**University  
Applications and Offers  
Data Collection**

**SCOPE AND STRUCTURE**

**2021 Data Requirements**

**Ministerial Notice: 6 November 2020**

**Issue Date: 6 November 2020**

**University Applications and Offers Data Collection**

**APPLICATION DETAILS (AD)**

**SCOPE**

**Version: 6.0**

#### Document Change History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Date | Change | Reason for change | Impact of Change |
| 1.0 | 13/10/2008 | Initial | New Collection | System change |
| 1.1 | 30/11/2009 | Inclusion of submission dates and minor formatting updates | Clarification | Nil |
| 2.0 | 30/11/2009 | Updated to include 2011 submission dates | Addition of agreed dates for clarification | Nil |
| 2.1 | 05/11/2010 | Removed submission and reference dates | Change in requirements | Possible system change |
| 3.0 | 11/03/2011 | Minor formatting changes including new version base number | Implementation of new document management system | No system change |
| 4.0 | 14/02/2012 | Updated document to reference Reporting Schedule (formerly Timing Matrix). | For consistency of documentation | No system change |
| 5.0 | 27/03/2013 | Revised for improved clarity | To update information and for greater clarification | No system change |
| 5.1 | 16/10/2013 | Updated text and formatting | Clarification and consistency | No system chang |
| 6.0 | 22/05/2014 | Re-format document to conform with the department's application upgrade | Ministerial Notice data requirement document system upgrade | No system change |

# APPLICATION DETAILS (AD)

### First Reporting Year for version: 2015

### Last Reporting Year for version:

#### About

The Application Details (AD) file comprises data records for applications for admission to a higher education undergraduate award course submitted through a tertiary admission centre (TAC) or directly to a [Table A or B higher education provider](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title=Table%20A%20and%20Table%20B) (provider).

The data reported provides a “profile” of the applicant (e.g. date of birth, gender, home location).

Each application should have a single record in the AD file. However, the same individual may have multiple applications (e.g. through multiple TACs or direct applications at other providers). Providers need only submit data from applications made directly to them if they have authorised applications made through a TAC to be submitted by that TAC.

The name and address details reported are those current as at the [reference date](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title=Reference%20Date) (which may differ from those obtained when the application was submitted if they have been updated by an applicant).

The secondary qualification details are included for an applicant’s principal Australian Year 12 qualifications if attempted within or outside Australia in the current year (i.e. in the year when the most recent group of Australian school-leavers completed Year 12) as identified under Australian Year 12 result type code ([element 702](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/702)).

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

#### Who is required to report it?

All Table A or B providers who receive direct applications and all TACs.

#### Timing

The reference date is 15 May 2021 and submission due date is 31 May 2021.

#### Submission method

Providers submit applications and offers data using the [Higher Education Provider Assistance Tool (HEPCAT)](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title=HEPCAT). More information about this process is in the [HEPCAT User Guide Part 2](http://heimshelp.education.gov.au/sites/heimshelp/resources/toolkits/pages/reporting-with-hepcat#UserGuide).

The AD file is one of three files in the Application Details submission. The others files are the Preference Details (PD) and the Offer Details (OD). For more information about these files refer to their respective scope and structure guidelines.

TACs submit applications and offers data using HEIMS Web Services.  For more information refer to the [Data requirements - Tertiary Admissions Centres](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/tac).

#### Structure

Information about the structure and elements in the AD file is in the structure guidelines for the relevant reporting year.

Some data elements are discretionary. Discretionary elements should be reported unless the provider does not collect data on them.

Providers must submit data for mandatory elements - generic or ‘no information’ values should be submitted in exceptional cases only.

For providers, coding notes included on the data element guidelines clarify if an element is mandatory or discretionary. For TACs this information is included in Appendix C of the [Web Service Interface Technical Specifications](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/tac#TechSpecs).

#### Matching records

For each Application Details submission, for each record (ie valid application) included on the AD file there must be one or more associated records on the PD.

In relation to the OD file, for each AD record there may be:

* no offer made (i.e. zero records) or
* one or several OD records, identified by matched values for:
  + Application identification code ([element 700](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/700)) and
  + your submitter or provider code.

#### Records to be included

Valid applications are applications from [domestic applicants](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title=Domestic%20Applicant) ([element 358](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/358) - Citizen/resident indicator) with at least one current preference for a [Commonwealth supported place](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title=Commonwealth%20Supported%20Place) in a higher education undergraduate award course ([element 724](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/724) - Sector code and [element 310](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/310) Course of study type code).

Include one data record for each unique valid application as identified by the application identification code ([element 700](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/700)).

#### Special cases

Where an applicant has at least one valid application, their preferences in the following courses may also be reported for:

* bridging, enabling or non-award courses on the Course of study type code ([element 310](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/310))
* postgraduate courses on the Course of study type code (element 310)
* domestic fee-paying undergraduate courses on the Sector code ([element 724](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/724))
* courses offered in the vocational, education and training sector on the Sector code (element 724).

Applications containing preferences for courses from non-commencing students are valid if the application is processed through a TAC or if it is a direct application to a provider from an applicant who:

* is transferring from another institution
* is transferring across courses in different narrow fields of education (ASCED Level II)
* is transferring from a single to a double degree
* has deferred starting their course or is required to re-register following a period of lapsed enrolment.

The data collection may include applications that cannot be processed because:

* the fees and charges have not been paid
* the applicant has not signed or indicated acknowledgement of the declaration
* the application has missing or insufficient documentation.

#### Exclusions

Do not include data records for applications that:

* are from international (overseas full fee-paying) applicants – Citizen/resident indicator ([element 358](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/358))
* are from people whose citizenship/residency status is unknown at the time of application – Citizen/resident indicator (element 358)
* contain no valid preferences (even if the applicant has earlier received an offer for a CSP in a higher education undergraduate award course which is no longer listed as a preference)
* contain preference(s) for course(s) only for intakes after the intake for the commencing period nearest to the reference date
* have been cancelled by an institution because they are duplicates, the applicant is known to be deceased, the applicant has falsified documentation, or other administrative reasons
* are prospective applications or expressions of interest from people who have not (yet) formally lodged or submitted an application
* are registrations for non-commencing students following periods of lapsed enrolment, leave of absence or deferment where students are not required to submit an application in order to register.

#### More information

For more information about terms used in these scope guidelines see the [Glossary](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossary).

**APPLICATION DETAILS (AD)**

**STRUCTURE**

**Version: 4.0**

**University Applications and Offers Data Collection**

#### Document Change History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Date | Change | Reason for change | Impact of Change |
| 1.0 | 13/10/2008 |  | Initial | System change |
| 3.0 | 11/03/2011 | No change to contents. Some formatting change. | Consolidation of requirements into new database | No system change |
| 4.0 | 14/02/2012 | 1) Addition of element E488 - CHESSN2) Moved coding notes from AD structure document to associated elements | 1) To improve the information related to the SES of students2) To streamline documentation | System change |

# RECORD CONTENTS – APPLICATION DETAILS (AD)

### First Reporting Year for version: 2013

### Last Reporting Year for version:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of record and element name** | **Element number** | **Position** | **Width** | **Data type** |
|  | | | | |
| **Data record structure (1 or more records required):** | | | | |
| Application identification code | 700 | 1 - 20 | 20 | Alphanumeric |
| Application status | 701 | 21 - 21 | 1 | Numeric |
| Date of birth | 314 | 22 - 29 | 8 | Numeric |
| Gender code | 315 | 30 - 30 | 1 | Alphanumeric |
| Citizen/resident indicator | 358 | 31 - 31 | 1 | Numeric |
| Location code of permanent home residence | 320 | 32 - 36 | 5 | Alphanumeric |
| Aboriginal and Torres Strait Islander code | 316 | 37 - 37 | 1 | Numeric |
| Year of arrival in Australia | 347 | 38 - 41 | 4 | Alphanumeric |
| Language spoken at home code | 348 | 42 - 45 | 4 | Numeric |
| Student surname | 402 | 46 - 75 | 30 | Alphanumeric |
| Student given name - first | 403 | 76 - 90 | 15 | Alphanumeric |
| Student given name - others | 404 | 91 - 120 | 30 | Alphanumeric |
| Postal address - Part 1 | 406 | 121 - 158 | 38 | Alphanumeric |
| Postal address - part 2 | 407 | 159 - 196 | 38 | Alphanumeric |
| Postal address - suburb/town | 466 | 197 - 223 | 27 | Alphanumeric |
| Postal address - state code | 467 | 224 - 226 | 3 | Alphanumeric |
| Postal address - postcode | 409 | 227 - 230 | 4 | Alphanumeric |
| Postal address – country code | 728 | 231 - 234 | 4 | Numeric |
| Postal address - country name | 468 | 235 - 254 | 20 | Alphanumeric |
| Highest educational participation prior to commencement | 493 | 255 - 260 | 6 | Numeric |
| Prior postgraduate course, year | 730 | 261 - 265 | 5 | Numeric |
| Prior degree course, year | 731 | 266 - 270 | 5 | Numeric |
| Prior sub-degree course (HE), year | 732 | 271 - 275 | 5 | Numeric |
| Prior sub-degree course (VET), year | 733 | 276 - 280 | 5 | Numeric |
| Prior VET award course, year | 734 | 281 - 285 | 5 | Numeric |
| Prior secondary education course through VET sector, year | 735 | 286 - 290 | 5 | Numeric |
| Prior secondary education course at school, year | 736 | 291 - 295 | 5 | Numeric |
| Prior other qualification/certificate; year | 737 | 296 - 300 | 5 | Numeric |
| Australian Year 12 result type code | 702 | 301 - 302 | 2 | Numeric |
| Tertiary entrance score | 369 | 303 - 305 | 3 | Numeric |
| International Baccalaureate aggregate score | 710 | 306 - 307 | 2 | Numeric |
| Commonwealth Higher Education Student Support Number (CHESSN) | 488 | 308 - 317 | 10 | Numeric |

**University Applications and Offers Data Collection**

**PREFERENCE DETAILS (PD)**

**SCOPE**

**Version: 6.0**

#### Document Change History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Date | Change | Reason for change | Impact of Change |
| 1.0 | 05/12/2008 | Initial scope document | New collection | Nil |
| 1.1 | 30/11/2009 | Minor formatting updates | Clarification | Nil |
| 3.0 | 11/03/2011 | Minor formatting changes including new version base number | Implementation of new document management system | No system change |
| 4.0 | 14/02/2012 | Updated to refer to Reporting Schedule (formerly Timing Matrix). | For consistency of documentation | No system change |
| 5.0 | 27/03/2013 | Revised for improved clarity | Update of information and for greater clarification | No system change |
| 5.1 | 16/10/2013 | Updated text and formatting | Clarification and consistency | No system change |
| 6.0 | 22/05/2014 | Re-format document to conform with the department's application upgrade | Ministerial Notice data requirement document system upgrade | No system change |

# PREFERENCE DETAILS (PD)

### First Reporting Year for version: 2015

### Last Reporting Year for version:

#### About

The Preference Details (PD) file comprises data records for all preferences listed on an application for current higher education undergraduate award courses submitted through a tertiary admission centre (TAC) or directly to a [Table A or B higher education provider](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title=Table%20A%20and%20Table%20B) (provider).

The data reported in the PD file provides information on the applicant’s preferences (for example, field of education and preference order) as at the [reference date](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title=Reference%20Date).

If your institution only keeps records of offers, report the same values for offer details as for preference details (See the Offer Details (OD) file scope).

For each unique value for the Application identification code ([element 700](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/700)) there must be at least one current preference for a Commonwealth supported place (CSP) in a higher education undergraduate award course ([element 724](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/724) - Sector code, [element 358](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/358) - Citizen/resident indicator and [element 310](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/310) - Course of study type code).

Each unique value for Application identification code (element 700) may have multiple records for preference details, as each preference listed by an applicant is reported as a separate data record.

**Who is required to report it?**

All Table A or B providers who receive direct applications and all TACs.

#### Timing

The reference date is 15 May 2021 and submission due date is 31 May 2021.

#### Submission method

Providers submit applications and offers data using the [Higher Education Provider Client Assistance Tool (HEPCAT](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title=HEPCAT)). More information about this process is in the [HEPCAT User Guide Part 2](http://heimshelp.education.gov.au/sites/heimshelp/resources/toolkits/pages/reporting-with-hepcat#UserGuide).  
  
The PD file is one of three files in the Application Details submission. The others files are the Application Details (AD) and the Offer Details (OD). For more information about these files refer to their respective scope and structure guidelines.

TACs submit applications and offers data using HEIMS Web Services. For more information refer to the [Data requirements - Tertiary Admissions Centres.](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/tac)

#### Structure

Information about the structure and elements in the PD file is in the structure guidelines for the relevant reporting year.

Some fields are discretionary. Discretionary elements should be reported unless the provider does not collect data on them.

For mandatory elements, generic or ‘no information’ values should be submitted in exceptional cases only.

For providers, coding notes included on each data element guideline clarify if an element is mandatory or discretionary.  For TACs this information is included in Appendix C of the [Web Service Interface Technical Specifications](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/tac#TechSpecs).

#### Matching records

Each record for the PD file must have an associated record on the AD file, identified by matched values for:

* application identification code ([element 700](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/700)) and
* your submitter or provider code ([element 306](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/306)).

#### Records to be included

One record per applicant must be included in the PD file for each preference listed on a valid application.  This includes current preferences for courses cancelled by institutions and current preferences for courses for which the applicant is not eligible.

Valid applications are applications from [domestic applicants](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title=Domestic%20Applicant) ([element 358](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/358) - Citizen/resident indicator) with at least one current preference for a [Commonwealth Supported Place](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title=Commonwealth%20Supported%20Place) in a higher education undergraduate award course ([element 724](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/724) - Sector code and [element 310](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/310) Course of study type code).

#### Special cases

Preferences for the following may also be reported for:

* bridging, enabling or non-award courses on Course of study type code ([element 310](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/310))
* postgraduate courses on Course of study type code (element 310)
* domestic fee-paying undergraduate courses on Sector code ([element 724](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/724))
* vocational education and training courses on Sector code (element 724)
* intakes after the intake for the commencing period nearest to the reference date on Intake date ([element 709](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/709)).

#### Exclusions

Do not include data records in the PD file for applicants who have no matching record on the AD file.

#### More information

For more information about terms used in these guidelines see the [Glossary](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossary).

**PREFERENCE DETAILS (PD)**

**STRUCTURE**

**Version: 4.0**

**University Applications and Offers Data Collection**

#### Document Change History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Date | Change | Reason for change | Impact of Change |
| 1.0 | 05/12/2008 | Initial structure document | New collection | System change |
| 3.0 | 11/03/2011 | No change to contents. Formatting changes. | Consolidation of requirements into new database | No system change |
| 4.0 | 14/02/2012 | Moved coding notes from PD structure document to associated elements | To streamline documentation | No system change |

# RECORD CONTENTS – PREFERENCE DETAILS (PD)

### First Reporting Year for version: 2013

### Last Reporting Year for version:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of record and element name** | **Element number** | **Position** | **Width** | **Data type** |
|  | | | | |
| **Data record structure (1 or more records required):** | | | | |
| Application identification code | 700 | 1 - 20 | 20 | Alphanumeric |
| Preference ordinal position | 713 | 21 - 22 | 2 | Numeric |
| Higher Education Provider code | 306 | 23 - 26 | 4 | Numeric |
| Sector code | 724 | 27 - 27 | 1 | Alphanumeric |
| Field of education code | 461 | 28 - 33 | 6 | Numeric |
| Field of education supplementary code | 462 | 34 - 39 | 6 | Alphanumeric |
| Course of study type code | 310 | 40 - 41 | 2 | Numeric |
| Mode of attendance code | 329 | 42 - 42 | 1 | Numeric |
| Course campus postcode | 559 | 43 - 47 | 5 | Alphanumeric |
| Intake date | 709 | 48 - 53 | 6 | Numeric |

**University Applications and Offers Data Collection**

**OFFER DETAILS (OD)**

**SCOPE**

**Version: 6.0**

#### Document Change History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Date | Change | Reason for change | Impact of Change |
| 1.0 | 05/12/2008 | Initial scope document | New collection | System change |
| 1.1 | 30/11/2009 | Minor formatting updates | Clarification | Nil |
| 3.0 | 11/03/2011 | Minor formatting changes including new version base number | Implementation of new document management system | No system change |
| 4.0 | 14/02/2012 | Updated structure document to refer to Reporting Schedule (previously Timing Matrix) | For consistency of documentation | No system change |
| 5.0 | 27/03/2013 | Revised for improved clarity and to add supplementary offers of courses to special cases | To update information and for clarification | No system change |
| 5.1 | 16/10/2013 | Updated text and formatting | Clarification and consistency | No system change |
| 6.0 | 22/05/2014 | Re-format document to conform with the department's application upgrade | Ministerial Notice data requirement document system upgrade | No system change |

# OFFER DETAILS (OD)

### First Reporting Year for version: 2015

### Last Reporting Year for version:

#### About

The Offer Details (OD) file comprises data records for all offers and responses to offers for admission to a higher education undergraduate award course made through a tertiary admission centre (TAC) or directly to a [Table A or B higher education provider](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title=Table%20A%20and%20Table%20B)  (provider).

The data reported in this file provides information on the offers made in response to an applicant’s preferences (e.g. field of education, preference order) as at the [reference date.](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title=Reference%20Date)

Data records are included for offers to all current preferences. The preference ordinal position of the offer record is that in the current set of preferences as at the reference date.

Each unique value for Application identification code ([element 700](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/700)) may have zero, one or multiple records in the OD file, as each offer is reported as a separate data record.

The number of records linked to each unique value for Application identification code (element 700) will depend on:

* if an offer is made to an applicant
* the number of offers made to an applicant
* the administrative practices for recording offers.

**Who is required to report it?**

All Table A or B providers who receive direct applications and all TACs.

#### Timing

The reference date is 15 May 2021 and submission due date is 31 May 2021.

#### Submission method

Providers submit applications and offers data using the [Higher Education Provider Assistant Tool (HEPCAT).](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title=HEPCAT) More information about this process is in the [HEPCAT User Guide Part 2.](http://heimshelp.education.gov.au/sites/heimshelp/support/pages/user-guides#Part2)

The OD file is one of three files included in the Application Details submission. The other files are [Applications Details (AD)](http://heimshelp.education.gov.au/sites/heimshelp/2014_data_requirements/2014applicationsandoffers/scope/pages/application-details-(ad)) and [Preference Details (PD).](http://heimshelp.education.gov.au/sites/heimshelp/2014_data_requirements/2014applicationsandoffers/scope/pages/preference-details-(pd))

TACs submit applications and offers data using HEIMS Web Services.  For more information refer to the the [Data requirements - Tertiary Admissions Centres.](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/tac)

#### Structure

Information about the structure and elements in the OD file is in the structure guidelines for the relevant reporting year.

Some data elements are discretionary. Discretionary elements should be reported unless the provider does not collect data on them.

Providers must submit data for mandatory elements - generic or ‘no information’ values should be submitted in exceptional cases only.

For providers, coding notes included on data element guidelines clarify if an element is mandatory or discretionary.  For TACs this information is included in Appendix C of the [Web Service Interface Technical Specifications.](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/tac#TechSpecs)

#### Matching records

Each record in the OD file must have a matching record in the AD file and at least one record in the PD file, identified by matched values for:

* Application identification code ([element 700](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/700)) and
* your submitter or higher education provider code ([element 306](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/306)).

#### Records to be included

One data record needs to be included in the Offer details file for each offer made against a preference in a valid application.

Valid applications are applications from [domestic applicants](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title=Domestic%20Applicant) ([element 358](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/358) - Citizen/resident indicator) with at least one current preference for a [Commonwealth supported place](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title=Commonwealth%20Supported%20Place) in a higher education undergraduate award course ([element 724](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/724) - Sector code and [element 310](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/310) - Course of study type code).

#### Special cases

Offers for the following may also be reported for:

* bridging, enabling or non-award courses on the Course of study type code ([element 310](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/310))
* postgraduate courses on the Course of study type code (element 310)
* domestic fee-paying undergraduate courses on the Sector code ([element 724](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/724))
* vocational education and training courses on the Sector code ([element 724](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/724))
* intakes after the intake for the commencing period nearest to the reference date on the Intake date ([element 709](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/709))
* preferences no longer listed on an application on Preference ordinal position ([element 713](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/713))
* supplementary offers to applicants on Preference ordinal position (element 713).

#### Exclusions

Do not include data in the OD file for applicants who have no matching AD record.

Also exclude:

* Simulated, trial or dummy offers
* Notices of intention to offer subject to satisfaction of entry requirements as pre-conditions to enrolment
* Duplicate offers reproduced for operational reasons (e.g. to replace lost or misdirected offer letters).

#### More information

For more information about terms used in these guidelines see the [Glossary.](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossary)

**OFFER DETAILS (OD)**

**STRUCTURE**

**Version: 4.0**

**University Applications and Offers Data Collection**

#### Document Change History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Date | Change | Reason for change | Impact of Change |
| 1.0 | 05/12/2008 | Initial structure document | New collection | System change |
| 3.0 | 11/03/2011 | No change to contents. Formatting changes. | Consolidation of requirements into new database | No system change |
| 4.0 | 14/02/2012 | Moved coding notes from OD structure document to associated elements | To streamline documentation | No system change |

# RECORD CONTENTS – OFFER DETAILS (OD)

### First Reporting Year for version: 2013

### Last Reporting Year for version:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of record and element name** | **Element number** | **Position** | **Width** | **Data type** |
|  | | | | |
| **Data record structure (1 or more records required):** | | | | |
| Application identification code | 700 | 1 - 20 | 20 | Alphanumeric |
| Preference ordinal position | 713 | 21 - 22 | 2 | Numeric |
| New basis for admission to current course | 327 | 23 - 24 | 2 | Numeric |
| Date offered | 705 | 25 - 32 | 8 | Alphanumeric |
| Response code | 723 | 33 - 33 | 1 | Numeric |
| Higher Education Provider code | 306 | 34 - 37 | 4 | Numeric |
| Sector code | 724 | 38 - 38 | 1 | Alphanumeric |
| Field of education code | 461 | 39 - 44 | 6 | Numeric |
| Field of education supplementary code | 462 | 45 - 50 | 6 | Alphanumeric |
| Course of study type code | 310 | 51 - 52 | 2 | Numeric |
| Mode of attendance code | 329 | 53 - 53 | 1 | Numeric |
| Course campus postcode | 559 | 54 - 58 | 5 | Alphanumeric |
| Intake date | 709 | 59 - 64 | 6 | Numeric |