

## VET Student Data Collection: File Naming Convention

### 1. Format

All files will need to adhere to the following file naming convention:

hhhhxxxyyyy.pnnnnn where:

hhhh: HEP code (this must be the providers HEP code)

xxx: is the abbreviation of the file type (file type code is not case sensitive)

yyyy: reporting year (numeric; must be >= 2011 )

p = reporting period (1 or 2)

nnnnn = submission number (00001 to 99999)

2. Examples [the test HEP code 9998 has been used, and refers to the first file of each type reported for 2011].

File Type	Code	Submission Type	File Name Format
VET Enrolment	VEN	VET Student	9998VEN2011.100001
VET Load/Liability	VLL	VET Student	9998VLL2011.100001
VET Commonwealth Assisted Students File (HELP-Due)	VDU	VET Student	9998VDU2011.100001*A
VET Course	VCO	VET Course	9998VCO2011.100001
VET Unit of Study Completions	VCU	VET Units of Student Completions	9998VCU2011.100001
VET Electronic Commonwealth Assistance Form	VPO	VET ECAF	9998VPO2011.100001
VET Course Completions	VCC	VET Course Completions	9998VCC2011.100001

#### Notes:

\*A – File name format to load into HEPCAT will be VDU, but name of file sent from HEPCAT to HEIMS is 'VDE' (identified encrypted TFN field).

### 3. Revisions

For revisions files, the reporting year ('yyyy') is always coded as '0000' and the reporting period ('p') is always coded as '0'. hhhhxxx yyyy'.pnnnnn

where:

hhhh = HEP code

xxx = file type code

yyyy = reporting year (always 0000)

p = reporting period (always 0)

nnnnn = submission number (00001 to 99999)

\*Note that the submission number must follow sequentially from the last revisions file you have submitted. For example if you have already submitted 8 revisions files to DEEWR, the first revisions file submitted through HEPCAT will have a submission number of 00009.

File Type	Code	Submission Type	File Name Format
VET Revisions for Student	VSR	VET Student Revisions	9998VSR0000.000001
VET Revised Load/Liability	VRL	VET Student Revisions	9998VRL0000.000001
VET Revised HELP Due	VDU	VET Student Revisions	9998VRD0000.000001