



Australian Government

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

University Applications and Offers Data Collection



2011 Data Elements

**2011 Data Requirements
Ministerial Notice: 30 November 2009
Issue 5 November 2010**

ELEMENT NO. 306

FIRST YEAR: 2010
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: Use to code a student's preference of HEP for course application submitted

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

INPUT FILES: Applications and Offers: Preference Details (PD)
Offer Details (OD)

PREPARED ON: 20 April 2004
REVISED: 5 December 2008
30 November 2009

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 310

FIRST YEAR: 2011

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
21	Diploma
22	Other undergraduate award course
30	Enabling course
41	Cross Institutional program for undergraduate courses at home Higher Education Provider
42	Cross Institutional 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 VET FEE-HELP are only to use codes 20 (Advanced Diploma), 21 (Diploma), 80 (Vocational Graduate Certificate) or 81 (Vocational Graduate Diploma).

Tertiary Administration Centres (TAC) only:

Use code 99 for "Course below Diploma (AQF terminology)/Associate diploma (pre-AQF terminology)" (e.g. other VET courses). Refer Application and Offers Technical Specifications for more information.

INPUT FILES:

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

PREPARED ON:

22 April 2004

REVISED:

05 December 2008
26 November 2009
03 September 2010
05 November 2010

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 314

FIRST YEAR: 2009

LAST YEAR:

FIELD NAME: DATE-OF-BIRTH

ELEMENT NAME: Date of birth

DESCRIPTION: The day, month and year of birth of the student/applicant

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 **students / applicants**.

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

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

Applications and Offers: Applicant Details (AD)

VET Commonwealth Assisted Students (VDU)
Student Enrolment (VEN)
Electronic Commonwealth Assistance Form (VPO)

PREPARED ON: 18 May 2004

REVISED: 05 December 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 315

FIRST YEAR: 2009
LAST YEAR:
FIELD NAME: GENDER
ELEMENT NAME: Gender code
DESCRIPTION: A code which identifies the sex of a student/applicant

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 Provider/VET Provider/TAC:

CODE	MEANING
U	No information

Providers/TACS should make a determination of the gender of the **student/applicant** where the information has not been provided.

INPUT FILES:

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

PREPARED ON: 22 August 1997
REVISED: 05 December 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 316

FIRST YEAR: 2009
LAST YEAR:
FIELD NAME: ABORIG-TORRES
ELEMENT NAME: Aboriginal and Torres Strait Islander code
DESCRIPTION: A code which identifies whether or not the student/applicant 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

CODING NOTES:

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

PREPARED ON: 12 March 1999
REVISED: 05 December 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 320

FIRST YEAR: 2009

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/applicant'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/applicant** comes from, and not a temporary semester/term address.

Overseas **students/applicants** 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)
Applications and Offers: Application Details (AD)
VET: Student Enrolment (VEN)

PREPARED ON: 13 November 1998

REVISED: 05 December 2008

See Glossary under “Element” for explanation of all terms

ELEMENT NO. 327

FIRST YEAR: 2009

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 a **student** admission to the current **course**, OR a Higher Education Provider granting an offer/admission to an **applicant** in a 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:
OR

an **applicant** who is granted an offer 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

For use by Tertiary Admission Centres only:

99 Basis for admission not specified

CODING NOTES:

INPUT FILES: Higher Education: Student Enrolment (EN)
Applications and Offers: Offer Details (OD)
VET: Student Enrolment (VEN)

PREPARED ON: 10 February 2003

REVISED: 05 December 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 329

FIRST YEAR: 2009

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 OR the **mode of attendance** for a preference or offered course as indicated by an **applicant**

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 ALL units of study have been completed either solely through the Open Universities Australia (OUA) or through the OUA and another Higher Education Provider |
| 5 | 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 Higher Education Provider:

CODE MEANING

- | | |
|---|----------------|
| 9 | No information |
|---|----------------|

Higher Education Data Collection 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.

Applications and Offers Data Collection only:

For the Preference Details File and Offer Details File: when no information is available on an applicant's mode of attendance preference but:

- the course itself only provides **internal** attendance options report as "1"
- the course itself only provides **external** attendance options report

- as “2”
- the course provides both internal and external attendance options report as b

INPUT FILES:

Higher Education:	Student Load/Liability (LL) & Revised Student Load/Liability (RL) Past Course Completions (PS)
Applications and Offers:	Preference Details (PD) Offer Details (OD)
VET:	Student Load/Liability (RLL) & Revised Student Load/Liability (VRL)

PREPARED ON: 16 June 2004

REVISED: 05 December 2008

See Glossary under “Element” for explanation of all terms

ELEMENT NO. 347

FIRST YEAR: 2010
LAST YEAR:
FIELD NAME: YEAR-ARRIVAL
ELEMENT NAME: Year of arrival in Australia
DESCRIPTION: The year in which a student/applicant 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/Applicant never arrived in Australia
0001	Student/Applicant was born in Australia
	Student/Applicant not born in Australia and year of arrival in Australia:
1900 to 2099	<ul style="list-style-type: none">• year of arrival in YYYY format
A998	<ul style="list-style-type: none">• no information on year of arrival
A999	No information on whether student/applicant was born in Australia or not

CODING NOTES:

INPUT FILES: Higher Education: Past Course Completions (PS)
Student Enrolment (EN)
Applications and Offers: Application Details (AD)
VET: Student Enrolment (VEN)

PREPARED ON: 16 July 1999
REVISED: 05 December 2008
26 November 2009

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 348

FIRST YEAR: 2009

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/applicant'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/Applicant speaks only English at permanent home residence
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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/applicant

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

To record that a **student/applicant** 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)
Applications and Offers:	Application Details (AD)
VET:	Student Enrolment (VEN)

PREPARED ON: 13 November 1998

REVISED 19 July 2007

05 December 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 358

FIRST YEAR: 2009

LAST YEAR:

FIELD NAME: CITIZEN-RESIDENT

ELEMENT NAME: Citizen/resident indicator

DESCRIPTION: A code indicating a student's/applicant'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/Applicants** with permanent humanitarian visa
- 3 **Students/Applicants** with Permanent visa other than Permanent humanitarian visa
- 4 **Student/Applicant** 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/applicant is residing outside Australia during the unit of study/time of application

CODING NOTES: The following additional codes are used in DEEWR datasets but are not reported by higher education providers / Institutions.

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)
Applications and Offers: Application Details (AD)
VET: Student Load/Liability (VLL) & Revised Student Load/Liability (VRL)

PREPARED ON: 4 March 2004

REVISED: 05 December 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 369

FIRST YEAR: 2010

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 OR an **applicant** applying for 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 who meets both these criteria:

- is a domestic **student**; and
- completed the major Year 12 examination in the current year or prior year in any Australian State/Territory

OR

Tertiary entrance score (reported as a common index– see coding notes) for an **applicant** applying for an undergraduate award course who meets both these criteria:

- is a domestic **applicant**; and
- is attempting or completed an Australian Year 12 qualification in the most recent major examinations

998 A **student** commencing an undergraduate award course OR an **applicant** applying for an undergraduate award 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.

Higher Education Student Data Collection only:

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.

For the Student Enrolment file, if data other than “001” are reported for non-commencing students, this data will be ignored during edit validations.

INPUT FILES:	Higher Education Student Data Collection:	Student Enrolment (EN)
	Applications and Offers Data Collection:	Application Details (AD)

PREPARED ON: 4 September 1998

REVISED: 05 December 2008

See Glossary under “Element” for explanation of all terms

ELEMENT NO. 402

FIRST YEAR: 2009

LAST YEAR:

FIELD NAME: STUDENT-SURNAME

ELEMENT NAME: Student surname

DESCRIPTION: The surname of the **student/applicant**.

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

Units: Text, left justified with trailing blanks if needed

Width: 30

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

Any data Text provided by the **student/applicant**

CODING NOTES:

INPUT FILES: Higher Education: Commonwealth Assisted Students (DU) &
Revised Commonwealth Assisted Students (DU)
Electronic Commonwealth Assistance (PO)
Commonwealth Scholarship (CS)
Applications and Offers: Application Details (AD)
VET: Commonwealth Assisted Students (VDU) &
Revised Commonwealth Assisted Students (VDU) Electronic Commonwealth Assistance Form (VPO)

PREPARED ON: 4 April 2001

REVISED: 05 December 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 403

FIRST YEAR: 2009
LAST YEAR:
FIELD NAME: STUDENT-GIVEN1
ELEMENT NAME: Student given name - first
DESCRIPTION: The first given name of the **student/applicant**

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/applicant**

CODING NOTES:

INPUT FILES: Higher Education: Commonwealth Assisted Students (DU)
Electronic Commonwealth Assistance Form (PO)
Commonwealth Scholarships (CS)
Applications and Offers: Application Details (AD)
VET: Commonwealth Assisted Students (VDU)
Electronic Commonwealth Assistance Form (VPO)

PREPARED ON: 4 April 2001
REVISED: 05 December 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 404

FIRST YEAR: 2009

LAST YEAR:

FIELD NAME: STUDENT-OTHERNAM

ELEMENT NAME: Student given name - others

DESCRIPTION: The other given name or names of the **student/applicant**

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

Units: Text, left justified with trailing blanks if needed

Width: 30

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

Any data Text provided by the **student/applicant**

CODING NOTES:

INPUT FILES: Higher Education: Commonwealth Assisted Students (DU)
Electronic Commonwealth Assistance Form (PO)
Applications and Offers: Application Details (AD)
VET: Commonwealth Assisted Students (VDU) &
Electronic Commonwealth Assistance Form (VPO)

PREPARED ON: 4 April 2001

REVISED: 05 December 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 406

FIRST YEAR: 2009
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/applicant

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/applicant**

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)
Applications and Offers: Application Details (AD)
VET: Commonwealth Assisted Students (VDU)

PREPARED ON: 24 August 1988
REVISED: 05 December 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 407

FIRST YEAR: 2009
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/applicant

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/applicant**

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)
Applications and Offers: Application Details (AD)
VET: Commonwealth Assisted Students (VDU)

PREPARED ON: 24 August 1988
REVISED: 05 December 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 409

FIRST YEAR: 2009

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/applicant**

CODE FORMAT:

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

CLASSIFICATION:

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

CODING NOTES: Refer to: Appendix B – Australian Postcodes

INPUT FILES:

Higher Education:	Commonwealth Assisted Students (DU Electronic Commonwealth Assistance Form (PO))
Applications and Offers:	Application Details (AD)
VET:	Commonwealth Assisted Students (VDU)

PREPARED ON: 21 March 2002

REVISED: 05 December 2008

See Glossary under “Element” for explanation of all terms

ELEMENT NO. 461

FIRST YEAR: 2009
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)
Applications and Offers: Preference Details (PD)
Offer Details (OD)
VET: Course of Study (VCO)

PREPARED ON: 7 July 2000
REVISED: 05 December 2008

See Glossary under “Element” for explanation of all terms

ELEMENT NO. 462

FIRST YEAR: 2009

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 a non-award course or is an OUA unit
010000 to 129999	Field of education code

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: Higher Education: Course of Study (CO)
Applications and Offers: Preference Details (PD)
Offer Details (OD)

PREPARED ON: 7 July 2000

REVISED: 05 December 2008

See Glossary under “Element” for explanation of all terms

ELEMENT NO. 466

FIRST YEAR: 2009

LAST YEAR:

FIELD NAME: POSTAL ADDRESS SUBURB/TOWN

ELEMENT NAME: Postal address - suburb/town

DESCRIPTION: Postal Address Suburb/Town for the student/applicant

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/applicant**

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

Else if address is not in Australia then 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)
Commonwealth Scholarships (CS)

Applications and Offers: Application Details (AD)

VET: Commonwealth Assisted Students (VDU)

PREPARED ON: 21 August 2000

REVISED: 05 December 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 467

FIRST YEAR: 2010

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/applicant 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/applicant is an overseas country, the field is to be ~~bbb~~ (3 spaces).

Codes need to be entered in UPPER CASE.

INPUT FILES: Higher Education: Commonwealth Assisted Students (DU)
Electronic Commonwealth Assistance (PO)
Commonwealth Scholarships (CS)
Applications and Offers: Application Details (AD)
VET: Commonwealth Assisted Students (VDU)

PREPARED ON: 21 August 2000

REVISED: 05 December 2008
30 November 2009

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 468

FIRST YEAR: 2009

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/applicant

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)
Applications and Offers: Application Details (AD)
VET: Commonwealth Assisted Students (VDU)

PREPARED ON: 15 September 2000

REVISED: 05 December 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 493

FIRST YEAR: 2009

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 OR an **applicant's** highest **educational participation and last year of participation** as reported on an application.

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

CLASSIFICATION :	CODE	MEANING
	000000	Overseas student
	010000	Not a commencing student A commencing domestic student for whom highest educational participation and last year of participation prior to commencement is OR an applicant's highest educational participation as reported on their application is:
	02YYYY	<ul style="list-style-type: none">• A complete Higher education postgraduate level course
	03YYYY	<ul style="list-style-type: none">• A complete Higher education bachelor level course
	04YYYY	<ul style="list-style-type: none">• A complete Higher education sub-degree level course
	05YYYY	<ul style="list-style-type: none">• An incomplete Higher education course
	07YYYY	<ul style="list-style-type: none">• A complete final year of secondary education course at school or through a Registered Training Organisation
	08YYYY	<ul style="list-style-type: none">• other qualification, complete or incomplete
	090000	<ul style="list-style-type: none">• No prior educational attainment
	10YYYY	<ul style="list-style-type: none">• A complete VET award course
	11YYYY	<ul style="list-style-type: none">• 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/applicant 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)
Applications and Offers: Application Details (AD)
VET: Student Enrolment (VEN)

PREPARED ON: 7 November 2003

REVISED: 6 May 2004

18 December 2006
19 July 2007
05 December 2008

See Glossary under “Element” for explanation of all terms

ELEMENT NO. 559

FIRST YEAR: 2009
LAST YEAR:
FIELD NAME: COURSE-CAMPUS-POSTCODE
ELEMENT NAME: Course campus postcode
DESCRIPTION: The Australian postcode or overseas country code location of the delivery location/campus of the Higher Education /VET provider where the course is being offered

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

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

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

Higher Education Student and VET data collections

This code must reflect the Australian postcode or overseas country code of the campus of the Provider where the course is being offered.

Applications and Offers data collection only

For the Preference Details and Offer Details Files, this code must reflect the Australian postcode or overseas country code of the campus of the Higher Education Provider where the applicant would be primarily undertaking the course of study. Where possible, the postcode should reflect the location of the campus rather than the postal address. If course is taken externally or location is not specified, then the postcode to be reported is that of the campus of the institution from where the course is administered.

INPUT FILES: Higher Education: Campus File (CM)
 Applications and Preference Details (PD)
 Offers: Offer Details (OD)

PREPARED ON: 10 February 2005
REVISED: 05 December 2008

See Glossary under “Element” for explanation of all terms

ELEMENT NO. 700

FIRST YEAR: 2010

LAST YEAR:

FIELD NAME: APPLICATION ID

ELEMENT NAME: Application identification code

DESCRIPTION: A code that uniquely identifies an application as assigned by the institution or admissions centre during the application phase

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

CLASSIFICATION: **CODE** **MEANING**
Any data Code assigned by the TAC or HEP

CODING NOTES: First character must not be a space.

No more than one data record in the Application Details File may have the same Application identification code from a submitter at a single Submission Date

Different individual applicants may have the same Application identification code in the Application Details File in different submission years

An individual applicant may have multiple Application identification codes in the Application Details File in a single submission year and in different submission years

INPUT FILES: Applications and Offers: Application Details (AD)
Preference Details (PD)
Offer Details (OD)

PREPARED ON: 13 October 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 701

FIRST YEAR: 2010

LAST YEAR:

FIELD NAME: APP-STATUS

ELEMENT NAME: Application status

DESCRIPTION: A code to indicate the current status of the application

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

CLASSIFICATION:	CODE	MEANING
	1	Current application
	2	Application withdrawn by applicant

CODING NOTES: Records are not included in respect of applications cancelled/withdrawn by the higher education provider or admissions centre as duplicate applications or because the applicant is deceased or has falsified documentation or for other administrative reasons

INPUT FILES: Applications and Offers: Application Details (AD)

PREPARED ON: 13 October 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 702

FIRST YEAR: 2009

LAST YEAR:

FIELD NAME: Y12-RESULT-TYPE

ELEMENT NAME: Australian Year 12 result type code

DESCRIPTION: A code indicating the type of principal Australian Year 12 qualification (including International Baccalaureate) attempted by an applicant in the current year

CODE FORMAT:

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

CLASSIFICATION:	CODE	MEANING
	01	Australian Capital Territory Year 12 Certificate
	02	New South Wales Higher School Certificate
	03	Queensland Certificate of Education
	04	South Australian Certificate of Education or Northern Territory Certificate of Education
	05	Tasmanian Certificate of Education
	06	Victorian Certificate of Education
	07	Western Australian Certificate of Education
	08	International Baccalaureate
	09	Not Applicable as not a current Year 12 applicant or Year 12 qualification not to be reported (as listed below in notes)
	10	No information

CODING NOTES: Current year means the year in which the most recent Australian State and Territory school-leaver cohort completed Year 12 i.e. the year immediately prior to the reference year for the detailed collections

For the preliminary collection, this element should reflect the Year 12 qualification being attempted

Only one qualification is to be reported in cases where an application is made by an individual with more than one current Australian Year 12 qualification.

The following qualifications are coded as '09': Victorian Certificate of Applied Learning, Accelerated Christian Education and Rudolf Steiner/Waldorf Education

QCE ('03') may also be used for the Queensland Senior Certificate by internal examination but the Queensland Senior Certificate by external examination is excluded

International Baccalaureate qualifications are coded '08' for all students who are confirmed by the Australian Office of the International Baccalaureate Organisation (regardless of whether the qualification was achieved at an onshore Australian school)

INPUT FILES: Applications and Offers: Application Details (AD)

PREPARED ON: 13 October 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 705

FIRST YEAR: 2010

LAST YEAR:

FIELD NAME: DATE OFFERED

ELEMENT NAME: Date offered

DESCRIPTION: The date on which an offer of admission in a course was made to an applicant

CODE FORMAT: **Data Type:** **Date**

Units: YYYYMMDD, right justified (in each subfield) with a leading zero (in each subfield) if needed

Width: 8 (1 four-digit subfield and 2 two-digit subfields)

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

YYYYMMDD Date offer made in YYYYMMDD format

CODING NOTES: Where the date offered cannot be provided report the reference date

YYYYMMDD format: 1st 4 digits - Year sub-field (e.g. 2010)

2nd 2 digits - Month sub-field (e.g. 01)

3rd 2 digits - Day sub-field (e.g. 15)

INPUT FILES: Applications and Offers: Offer Details (OD)

PREPARED ON: 13 October 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 709

FIRST YEAR: 2010

LAST YEAR:

FIELD NAME: INTAKE DATE

ELEMENT NAME: Intake date

DESCRIPTION: The calendar month and year in which the course will potentially commence for which the applicant has a preference or in which an offer has been made

CODE FORMAT: **Data Type:** **Date**

Units: YYYYMM, right justified (in each subfield) with a leading zero (in each subfield) if needed

Width: 6 (1 four-digit subfield and 1 two-digit subfield)

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

YYYYMM Date course commences in YYYYMM format

CODING NOTES: For the purpose of the Application and Offers collection, the intake date is the date the course commences which may differ to the date the student first starts studying in that course

Where the full details of the YYYY subfield cannot be provided the default is the current reference year

Code '00' in MM subfield if the month commencing is unknown or not applicable

YYYYMM format: 1st 4 digits – Year sub-field (e.g. 2010)

2nd 2 digits – Month sub-field (e.g. 03)

INPUT FILES: Applications and Offers: Preference Details (PD)
Offer Details (OD)

PREPARED ON: 13 October 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 710

FIRST YEAR: 2010
LAST YEAR:
FIELD NAME: IB-SCORE
ELEMENT NAME: International Bacculaureate aggregate score
DESCRIPTION: The aggregate score associated with a secondary qualification attempted in the current year by an applicant who has qualified for the award of a International Bacculaureate Diploma or Bilingual International Bacculaureate Diploma

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

CLASSIFICATION:	CODE	MEANING
	21 to 45	Aggregate score out of 45 points for an applicant who completed the Diploma or Bilingual Diploma in the current year
	99	Applicant qualified for an International Bacculaureate aggregate score in the current year but the value is unknown or cannot be reported

CODING NOTES: International Bacculaureate qualifications are reported for students whose confirmed candidature has been notified by the Australian Office of the International Bacculaureate Organisation.

Current year means the year in which the most recent Australian State and territory school-leaver cohorts completed Year 12.

If the submitter is a TAC, report bb where the applicant has not qualified for an International Bacculaureate aggregate score.

If the submitter is a HEP, this field may be left blank if no details on the International Bacculaureate aggregate score are collected.

INPUT FILES: Applications and Offers: Application Details (AD)

PREPARED ON: 13 October 2008
REVISED: 30 November 2009

ELEMENT NO. 711

FIRST YEAR: 2010
LAST YEAR:
FIELD NAME: ITI-SCORE
ELEMENT NAME: Interstate Transfer Index
DESCRIPTION: A code indicating the overall measure of student achievement on completion of an Australian Year 12 qualification as reported by TACs

CODE FORMAT: **Data Type:** **Character**
Units: Code (numeric), with an explicit decimal place in the third character position and leading zeroes if needed
Width: 5

CLASSIFICATION: **CODE** **MEANING**
00.00 to 99.95 Interstate transfer index for a applicant who completed the major Year 12 qualification in the current year

CODING NOTES: The Interstate Transfer Index is a mixed decimal number with the fifth character position either '0' or '5' of the value for the common index that has been agreed by MCEETYA

Current year means the year in which the most recent Australian State and territory school-leaver cohorts completed Year 12

Report ~~bbbb~~ if:

- the applicant has not qualified for an Interstate Transfer Index; or
- the applicant's score is unknown

Note: Element 711 is not included in the AD file for HEPs. Element 369 (Tertiary Entrance Score) or Element 710 (International Baccalaureate aggregate score) are reported instead.

INPUT FILES: Applications and Offers: Application Details (schema) – TACs only

PREPARED ON: 13 October 2008
REVISED: 30 November 2009

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 713

FIRST YEAR: 2010

LAST YEAR:

FIELD NAME: PREF-POSITION

ELEMENT NAME: Preference ordinal position

DESCRIPTION: The ordinal position of a preference in the set of preferences of an applicant as at the **Reference date**

CODE FORMAT: **Data Type:** **Character**
Units: Code (numeric) with a leading zero if necessary
Width: 2

CLASSIFICATION: **CODE** **MEANING**
00 to 99 Actual or notional ordinal position assigned to a preference

CODING NOTES: If the submitter is a TAC, provision of full details of the **Preference ordinal position** is required for all Preference Details and Offer Details data records:

- The value of '99' may be reported in the Offer Details if the offered course is no longer a current preference and such data is captured
- The value of '00' must not be reported in the Preference or Offer Details
- In the Preference Details, no more than a one data record may have the same concatenated matched values for Element 700 (Application identification code) and Element 713 (Preference ordinal position)
- In the Offer Details, no more than a one data record may have the same concatenated matched values of Element 700 (Application identification code), Element 705 (Date offered) and Element 713 (Preference ordinal position), with the exception of the Preference ordinal position value of '99'

If the submitter is a HEP:

- Where applicants are not required to express a preference order, either the value '00' or a notional Preference ordinal position may be reported
- The only value for Element 713 (Preference ordinal position) that may be repeated for each unique value of Element 700 (Application identification code) in the Preference Details File or Offer Details File is a value of '00'
- If only one preference is submitted against a unique value for Element 700 (Application identification code) then the Preference ordinal position of '01' should be assigned

INPUT FILES: Applications and Offers: Preference Details (PD)
Offer Details (OD)

PREPARED ON: 13 October 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 722

FIRST YEAR: 2010

LAST YEAR:

FIELD NAME: REFERENCE-DATE

ELEMENT NAME: Reference date

DESCRIPTION: The date for which the data are current

CODE FORMAT: **Data Type:** **Date**

Units: YYYYMMDD right justified (in each subfield) with a leading zero (in each subfield) if needed

Width: 8 (1 four-digit subfield and 2 two-digit subfields)

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

YYYYMMDD Date data captured/extracted in YYYYMMDD format

CODING NOTES: Provision of full details for **Reference date** is required in all submissions

YYYYMMDD format: 1st 4 digits - Year sub-field (e.g.2009)

2nd 2 digits - Month sub-field (e.g. 10)

3rd 2 digits - Day sub-field (e.g. 12)

INPUT FILES: Applications and Offers: In TACs schema only.
Application Details (AD)
Preference Details (PD)
Offer Details (OD)

PREPARED ON: 13 October 2008

REVISED: 30 November 2009

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 723

FIRST YEAR: 2010
LAST YEAR:
FIELD NAME: OFFER-RESPONSE
ELEMENT NAME: Response code
DESCRIPTION: A code to identify the response of an applicant to an offer of admission to a course

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

CLASSIFICATION:	CODE	MEANING
	1	Accepted the offer
	2	Rejected the offer
	3	Deferred the offer
	4	Offer deemed to have lapsed
	5	Offer superseded by later offer
	6	Response unknown or not yet recorded

CODING NOTES: Report '6' in cases where a response to an offer is not required

A response to an offer can be an explicit response from the applicant or applicant's agent or inferred by the institution from the applicant's failure to respond by the lapse date (coded as '4') or from the applicant's enrolment in an institution course corresponding to the course (coded as '1')

If '6' is recorded at such time as the applicant enrolls change to '1'

A failure to enrol does not supersede an acceptance of the offer

The most recent response is reported where an applicant explicitly changes his/her response to an offer

Concurrent acceptance of multiple offers is not invalid.

INPUT FILES: Applications and Offers: Offer Details (OD)

PREPARED ON: 13 October 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 724

FIRST YEAR: 2010

LAST YEAR:

FIELD NAME: SECTOR-FEE-TYPE

ELEMENT NAME: Sector code

DESCRIPTION: A code to identify the sector of a course and the funding source for a higher education course

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

CLASSIFICATION:	CODE	MEANING
	1	Higher education sector Commonwealth supported place
	2	Higher education sector Domestic Fee paying place
	3	Vocational education and training (VET) sector
	4	Other (e.g. New Zealand institution)

CODING NOTES: Higher education sector – a provider as listed in subdivision 16-b of HESA and providers as determined by the Minister under section 16-35 of HESA

The default value for Table A HEP providers would be '1'

VET sector – Registered training organisations listed on the National Training Information Service

INPUT FILES: Applications and Offers: Preference Details (PD)
Offer Details (OD)

PREPARED ON: 13 October 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 726

FIRST YEAR: 2010

LAST YEAR:

FIELD NAME: SUBMISSION TYPE

ELEMENT NAME: Submission type code

DESCRIPTION: A code to indicate whether the collection is the preliminary (limited) submission or detailed set

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

CLASSIFICATION: CODE	MEANING
1	Preliminary Collection
2	Detailed Collection

INPUT FILES: Applications and Offers: Application Details
Preference Details
Offer Details

PREPARED ON: 15 September 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 728

FIRST YEAR: 2010

LAST YEAR:

FIELD NAME: POSTAL ADDRESS COUNTRY CODE

ELEMENT NAME: Postal address – country code

DESCRIPTION: A code to indicate the country of the postal address of an applicant

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

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

Width: 4

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

1101 to 9299 Country code

CODING NOTES: To be completed only for overseas addresses

Refer to: Appendix C – Standard Australian Classification Countries

Element 468 (Postal address – country name) is an alternative field to Element 728 (Postal address – country code)

INPUT FILES: Applications and Offers: Application Details (AD)

PREPARED ON: 13 October 2008

See Glossary under “Element” for explanation of all terms

ELEMENT NO. 729

FIRST YEAR: 2010
LAST YEAR:
FIELD NAME: OP-SCORE
ELEMENT NAME: Overall Position
DESCRIPTION: The Overall Position associated with a secondary qualification attempted in the current year by an applicant who completed the Queensland Certificate of Education or Queensland Senior Certificate by internal assessment – reported by TACs.

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

CLASSIFICATION:	CODE	MEANING
	01 to 25	Overall Position for a applicant who completed the major Queensland Year 12 qualification in the current year
	99	Applicant qualified for an Overall Position in the current year but the value is unknown or cannot be reported

CODING NOTES: Current year means the year in which the most recent Australian State and territory school-leaver cohorts completed Year 12

Leave OP-Score blank if the applicant has not qualified for an Overall Position.

Note: HEPs are not required to report this element. Therefore Element 729 is not included on the AD file for HEPs. Element 369 is reported instead.

INPUT FILES: Applications and Offers: Application Details (schema) – TACs only

PREPARED ON: 13 October 2008
REVISED: 30 November 2009

See Glossary under “Element” for explanation of all terms

ELEMENT NO. 730

FIRST YEAR: 2010
LAST YEAR:
FIELD NAME: PRIOR-POST-GRAD
ELEMENT NAME: Prior postgraduate course, year
DESCRIPTION: A code identifying whether an **applicant** has commenced and/or completed a postgraduate level course (e.g. Higher Doctorate, Doctorate, Master's Degree); and the last year in which the applicant was enrolled in such a course

CODE FORMAT: **Data Type:** **Character**
Units: Code (numeric), left justified with training zeros if needed
Width: 5

CLASSIFICATION: CODE	MEANING
	With regard to prior participation in a postgraduate level course, the applicant :
10000	<ul style="list-style-type: none">has never commenced such a course
2YYYY	<ul style="list-style-type: none">had commenced but did not complete all the requirements of such a course and the last year of enrolment was YYYY
3YYYY	<ul style="list-style-type: none">has completed all the requirements of such a course and the last year of enrolment was YYYY

CODING NOTES: YYYY is the most recent year of completion or last year of participation
Code '9999' is used if no information is available for YYYY
Report ~~bbbb~~ if no information is collected on the prior qualification of the applicant

INPUT FILES: Applications and Offers: Application Details (AD)

PREPARED ON: 13 October 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 731

FIRST YEAR: 2010

LAST YEAR:

FIELD NAME: PRIOR-DEGREE

ELEMENT NAME: Prior degree course, year

DESCRIPTION: A code identifying whether an **applicant** has commenced and/or completed a bachelor level course; and the last year in which the applicant was enrolled in such a course

CODE FORMAT: **Data Type:** **Character**
Units: Code (numeric), left justified with training zeros if needed
Width: 5

CLASSIFICATION: CODE	MEANING
	With regard to prior participation in a bachelor level course, the applicant :
10000	<ul style="list-style-type: none">• has never commenced such a course
2YYYY	<ul style="list-style-type: none">• had commenced but did not complete all the requirements of such a course and the last year of enrolment was YYYY
3YYYY	<ul style="list-style-type: none">• has completed all the requirements of such a course and the last year of enrolment was YYYY

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

Code '9999' is used if no information is available for YYYY

Report ~~bbb~~ if no information is collected on the prior qualification of the applicant

INPUT FILES: Applications and Offers: Application Details (AD)

PREPARED ON: 13 October 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 732

FIRST YEAR: 2010

LAST YEAR:

FIELD NAME: PR-SUB-DEG-HE

ELEMENT NAME: Prior sub-degree course (HE), year

DESCRIPTION: A code identifying whether an **applicant** has commenced and/or completed a sub-degree level course (e.g. Associate degree, Advanced Diploma, Diploma - AQF terminology) at a university, college, or other higher education institute; and the last year in which the applicant was enrolled in such a course

CODE FORMAT: **Data Type:** **Character**
Units: Code (numeric), left justified with training zeros if needed
Width: 5

CLASSIFICATION: CODE	MEANING
	With regard to prior participation in a higher education sub-degree level course, the applicant:
10000	<ul style="list-style-type: none">has never commenced such a course
2YYYY	<ul style="list-style-type: none">had commenced but did not complete all the requirements of such a course and the last year of enrolment was YYYY
3YYYY	<ul style="list-style-type: none">has completed all the requirements of such a course and the last year of enrolment was YYYY

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

Code '9999' is used if no information is available for YYYY

Report ~~bbbb~~ if no information is collected on the prior qualification of the applicant

INPUT FILES: Applications and Offers: Application Details (AD)

PREPARED ON: 13 October 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 733

FIRST YEAR: 2010

LAST YEAR:

FIELD NAME: PR-SUB-DEG-VET

ELEMENT NAME: Prior sub-degree course (VET), year

DESCRIPTION: A code identifying whether an **applicant** has commenced and/or completed a sub-degree level course (e.g. Associate degree, Advanced Diploma, Diploma - AQF terminology) through a VET pathway and the last year in which the applicant was enrolled in such a course

CODE FORMAT: **Data Type:** **Character**
Units: Code (numeric), left justified with training zeros if needed
Width: 5

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

With regard to prior participation in a sub-degree level course undertaken with a VET organisation, **the applicant:**

10000	<ul style="list-style-type: none">has never commenced such a course
2YYYY	<ul style="list-style-type: none">had commenced but did not complete all the requirements of such a course and the last year of enrolment was YYYY
3YYYY	<ul style="list-style-type: none">has completed all the requirements of such a course and the last year of enrolment was YYYY

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

Code '9999' is used if no information is available for YYYY

Report ~~bbbb~~ if no information is collected on the prior qualification of the applicant

INPUT FILES: Applications and Offers: Application Details (AD)

PREPARED ON: 13 October 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 734

FIRST YEAR: 2010

LAST YEAR:

FIELD NAME: PRIOR-VET-AWARD

ELEMENT NAME: Prior VET award course, year

DESCRIPTION: A code identifying whether an **applicant** has commenced and/or completed, a **VET award course** other than a sub-degree level course (e.g. Associate degree, Advanced Diploma, Diploma – AQF terminology); and the last year in which the applicant was enrolled in such a course

CODE FORMAT: **Data Type:** **Character**
Units: Code (numeric), left justified with training zeros if needed
Width: 5

CLASSIFICATION: CODE	MEANING
10000	● has never commenced such a course
2YYYY	● had commenced but did not complete all the requirements of such a course and the last year of enrolment was YYYY
3YYYY	● has completed all the requirements of such a course and the last year of enrolment was YYYY

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

Code '9999' is used if no information is available for YYYY

Report ~~bbbb~~ if no information is collected on the prior qualification of the applicant

INPUT FILES: Applications and Offers: Application Details (AD)

PREPARED ON: 13 October 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 735

FIRST YEAR: 2010

LAST YEAR:

FIELD NAME: PRIOR-SECED-RTO

ELEMENT NAME: Prior secondary education course through VET sector, year

DESCRIPTION: A code identifying whether an **applicant** has completed the final year of secondary education through a Registered Training Organisation (RTO) and the year in which the applicant completed the final year of secondary education

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

Units: Code (numeric), left justified with training zeros if needed

Width: 5

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

With regard to prior participation in secondary education undertaken through a RTO, **the applicant:**

- | | |
|-------|---|
| 10000 | <ul style="list-style-type: none">has not completed secondary education with a VET organisation |
| 2YYYY | <ul style="list-style-type: none">completed the final year of secondary education and completed it in year YYYY |

CODING NOTES: YYYY is the most recent year of completion

Code '9999' is used if no information is available for YYYY

Report ~~9999~~ if no information is collected on the prior qualification of the applicant

INPUT FILES: Applications and Offers: Application Details (AD)

PREPARED ON: 13 October 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 736

FIRST YEAR: 2010
LAST YEAR:
FIELD NAME: PRIOR-SECED-SCHOOL
ELEMENT NAME: Prior secondary education course at school, year
DESCRIPTION: A code identifying whether an applicant has completed the final year of secondary education at a high school, technical high school, secondary school or secondary college; and the year in which the applicant completed the final year of secondary education

CODE FORMAT: **Data Type:** **Character**
Units: Code (numeric), left justified with training zeros if needed
Width: 5

CLASSIFICATION: CODE	MEANING
10000	With regard to prior participation in secondary education undertaken in the school sector, the applicant: <ul style="list-style-type: none">• has not completed secondary education in the school sector
2YYYYY	<ul style="list-style-type: none">• completed the final year and completed the final year of secondary education in year YYYY

CODING NOTES: YYYY is the most recent year of completion
Code '9999' is used if no information is available for YYYY
Report ~~bbbb~~ if no information is collected on the prior qualification of the applicant

INPUT FILES: Applications and Offers: Application Details (AD)

PREPARED ON: 13 October 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 737

FIRST YEAR: 2010

LAST YEAR:

FIELD NAME: PRIOR-OTHER-QUAL

ELEMENT NAME: Prior other qualification/certificate; year

DESCRIPTION: A code identifying whether an **applicant** had completed some other qualification (e.g. Certificate of Attainment, Certificate of Competence); and the last year in which the requirements for the qualification were completed

CODE FORMAT: **Data Type:** **Character**
Units: Code (numeric), left justified with training zeros if needed
Width: 5

CLASSIFICATION: CODE	MEANING
10000	• does not have some other qualification
2YYYY	• has some other qualification and the last year in which the requirements for the qualification were completed was YYYY

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

Code '9999' is used if no information is available for YYYY

Report ~~9999~~ if no information is collected on the prior qualification of the applicant

INPUT FILES: Applications and Offers: Application Details (AD)

PREPARED ON: 13 October 2008

See Glossary under "Element" for explanation of all terms