



Australian Government

Department of Education, Employment
and Workplace Relations

Higher Education Staff Data Collection



2011 Data Elements

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

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. 346

FIRST YEAR: 2009

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)
VET: Student Enrolment (VEN)

PREPARED ON: 13 November 1998

REVISED: 05 December 2008

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 Main language other than English spoken at permanent home residence: <ul style="list-style-type: none">1000 to 1199 • Non-English language code from languages classification1300 to 9799 • Non-English language code from languages classification9998 • Non-English language spoken but no information on the language9999 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. 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

See Glossary under "Element" for explanation of all terms

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

See Glossary under "Element" for explanation of all terms

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

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 415

FIRST YEAR: 2011

LAST YEAR:

FIELD NAME: REPORTING YEAR / PERIOD

ELEMENT NAME: Reporting Year and Period Code

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

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

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

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

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

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

The reporting period for the year is to be coded as "1" for **Course of Study, Past Course Completions, Full-Time and Fractional Full time, Actual Casual and Estimated Casual and VET Course Completions**
(e.g 1989/1)

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) Course of Study (CO)
VET:	Student Enrolment (VEN) VET Course Completions (VCC)

PREPARED ON: 19 June 2001

REVISED: 11 September 2007
28 May 2008
05 December 2008
26 November 2009
3 September 2010

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 423

FIRST YEAR: 2010

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 800000	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

REVISED: 30 November 2009

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 446

FIRST YEAR: 2010
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 or new record reported for the first time.

CODING NOTES –

Higher Education: Revisions submissions

The scope documents for the following submissions provide detailed information on the revisions processes:

- Student Revisions (SR)
- OS-HELP Revisions (OR)
- .Past Course Completion (PS)
- Staff Full Time & Fractional Full Time (FT/FTT)
- Staff Casual (CA).

Note: Variation reason code '1' is only applicable for the Student Revisions (SR) submission.

VET

VET Course Completions (VCC).

The scope document provides more detailed information on the process for modifying records in this submission.

Note: Variation reason codes '1' and '2' are not applicable for this submission

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

CLASSIFICATION	CODE	MEANING
	3	New debt

INPUT FILES: Higher Education: Student Revisions (SR)
OS-HELP Revisions (OR)
Past Course Completion (PS)
Staff - Full Time & Fractional Full Time (FT)
Staff - Actual Casual (CA)
VET: VET Student Revisions (VSR)

VET Course Completions (VCC)

PREPARED ON: 15 February 2005
REVISED: 19 July 2007
28 May 2008
05 December 2008
26 November 2009

See Glossary under “Element” for explanation of all terms

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

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 502

FIRST YEAR: 2010

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 provider or entity offering higher education qualifications that does not have a HEP code.
	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

REVISED: 30 November 2009

See Glossary under "Element" for explanation of all terms

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

See Glossary under "Element" for explanation of all terms

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-time & Fractional Full-time (FT)

PREPARED ON: 24 December 1987

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 509

FIRST YEAR: 2009
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-ChancellorPrincipal and Deputy PrincipalProfessor, 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

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 510

FIRST YEAR: 2010
LAST YEAR:
FIELD NAME: ORG-UNIT
ELEMENT NAME: Organisational unit code
DESCRIPTION: A code which uniquely identifies an organisational unit in which the current duties of a member of staff are being performed

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

CLASSIFICATION: CODE	MEANING
1XXX	Academic Organisational Unit: <ul style="list-style-type: none">“XXX” is the code for an academic organisational unit. These three characters must be consistent with the codes used for academic organisational units reported in the Higher Education Student Collection.
2100	Academic support services organisational units: <ul style="list-style-type: none">Libraries
2200	<ul style="list-style-type: none">Computing centres
2300	<ul style="list-style-type: none">Educational research and development centres
2400	<ul style="list-style-type: none">External studies centres (excluding academic functions)
2500	<ul style="list-style-type: none">Audio-visual and media centres
2900	<ul style="list-style-type: none">Other academic support services
3900	Student services organisational units: <ul style="list-style-type: none">Student services (incl. health services, counselling and accommodation services and student residences, employment services, student loans/scholarships/assistance services and other student services)
4900	Public services organisational units: <ul style="list-style-type: none">Public services (incl. adult education, continuing education, public broadcasting services and other public services)
5100	General higher education provider services organisational units: <ul style="list-style-type: none">Administration and overhead services
5200	<ul style="list-style-type: none">Buildings, plant and grounds
5300	<ul style="list-style-type: none">Cleaning services
5400	<ul style="list-style-type: none">Security and caretaker services
5900	<ul style="list-style-type: none">Other general higher education providers services
5910	<ul style="list-style-type: none">CRC (Cooperative Research Centres)
6100	Independent operations which are controlled entities: <ul style="list-style-type: none">Computing services
6200	<ul style="list-style-type: none">Research, development, testing or consultancy services
6900	<ul style="list-style-type: none">Other independent operations which are controlled entities

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

CODE	MEANING
9999	No Information

INPUT FILES: Staff - Actual Casual (CA)
Staff Full Time and Fractional Full Time (FT)

PREPARED ON: 15 January 1997

REVISED: 05 December 2008

30 November 2009

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 511

FIRST YEAR: 2010

LAST YEAR:

FIELD NAME: WORK-SECTOR

ELEMENT NAME: Work sector code

DESCRIPTION: The work sector in which a function is being performed in one organisational unit by a member of staff in respect of their current duties

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

CLASSIFICATION:

CODE	MEANING
	The work sector in which the function is being performed is the:
1	• Higher Education work sector.
2	• VET work sector

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
30 November 2009

See Glossary under "Element" for explanation of all terms

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

See Glossary under "Element" for explanation of all terms

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

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 488

FIRST YEAR: 2009
LAST YEAR:
FIELD NAME: CHESSN
ELEMENT NAME: Commonwealth Higher Education Student Support Number (CHESSN)
DESCRIPTION: A code, allocated by DEEWR, which uniquely identifies the **student** within the Higher Education or VET Sector and remains constant from year to year

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

CLASSIFICATION: **CODE** **MEANING**
ZZZZZZZZZZ No CHESSN required
Any data Code assigned by HEIMS

CODING NOTES: A student may make a number of separate course enrolments at a Higher Education/VET Provider (Provider) in the one year or over a number of years, and the CHESSN 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 CHESSN must be the same as that used at the time of the student's first enrolment at a Provider after 31 December 2004.

The CHESSN will only be used to allow eligibility to Commonwealth support to be facilitated and monitored.

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

PREPARED ON: 21 August 2003
REVISED: 05 December 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 489

FIRST YEAR: 2009
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 (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 File (VSR)

PREPARED ON: 4 March 2004
REVISED: 05 December 2008

See Glossary under “Element” for explanation of all terms

ELEMENT NO. 490

FIRST YEAR: 2010

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 |
|-----|-------------------------------|

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)

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

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

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

2011 Data Requirements

Higher Education Data Collections: Ministerial Notice 30 November 2009 Issue 5 November 2010

VET: Load/Liability (RL)
Student OS-Help (OS)
Student Load/Liability (VLL) & Revised Student
Load/Liability (VRL)

PREPARED ON: 13 August 2004
REVISED: 16 October 2007
28 May 2008
05 December 2008
26 November 2009

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

2011 Data Requirements

Higher Education Data Collections: Ministerial Notice 30 November 2009 Issue 5 November 2010

18 December 2006
19 July 2007
05 December 2008

See Glossary under “Element” for explanation of all terms

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

See Glossary under "Element" for explanation of all terms

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

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 497

FIRST YEAR: 2008

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:

- 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

See Glossary under “Element” for explanation of all terms

ELEMENT NO. 498

FIRST YEAR: 2009
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

See Glossary under “Element” for explanation of all terms

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

See Glossary under "Element" for explanation of all terms

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

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 502

FIRST YEAR: 2010

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 provider or entity offering higher education qualifications that does not have a HEP code.
	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

REVISED: 30 November 2009

See Glossary under "Element" for explanation of all terms

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

See Glossary under "Element" for explanation of all terms

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	• Full-time work contract
2	• 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

See Glossary under “Element” for explanation of all terms

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-time & Fractional Full-time (FT)

PREPARED ON: 24 December 1987

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 509

FIRST YEAR: 2009
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

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 510

FIRST YEAR: 2010
LAST YEAR:
FIELD NAME: ORG-UNIT
ELEMENT NAME: Organisational unit code
DESCRIPTION: A code which uniquely identifies an organisational unit in which the current duties of a member of staff are being performed

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

CLASSIFICATION: CODE	MEANING
1XXX	Academic Organisational Unit: <ul style="list-style-type: none">“XXX” is the code for an academic organisational unit. These three characters must be consistent with the codes used for academic organisational units reported in the Higher Education Student Collection.
2100	Academic support services organisational units: <ul style="list-style-type: none">Libraries
2200	<ul style="list-style-type: none">Computing centres
2300	<ul style="list-style-type: none">Educational research and development centres
2400	<ul style="list-style-type: none">External studies centres (excluding academic functions)
2500	<ul style="list-style-type: none">Audio-visual and media centres
2900	<ul style="list-style-type: none">Other academic support services
3900	Student services organisational units: <ul style="list-style-type: none">Student services (incl. health services, counselling and accommodation services and student residences, employment services, student loans/scholarships/assistance services and other student services)
4900	Public services organisational units: <ul style="list-style-type: none">Public services (incl. adult education, continuing education, public broadcasting services and other public services)
5100	General higher education provider services organisational units: <ul style="list-style-type: none">Administration and overhead services
5200	<ul style="list-style-type: none">Buildings, plant and grounds
5300	<ul style="list-style-type: none">Cleaning services
5400	<ul style="list-style-type: none">Security and caretaker services
5900	<ul style="list-style-type: none">Other general higher education providers services
5910	<ul style="list-style-type: none">CRC (Cooperative Research Centres)
6100	Independent operations which are controlled entities: <ul style="list-style-type: none">Computing services
6200	<ul style="list-style-type: none">Research, development, testing or consultancy services
6900	<ul style="list-style-type: none">Other independent operations which are controlled entities

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

CODE	MEANING
9999	No Information

INPUT FILES: Staff - Actual Casual (CA)
Staff Full Time and Fractional Full Time (FT)

PREPARED ON: 15 January 1997

REVISED: 05 December 2008
30 November 2009

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 511

FIRST YEAR: 2010

LAST YEAR:

FIELD NAME: WORK-SECTOR

ELEMENT NAME: Work sector code

DESCRIPTION: The work sector in which a function is being performed in one organisational unit by a member of staff in respect of their current duties

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

CLASSIFICATION:

CODE	MEANING
	The work sector in which the function is being performed is the:
1	• Higher Education work sector.
2	• VET work sector

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
30 November 2009

See Glossary under "Element" for explanation of all terms

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

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 514

FIRST YEAR: 2009

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

See Glossary under “Element” for explanation of all terms

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

See Glossary under "Element" for explanation of all terms