPUT FILES: HELP DUE (DU) to the ATO (for DEEWR use only)

PREPARED ON: 21 June 2004

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 Reporting year in 'YYYY' format, then Reporting period in
99992 '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. 416

FIRST YEAR: 2002
LAST YEAR:
FIELD NAME: TF-NUMBER
ELEMENT NAME: Tax file number
DESCRIPTION: The tax file number for a student

CODE FORMAT: Data Type: Integer, right justified with leading zeros if required
Units: Numeric
Width: 11

CLASSIFICATION:

CODE	MEANING
00NNNNNNNNNN	Tax File Number, with the number 00NNNNNNNNNN being a number that satisfies the ATO's Tax File Number checking algorithm
00bbbbbbb	A value to be used when there is no requirement to provide a TFN

CODING NOTES: From 1 January 2005, the Tax File Number coding 00999999999 is no longer valid, the Australian Taxation Office will no longer accept certificate TFNs in any files from 2005.

A TFN must be provided for every student with a HELP debt. In circumstances where a student has no HELP debt for any unit of study in the reporting period and is therefore not required to provide a TFN, a value of all spaces may be used if the student has not provided their TFN.

INPUT FILES:

Higher Education:	Commonwealth Assisted Student (DU) Electronic Commonwealth Assistance Form (PO)
VET:	Commonwealth Assisted Student (VDU) Electronic Commonwealth Assistance Form (VPO)

PREPARED ON: 20 April 2005
Revised: 1 March 2007
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 DEEWR 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 study census date combination.
- 2) 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. 455

FIRST YEAR: 2000

LAST YEAR:

FIELD NAME: COMBINED-CRS

ELEMENT NAME: Combined course of study indicator

DESCRIPTION: A code which indicates if a course of study is a **combined course of study**

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

CLASSIFICATION: **CODE MEANING**

0	Course is not a combined course of study
1	Course is a combined course of study

CODING NOTES:

INPUT FILES: Course of Study (CO)

PREPARED ON: 3 March 2004

ELEMENT NO. 460

FIRST YEAR: 2001
LAST YEAR:
FIELD NAME: Total previous RTS EFTSL
ELEMENT NAME: Previous RTS EFTSL
DESCRIPTION: The total EFTSL value that has been consumed at previous Higher Education Provider by a student who was enrolled in those Higher Education Provider under the Research Training Scheme (RTS) and who is enrolled at the current university under the same scheme.

CODE FORMAT: **Data Type:** Integer
Units: Numeric, right justified, with leading zeros if needed
Width: 4

CLASSIFICATION: **CODE** **MEANING**
0000 to 9999 **EFTSL** value expressed in thousandths (e.g. 0.125 is coded 0125)

CODING NOTES: The amount of EFTSL shown is to reflect all EFTSL generated and reported to DEEWR whilst the student was enrolled under the Research Training Scheme (RTS) in any previous course at the same level at another university(s).

This should only relate to students who are coded 320 or 330 at Element 490 on the Load/Liability File.

These data are only required for initial enrolment. Data within this element can be retained "as entered" for first enrolment or entered as "0000" for all future submissions of the Student Enrolment file.

The total amount of previous RTS EFTSL is to be reported for all students who are enrolled as RTS students unless there has been a gap of three years or more between the date on which the student ceased to be enrolled as an RTS student in his/her previous course and the date on which he/she commenced as an RTS student in the current course.

If a student has had several previous enrolments as an RTS student then only some of this EFTSL may need to be reported. If there has been a continuous period of 3 or more years where the student has not been enrolled as an RTS student then only those RTS EFTSL which were consumed subsequent to the most recent such gap are to be reported.

A gap in enrolment as an RTS student is measured from the date of officially ceasing to be an RTS student in one course to the date a subsequent enrolment as an RTS student commenced.

INPUT FILES: Student Enrolment (EN)

PREPARED ON: 22 April 2004

ELEMENT NO. 461

FIRST YEAR: 2001
LAST YEAR:
FIELD NAME: FOE
ELEMENT NAME: Field of education code
DESCRIPTION: A code which identifies the **field of education** to which the course is classified

CODE FORMAT: **Data Type:** **Character**
Units: Code (numeric), left justified, with trailing zeros if needed
Width: 6

CLASSIFICATION: **CODE** **MEANING**
000000 Non-award course , BOTP, or OUA unit
010000 to Field of education code
129999

CODING NOTES: Refer to Appendix E – Field of Education Classification

INPUT FILES: Higher Education: Course of Study (CO)
VET: Course of Study (VCO)

PREPARED ON: 7 July 2000
Revised: 05 December 2008

ELEMENT NO. 462

FIRST YEAR: 2001
LAST YEAR:
FIELD NAME: FOE-SUPP
ELEMENT NAME: Field of education supplementary code
DESCRIPTION: A code which identifies the supplementary **field of education** to which a Combined Course is classified

CODE FORMAT: **Data Type:** **Character**
Units: Code (numeric), left justified with trailing zeros if needed
Width: 6

CLASSIFICATION: **CODE** **MEANING**
000000 Course is not a **combined course**, or is an OUA unit
010000 to **Field of education** code
129999

CODING NOTES: Refer to Appendix E – Field of Education Classification.

Combined courses must be assigned a substantive **field of education** (i.e. spaces or all zeros are not valid).

Field to be filled with zeroes for **courses** other than **combined courses**, even though some single-award courses may have dual strands.

Element 461 (Field of education code) is to be used to indicate the primary **field of education** for the **course** and will be the element used in tables where continuity of statistical reporting is essential.

INPUT FILES: Course of Study (CO)

PREPARED ON: 7 July 2000

ELEMENT NO. 463

FIRST YEAR: 2002

LAST YEAR:

FIELD NAME: SPECIALISATION

ELEMENT NAME: Specialisation code

DESCRIPTION: A code which identifies a **specialisation** within a course for which the academic requirements have or will be completed by a student or a group of **students**

CODE FORMAT: **Data Type:** **Character**
Units: Code (numeric), left justified, with trailing zeros if needed
Width: 6

CLASSIFICATION: **CODE** **MEANING**
010000 to Specialisation code
129999

CODING NOTES: The code to be assigned to a **specialisation** is to be selected from the field of education classification.

Refer to Appendix E – Field of Education Classification.

The **specialisation** code would normally be different to the code assigned to indicate the **field of education** for a **course**, because the **specialisation** code will reflect the majors undertaken by a **student**.

INPUT FILES Past Course Completions (PS)

PREPARED ON: 10 August 2000

ELEMENT NO. 464

FIRST YEAR: 2001

LAST YEAR:

FIELD NAME: DISCIPLINE-CODE

ELEMENT NAME: Discipline code

DESCRIPTION: A code which uniquely identifies the discipline to which a unit of study is classified by the Higher Education Provider/VET provider

CODE FORMAT:

Data Type:	Character
Units:	Code (numeric), left justified, with trailing zeros if needed
Width:	6

CLASSIFICATION:	CODE	MEANING
	010000 to 129999	Discipline code

CODING NOTES: Refer to Appendix E – Field of Education Classification

INPUT FILES:

Higher Education:	Student Load Liability (LL) & Revised Student Load Liability (RL)
VET:	Student Load Liability (VLL) & Revised Student Load Liability (VRL)

PREPARED ON: 22 April 2004
Revised: 05 December 2008

ELEMENT NO. 465

FIRST YEAR: 2001
LAST YEAR:
FIELD NAME: Separation Status Code
ELEMENT NAME: Separation status of Higher Degree Research students
DESCRIPTION: The Separation status of a student enrolled in a Higher Degree Research course.

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

CLASSIFICATION:	CODE	MEANING
	1	Student is commencing a Higher Degree Research course and is transferring from one Higher Degree Research course to another Higher Degree Research course at the same level at the same Higher Education Provider
	2	Student is commencing a Higher Degree Research course and is upgrading from a Masters by Research course to a Doctorate by Research course at the same Higher Education Provider, without having successfully completed the initial degree.
	3	Student is commencing a Higher Degree Research course and is downgrading from a Doctorate by Research course to a Masters by Research course at the same Higher Education Provider, without having successfully completed the initial degree.
	9	Other

CODING NOTES: Students who transfer from a Higher Degree Research course in one Higher Education Provider to a Higher Degree Research course at another Higher Education Provider, regardless if there has been a change of level are to be recorded as "9".

Students who are not Higher Degree Research students are to be coded '9'.

INPUT FILES: Student Enrolment (EN)

PREPARED ON: 22 April 2004

ELEMENT NO. 466

FIRST YEAR: 2002
LAST YEAR:
FIELD NAME: POSTAL ADDRESS SUBURB/TOWN
ELEMENT NAME: Postal address - suburb/town
DESCRIPTION: Postal Address Suburb/Town for the student

CODE FORMAT: **Data Type:** **Character**
Units: Text (alphanumeric), left justified with trailing blanks if needed
Width: 27

CLASSIFICATION: **CODE** **MEANING**
Any data Text provided by the **student**

CODING NOTES: If address is in Australia then all characters must be A-Z a-z & ' / - () (space)

If address is not in Australia then all characters must be A-Z a-z 0-9 & ' / - () (space)

First character must not be a space.

INPUT FILES: Higher Education: Commonwealth Assisted Students (DU)
 Commonwealth Scholarships (CS)
VET: Commonwealth Assisted Students (VDU)

PREPARED ON: 21 August 2000
Revised: 05 December 2008

ELEMENT NO. 467

FIRST YEAR: 2002

LAST YEAR:

FIELD NAME: POSTAL ADDRESS STATE CODE

ELEMENT NAME: Postal address - state code

DESCRIPTION: A code which uniquely identifies the State/Territory or other area in which the student has their postal address

CODE FORMAT:

Data Type:	Character
Units:	Code (alphanumeric), left justified, with trailing spaces if needed
Width:	3

CLASSIFICATION:

CODE	MEANING
NSW	New South Wales
VIC	Victoria
QLD	Queensland
WA b	Western Australia
SA b	South Australia
TAS	Tasmania
NT b	Northern Territory
ACT	Australian Capital Territory
AAT	Australian Antarctic Territories

CODING NOTES: ~~b~~ = space.
If postal address of student is an overseas country, the field is to be ~~bbb~~ (3 spaces).

INPUT FILES:

Higher Education:	Commonwealth Assisted Students (DU) Electronic Commonwealth Assistance Form (PO) Commonwealth Scholarships (CS)
VET:	Commonwealth Assisted Students (VDU)

PREPARED ON: 21 August 2000
Revised: 05 December 2008

ELEMENT NO. 468

FIRST YEAR: 2002

LAST YEAR:

FIELD NAME: POSTAL ADDRESS COUNTRY NAME

ELEMENT NAME: Postal address - country name

DESCRIPTION: A name representing the country of postal address of a student

CODE FORMAT:

Data Type:	Character
Units:	Code (alphanumeric)
Width:	20

CLASSIFICATION:

CODE	MEANING
Any	Country of postal address

CODING NOTES: To be completed only for overseas addresses

All characters must be A-Z a-z 0-9 & ' / - () (space)

Where a value other than all spaces is entered, the first character **MUST NOT** be a space.

INPUT FILES:

Higher Education:	Commonwealth Assisted Students (DU) Electronic Commonwealth Assistance Form (PO) Commonwealth Scholarships (CS)
VET:	Commonwealth-Assisted Students (VDU)

PREPARED ON: 15 September 2000
Revised: 05 December 2008

ELEMENT NO. 469

FIRST YEAR: 2002

LAST YEAR:

FIELD NAME: RESIDENTIAL ADDRESS SUBURB/TOWN

ELEMENT NAME: Residential address - suburb/town

DESCRIPTION: Residential Address Suburb/Town for the student

CODE FORMAT: **Data Type:** **Character**

Units: Text (alphanumeric), left justified with trailing blanks if needed

Width: 27

CLASSIFICATION: **CODE** **MEANING**

Any data Text provided by the **student**

CODING NOTES: If address is in Australia then all characters must be A-Z a-z & ' / - () (space)

If address is not in Australia then all characters must be A-Z a-z 0-9 & ' / - () (space)

First character must not be a space.

INPUT FILES: Higher Education: Commonwealth Assisted Students (DU)

VET: Commonwealth Assisted Students (VDU)

PREPARED ON: 21 August 2000

Revised: 05 December 2008

ELEMENT NO. 470

FIRST YEAR: 2002

LAST YEAR:

FIELD NAME: RESIDENTIAL ADDRESS STATE CODE

ELEMENT NAME: Residential address - state

DESCRIPTION: A code which uniquely identifies the State/Territory or other area in which the student has their residential address

CODE FORMAT:

Data Type:	Character
Units:	Code (alphanumeric), left justified, with trailing spaces if needed
Width:	3

CLASSIFICATION:

CODE	MEANING
NSW	New South Wales
VIC	Victoria
QLD	Queensland
WA b	Western Australia
SA b	South Australia
TAS	Tasmania
NT b	Northern Territory
ACT	Australian Capital Territory
AAT	Australian Antarctic Territories

CODING NOTES: ~~b~~ = space.
If postal address of student is an overseas country, the field is to be ~~bbb~~ (3 spaces).

INPUT FILES: Higher Education: Commonwealth Assisted Students (DU)
VET: Commonwealth Assisted Students (VDU)

PREPARED ON: 21 August 2000
Revised: 05 December 2008

ELEMENT NO. 471

FIRST YEAR: 2002
LAST YEAR:
FIELD NAME: RESIDENTIAL ADDRESS COUNTRY NAME
ELEMENT NAME: Residential address - country name
DESCRIPTION: A name representing the country of residential address of a student

CODE FORMAT: **Data Type:** **Character**
Units: Code (alphanumeric)
Width: 20

CLASSIFICATION: **CODE** **MEANING**
Any Country of residential address

CODING NOTES: To be completed only for overseas address

All characters must be A-Z a-z 0-9 & ' / - () (space)

Where a value other than all spaces is entered, the first character **MUST NOT** be a space.

INPUT FILES: Higher Education: Commonwealth Assisted Students (DU)
VET: Commonwealth Assisted Students (VDU)

PREPARED ON: 15 September 2000
Revised: 05 December 2008

ELEMENT NO. 473

FIRST YEAR: 2002

LAST YEAR:

FIELD NAME: TOTAL ORIGINAL DEBT

ELEMENT NAME: Total amounts of original debts on this file

DESCRIPTION: Total amounts of original debts on this file

CODE FORMAT: Data Type: Character

Width: 10 (numeric) with leading zeros if required

CLASSIFICATION: **CODE** **MEANING**

0000000001 Total amounts of original debts on this file, the addition of
to all values reported at Element 414
1000000000

CODING NOTES: Values less than 1000000000 must have leading zeros

INPUT FILES: HELP DUE (DU) to the ATO (for DEEWR use only)

PREPARED ON: 21 August 2000

ELEMENT NO. 474

FIRST YEAR: 2002

LAST YEAR:

FIELD NAME: Total Revised Debt

ELEMENT NAME: Total amounts of revised debts on this file

DESCRIPTION: Total amounts of revised debts on this file

CODE FORMAT: Data Type: Character

Width: 10 (numeric) with leading zeros if required

CLASSIFICATION:

CODE MEANING

0000000001 Total amounts of revised debts on this file, the addition of
to all values reported at Element 445

1000000000

CODING NOTES:

Values less than 1000000000 must have leading zeros

INPUT FILES:

HELP DUE (DU) to the ATO (for DEEWR use only)

PREPARED ON:

22 August 2000

ELEMENT NO. 475

FIRST YEAR: 2001
LAST YEAR:
FIELD NAME: Signature Date
ELEMENT NAME: Signature date
DESCRIPTION: The date the Electronic Commonwealth Assistance Form (ECAAF) is completed by the student.

CODE FORMAT: **Data Type:** **Integer**
Units: Numeric
Width: 8

CLASSIFICATION: **CODE** **MEANING**
CCYYMMDD Signature date in CCYYMMDD format

CODING NOTES: The format is CCYYMMDD where:
CC is Date/Century = 19 or 20
YY is Date/Year = 00 to current year
MM is Date/Month = 01 to 12
DD is Date/Day = 01 to 31

INPUT FILES: Higher Education: Electronic Commonwealth Assistance Form (PO)
VET Electronic Commonwealth Assistance Form (VPO)

PREPARED ON: 22 April 2004
Revised: 05 December 2008

ELEMENT NO. 476

FIRST YEAR: 2002
LAST YEAR:
FIELD NAME: COMMENCING-LOCATION
ELEMENT NAME: Commencing location code of permanent home residence
DESCRIPTION: The Australian postcode of a student's permanent home residence in their last year of secondary school for Domestic school leaver commencing an undergraduate or VET course

CODE FORMAT: Data Type: Character
Units: Code (alphanumeric)
Width: 5

CLASSIFICATION:

CODE	MEANING
00001	Not a Domestic school leaver commencing an undergraduate/VET course. Domestic school leaver commencing an undergraduate/VET course:
A0001 to A9998	Australian postcode
99999	No information on location of residence

CODING NOTES: Only for Domestic school leaver students commencing an undergraduate higher education /VET course.

A school leaver is one who has completed Year 12 in the year of the collection or the year prior to the year of the collection.

This code must reflect the permanent home residence of the student in the last year of their secondary study and is to be provided by the student when the course is first commenced.

INPUT FILES: Higher Education: Student Enrolment (EN)
VET: Student Enrolment (VEN)

PREPARED ON: 2 April 2001
Revised: 05 December 2008

ELEMENT NO. 477

FIRST YEAR: 2002

LAST YEAR:

FIELD NAME: CAMPUS-POSTCODE

ELEMENT NAME: Postcode or overseas country code location of Higher Education/VET Provider campus/delivery location

DESCRIPTION: The Australian postcode or overseas country code location of the campus/delivery location of the Higher Education/VET Provider where the student is studying this unit

CODE FORMAT:

Data Type:	Character
Units:	Code (alphanumeric)
Width:	5

CLASSIFICATION:

CODE	MEANING
X1200 to X9299	Overseas country code from countries classification
X9999	Overseas country, but not classifiable
A0001 to A9998	Australian Postcode
99999	No information on location of campus/delivery location

CODING NOTES: This code must reflect the Australian postcode or overseas country code of the campus/delivery location of the Provider where the student is undertaking the unit of study.

If the unit of study is taken externally, the postcode to be reported is that of the campus/delivery location of the Provider from where the course is presented.

If the load for an individual student in a single unit is spread across more than one campus/delivery location then the postcode to be reported is that of the campus/delivery location of the Provider from where the course is administered.

Refer to:
Appendix B – Australian postcodes
Appendix C – Standard Australian Classification of Countries.

INPUT FILES:

Higher Education:	Student Load/Liability (LL) & Revised Student Load/Liability (RL) Electronic Commonwealth Assistance Form (PO)
VET:	Student Load/Liability (VLL) & Revised Student Load/Liability (VRL) Electronic Commonwealth Assistance Form (VPO)

PREPARED ON: 22 April 2004
Revised: 05 December 2008

ELEMENT NO. 483

FIRST YEAR: 2002
LAST YEAR:
FIELD NAME: UNIT-CODE
ELEMENT NAME: Unit code (**OUA only**)
DESCRIPTION: A code which uniquely identifies each **unit of study** being deferred by OUA student

CODE FORMAT: **Data Type:** **Character**
Units: Code (alphanumeric), left justified, with trailing blanks if needed
Width: 10

CLASSIFICATION: **CODE** **MEANING**
Any data Code assigned by the OUA

CODING NOTES: **For OUA only.**

The code assigned to each **unit of study** must uniquely identify it within the Higher Education Provider and must remain unchanged in each of the submissions of the Student Load File for a reference year.

For non-OUA Higher Education Providers, zero fill.

INPUT FILES: Electronic commonwealth Assistance (PO)

PREPARED ON: 22 April 2004

ELEMENT NO. 486

FIRST YEAR: 2003

LAST YEAR:

FIELD NAME: NAME OF SUBURB/TOWN/LOCALITY

ELEMENT NAME: Name of suburb/town/locality

DESCRIPTION: Name of suburb/town/locality for the student

CODE FORMAT: **Data Type:** **Character**
Units: Text (alphanumeric), left justified with trailing blanks if needed
Width: 27

CLASSIFICATION: **CODE** **MEANING**
Any data Text provided by the **student**

CODING NOTES: This code is only to be provided for Domestic school leaver students commencing an undergraduate higher education /VET course.

A school leaver is one who has completed Year 12 in the year of the collection or the year prior to the year of the collection.

This code must reflect the permanent home residence of the student in the last year of their secondary study and is to be provided by the student when the course is first commenced.

Students other than the above may be coded as blank.

INPUT FILES: Higher Education: Student Enrolment (EN)
VET: Student Enrolment (VEN)

PREPARED ON: 19 March 2002
Revised: 05 December 2008

ELEMENT NO. 487

FIRST YEAR: 2004
LAST YEAR:
FIELD NAME: SCHOLARSHIP-TYPE
ELEMENT NAME: Scholarship type code
DESCRIPTION: A code which identifies the scholarship type code

CODE FORMAT: **Data Type:** **Character**
 Units: Code (alphanumeric)
 Width: 2

CLASSIFICATION: **CODE** **MEANING**
 00 Not a scholarship indicated below.
 01 Australian Postgraduate Award (APA) Scheme funded by DEEWR.
 02 International Postgraduate Research Scholarship (IPRS) Scheme.
 06 Indigenous Staff Scholarship.

CODING NOTES: APA-1 Scholarships code as 00

INPUT FILES: Past Course Completions (PS)
 Student Enrolment (EN)

PREPARED ON: 22 April 2004
 Revised: 19 July 2007
 Revised: 05 December 2008

ELEMENT NO. 489

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: UNIT-STUDY-CENSUS- DATE
ELEMENT NAME: Unit of Study Census date
DESCRIPTION: A code which indicates the year, month and day which is the Census date of that **Unit of Study**

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-field)

CLASSIFICATION: **CODE** **MEANING**
 YYYYMMDD **Unit of Study Census Date** in YYYYMMDD format

CODING NOTES: YYYY format 1st 4 digits – Year sub-field (e.g. 1978)
 MM format: 2nd 2 digits – Month sub-field (e.g. 06)
 DD format 3rd 2 digits – Day sub-field (e.g. 06)
The unit of study census date must not occur less than 20% of the way through the period during which the unit of study is being undertaken.

INPUT FILES: Higher Education: Revisions File (RF)
 Student Load/Liability (LL) & Revised Student Load/Liability (RL)
 Unit of Study Completions (CU)
 VET: Unit of Study Completions (VCU)
 Student Load/Liability (VLL) & Revised Student Load/Liability (VRL)
 Revisions File (VSR)

PREPARED ON: 4 March 2004
 Revised: 05 December 2008

ELEMENT NO. 490

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: STUDENT-STATUS
ELEMENT NAME: Student Status code
DESCRIPTION: A code which indicates the student status for a **unit of study**

CODE FORMAT: **Data Type:** **Data**
 Units: Numeric
 Width: 3

CLASSIFICATION: **CODE** **MEANING**

Higher Education students only

Contribution-liable students

201	Deferred all or part of the student contribution through HECS-HELP
202	Paid the full student contribution up-front with the HECS-HELP discount
203	Paid the full student contribution up-front without the HECS-HELP discount

FEE-HELP eligible students

230	Deferred all or part of Award or Enabling course tuition fee through FEE-HELP
231	Deferred all or part of tuition fee through FEE-HELP - Employer reserved place
232	Deferred all or part of OLA tuition fee through FEE-HELP
233	Deferred all or part of BOTP tuition fee through FEE-HELP

OS-HELP recipient students

240	Received loan through OS-HELP
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Contribution-exempt students

260	Student in a Commonwealth supported place with an Exemption scholarship (no student contribution to be charged)
261	A domestic student enrolled in an enabling course (i.e. bridging or supplementary programme)
262	Student undertaking Work Experience in Industry (WEI) where learning and performance is not directed by, and support is not received from, the provider and for which a student contribution cannot be charged

Non-overseas tuition fee-exempt students

270	Student in a non-Commonwealth supported place with an Exemption scholarship (no tuition fee to be charged)
271	Student undertaking Work Experience in Industry (WEI) where learning and performance is not directed by, and support is not received from, the provider and for which a tuition fee cannot be charged

Fee-paying non-overseas students

301	A domestic student enrolled in a non-award course (other than an Enabling course)
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- 302 Paid full Award or Enabling course tuition fee
- 303 Paid full tuition fee – for Employer reserved place
- 304 Paid full OLA tuition fee
- 305 Paid full BOTP tuition fee

Fee-paying overseas students

- 310 A fee-paying overseas student who is *not* sponsored under a foreign aid program, and including students with these awards: IPRS (International Postgraduate Research Scheme); SOPF (Special Overseas Postgraduate Fund); Australian-European Awards Program; and the Commonwealth Scholarship and Fellowship Plan
- 311 A fee-paying overseas student who is sponsored under a foreign aid program. Includes those with Australian Development Cooperation Scholarships (ADCOS) and any other Australian foreign aid program for which students are enrolled in Higher Education Providers by the Australian Agency for International Development (AusAID)

Pre-2001 RTS students

- 320 A domestic student who received a research HECS exemption prior to 1 September 2000 and continues studying on a student contribution exempt basis under the Research Training Scheme (RTS) as a pre-2001 student. Include internal transfers/upgrades/downgrades (as defined under Element 465) (see coding notes)

RTS students from 2001

- 330 A domestic student enrolled under the Research Training Scheme (RTS) from 1 September 2000 (see coding notes)

VET Students only:

VET FEE-HELP eligible students

- 401 Deferred all/part of tuition fee through VET FEE-HELP - **non State Government** subsidised
- 402 Deferred all/part of tuition fee through VET FEE-HELP - **Restricted Access Arrangement**
- 403 Deferred all/part of tuition fee through VET FEE-HELP - **Victorian State Government** subsidised
- 404 Deferred all/part of tuition fee through VET FEE-HELP for a **New South Wales State Government** subsidised
- 405 Deferred all/part of tuition fee through VET FEE-HELP - **Queensland State Government** subsidised
- 406 Deferred all/part of tuition fee through VET FEE-HELP - **South Australian State Government** subsidised
- 407 Deferred all/part of tuition fee through VET FEE-HELP - **Western Australian State Government** subsidised
- 408 Deferred all/part of tuition fee through VET FEE-HELP - **Tasmanian State Government** subsidised
- 409 Deferred all/part of tuition fee through VET FEE-HELP - **Northern Territory State Government** subsidised

Fee-paying students

501	Paid full tuition fee - non-State Government subsidised
502	Paid full tuition fee - Restricted Access Arrangement
503	Paid full tuition fee - Victorian State Government subsidised
504	Paid full tuition fee - New South Wales State Government subsidised
505	Paid full tuition fee - Queensland State Government subsidised
506	Paid full tuition fee - South Australian State Government subsidised
507	Paid full tuition fee - Western Australian State Government subsidised
508	Paid full tuition fee - Tasmanian State Government subsidised
509	Paid full tuition fee - Northern Territory State Government subsidised

CODING NOTES: Higher education only

1. Transitional arrangements for pre-2005 students ended on 31 December 2008. From 1 January 2009 the pre-2005 codes are only required for revisions or for retrospective reporting of student data:

Pre-2005 HECS-liable students

- 110 - Deferred all or part of student contribution through HECS-HELP
- 111 - Paid full student contribution up-front with HECS-HELP discount
- 112 - Paid full student contribution up-front without HECS-HELP discount

Pre-2005 PELS students

- 220 - Deferred all or part of the tuition fee through FEE-HELP.

Pre-2005 HECS-exempt students

- 250 - A domestic student holding a Commonwealth-funded, merit-based, undergraduate HECS-exemption scholarship for disadvantaged students.

2. **Code 240** "Received loans through OS-HELP" is not to be used on the Load/Liability File. This code is only to be used in the OS-HELP File. There must also be a matching record on the HELP-DUE File.
3. A domestic postgraduate research student who is not RTS supported may be charged tuition fees or awarded an Exemption scholarship under code 270. If regional adjustment package has been used to support such students, they should be included under code 270.

A domestic postgraduate research student charged tuition fees may receive FEE-HELP assistance.

4. A student's **HECS-HELP status** is determined by assessing the status of all units of study undertaken, in a given course of study, on a given census date.

HECS-HELP eligible students who have deferred all or part of their student contribution amount for any unit of study, within a course of study, on a particular census date, must be reported as deferred for all units of study undertaken as a HECS-HELP student, in that course of study, on that census date.

Therefore, HECS-HELP eligible students may be reported as deferred for a particular unit of study, within a course of study, even though they have paid 80% of the amount reported at Element 384 (Amount charged).

INPUT FILES: Higher Education: Student Load/Liability (LL) & Revised Student Load/Liability (RL)
Student OS-Help (OS)
VET: Student Load/Liability (VLL) & Revised Student Load/Liability (VRL)

PREPARED ON: 13 August 2004
Revised: 16 October 2007.
Revised: 28 May 2008
Revised: 05 December 2008

ELEMENT NO. 493

FIRST YEAR: 2008
LAST YEAR:
FIELD NAME: HIGHEST-PARTICIPATION
ELEMENT NAME: Highest educational participation prior to commencement
DESCRIPTION: A code which indicates the student's highest **educational participation and last year of participation** prior to the first enrolment in the course of study

CODE FORMAT: **Data Type:** **Character**
Units: Code (numeric)
Width: 6

CLASSIFICATION: **CODE** **MEANING**
000000 Overseas student
010000 Not a commencing student
Commencing Domestic student for whom highest **educational participation and last year of participation** prior to commencement was:
02YYYY • A complete Higher education postgraduate level **course**
03YYYY • A complete Higher education bachelor level **course**
04YYYY • A complete Higher education sub-degree level **course**
05YYYY • An incomplete Higher education **course**
07YYYY • A complete final year of secondary education **course at school or through a Registered Training Organisation**
08YYYY • Other qualification, complete or incomplete
090000 • No prior educational attainment
10YYYY • A complete VET award course
11YYYY • An incomplete VET award course

CODING NOTES: YYYY is the year of the completion or last year of participation

If no information is available for year, code as "9999"

Where a student has multiple qualifications, record the highest AQF level of participation, regardless of whether it was completed or not.

The order of these codes is not strictly hierarchical, due to the addition of codes over time.

INPUT FILES: Higher Education: Student Enrolment (EN)
VET: Student Enrolment (VEN)

PREPARED ON: 7 November 2003
Revised: 6 May 2004
Revised: 18 December 2006
Revised: 19 July 2007
Revised: 05 December 2008

ELEMENT NO. 495

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: INDIC-COMM-SUPP
ELEMENT NAME: Indicative student contribution amount for a Commonwealth Supported place
DESCRIPTION: The average student contribution amount for a first year student in a Commonwealth Supported place.

CODE FORMAT: Data Type: Integer
Units: Numeric, right justified with leading zeros if needed
Width: 5

CLASSIFICATION:	CODE	MEANING
	00000 to 99998	The indicative student contribution amount for a Commonwealth Supported place
	99999	Not a course with Commonwealth Supported places.

CODING NOTES: For current courses, the projected average cost of one full time student load (1 EFTSL) in the upcoming academic years prices is based on the average (arithmetic mean) cost of the current year's actual first year full time student course load.

For new courses, the projected average cost is derived based on the student contribution amount for a full time student load (1 EFTSL) for a first year student.

INPUT FILES: Campus File (CM)

PREPARED ON: 19 April 2004

ELEMENT NO. 496

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: INDIC-FEE
ELEMENT NAME: Indicative tuition fee for a Domestic Fee-paying place
DESCRIPTION: The average tuition fee for a Domestic Fee-paying place for a first year student.

CODE FORMAT: **Data Type:** Integer
Units: Numeric, right justified with leading zeros if needed
Width: 5

CLASSIFICATION: **CODE** **MEANING**
00000 to 99998 The indicative tuition fee for a domestic fee-paying place.
99999 Not a course for a domestic fee-paying place

CODING NOTES: For current courses, the projected average cost of one full time student load (1 EFTSL) in the upcoming academic years prices is based on the average (arithmetic mean) cost of the current year's actual first year full time student course load.

For new courses, the projected average cost is derived based on the tuition fee for a full time student load (1 EFTSL) for a first year student.

INPUT FILES: Campus file (CM)

PREPARED ON: 18 April 2005

ELEMENT NO. 497

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: ENTRY-CUT-OFF-CSP
ELEMENT NAME: Entry Cut-Off for a Commonwealth Supported place (CSP)
DESCRIPTION: A code indicating the previous years' lowest entry cut-off required for entry to a CSP for this course at this campus.

CODE FORMAT: Data Type: Character
Units: Numeric, right justified, the last two digits provided are interpreted as being after the decimal point when published
Width: 4

CLASSIFICATION:

CODE	MEANING
0000	An entry cut-off is not applicable because: <ul style="list-style-type: none">• It is not the sole criterion for offer of a CSP; or• Course is not offered to a CSP; or• It is never used as an entrance criterion or part of the selection criteria; or• The course is a new course and an entry cut-off has not yet been determined; or• The course is an offshore course.
0001 to 9995	Entry cut-off (reported as a common index – see coding notes) to a CSP in this award course

CODING NOTES: The entry cut-off to be reported is the published lowest entry cut-off for the previous years' Year 12 students who received an offer of a CSP in this course, through standard admission, in the main round of admission for the current academic year, where academic qualifications were the sole criterion for offer of a CSP (except for school subject prerequisites).

The entry cut-off to be reported is the value for the common index that has been agreed by MCEETYA. The values for the common index will range from 0001 to 9995. The common index is given different names in different states as listed below:

SA/NT – Tertiary Entrance Rank (TER);
VIC – Equivalent National Tertiary Entrance Rank (ENTER);
WA – Tertiary Entrance Rank (TER);
TAS – Tertiary Entrance Rank (TER);
ACT – Universities Admissions Index (UAI);
NSW – Universities Admissions Index (UAI); and
QLD- Interstate Transfer Index (ITI)

HEPs must provide entry cut-off information according to the postcode location of the campus.

Queensland HEPs may provide an entry cut-off value for this field. In cases where there is direct entry or no TAC is involved in the admission process, HEPs are to provide the equivalent main round entry cut-off for the course.

INPUT FILES: Campus File (CM)

PREPARED ON: 1 June 2005
Revised: 13 December 2007

ELEMENT NO. 497

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: ENTRY-CUT-OFF-CSP
ELEMENT NAME: Entry Cut-Off for a Commonwealth Supported place (CSP)
DESCRIPTION: A code indicating the previous years' lowest entry cut-off required for entry to a CSP for this course at this campus.

CODE FORMAT: Data Type: Character
Units: Numeric, right justified, the last two digits provided are interpreted as being after the decimal point when published
Width: 4

CLASSIFICATION:

CODE	MEANING
0000	An entry cut-off is not applicable because: <ul style="list-style-type: none">• It is not the sole criterion for offer of a CSP; or• Course is not offered to a CSP; or• It is never used as an entrance criterion or part of the selection criteria; or• The course is a new course and an entry cut-off has not yet been determined; or• The course is an offshore course.
0001 to 9995	Entry cut-off (reported as a common index – see coding notes) to a CSP in this award course

CODING NOTES: The entry cut-off to be reported is the published lowest entry cut-off for the previous years' Year 12 students who received an offer of a CSP in this course, through standard admission, in the main round of admission for the current academic year, where academic qualifications were the sole criterion for offer of a CSP (except for school subject prerequisites).

The entry cut-off to be reported is the value for the common index that has been agreed by MCEETYA. The values for the common index will range from 0001 to 9995. The common index is given different names in different states as listed below:

SA/NT – Tertiary Entrance Rank (TER);
VIC – Equivalent National Tertiary Entrance Rank (ENTER);
WA – Tertiary Entrance Rank (TER);
TAS – Tertiary Entrance Rank (TER);
ACT – Universities Admissions Index (UAI);
NSW – Universities Admissions Index (UAI); and
QLD- Interstate Transfer Index (ITI)

HEPs must provide entry cut-off information according to the postcode location of the campus.

Queensland HEPs may provide an entry cut-off value for this field. In cases where there is direct entry or no TAC is involved in the admission process, HEPs are to provide the equivalent main round entry cut-off for the course.

INPUT FILES: Campus File (CM)

PREPARED ON: 1 June 2005
Revised: 13 December 2007

ELEMENT NO. 498

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: ENTRY-CUT-OFF- DOMESTIC-FEE-PAYING
ELEMENT NAME: Entry Cut-off for a domestic fee-paying place
DESCRIPTION: A code indicating the previous years' lowest entry cut-off required for entry to a domestic fee paying place for this course at this campus.

CODE FORMAT: **Data Type:** **Character**
Units: Numeric, right justified, the last two digits provided are interpreted as being after the decimal point when published
Width: 4

CLASSIFICATION: **CODE** **MEANING**
0000 An entry cut-off is not applicable because:

- It is not the sole criterion for offer of a domestic fee paying place; or
- Course is not offered to a Domestic Fee-paying place; or
- It is never used as a selection criterion or part of the selection criteria; or
- The course is a new course and an entry cut-off has not yet been determined; or
- The course is an offshore course.

0001 to 9995 Entry cut-off (reported as a common index – see coding notes) to a domestic fee-paying place for this award course

CODING NOTES: The entry cut-off to be reported is the published lowest entry cut-off for the previous years' Year 12 students who received an offer of a fee paying place in this course, through standard admission, in the main round of admission for the current academic year, where academic qualifications were the sole criterion for offer of a domestic fee paying place (except for school subject prerequisites).

The entry cut-off to be reported is the value for the common index that has been agreed by MCEETYA. The values for the common index will range from 0001 to 9995. The common index is given different names in different states as listed below:

SA/NT - Tertiary Entrance Rank (TER);
VIC - Equivalent National Tertiary Entrance Rank (ENTER);
WA - Tertiary Entrance Rank (TER);
TAS - Tertiary Entrance Rank (TER);
ACT - Universities Admissions Index (UAI);
NSW - Universities Admissions Index (UAI); and
QLD- Interstate transfer Index (ITI)

HEPs must provide entry cut-off information according to the postcode location of the campus.

Queensland HEPs may provide an entry cut-off value for this field.

In cases where there is direct entry or no TAC is involved in the admission process, HEPs are to provide the equivalent main round entry cut-off for the course.

INPUT FILES: Campus file (CM)

PREPARED ON: 1 June 2005; Revised 13 December 2007

ELEMENT NO. 500

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: OSEAS-FEE
ELEMENT NAME: Overseas student fee for students subject to minimum indicative fee
DESCRIPTION: The actual **fee** to be charged of an overseas student for a course in which a student is enrolled at the Higher Education Provider.

CODE FORMAT: **Data Type:** **Integer**
Units: Numeric, right justified with leading zeros if needed
Width: 5

CLASSIFICATION: **CODE** **MEANING**
00000 Not an overseas student, or an overseas student who is not subject to minimum indicative fee
00001 to 99999 **Fee** charged, in whole dollars, for the **course** undertaken at the **Higher Education Provider**.

CODING NOTES: Overseas fee amounts reported for a student/course on all enrolment files submitted to DEEWR in a calendar year will be aggregated to form the total tuition fee for the year. This amount will be used for the administration of fees for students subject to minimum indicative fees.

Overseas students who do not need to meet minimum indicative fees requirement are:

1. Overseas students in a course of study for which DEEWR has approved charges less than the minimum indicative fee.
2. Overseas student undertaking study in Australia as part of a formal exchange programme including Research students under co-tutelle arrangements.
3. Overseas students undertaking study in Australia towards a Research Masters degree or a Research Doctoral degree who have been awarded a scholarship for that study on the basis of merit following a competitive process.
4. Overseas students undertaking study wholly off-shore at an off-shore campus of an Australian Higher Education Provider

INPUT FILES: Student Enrolment (EN)

PREPARED ON: 6 May 2004

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 DEEWR 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 DEEWR 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 DEEWR 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 DEEWR 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**

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

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	<ul style="list-style-type: none">Higher Education work sector.
2	<ul style="list-style-type: none">TAFE work sector
3	<ul style="list-style-type: none">VET work sector (AMC only)

CODING NOTES: The following additional codes are used in DEEWR 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

ELEMENT NO. 521

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: OS-HELP STUDY PERIOD COMMENCEMENT-DATE
ELEMENT NAME: OS-HELP Study period commencement date
DESCRIPTION: A code which indicates the year, month and day on which the student commenced the current **six month OS-HELP study period** for which they are receiving an OS-HELP loan.

CODE FORMAT: **Data Type:** **Alphanumeric**
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-field)

CLASSIFICATION: **CODE** **MEANING**
00000000 Student is not in receipt of an OS-HELP loan
YYYYMMDD Date **student** commenced their overseas study in YYYYMMDD format

CODING NOTES: YYYYMMDD 1st 4 digits - Year sub-field (e.g. 1952)
format: 2nd 2 digits - Month sub-field (e.g. 04)
3rd 2 digits - Day sub-field (e.g. 16)

For students undertaking their first or discrete second six month study period, the study period commencement date is the date on which the student first commences study with the overseas institution in respect of the six month OS-HELP study period.

For students undertaking a second six month study period that is a continuation of their first six month study period, the study period commencement date is the date six months hence of the date that the student first commences study with the overseas institution in respect of the six month OS-HELP study period

INPUT FILES: OS-HELP (OS)
Electronic Commonwealth Assistance (PO)
Revisions File (SR)

PREPARED ON: 4 March 2004

ELEMENT NO. 523

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: QLD ENTRY CUT-OFF CSP
ELEMENT NAME: QLD Entry Cut-off for a Commonwealth Supported place (CSP)
DESCRIPTION: A code indicating the previous years' lowest QLD entry cut-off required for entry to a CSP for this course at this campus.

CODE FORMAT: **Data Type:** **Character**
Units: Numeric, right justified with the last two digits being interpreted as being separated by a forward slash when published
Width: 4

CLASSIFICATION:

CODE	MEANING
0000	QLD entry cut-off is not applicable because: <ul style="list-style-type: none">• It is not the sole criterion for offer of a CSP; or• Course is not offered to a CSP; or• It is never used as a selection criteria or part of a selection criteria; or• The course is a new course and an entry cut-off has not yet been determined; or• The course is an offshore course.
nxxx	QLD entry cut-off (reported as an OP/Rank- see coding notes) to a CSP for this award course.

CODING NOTES: The QLD entry cut-off to be reported is the published cut-off score at or above which all applicants who have met the stated entry requirements were offered a CSP in the course in the main round of offers.
The QLD entry cut-off is published as the OP/QLD rank where:

- OP (Overall Position) refers to cut-off information relevant to Queensland Year 12 students. It is a number (Low 25 to High 01) that indicates rank order position based on overall achievement.
- QLD Rank (a number from Low 47 to High 99) refers to the rank calculated from academic or other achievement of the student at the time of admission.

HEPs must provide entry cut-off information for every campus according to the postcode location of the campus.

HEPs outside Queensland may provide QLD entry cut-off here.

In cases where there is direct entry or no TAC is involved in the admission process, HEPs are to provide the equivalent main round QLD entry cut-off for the course.

INPUT FILES: Campus File (CM)

PREPARED ON: 1 June 2005
Revised: 28 June 2005
Revised: 13 December 2007

ELEMENT NO. 524

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: QLD ENTRY-CUT-OFF-DOMESTIC-FEE-PAYING

ELEMENT NAME: QLD Entry Cut-off for a domestic fee paying place

DESCRIPTION: A code indicating the previous year's lowest QLD entry cut-off required for entry to a domestic fee paying place for this course at this campus.

CODE FORMAT: **Data Type:** Character

Units: Numeric, right justified with the last two digits being interpreted as being separated by the forward slash when published

Width: 4

CLASSIFICATION: **CODE** **MEANING**

0000 QLD entry cut-off is not applicable because:

- It is not the sole criterion for offer of a domestic fee-paying place; or
- Course is not offered to a domestic fee-paying place; or
- It is never used as a selection criteria or part of a selection criteria; or
- The course is a new course and an entry cut-off has not yet been determined; or
- The course is an offshore course.

nnnn QLD entry cut-off for a domestic fee-paying award course

CODING NOTES:

The QLD entry cut-off to be reported is the published cut-off score at or above which all applicants who have met the stated entry requirements were offered a domestic fee-paying place in the course in the main round of offers. The QLD entry cut-off is published as the OP/QLD rank where:

- OP (Overall Position) refers to cut-off information relevant to Queensland Year 12 students. It is a number (Low 25 to High 01) that indicates rank order position based on overall achievement.
- QLD Rank (a number from Low 47 to High 99) refers to the rank calculated from academic or other achievement of the student at the time of admission.

HEPs must provide entry cut-off information for every campus according to the postcode location of the campus.

HEPs outside Queensland may provide QLD entry cut-off here.

In cases where there is direct entry or no TAC is involved in the admission process, HEPs are to provide the equivalent main round QLD entry cut-off for the course.

INPUT FILES: Campus File (CM)

PREPARED ON: 1 June 2005

Revised: 28 July 2005

Revised: 13 December 2007

ELEMENT NO. 525

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: CAMPUS LOCATION
ELEMENT NAME: Campus Location
DESCRIPTION: Name of suburb/town/region where the campus is located.

CODE FORMAT:

Data Type:	Character
Units:	Text (alphanumeric), left justified with trailing blanks if needed
Width:	27

CLASSIFICATION:

CODE	MEANING
Any data	Text provided by the university

CODING NOTES: This field must include a name that is meaningful in determining the location of the Campus. Specific campus names which do not indicate campus location should not be included (i.e. St Francis of Assisi campus).

Coding a campus location to Distance Education:

Distance education courses are those courses offered via distance education, online learning or correspondence. These courses may require compulsory attendance at classes during certain blocks of time. In these cases the Campus Location can be coded as "Distance Education".

Where a course is offered both in distance mode and at one or more campuses, multiple records should be reported.

INPUT FILES: Campus File (CM)

PREPARED ON: 19 April 2004

ELEMENT NO. 526

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: CLS-STATUS-CODE
ELEMENT NAME: Commonwealth Scholarship (CS) status code
DESCRIPTION: A code which identifies the status of Commonwealth Scholarship (CS).

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

CLASSIFICATION:	CODE	MEANING
	1	Student has an Active Commonwealth Scholarship
	2	Student has a Deferred Commonwealth Scholarship
	3	Student has a Terminated Commonwealth Scholarship
	4	Student has Accepted a CAS Indigenous payment Scholarship
	5	Student has Confirmed their receipt of a full CAS-Indigenous Payment Scholarship by being present at the Unit of Study Census Date for a course
	6	Student has Failed to confirm their receipt of a full CAS-Indigenous Payment Scholarship by failing to be present at the Unit of Study Census Date for a course.

CODING NOTES: Codes 1, 2, and 3 must only be used for Commonwealth Scholarship types (E545) 1-6 and 8-9.

Codes 4, 5, and 6 must only be used for Scholarship types (E545) = 7 (Commonwealth Accommodation Scholarship once-only payment for Indigenous students (CAS – Indigenous Payment)

INPUT FILES: Commonwealth Scholarship (CS)

PREPARED ON: 2 March 2004
Revised: 16 October 2007
Revised: 28 May 2008
Revised: 5 December 2008

ELEMENT NO. 527

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: OS-HELP DEBT INCURRAL-DATE
ELEMENT NAME: OS-HELP debt incurral date
DESCRIPTION: A code which indicates the year, month and day on which the student incurred their OS-HELP debt.

CODE FORMAT: Data Type: Alphanumeric
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-field)

CLASSIFICATION:

CODE	MEANING
00000000	Student does not have an OS-HELP Debt
YYYYMMDD	Date student incurred OS-HELP debt in YYYYMMDD format

CODING NOTES: YYYYMMDD format:
1st 4 digits - Year sub-field (e.g. 1952)
2nd 2 digits - Month sub-field (e.g. 04)
3rd 2 digits - Day sub-field (e.g. 16)

The OS-HELP debt incurral date is the date that the provider paid the OS-HELP loan amount to the student.

INPUT FILES: OS-HELP (OS)

PREPARED ON: 3 May 2004

ELEMENT NO. 528

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: OS-HELP-PAYMENT
ELEMENT NAME: OS-HELP payment amount
DESCRIPTION: The amount of OS-HELP assistance paid to the student in respect of the six month OS-HELP study period.

CODE FORMAT: **Data Type:** **Integer**
Units: Numeric, right justified with leading or trailing zeros if needed
Width: 8

CLASSIFICATION:	CODE	MEANING
	00000000	No amount of OS-HELP payment received
	00000001 to 99999999	Amount of OS-HELP assistance paid to the student in respect of a six month study period (excluding the 20% loan fee), including cents.

CODING NOTES: The OS-HELP payment amount must exclude the 20% loan fee which is reported separately in Element 529 (Loan fee)

Values less than 10000000 must have leading and trailing zeros, NOT spaces. For example, \$585 is to be expressed as "00058500" and \$585:45 is to be expressed as "00058545".

INPUT FILES: Electronic Commonwealth Assistance (PO)
OS-HELP (OS)

PREPARED ON: 17 February 2005

ELEMENT NO. 529

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: LOAN-FEE
ELEMENT NAME: Loan fee
DESCRIPTION: The loan fee that is charged to a FEE-HELP undergraduate student, OS-HELP student or a VET FEE-HELP student

CODE FORMAT: **Data Type:** **Integer**
Units: Numeric, right justified, with leading or trailing zeros if needed
Width: 8

CLASSIFICATION: **CODE** **MEANING**
00000000 No loan fee to be charged
00000001 to Loan fee amount, including cents
99999999

Higher Education providers only:

The loan fee charged to an OS-HELP student is only to be reported on the OS-HELP File.

INPUT FILES: Higher Education: OS-HELP (OS)
 Student Load/Liability (LL) & Revised Student Load/Liability (RL)
 VET: Student Load/Liability (VLL) & Revised Student Load/Liability (VRL)

PREPARED ON: 14 June 2005
 Revised: 05 December 2008

ELEMENT NO. 534

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: COURSE-DATE

ELEMENT NAME: Course of study commencement date

DESCRIPTION: A code which indicates the month and year in which the student commenced the current **course of study** for the first time.

CODE FORMAT: **Data Type:** **Date**
Units: YYYYMM, right justified (in each sub-field), with a leading zero (in each sub-field) if needed
Width: 6 (1 four digit sub-field and 1 two digit sub-field)

CLASSIFICATION: **CODE** **MEANING**
 YYYYMM Date **student** commenced the **course of study** in YYYYMM format

CODING NOTES: YYYYMM 1st 4 digits – Year sub-field (e.g. 1978)
 format: 2nd 2 digits – Month sub-field (e.g. 06)

 Please refer to glossary entry for ‘Commencing students’

INPUT FILES: Higher Education: Student Load/Liability (LL) & Revised Student Load/Liability (RL)
 VET: Student Load/Liability (VLL) & Revised Student Load/Liability (VRL)

PREPARED ON: 16 June 2004
 Revised: 05 December 2008

ELEMENT NO. 536

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: COURSE-FEE-TYPE

ELEMENT NAME: Course fee type

DESCRIPTION: A code which identifies the variety of ways this course is offered to domestic students

CODE FORMAT:

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

CLASSIFICATION:

CODE	MEANING
0	Does not apply to this course
1	Course offers only Commonwealth Supported places
2	Course offers only Domestic Fee-paying places
3	Course offers both Commonwealth Supported places and Domestic Fee-paying places

CODING NOTES:

INPUT FILES: Campus File (CM)

PREPARED ON: 15 April 2004

ELEMENT NO. 537

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: ADD-ENT-CRI

ELEMENT NAME: Additional entrance criteria

DESCRIPTION: A code which identifies if additional entrance criteria are used when giving consideration to the offer of a place

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

CLASSIFICATION:	CODE	MEANING
	1	Entry Cut-off score is the only consideration for entrance into this course
	2	Entry Cut-off score is not the only consideration for entrance into this course
	3	Entry Cut-off score is not a consideration for entrance into this course.

CODING NOTES: A '2' is to be reported whenever additional entrance criteria are required for consideration for entrance into this course i.e. an audition or the submission of a portfolio.

A '3' is to be reported when an entry cut-off score is not relevant for consideration for entrance into this course.

Entry cut-off score is defined at elements 497, 498, 523 & 524.

INPUT FILES: Campus File (CM)

PREPARED ON: 19 April 2004

ELEMENT NO. 538

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: CS-TERMINATION-CODE

ELEMENT NAME: Commonwealth Scholarship (CS) termination reason code

DESCRIPTION: A code which identifies the reason for the termination of a Commonwealth Scholarship (CS).

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

CLASSIFICATION:	CODE	MEANING
	0	Scholarship active
	1	Course complete / Bachelor or higher level award completed
	2	Full Scholarship Period consumed
	3	Unsatisfactory academic progress
	4	No longer eligible

CODING NOTES:

INPUT FILES Commonwealth Scholarships (CS)

PREPARED ON: 2 March 2004
 Revised: 11 September 2007

ELEMENT NO. 543

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: AUTHORISING-OFFICER
ELEMENT NAME: Authorising officer
DESCRIPTION: The full name of the authorising officer in the Higher Education/VET Provider

CODE FORMAT: **Data Type:** **Character**
Units: Text, left justified with trailing blanks if needed
Width: 40

CLASSIFICATION: **CODE** **MEANING**
Any data Text for the full name of the Provider's authorising officer

CODING NOTES: Where the variation relates to the remission of a HELP debt, the authorising officer is the person who took the decision to remit the debt.

INPUT FILES: Higher Education Revisions File (SR)
VET: Revisions File (VSR)

PREPARED ON: 5 March 2004
Revised: 05 December 2008

ELEMENT NO. 545

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: CS- TYPE CODE
ELEMENT NAME: Commonwealth Scholarship (CS) type code
DESCRIPTION: A code which identifies the Commonwealth Scholarship (CS) type

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

CLASSIFICATION:	CODE	MEANING
	1	Commonwealth Education Costs Scholarship (Ordinary-CECS)
	2	Commonwealth Accommodation Scholarship (Ordinary -CAS)
	3	Commonwealth Education Cost Scholarship for Associate Degree (CECS – Associate Degree)
	4	Commonwealth Accommodation Scholarship for Associate Degree (CAS – Associate Degree)
	5	Commonwealth Education Cost Scholarship for Indigenous students (CECS – Indigenous Enabling)
	6	Commonwealth Accommodation Scholarship for Indigenous students (CAS – Indigenous Enabling)
	7	Commonwealth Accommodation Scholarship once-only payment for Indigenous students (CAS – Indigenous Payment)
	8	National Priority Scholarship (CECS-Priority Discipline)
	9	National Accommodation Scholarship (CAS-Specialist)

CODING NOTES: For information on eligibility requirements for each Scholarship type, please see the Commonwealth Scholarship Guidelines

INPUT FILES: Commonwealth Scholarship (CS)

PREPARED ON: 17 March 2004
Revised: 7 August 2007
Revised: 28 May 2008
Revised: 5 December 2008

ELEMENT NO. 547

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: ELIGIBILITY

ELEMENT NAME: Request for Commonwealth assistance indicator

DESCRIPTION: A code that indicates which request for Commonwealth assistance form the student completed, and what the student's eligibility status was at the time.

CODE FORMAT:

Data Type:	Character
Units:	Code (numeric)
Width:	2

CLASSIFICATION: CODE MEANING

Request for Commonwealth support and HECS-HELP

- 10 Australian citizen
- 11 New Zealand citizen
- 12 Permanent humanitarian visa holder
- 13 Permanent visa holder (other than permanent humanitarian visa)

Request for FEE-HELP assistance

- 31 A student who is an Australian citizen
- 32 A student who holds a permanent humanitarian visa
- 33 A student who holds a permanent visa and who is doing a BOTP course

Request for FEE-HELP assistance – Open Universities Australia (OUA)

- 40 Australian citizen
- 41 Permanent humanitarian visa holder

OS-HELP debt confirmation

- 50 Student who has requested an OS-HELP loan

Request for VET FEE-HELP assistance

- 60 Australian Citizen
- 61 Permanent humanitarian visa holder

CODING NOTES: Higher Education Providers only:

Pre-2005 transitional arrangements ended on 31 December 2008.
From 1 January 2009, higher education students are not reported with a Pre-2005 Request for Commonwealth assistance indicator.

INPUT FILES

Higher Education:	Electronic Commonwealth Assistance Form (PO)
VET:	Electronic Commonwealth Assistance Form (VPO)

PREPARED ON: 18 May 2004
Revised: 28 May 2008
Revised: 05 December 2008

ELEMENT NO. 548

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: CONTRIBUTION-METHOD
ELEMENT NAME: Student contribution payment method
DESCRIPTION: A code indicating a student's contribution payment method

CODE FORMAT: **Data Type:** **Character**
Width: 1 (numeric)

CLASSIFICATION: **CODE** **MEANING**

0	Student is not eligible for HECS-HELP assistance
Student is eligible for HELP assistance and:	
1	Student has elected to make a full up-front payment of student contribution
2	Student has elected to obtain a HECS-HELP loan for all or part of student contribution and wishes to make a partial up-front payment
3	Student has elected to obtain a HECS-HELP loan for all or part of student contribution and does not wish to make a partial up-front payment

CODING NOTES:

INPUT FILES: Electronic Commonwealth Assistance (PO)

PREPARED ON: 21 June 2004

ELEMENT NO. 551

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: SUM-WIN-SCHOOL

ELEMENT NAME: Summer and Winter school indicator

DESCRIPTION: A code indicating if a unit of study is a full-fee summer or winter school unit of study

CODE FORMAT:

Data Type:	Date
Units:	Numeric
Width:	1

CLASSIFICATION:

CODE	MEANING
1	Unit of study is NOT a full-fee summer or winter school unit of study
2	Unit of study is a full-fee summer school unit of study
3	Unit of study is a full fee winter school unit of study

CODING NOTES: **Summer school** units are required to commence no earlier than **1 November** and be completed prior to **1 March** of the following year.

Winter school units are required to commence no earlier than **1 June** and be completed prior to **1 September** of the same year.

INPUT FILES: Load/Liability (LL)
Revised Load/Liability (RL)

PREPARED ON: 10 December 2004
Revised: 19 July 2007
Revised: 5 December 2008

ELEMENT NO. 552

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: ELIGIBILITY SCORE
ELEMENT NAME: Eligibility score
DESCRIPTION: The score determined by the institution as the lowest score at which any student, whether Commonwealth Supported or Domestic Fee-paying, be eligible for consideration for this course, excluding special entry.

CODE FORMAT: **Data Type: Character**
Units: Numeric, right justified with the last two digits provided are interpreted as being after the decimal point when published
Width: 4

CLASSIFICATION: **CODE MEANING**
0000 An eligibility score is not applicable because it is never used as an entrance criterion or part of the selection criteria; or The course is an offshore course.
0001 to 9995 The eligibility score (reported as a common index – see coding notes).

CODING NOTES: The Eligibility Score to be reported is the value for the common index that has been agreed by MCEETYA. The values for the common index will range from 0001 to 9995. The common index is given different names in different states as listed below:

SA/NT - Tertiary Entrance Rank (TER);
VIC - Equivalent National Tertiary Entrance Rank (ENTER);
WA - Tertiary Entrance Rank (TER);
TAS - Tertiary Entrance Rank (TER);
ACT - Universities Admissions Index (UAI);
NSW - Universities Admissions Index (UAI); and
QLD- Interstate Transfer Index

HEPs must provide eligibility score information for their campus according to the postcode location of the campus.

Queensland HEPs may provide an eligibility score for this field.

INPUT FILES: Campus File (CM)

PREPARED ON: 19 April 2005
Revised: 13 December 2007

ELEMENT NO. 553

FIRST YEAR: 2006
LAST YEAR:
FIELD NAME: OS-HELP-COUNTRY-STUDY-PRIMARY
ELEMENT NAME: OS-HELP country of study code - primary
DESCRIPTION: A code representing the primary country at which an OS-HELP recipient will study for a given OS-HELP loan

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

CLASSIFICATION:	CODE	MEANING
	0913 to 9299	Overseas country code from countries classification for OS-HELP recipient who will undertake overseas study
	0000	Pre-2006 OS-HELP loan (no country recorded)

CODING NOTES: Refer to Appendix C – Standard Australian Classification of Countries

The primary country is the country of study in which the student will receive the most credit. If a student receives equal amounts of credit for study in different countries, the primary country is the first country in which the student receives credit.

Any country that the student will visit but will not receive credit for overseas study is disregarded.

INPUT FILES: OS-HELP (OS)

PREPARED ON: 10 October 2005

ELEMENT NO. 554

FIRST YEAR: 2006

LAST YEAR:

FIELD NAME: OS-HELP-COUNTRY-STUDY-SECONDARY

ELEMENT NAME: OS-HELP country of study code - secondary

DESCRIPTION: A code representing the second country at which an OS-HELP recipient will study for a given OS-HELP loan

CODE FORMAT:

Data Type:	Character
Units:	Code (numeric)
Width:	4

CLASSIFICATION:

CODE	MEANING
0913 to 9299	Overseas country code from countries classification for OS-HELP recipient who will undertake overseas study
0001	Student is receiving OS-HELP in respect of only one country (2006 onwards OS-HELP loans)
0000	Pre-2006 OS-HELP loan (no country recorded)

CODING NOTES: Refer to Appendix C – Standard Australian Classification of Countries

The secondary country is the country of study in which the student will receive the second most amount of credit. If a student receives equal amounts of credit for study in different countries, the secondary country is the second country in which the student receives the most credit.

Any country that the student will visit but will not receive credit for overseas study is disregarded.

INPUT FILES OS-HELP (OS)

PREPARED ON: 10 October 2005

ELEMENT NO. 555

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: QLD-ELIGIBILITY-SCORE

ELEMENT NAME: QLD Eligibility score

DESCRIPTION: The score determined by the institution as the lowest score at which any student, whether Commonwealth Supported or Domestic Fee paying, be eligible for consideration for this course, excluding special entry.

CODE FORMAT:

Data Type:	Character
Units:	Code (numeric)
Width:	4

CLASSIFICATION:	CODE	MEANING
	0000	A QLD eligibility score is not applicable because it is never used as an entrance criterion or part of the selection criteria; or The course is an offshore course.
	Nnnn	The QLD eligibility score (reported as the OP/QLD rank – see coding notes).

CODING NOTES: The QLD eligibility score is published as the OP/QLD rank where:

- OP (Overall Position) refers to cut-off information relevant to Queensland Year 12 students. It is a number (Low 25 to High 01) that indicates rank order position based on overall achievement.
- QLD Rank (a number from Low 47 to High 99) refers to the rank calculated from academic or other achievement of the student at the time of admission.

HEPs must provide eligibility score information for their campus according to the postcode location of the campus.

HEPs outside QLD may provide an eligibility score for this field.

INPUT FILES: Campus File (CM)

PREPARED ON: 19 April 2005
Revised: 13 December 2007

ELEMENT NO. 556

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: OFFER-YEAR
ELEMENT NAME: Offer Year
DESCRIPTION: The year in which a course will be/ is being offered.

CODE FORMAT: **Data Type:** **Character**
Units: Numeric
Width: 4

CLASSIFICATION: **CODE** **MEANING**
2006 to 2099 The year in which the course is being offered

CODING NOTES: All courses to be offered in the reference year must be reported. For example, the campus file reported to DEEWR in August 2005, has a reference year of 2006.

HEPs may include courses to be offered beyond the reference year. In these cases the year reported must be the year the course is first offered.

INPUT FILES: Campus File (CM)

PREPARED ON: 19 April 2005

ELEMENT NO. 557

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: TAC-OFFER
ELEMENT NAME: TAC Offer.
DESCRIPTION: The admission centre that handles applications for this course

CODE FORMAT: **Data Type:** **Character**
Units: Alphanumeric, right justified, not mandatory to fill all spaces, unused spaces can be left blank.
Width: 5

CLASSIFICATION:	CODE	MEANING
	Z	Application not managed by a TAC
	Q	apply through QTAC
	S	apply through SATAC
	T	apply through TISC
	U	apply through UAC
	V	apply through VTAC

CODING NOTES: Permissible values are restricted to any combination of 'QSTUV' or 'Z', ranging from a single value to any combination of the 5.

For example, QUV would indicate that applications are handled by QTAC, UAC or VTAC. A prospective student can apply to any one of these organisations for this course.

If application for a course is not managed by a TAC the field must be 'Z'

INPUT FILES: Campus File (CM)

UPDATED ON: 8 July 2005

ELEMENT NO. 558

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: UNIT-HELP-DEBT
ELEMENT NAME: Unit of study HELP Debt
DESCRIPTION: The HELP debt amount due for a unit of study

CODE FORMAT: **Data Type:** Integer
Units: Numeric, right justified with leading and trailing zeros if needed
Width: 8

CLASSIFICATION: **CODE** **MEANING**
00000000 No Help debt for unit of study
00000001 to 99999999 Liability amount including cents

CODING NOTES: Values less than 10000000 must have leading and trailing zeros, NOT spaces. For example, \$585 is to be expressed as "00058500" and \$585:45 is to be expressed as "00058545".

PLEASE NOTE:

The amount reported should reflect the correct value for this element at the time of reporting, and should reflect what the provider has told the student. DEEWR will validate this for consistency with all data for a student/course/unit of study census date.

Calculating the Unit of study HELP debt

1. Student has no HELP Debt for the unit of study:

If the value for Element 490 is **not**:

201, 220, 230, 231, 232, 233 401, 402, or 403,

then the value for Element 558 (Unit of study HELP debt) must be "**00000000**".

2. Student has HELP debt for the Unit of study

(i) HECS-HELP (Higher education Commonwealth supported students only)

- If Element 490 (Student status code) = 201 then calculate the "real value" of Element 381 (Amount paid up front) thus:

For all records for a student/course/unit of study census date, and a value for Element 490 (Student status code) of 201, or 202, sum all values for Element 381 (Amount paid up front) and Element 384 (Total amount charged), then;

- If the sum of all values of Element 381 (Amount paid up front) is greater than or equal to \$500, or is less than \$500 and is equal to 80% of the sum of all values for Element 384 (Total amount charged), then the "real value" of Element 381 for each unit is (the value of

- Element 381 for that unit multiplied by 1.25)
- If the sum of all values of Element 381 (Amount paid up front) is less than \$500, and less than 80% of the sum of all values for Element 384 (Total amount charged), then the “real value” of Element 381 for each unit is equal to the value of Element 381 for that unit.
 - To get the value of E558 (Unit of study HELP debt). Subtract the “real value” of Element 381 for the unit from the value of Element 384 (Total amount charged) for the unit.

(ii) **FEE-HELP and VET FEE-HELP**

- If Element 490 (Student status code) equals 230, 231, 232, 233, 401, 402 or 403 and Element 381 (Amount paid up front) is less than Element 384 (Total amount charged), then the value of E558 (Unit of study HELP debt) is calculated thus:

Subtract Element 381 (Amount paid up front) from Element 384 (Total amount charged).

INPUT FILES: Higher Education: Student Load/Liability (LL) & Revised Student Load/Liability (RL)
VET: Student Load/Liability (VLL) & Revised Student Load/Liability (VRL)

PREPARED ON: 24 March 2005
Revised: 05 December 2008

ELEMENT NO. 559

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: COURSE-CAMPUS-POSTCODE
ELEMENT NAME: Course campus postcode
DESCRIPTION: The Australian postcode or overseas country code of the delivery location/
campus of the Higher Education Provider where the course is being offered

CODE FORMAT: **Data Type:** **Character**
Units: Code (alphanumeric)
Width: 5

CLASSIFICATION: **CODE** **MEANING**
X1200 to X9299 Overseas country code from countries classification
A0001 to A9998 Australian Postcode

CODING NOTES: This code must reflect the Australian postcode or overseas country code of
the campus/delivery location of the Provider where the course is being
offered
Refer to:
Appendix B – Australian Postcodes
Appendix C – Standard Australian Classification of Countries

INPUT FILES: Higher Education: Campus File (CM)

PREPARED ON: 10 February 2005
Revised: 05 December 2008

ELEMENT NO. 560

FIRST YEAR: 2008
LAST YEAR:
FIELD NAME: CREDIT-USED
ELEMENT NAME: Credit used value
DESCRIPTION: A code which records the cumulative total EFTSL value of credit/RPL used at the reporting date towards the total requirements of the course, for all students with a commencement date of 2008 or later.

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

CLASSIFICATION:	CODE	MEANING
	0000	A student commencing from 2008 onwards for whom no credit/RPL was used, or a student who commenced prior to 2008
	0001 to 9999	A student commencing from 2008 onwards: the EFTSL value of the credit/RPL used at the reporting date towards the total requirements of the course over all its stages.

CODING NOTES: This elements should report the sum total value of all credit/RPL used by a student toward their current course, at the reporting date.

The value reported in this element must be less than or equal to the value reported in Element 565.

Credit used refers to credit/RPL allocated or applied to record units as completed against the course's total requirements *or* to reduce the overall requirements for completing the course.

INPUT FILES: Higher Education: Student Enrolment (EN)
VET: Student Enrolment (VEN)

PREPARED ON: 18 December 2006
Revised: 05 December 2008

ELEMENT NO. 561

FIRST YEAR: 2008
LAST YEAR:
FIELD NAME: CREDIT-BASIS
ELEMENT NAME: Details of prior study for which credit/RPL was offered
DESCRIPTION: A code that records the nature of the study for which credit /RPL was offered, for all students with a commencement date of 2008 or later.

CODE FORMAT:

Data Type:	Character
Units:	Code (numeric)
Width:	4

CLASSIFICATION:	CODE	MEANING
	0000	No credit/RPL was offered
	0100	Credit/RPL was offered for prior higher education study only
	0200	Credit/RPL was offered for prior VET study only
	0300	Credit/RPL was offered for a combination of prior higher education and VET study
	0400	Credit/RPL was offered for study undertaken at an education provider outside Australia
	0500	Credit/RPL was offered for work experience undertaken inside or outside Australia
	0600	Other

CODING NOTES:

If 0100 element 566 must be recorded

If 0200 elements 562, 563 and 564 must be recorded

If 0300 element 566 and elements 562, 563 and 564 must be recorded.

Where credit/RPL was offered on a combination of codes (other than a combination of higher education and VET), then the code to be assigned is for the study contributing most toward the total credit.

Where credit/RPL offered on a combination of codes is equal:

- If VET is included, report the VET EFTSL
- If VET is not included, report the total EFTSL for credit offered as "other" 0600

INPUT FILES:

Higher Education:	Student Enrolment (EN)
VET:	Student Enrolment (VEN)

PREPARED ON: 18 December 2006
Revised: 19 July 2007
Revised: 05 December 2008

ELEMENT NO. 562

FIRST YEAR: 2008
LAST YEAR:
FIELD NAME: FIELD-DETAILS
ELEMENT NAME: Field of education of prior VET study for which credit/RPL was offered
DESCRIPTION: A code that records details of the field of education of the VET study for which credit/RPL was offered, for all students with a commencement date of 2008 or later.

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

CLASSIFICATION: **CODE** **MEANING**
0000 No credit was offered for VET
0101 - 1299 Field of Education Classification

CODING NOTES: Where the student has more than one VET qualification or period of study, the details should be recorded for whichever qualification or study contributed the most credit

Refer to Appendix E – Field of Education Classification

INPUT FILES: Higher Education: Student Enrolment (EN)
VET: Student Enrolment (VEN)

PREPARED ON: 18 December 2006
Revised: 19 July 2007
Revised: 05 December 2008

ELEMENT NO. 563

FIRST YEAR: 2008
LAST YEAR:
FIELD NAME: LEVEL-DETAILS
ELEMENT NAME: Level of education of prior VET study for which credit/RPL was offered
DESCRIPTION: A code that records details of the level of the Vocational and Technical Education study for which credit/RPL was offered, for all students with a commencement date of 2008 or later.

CODE FORMAT:

Data Type:	Character
Units:	Code (numeric)
Width:	3

CLASSIFICATION:

CODE	MEANING
000	No credit/RPL was offered for VET Based on the Australian Standard Classification of Education (ASCED) detailed 3 digit code identifying the level of education as follows:
VOCATIONAL GRADUATE LEVEL*	
001	Vocational Graduate Certificate
002	Vocational Graduate Diploma
ADVANCED DIPLOMA LEVEL	
411	Advanced Diploma
412	Statement of Attainment at Advanced Diploma Level
415	Bridging and Enabling Course at Advanced Diploma
DIPLOMA LEVEL	
421	Diploma
422	Statement of Attainment at Diploma level
423	Bridging and Enabling Course at Diploma level
CERTIFICATE III and IV LEVEL	
511	Certificate IV
512	Statement of Attainment at Certificate IV level
513	Bridging and Enabling Course at Certificate IV level
514	Certificate III
515	Statement of Attainment at Certificate III level
516	Bridging and Enabling Course at Certificate III level

CERTIFICATE I and II LEVEL

521	Certificate II
522	Statement of Attainment at Certificate II level
523	Bridging and Enabling Course at Certificate II level
524	Certificate I
525	Statement of Attainment at Certificate I level

OTHER

999	Other qualification, not elsewhere classified
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CODING NOTES: Where the student has more than one VET qualification or period of study, the details should be recorded for which ever qualification or study contributed the most credit/RPL.

For pre-AQF qualifications, allocate the code for the most closely aligned level of qualification.

*ASCED does not currently include codes for new vocational graduate qualifications. Nominal codes have been included in this list for use until the classification is updated.

INPUT FILES: Higher Education: Student Enrolment (EN)
VET: Student Enrolment (VEN)

PREPARED ON: 18 December 2006
Revised: 19 July 2007
Revised: 05 December 2008

ELEMENT NO. 564

FIRST YEAR: 2008

LAST YEAR:

FIELD NAME: PROVIDER-TYPE-DETAILS

ELEMENT NAME: Type of provider where VET study was undertaken

DESCRIPTION: A code that denotes the type of Vocational and Technical Education provider with whom the qualification or study for which credit/RPL was offered was undertaken, for all students with a commencement date of 2008 or later.

CODE FORMAT:

Data Type:	Character
Units:	Code (numeric)
Width:	2

CLASSIFICATION:	CODE	MEANING
	00	No credit/RPL was offered for VET
	10	University
	19	Other Higher Education Provider
	20	TAFE
	21	High School or Australian Technical College
	29	Other VET provider
	90	Not elsewhere categorised

CODING NOTES: Where the student has more than one VET qualification or period of study, the details should be recorded for whichever qualification of study contributed the most credit/RPL.

INPUT FILES:	Higher Education:	Student Enrolment (EN)
	VET:	Student Enrolment (VEN)

PREPARED ON: 18 December 2006
Revised: 19 July 2007
Revised: 05 December 2008

ELEMENT NO. 565

FIRST YEAR: 2008
LAST YEAR:
FIELD NAME: CREDIT-OFFERED
ELEMENT NAME: Credit Offered Value
DESCRIPTION: A code which records the cumulative total EFTSL value of credit/RPL **offered** at the reporting date towards the total requirements of the course, for all students with a commencement date of 2008 or later.

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

CLASSIFICATION: **CODE** **MEANING**
0000 A student commencing from 2008 onwards to whom no credit/RPL was offered, or a student who commenced prior to 2008
0001 to 9999 A student commencing from 2008 onwards: The EFTSL value of the credit/RPL offered at the reporting date towards the total requirements of the course.

CODING NOTES: This element should report the sum total value of all credit/RPL offered to a student toward their current course, at the reporting date.

The value in this element must be greater than or equal to the value reported in E560.

Unless a student is coded 0000, further details of credit must be recorded in E561.

INPUT FILES: Higher Education: Student Enrolment (EN)
VET: Student Enrolment (VEN)

PREPARED ON: 19 July 2007
Revised: 05 December 2008

ELEMENT NO. 566

FIRST YEAR: 2008
LAST YEAR:
FIELD NAME: CREDIT-INST
ELEMENT NAME: Credit /status Higher Education provider code
DESCRIPTION: A code indicating the **Higher Education Provider** where the studies for which the credit/RPL was offered were undertaken, for all students with a commencement date of 2008 or later.

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

CLASSIFICATION: **CODE** **MEANING**
0000 No higher education credit offered
1000 to 6000: **Higher Education Provider** code where credit/RPL was offered on the basis of prior higher education studies undertaken at that **Higher Education Provider** in Australia
9999 Higher Education Provider is not listed in Appendix A

CODING NOTES: Choose the provider that contributed the most higher education credit.

If higher education contributed to credit in combination with VET, record the higher education provider in this element and complete elements 562, 563 and 564 for the VET credit.

Refer to Appendix A: Higher Education Providers Codes and Names .

INPUT FILES: Higher Education: Student Enrolment (EN)
VET: Student Enrolment (VEN)

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

ELEMENT NO. 567

FIRST YEAR: 2008
LAST YEAR:
FIELD NAME: Scholarship Variation code
ELEMENT NAME: Scholarship Variation code
DESCRIPTION: This code indicates the purpose of the student scholarship record.

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

CLASSIFICATION:	CODE	MEANING
	0	Original record
	1	Modify record
	2	Delete record

CODING NOTES: This is a mandatory field.

Use the Scholarship Variation code '0' for the first time a record is reported to DEEWR

Use the Scholarship Variation code '1' to modify a previously reported record.

Use the Scholarship Variation code '2' to Delete a previously reported record.

Note: For codes '1' and '2' the submitted record must match exactly with a previously submitted record held on the HEIMS database.

This match is made on the values for the Unique Identifier for the specific file type.

INPUT FILES: Commonwealth Scholarship (CS)
Past Course Completions (PS)
Unit of Study Completions (CU)

PREPARED ON: 16 August 2007
Revised: 16 October 2007.
Revise: 28 May 2008

ELEMENT NO. 568

FIRST YEAR: 2008

LAST YEAR:

FIELD NAME: POSTAL ADDRESS – SCHOLARSHIP POSTCODE

ELEMENT NAME: Postal Address – Scholarship Postcode

DESCRIPTION: The Australian or overseas postcode of the postal address for correspondence to be sent to the student

CODE FORMAT:

Data Type:	Character
Units:	Code (alphanumeric), left justified with trailing spaces where needed
Width:	10

CLASSIFICATION:

CODE	MEANING
Any Data	Postcode of the postal address

CODING NOTES: All characters must be A-Z a-z 0-9 & ' / - () (space)

If the address is in Australia then this value must be a valid Australian Postcode reported left justified with trailing blanks i.e. 0001**bbbb** to 9999**bbbb**.

Where **bbbb** = 6 spaces

If the address is overseas, then the reported Postcode can be up to 10 digits. This should be left justified and any unused characters must be filled with trailing blanks as above.

INPUT FILES: Commonwealth Scholarships (CS)

PREPARED ON: 10 October 2007

ELEMENT NO. 569

FIRST YEAR: 2009

LAST YEAR:

FIELD NAME: CAMPUS-OP-TYPE

ELEMENT NAME: Type of Operation of Campus

DESCRIPTION: A code which identifies the type of arrangement through which an offshore course is being delivered.

CODE FORMAT: **Data Type:** **Data**
Units: Numeric
Width: 2

CLASSIFICATION:	CODE	MEANING
	00	Course is not delivered offshore
		Course is delivered fully or partially offshore and is delivered through:
	01	a stand-alone arrangement
	02	a partnership arrangement

CODING NOTES: A stand-alone arrangement: The course, curriculum, teaching and the provision of learning support and infrastructure is the sole responsibility of the Australian institution.

Partnership arrangement: an arrangement in which the responsibility for the course curriculum, teaching, and learning support and infrastructure is shared with other entities, such as through partnerships with other institutions or entities, sub-contracting of services, or franchising. The Australian provider has responsibility for academic oversight of the arrangement.

Where a course is delivered through more than one type of operation at a campus the principal arrangement is reported.

An offshore course is a course that is offered fully or partially offshore. Courses that are offered from within Australia through distance education are not considered to be offshore courses.

INPUT FILES: Campus file (CM)

PREPARED ON: 13 December 2007

ELEMENT NO. 570

FIRST YEAR: 2009
LAST YEAR:
FIELD NAME: OFFSHORE-MODE
ELEMENT NAME: Principal Mode of Delivery of Offshore Course

CODE FORMAT: Data Type: Data
Units: Numeric
Width: 2

CLASSIFICATION:	CODE	MEANING
	00	Course is not an offshore course Course is delivered offshore and mode of delivery is:
	01	Internal
	02	External – with face-to-face component
	03	External – with no face-to-face component
	04	Multi-modal

CODING NOTES:

Internal mode of delivery: course delivery is principally face to face, requiring regular attendance at a provider or follows an agreed schedule for the purposes of supervision.

External mode of delivery – with face-to-face component: courses offered via distance education, online learning or correspondence, with compulsory attendance at classes during certain blocks of time.

External mode of delivery – with no face-to-face component: courses offered via distance education, online learning or correspondence, with no compulsory face-to-face component.

Multi modal delivery: delivery is organised comparatively equally between internal and external modes of delivery.

Where a course is delivered in more than one mode at a campus the main mode of delivery is reported.

An offshore course is a course that is offered fully or partially offshore. Courses that are offered from within Australia through distance education are not considered to be offshore courses.

INPUT FILES: Campus file (CM)

PREPARED ON: 13 December 2007

ELEMENT NO. 571

FIRST YEAR: 2009

LAST YEAR:

FIELD NAME: OFFSHORE-DELIVERY

ELEMENT NAME: Offshore Delivery Indicator

DESCRIPTION: A code which identifies whether a course is delivered partially or fully offshore.

CODE FORMAT: **Data Type:** **Data**
Units: Numeric
Width: 2

CLASSIFICATION:	CODE	MEANING
	00	Course is delivered in Australia only
	01	Course is delivered partially offshore
	02	Course is delivered fully offshore

CODING NOTES: A course which is coded as 01 or 02 may also be delivered in Australia.

Where a course is delivered in more than one form at a campus the main form of delivery is reported.

INPUT FILES: Campus file (CM)

PREPARED ON: 13 December 2007

ELEMENT NO. 572

FIRST YEAR: 2009
LAST YEAR:
FIELD NAME: YEAR LEFT SCHOOL
ELEMENT NAME: Year Left School
DESCRIPTION: A code that identifies the year in which a commencing domestic student left secondary education

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

CLASSIFICATION:	CODE	MEANING
	0000	Overseas student.
	0001	Not a commencing student
	YYYY	A commencing student who completed final year of secondary education in the year YYYY.
	9997	A commencing student who completed final year of secondary education but no information is available on the year of completion.
	9998	A commencing student who did not complete final year of secondary education.
	9999	A commencing student with no information on secondary education

CODING NOTES: Final year of secondary education is the equivalent of Year 12.

INPUT FILES: Student Enrolment (EN)

PREPARED ON: 28 May 2008