



Australian Government

V E T
FEE-HELP

VET FEE-HELP

DATA ELEMENTS

2011 Data Requirements

Ministerial Notice: 3 September 2010

ELEMENT NO. 307

FIRST YEAR: 2009

LAST YEAR:

FIELD NAME: COURSE

ELEMENT NAME: Course code

DESCRIPTION: A code which uniquely identifies each course within a Higher Education/VET Provider (Provider).

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

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

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

Higher Education Providers only:

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

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

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

VET Providers only:

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

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

VET: Course of Study (VCO)
Commonwealth Assisted Students (VDU)
Student Enrolment (VEN)
Unit of Study Completions (VCU)
Student Load/Liability (VLL) & Revised Student Load/Liability (VRL)
Revisions (VSR)
VET Course Completions (VCC)
VET Electronic Commonwealth Assistance File (VPO)

PREPARED ON: 20 April 2005
REVISED: 13 December 2007
5 December 2008
2 December 2009

See Glossary under “Element” for explanation of all terms

ELEMENT NO. 308

FIRST YEAR: 2009
LAST YEAR:
FIELD NAME: COURSE-NAME
ELEMENT NAME: Course name - full
DESCRIPTION: The full name of the course

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

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

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

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

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

PREPARED ON: 21 July 1986
REVISED: 05 December 2008

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).

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
3 September 2010

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 313

FIRST YEAR: 2009

LAST YEAR:

FIELD NAME: STUDENT-ID

ELEMENT NAME: Student identification code

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

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

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

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

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

INPUT FILES:

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

PREPARED ON: 22 April 2004

REVISED: 16 October 2007
05 December 2008

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. 319

FIRST YEAR: 2009
LAST YEAR:
FIELD NAME: TERM-LOCATION
ELEMENT NAME: Location code of term residence
DESCRIPTION: The Australian postcode or overseas country code for the **residence** in which the student lives during the term/period of study, as most recently advised prior to the reference date

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

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

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

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

PREPARED ON: 22 April 2004
REVISED: 05 December 2008

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. 330

FIRST YEAR: 2009

LAST YEAR:

FIELD NAME: ATTENDANCE-TYPE

ELEMENT NAME: Type of attendance code

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

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

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

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

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

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

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

Higher Education Providers only:

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

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

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

PREPARED ON: 5 March 2003

REVISED: 05 December 2008

See Glossary under “Element” for explanation of all terms

ELEMENT NO. 333

FIRST YEAR: 2010

LAST YEAR:

FIELD NAME: AOU

ELEMENT NAME: Academic organisational unit code

DESCRIPTION: A code assigned by the Higher Education/VET Provider which uniquely identifies the **academic organisational unit** providing a unit of study or part of a unit of study.

CODE FORMAT: **Data Type:** **Character**
Units: Code (alphanumeric), left justified, with trailing blanks if need
Width: 3

CLASSIFICATION: **CODE** **MEANING**
Any data **Academic organisational unit code assigned by the Higher Education/VET Provider**

CODING NOTES: The code assigned to each **academic organisational unit** must uniquely identify it within the **Higher Education/VET Provider** and should remain unchanged over the years.

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

INPUT FILES:

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

PREPARED ON: 22 April 2004

REVISED: 5 December 2008

26 November 2009

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 339

FIRST YEAR: 2010
LAST YEAR:
FIELD NAME: EFTSL
ELEMENT NAME: Equivalent Full-Time Student Load
DESCRIPTION: The EFTSL value representing the student load for a unit of study

CODE FORMAT: Data Type: Numeric
Width: 10

CLASSIFICATION: **CODE** **MEANING**
000000001 to EFTSL value (e.g. 0.125 is coded 0125000000)
1000000000

CODING NOTES: An EFTSL is an equivalent full-time student load for a year. It is a measure, in respect of a course of study, of the study load for a year of a student undertaking that course of study on a full-time basis.

VET Providers only:

For further information regarding the calculation of EFTSL value for RPL units of study, please refer to the Glossary of terms.

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

PREPARED ON: 4 March 2004
REVISED: 26 November 2009

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. 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
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. 350

FIRST YEAR: 2009
LAST YEAR:
FIELD NAME: COURSE-LOAD
ELEMENT NAME: Course of study load
DESCRIPTION: The aggregated EFTSL value for a **course of study**, summed across all units of study which meet the academic requirements for the **course of study**

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

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

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

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

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

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

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

PREPARED ON: 13 April 2004
REVISED: 05 December 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 354

FIRST YEAR: 2009

LAST YEAR:

FIELD NAME: UNIT-STUDY

ELEMENT NAME: Unit of study code

DESCRIPTION: A code which uniquely identifies a **unit of study**

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

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

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

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

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

PREPARED ON: 22 April 2004

REVISED: 05 December 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 355

FIRST YEAR: 2011
LAST YEAR:
FIELD NAME: UNIT-STATUS
ELEMENT NAME: Unit of study completion status
DESCRIPTION: A code which categorises a students **unit of study** completion status.

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

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

CODING NOTES: Codes 1 to 4 are applicable for Higher Education Providers
Codes 1 to 5 are applicable for VET Providers

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

PREPARED ON: 22 April 2004

REVISED: 05 December 2008
3 September 2010

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. 381

FIRST YEAR: 2009

LAST YEAR:

FIELD NAME: AMT-PAID

ELEMENT NAME: Amount paid up front

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

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

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

CODING NOTES: General:

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

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

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

Higher Education Providers only:

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

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

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

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

PREPARED ON: 10 February 2005

REVISED: 05 December 2008

See Glossary under "Element" for explanation of all terms

2011 Data Requirements

VET FEE-HELP Data Collections: Ministerial Notice 3 September 2010

Higher Education Data Collections: Ministerial Notice 30 November 2009 Issue TBA

ELEMENT NO. 384

FIRST YEAR: 2009
LAST YEAR:
FIELD NAME: AMT-CHARGED
ELEMENT NAME: Total amount charged
DESCRIPTION: Amount charged for the unit of study.

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

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

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

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

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

Higher Education Providers only:

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

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

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

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

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

PREPARED ON: 11 February 2005
REVISED: 05 December 2008

See Glossary under “Element” for explanation of all terms

ELEMENT NO. 386

FIRST YEAR: 2009

LAST YEAR:

FIELD NAME: DISABILITY

ELEMENT NAME: Disability

DESCRIPTION: An eight-character code indicating responses to three questions about disabilities

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

CLASSIFICATION: CHARACTER CODE DERIVATION

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

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

CODING NOTES: A student may indicate more than one disability, impairment or long term medical condition.

Data are to be collected using the following questions:

Q1 Do you have a disability, impairment or long term medical condition which may affect your studies?

Yes No

Q2 If "yes" to Q1, please indicate the area/s of impairment:

hearing

learning

mobility

vision

medical

other

Q3 If "yes" to Q1, would you like to receive advice on support services, equipment and facilities which may assist you?

Yes No

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

PREPARED ON: 11 April 2002

REVISED; 05 December 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 394

FIRST YEAR: 2009
LAST YEAR:
FIELD NAME: COURSE-OF-STUDY-NAME
ELEMENT NAME: Course of study name
DESCRIPTION: The full name of a course of study

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

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

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

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

PREPARED ON: 3 May 2004
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. 405

FIRST YEAR: 2009
LAST YEAR:
FIELD NAME: STUDENT-TITLE
ELEMENT NAME: Student title
DESCRIPTION: The title used with a **student's** name

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

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

CODING NOTES:

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

PREPARED ON: 24 August 1988
REVISED: 16 October 2007
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 Application Details (AD)
Offers:
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. 410

FIRST YEAR: 2009

LAST YEAR:

FIELD NAME: HOME-PART1

ELEMENT NAME: Address of permanent home residence - Part 1

DESCRIPTION: The first part of the address for the student's **permanent home residence**

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

Units: Text, left justified with trailing blanks if needed

Width: 38

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

Any data Text provided by the **student**

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

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

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

First character must not be a space.

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

VET: Commonwealth Assisted Students (DU)

PREPARED ON: 14 December 1988

REVISED: 05 December 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 411

FIRST YEAR: 2009
LAST YEAR:
FIELD NAME: HOME-PART2
ELEMENT NAME: Address of permanent home residence - part 2
DESCRIPTION: The second part of the address for the student's **permanent home residence**

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

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

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

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

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

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

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

PREPARED ON: 14 December 1988
REVISED: 05 December 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 413

FIRST YEAR: 2009

LAST YEAR:

FIELD NAME: HOME-POCODE

ELEMENT NAME: Address of permanent home residence - postcode

DESCRIPTION: The Australian postcode or overseas country code for the student's **permanent home residence**

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

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

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

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

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

INPUT FILES: Higher Education: Commonwealth Assisted Students (DU)
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. 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) VET Course of Study (VCO)

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. 416

FIRST YEAR: 2010
LAST YEAR:
FIELD NAME: TF-NUMBER
ELEMENT NAME: Tax file number
DESCRIPTION: The tax file number for a student

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

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

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

A TFN must be provided for every student with a HELP debt. In circumstances where a student has no HELP debt for any unit of study in the reporting period and is therefore not required to provide a TFN, a value of 00~~bbbbbbb~~ may be used if the student has not provided their TFN. If the student has provided their TFN the actual number is to be reported.

ECAF (PO and VPO) only

Only valid Tax File Numbers are reported on the ECAF.
00~~bbbbbbb~~ will not be accepted.

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

PREPARED ON: 20 April 2005
REVISED: 1 March 2007
05 December 2008
26 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. 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. 464

FIRST YEAR: 2009
LAST YEAR:
FIELD NAME: DISCIPLINE-CODE
ELEMENT NAME: Discipline code
DESCRIPTION: A code which uniquely identifies the discipline to which a unit of study is classified by the Higher Education Provider/VET provider

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

CLASSIFICATION:	CODE	MEANING
	010000 to 129999	Discipline code

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

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

PREPARED ON: 22 April 2004
REVISED: 05 December 2008

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. 469

FIRST YEAR: 2009

LAST YEAR:

FIELD NAME: RESIDENTIAL ADDRESS SUBURB/TOWN

ELEMENT NAME: Residential address - suburb/town

DESCRIPTION: Residential Address Suburb/Town for the student

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

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

Width: 27

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

Any data Text provided by the **student**

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

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

First character must not be a space.

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

PREPARED ON: 21 August 2000

REVISED; 05 December 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 470

FIRST YEAR: 2009

LAST YEAR:

FIELD NAME: RESIDENTIAL ADDRESS STATE CODE

ELEMENT NAME: Residential address - state

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

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

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

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

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

PREPARED ON: 21 August 2000

REVISED: 05 December 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 471

FIRST YEAR: 2009
LAST YEAR:
FIELD NAME: RESIDENTIAL ADDRESS COUNTRY NAME
ELEMENT NAME: Residential address - country name
DESCRIPTION: A name representing the country of residential address of a student

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

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

CODING NOTES: To be completed only for overseas address

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

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

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

PREPARED ON: 15 September 2000

REVISED: 05 December 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 475

FIRST YEAR: 2010
LAST YEAR:
FIELD NAME: Signature Date
ELEMENT NAME: Signature date
DESCRIPTION: The date the Electronic Commonwealth Assistance Form (ECAF) is completed by the student.

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

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

CODING NOTES: The format is YYYYMMDD where:
1st 4 digits – Year sub-field (e.g. 2005)
2nd 2 digits – Month sub-field (e.g. 08)
3rd 2 digits – Day sub-field (e.g. 30)

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

PREPARED ON: 22 April 2004
REVISED: 05 December 2008
26 November 2009

See Glossary under “Element” for explanation of all terms

ELEMENT NO. 476

FIRST YEAR: 2009

LAST YEAR:

FIELD NAME: COMMENCING-LOCATION

ELEMENT NAME: Commencing location code of permanent home residence

DESCRIPTION: The Australian postcode of a student's permanent home residence in their last year of secondary school for Domestic school leaver commencing an undergraduate or VET course

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

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

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

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

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

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

PREPARED ON: 2 April 2001

REVISED: 05 December 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 477

FIRST YEAR: 2009

LAST YEAR:

FIELD NAME: CAMPUS-POSTCODE

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

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

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

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

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

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

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

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

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

PREPARED ON: 22 April 2004

REVISED: 05 December 2008

See Glossary under “Element” for explanation of all terms

ELEMENT NO. 486

FIRST YEAR: 2009

LAST YEAR:

FIELD NAME: NAME OF SUBURB/TOWN/LOCALITY

ELEMENT NAME: Name of suburb/town/locality

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

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

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

Width: 27

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

Any data Text provided by the **student**

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

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

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

Students other than the above may be coded as blank.

INPUT FILES: Higher Education: Student Enrolment (EN)

VET: Student Enrolment (VEN)

PREPARED ON: 19 March 2002

REVISED: 05 December 2008

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

PREPARED ON: 13 August 2004
REVISED: 16 October 2007
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
18 December 2006
19 July 2007
05 December 2008

See Glossary under “Element” for explanation of all terms

ELEMENT NO. 529

FIRST YEAR: 2010
LAST YEAR:
FIELD NAME: LOAN-FEE
ELEMENT NAME: Loan fee
DESCRIPTION: The loan fee that is charged to a FEE-HELP undergraduate student, OS-HELP student or a VET FEE-HELP student

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

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

Higher Education providers only:

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

From 1 January 2010 the loan fee for students who receive OS-HELP has been removed. All students in receipt of OS-HELP from this date should be coded 00000000.

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

PREPARED ON: 14 June 2005
REVISED: 05 December 2008
26 November 2009

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 534

FIRST YEAR: 2009

LAST YEAR:

FIELD NAME: COURSE-DATE

ELEMENT NAME: Course of study commencement date

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

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

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

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

Please refer to glossary entry for ‘Commencing students’

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

PREPARED ON: 16 June 2004

REVISED: 05 December 2008

See Glossary under “Element” for explanation of all terms

ELEMENT NO. 543

FIRST YEAR: 2009

LAST YEAR:

FIELD NAME: AUTHORISING-OFFICER

ELEMENT NAME: Authorising officer

DESCRIPTION: The full name of the authorising officer in the Higher Education/VET Provider

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

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

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

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

PREPARED ON: 5 March 2004

REVISED: 05 December 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 547

FIRST YEAR: 2009

LAST YEAR:

FIELD NAME: ELIGIBILITY

ELEMENT NAME: Request for Commonwealth assistance indicator

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

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

CLASSIFICATION: CODE MEANING

Request for Commonwealth support and HECS-HELP

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

Request for FEE-HELP assistance

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

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

40 Australian citizen
41 Permanent humanitarian visa holder

OS-HELP debt confirmation

50 Student who has requested an OS-HELP loan

Request for VET FEE-HELP assistance

60 Australian Citizen
61 Permanent humanitarian visa holder

CODING NOTES: Higher Education Providers only:

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

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

PREPARED ON: 18 May 2004

REVISED: 28 May 2008
05 December 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 558

FIRST YEAR: 2009
LAST YEAR:
FIELD NAME: UNIT-HELP-DEBT
ELEMENT NAME: Unit of study HELP Debt
DESCRIPTION: The HELP debt amount due for a unit of study

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

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

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

PLEASE NOTE:

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

Calculating the Unit of study HELP debt

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

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

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

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

2. Student has HELP debt for the Unit of study

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

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

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

- If the sum of all values of Element 381 (Amount paid up front) is greater than or equal to \$500, or is

less than \$500 and is equal to 80% of the sum of all values for Element 384 (Total amount charged), then the “real value” of Element 381 for each unit is (the value of Element 381 for that unit multiplied by 1.25)

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

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

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

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

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

PREPARED ON: 24 March 2005

REVISED: 05 December 2008

See Glossary under “Element” for explanation of all terms

ELEMENT NO. 560

FIRST YEAR: 2011

LAST YEAR:

FIELD NAME: CREDIT-USED

ELEMENT NAME: Credit used value

DESCRIPTION: A code which records the cumulative total EFTSL value of credit/RPL used at the reporting date towards the total requirements of the course, for all students with a commencement date of 2008 or later.

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

CLASSIFICATION:	CODE	MEANING
	0000	A student commencing from 2008 onwards for whom no credit/RPL was used, or a student who commenced prior to 2008
	0001 to 9999	A student commencing from 2008 onwards: the EFTSL value of the credit/RPL used at the reporting date towards the total requirements of the course over all its stages. EFTSL value is expressed in thousandths (e.g. 0.125 is coded 0125)

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

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

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

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

PREPARED ON: 18 December 2006

REVISED: 05 December 2008

03 September 2010

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 561

FIRST YEAR: 2009
LAST YEAR:
FIELD NAME: CREDIT-BASIS
ELEMENT NAME: Details of prior study for which credit/RPL was offered
DESCRIPTION: A code that records the nature of the study for which credit /RPL was offered, for all students with a commencement date of 2008 or later.

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

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

CODING NOTES: If 0100 element 566 must be recorded

If 0200 elements 562, 563 and 564 must be recorded

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

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

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

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

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

PREPARED ON: 18 December 2006

REVISED 19 July 2007
 05 December 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 562

FIRST YEAR: 2009

LAST YEAR:

FIELD NAME: FIELD-DETAILS

ELEMENT NAME: Field of education of prior VET study for which credit/RPL was offered

DESCRIPTION: A code that records details of the field of education of the VET study for which credit/RPL was offered, for all students with a commencement date of 2008 or later.

CODE FORMAT:

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

CLASSIFICATION:

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

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

Refer to Appendix E – Field of Education Classification

INPUT FILES:

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

PREPARED ON: 18 December 2006

REVISED: 19 July 2007
05 December 2008

See Glossary under “Element” for explanation of all terms

ELEMENT NO. 563

FIRST YEAR: 2009
LAST YEAR:
FIELD NAME: LEVEL-DETAILS
ELEMENT NAME: Level of education of prior VET study for which credit/RPL was offered
DESCRIPTION: A code that records details of the level of the Vocational and Technical Education study for which credit/RPL was offered, for all students with a commencement date of 2008 or later.

CODE FORMAT: **Data Type:** **Character**
Units: Code (numeric)
Width: 3

CLASSIFICATION:

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

CERTIFICATE I and II LEVEL

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

OTHER

999	Other qualification, not elsewhere classified
-----	---

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

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

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

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

PREPARED ON: 18 December 2006

REVISED: 19 July 2007
05 December 2008

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 564

FIRST YEAR: 2010
LAST YEAR:
FIELD NAME: PROVIDER-TYPE-DETAILS
ELEMENT NAME: Type of provider where VET study was undertaken
DESCRIPTION: A code that denotes the type of Vocational and Technical Education provider with whom the qualification or study for which credit/RPL was offered was undertaken, for all students with a commencement date of 2008 or later.

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

CLASSIFICATION:	CODE	MEANING
	00	No credit/RPL was offered for VET
	10	University
	19	Other Higher Education Provider
	20	TAFE
	21	Secondary Schools/Colleges
	29	Other Registered Training Organisations
	90	Not elsewhere categorised

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

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

PREPARED ON: 18 December 2006
REVISED: 19 July 2007
 05 December 2008
 26 November 2009

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 565

FIRST YEAR: 2011
LAST YEAR:
FIELD NAME: CREDIT-OFFERED
ELEMENT NAME: Credit Offered Value
DESCRIPTION: A code which records the cumulative total EFTSL value of credit/RPL **offered** at the reporting date towards the total requirements of the course, for all students with a commencement date of 2008 or later.

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

CLASSIFICATION:	CODE	MEANING
	0000	A student commencing from 2008 onwards to whom no credit/RPL was offered, or a student who commenced prior to 2008
	0001 to 9999	A student commencing from 2008 onwards: The EFTSL value of the credit/RPL offered at the reporting date towards the total requirements of the course. EFTSL value is expressed in thousandths (e.g. 0.125 is coded 0125)

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

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

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

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

PREPARED ON: 19 July 2007
REVISED: 05 December 2008
 03 September 2010

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 566

FIRST YEAR: 2009
LAST YEAR:
FIELD NAME: CREDIT-INST
ELEMENT NAME: Credit /status Higher Education provider code
DESCRIPTION: A code indicating the **Higher Education Provider** where the studies for which the credit/RPL was offered were undertaken, for all students with a commencement date of 2008 or later.

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

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

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

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

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

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

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

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 575

FIRST YEAR: 2011
LAST YEAR:
FIELD NAME: StudyReason
ELEMENT NAME: Study Reason Identifier
DESCRIPTION: *Study Reason Identifier* identifies the student's main reason for study

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

CLASSIFICATION: CODE MEANING

00	Not a commencing student A commencing student whose main reason for study is:
01	To get a job
02	To develop my existing business
03	To start my own business
04	To try for a different career
05	To get a better job or promotion
06	It was a requirement of my job
07	I wanted extra skills for my job
08	To get into another course of study
11	Other reasons
12	For personal interest or self-development
99	No information provided

CODING NOTES: *Study Reason Identifier* is intended as a self-assessment response by the student and should not be determined by the VET provider.
Study Reason Identifier must be a valid code.

INPUT FILES: VET Student Enrolment (VEN)

PREPARED ON: 26 November 2009

REVISED ON: 03 September 2010

See Glossary under "Element" for explanation of all terms

ELEMENT NO. 576

FIRST YEAR: 2010

LAST YEAR:

FIELD NAME: LabourForceStatus

ELEMENT NAME: Labour Force Status Identifier

DESCRIPTION: *Labour Force Status Identifier* describes a student's employment status.

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

CLASSIFICATION: CODE MEANING

A student whose employment status is described as:

Employed

- 01 Full-time employee
- 02 Part-time employee
- 03 Self-employed - not employing others
- 04 Employer
- 05 Employed - unpaid worker in a family business

Unemployed

- 06 Unemployed - seeking full-time work
- 07 Unemployed - seeking part-time work

Not In the Labour Force

- 08 Not employed - not seeking employment
- 99 No information provided

CODING NOTES: *Labour Force Status Identifier* is based on the Australian Bureau of Statistics, Standards for Social, Labour and Demographic Variables, 1999.

Students must be classified to a single labour force category.

Responses for the *Labour Force Status Identifier* rely on the student's own perception of their labour force activities.

Refer to: Appendix J - Standards for Social, Labour and Demographic Variables, 1999

INPUT FILES: VET Student Enrolment (VEN)

PREPARED ON: 26 November 2009

See Glossary under "Element" for explanation of all terms