

Higher Education Data Collection 2011 Reporting Year

Ministerial Notice: 30 November 2009

Issue: 5 November 2010

2011 Data Requirements and Change Control Document

Under Subsection 19-70 (1) of the *Higher Education Support Act 2003* (HESA), a higher education provider must give to the Minister such statistical and other information that the Minister by notice in writing requires. As noted in the Ministerial Notice of 30 November 2009 (the Notice), this document provides details of the 2011 Higher Education Data Collection, including links to relevant documents, and change control information.

The Higher Education Data Collection incorporates:

1. The Higher Education Student Data Collection (Table A, B, C providers and approved providers under section 16-25 of HESA);
2. The Higher Education Staff Data Collection (Table A and B providers only); and
3. University Applications and Offers Data Collection (Table A and B providers only).

As stated in the Notice, providers must check for any changes to the data requirements to these collections which may be made from time to time. All changes will be noted in Section 2 and 3 of this document. Providers will also be provided notification of changes through the [HEIMS Data Collections Newsletters](#).

The documents related to each of the Collections are available through the HEIMSHelp website at <http://www.heimshelp.deewr.gov.au/> and include:

1. Timing Matrix – 2011 Reporting Year
2. Higher Education Student Data Collection
 - a. 2011 File Scope documents
 - b. 2011 File Structure documents
3. Higher Education Staff Data Collection
 - a. 2011 File Scope documents
 - b. 2011 File Structure documents
4. University Applications and Offers Data Collection
 - a. 2011 File Scope documents
 - b. 2011 File Structure documents
5. 2011 Data Elements applicable to each collection

A hard copy of all documents is available by phoning HEIMS Data Collections on (02) 6240 7487 or emailing heims.datacollections@deewr.gov.au

Section 2

Change Control Summary for the 2011 Reporting Year

Updates to Data Requirements for 2011 - issued 5 November 2010

1. Staff Data Collection – [No system change]

- Issuing reporting requirements for 2011 year. No change from 2010 requirements
- [Estimated Casual](#) (EC) Structure – typographical correction

2. Student Data Collection

- a. **System change: Commonwealth Scholarships (CS) requirements changed to accommodate reporting of offers**
 - [E526](#) - New code "7" - Student has been offered a Commonwealth Scholarship
 - [Commonwealth Scholarships](#) (CS) Scope document modified to include offers
 - Commonwealth Scholarships (CS) Timing Matrix modified to include scheduling for offers
- b. **Minor adjustments to the coding notes to some elements for greater clarification (details in Section 3) [No system change]**
 - [E310](#), [E355](#), [E415](#), [E545](#), [E560](#), [E565](#)

3. Application and Offers Data Collection

- [Application Details](#) (AD) Scope modified to reduce number of submissions for Higher Education Providers

Refer to Section 3 for details.

Changes to Data Requirements for 2011 - issued 30 November 2009

1. Student Data Collection –system change

- a. E415 – Added to the Course of Study submission to enable courses from previous years to be included in the current submission

2. Staff Data Collection

- a. The data requirements for the 2011 reporting year will be issued in 2010.

3. Application and Offers Data Collection - no change to data requirements

- a. Applications Details Scope document updated with 2011 agreed submission dates.

Refer to Section 3 for details.

Section 3

Higher Education Data Collection – 2011 Reporting Year

Change Control Details

STUDENT DATA COLLECTION

Table 1 – Student Structure documents – 2011 Reporting Year

File Name	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
Course of Study (CO)	1.4	Addition of Element 415	Yes	To enable courses from previous years to be included in the current submission	System change	30 November 2009

Table 2 – Student Scope documents – 2011 Reporting Year

File Name	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
Commonwealth Scholarship (CS)	2.0	Modified to include reporting of Commonwealth Scholarship Offers	Yes	New reporting requirement	System change	5 November 2010

Table 3 – CHESSN – 2011 Reporting Year

Name of document	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
No change to requirements from the 2010 reporting year						

STAFF DATA COLLECTION

Table 4 – Staff Data - Structure documents – 2011 Reporting Year

File Name	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
Estimated Casual (EC)	1.2	Typographical correction of filler length	Nil	Correction	Nil	5 November 2010

Table 5 – Staff Data – Scope documents – 2011 Reporting Year

File Name	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
No change to requirements from the 2010 reporting year						

UNIVERSITY APPLICATIONS AND OFFERS DATA COLLECTION

Table 6 – Applications and Offers - Structure documents – 2011 Reporting Year

File Name	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
No change to requirements from the 2010 reporting year						

Table 7 – University Applications and Offers Data Collection - Scope documents – 2011 Reporting Year

File Name	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
Application Details (AD)	2.1	Modified to remove November and June submission dates for Higher Education Providers only	No	Reduced the number of submissions required for Higher Education Providers	No system change	5 November 2010
Application Details (AD)	2.0	Updated to include 2011 submission dates.	Yes	Addition of agreed dates for clarification	None	30 November 2009

Table 8 – Higher Education Data Collection - Data Elements – 2011 Reporting Year

Name of Element	Change	Sector consultation	Reason for change	Impact of change	Issue Date
E310 – Course of study type code	Removed pre-AQF terminology from code meaning for codes 20 and 21	No	Clarification	Nil	5 November 2010
E355 – Unit of study completion status	New code 5 for VET FEE-HELP to accommodate the reporting of recognition of prior learning (VET only). Coding notes added to clarify coding requirements for Higher Education/VET Providers	Yes	VET FEE-HELP reporting requirements	Nil for HEPS	5 November 2010
E415 – Reporting Year and Period Code	Modified the coding notes for clarification	Yes	Clarification	Nil	5 November 2010
E526 – Commonwealth Scholarship (CS) status code	New code 7 to accommodate the reporting of Commonwealth Scholarship Offers	Yes	To support collection of statistical data	System change	5 November 2010
E545 – Commonwealth Scholarship (CS) type code	Modified coding notes correcting terminology from “commencing student” to “students commencing a Commonwealth Scholarship”	No	Correction	Nil	5 November 2010

Name of Element	Change	Sector consultation	Reason for change	Impact of change	Issue Date
E560 - Credit used value	Modified coding notes to include coding example for EFTSL	No	Clarification	Nil	5 November 2010
E565 - Credit offered value	Modified coding notes to include coding example for EFTSL	No	Clarification	Nil	5 November 2010