

**2021**
**Data Element Specifications
for Higher Education and
VET Student Loans
Collections**

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# E306: Provider code

### DESCRIPTION

A code which uniquely identifies the Provider

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1000 to 9999​ | Provider code listed in Appendix A.  |
| 0000​ | Provider not in Appendix A​​ |

### Additional information to support reporting requirements

Use to code a student’s preference of Provider for course application submitted.

Refer to: Appendix A – Higher education and VET providers codes and names.

**Higher Education Providers / TACs**

Data is required for all Course Offers & Course Preferences.

For TACs, refer to TAC Data Elements Map for more information.

Please refer to the Glossary for further information about terminology used in this document.

### INPUT PACKETS:

1. Course offers
2. Course preferences

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

1. B2G API Specification
2. Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E307: Course code

### DESCRIPTION

A code which uniquely identifies each course within a Provider.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 10 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

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

**VET only**

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

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course (HE)
* Course (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

1. B2G API Specification
2. Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E308: Course name

### DESCRIPTION

The full name of the course.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 210 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

The name is to be used in the generation of reports and must be as meaningful as possible and not include abbreviations.

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

Please refer to the Glossary for further information about terminology used in this document.

### INPUT PACKETS:

* Course (HE)
* Course (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E310: Course of study type

### DESCRIPTION

A code which indicates the type of course

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 2 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 01 | Higher Doctorate |
| 02 | Doctorate by research |
| 12 | Doctorate by coursework |
| 14 | Masters (Extended) |
| 03 | Masters (Research) |
| 04 | Masters (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 | Bachelors Graduate Entry |
| 09 | Bachelors Honours |
| 10 | Bachelors Pass |
| 13 | Associate degree |
| 20 | Advanced Diploma |
| 21 | Diploma |
| 22 | Other undergraduate award course |
| 23 | Undergraduate short 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 Universities Australia undergraduate studies |
| 61 | Open Universities Australia postgraduate studies |
| 80 | VET Graduate Certificate |
| 81 | VET Graduate Diploma |

### Additional information to support reporting requirements

**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).

Codes 60 and 61 are for Open Universities Australia (OUA) only.

For the department's coding purposes, Higher Doctorates include those awards, which are granted in recognition of original work that was not conducted as part of a supervised candidature within the higher education provider.

**VET**

Course of study type is not reported by VET providers.

**Applications and Offers**

**Higher education providers / Tertiary Admission Centres (TACs)**

Data is required for all Course Preferences & Course Offers.

**TACs**

Use code 99 for “Course below Diploma (AQF terminology)/Associate diploma (pre-AQF terminology)” (e.g. other VET courses).

For TACs, refer to TAC Data Elements Map for more information.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course of study
* Course offers
* Course preferences

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E312: Special course type

### DESCRIPTION

A code which identifies courses of special interest to the department

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 2 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 21 | A general nursing course required for initial registration |
| 22 | A course providing initial teacher training |
| 23 | A course of study in medicine, completion of which would allow provisional registration as a medical practitioner by an authority of a State, a Territory or the Commonwealth |
| 25 | A course of study in veterinary science, completion of which would satisfy the academic requirements for registration as a veterinary surgeon or veterinary practitioner by an authority of a State, a Territory or the Commonwealth |
| 26 | A course of study in dentistry, completion of which would satisfy the academic requirements for registration as a dentist by an authority of a State, a Territory or the Commonwealth |
| 27 | A course of study in clinical psychology (as defined in the Commonwealth Grant Scheme Guidelines) |
| 28 | A course of study in aviation listed in the *FEE-HELP Guidelines 2017* |

### Additional information to support reporting requirements

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course (HE)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E313: Student identification code

### DESCRIPTION

A code which uniquely identifies the student within the Provider and remains constant from year to year

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 10 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

This code is assigned by the Provider.

A student may make a number of course enrolments at a Provider in a 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, the department should be consulted so that any arrangements required to ensure continuity of the identification code can be agreed on.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E314: Date of birth

### DESCRIPTION

The day, month and year of birth of the person

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Date |
|  | Width: | 10 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

Where date of birth cannot be provided, report ‘1901-01-01’.

**Applications and Offers only**

HEPs / TACs - data is required in all submissions.

For TACs, refer to TAC Data Elements Map for more information.

Please refer to the Glossary for further information about terminology used in this document.

### INPUT PACKETS:

* Course application
* Full-time staff
* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E315: Gender code

### DESCRIPTION

A code which identifies the gender of a person

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| F | Female |
| M | Male |
| X | Indeterminate/Intersex/Unspecified |

### Additional information to support reporting requirements

Providers/TACS should make a determination of the gender of the student/applicant/staff member where the information has not been provided.

A person who does not provide their gender should not be coded, by default, as X, as this may misclassify the individual

**Applications and Offers only**

HEPs / TACs - data is required in all submissions.

For TACs, refer to TAC Data Elements Map for more information.

Please refer to the Glossary for further information about terminology used in this document.

### INPUT PACKETS:

* Casual staff actuals
* Course application
* Full-time staff
* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E316: Aboriginal and Torres Strait Islander code

### DESCRIPTION

A code which identifies whether or not the student/applicant identifies as being of Aboriginal and/or Torres Strait Islander descent.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | 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 |

### Additional information to support reporting requirements

**Applications and Offers only**

HEPs / TACs - data is optional in all submissions

For TACs, refer to TAC Data Elements Map for more information.

Please refer to the Glossary for further information about terminology used in this document.

### INPUT PACKETS:

* Course application
* Full-time staff
* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E319: Term address postcode

### DESCRIPTION

The Australian postcode for the residence in which the student lives during the term/period of study, as most recently advised

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 0001 to 9999 | Australian Postcode |
| 0000 | No information on location of residence |

### Additional information to support reporting requirements

Refer to:

* Appendix B - Australian Postcodes

Term address is where a student lives during the term. This may or may not be the same as the student's residential address.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E320: Residential address postcode

### DESCRIPTION

The Australian postcode of a student's/applicant's residence

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 0001 to 9999 | Australian Postcode |
| 0000​ | No information on location of residence​ |

### Additional information to support reporting requirements

Refer to:

* Appendix B – Australian Post Codes

This code must reflect the postcode of the student’s residential address.

The residential address is where a student/applicant comes from, and not a temporary semester/term address.

**Application and Offers only**

HEPs / TACs - Data is required in all submissions. For TACs, refer to TAC Data Elements Map for more information.

Please refer to the Glossary for further information about terminology used in this document.

### INPUT PACKETS:

* Course application
* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page

# E327: Basis for admission Code

### DESCRIPTION

A code which identifies the applicant background and, for those with recent secondary education, the main assessment pathway used by the education provider in making an offer of admission to a course

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 2 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 31 | A higher education award course (Australian or overseas equivalent; complete or incomplete) |
| 32 | An enabling or bridging course delivered by a higher education provider (complete or incomplete) |
| 34 | A VET award course or VET delivered enabling or bridging course other than a secondary education course (Australian or overseas equivalent; complete or incomplete) |
| 40 | Work and life experience |
| 41 | Recent secondary education (whether undertaken at school, VET or another Australian provider) – ATAR only |
| 42 | Recent secondary education (whether undertaken at school, VET or another Australian provider) – ATAR plus other criteria |
| 43 | Recent secondary education undertaken (whether undertaken at school, VET or another Australian or overseas provider) – only other criteria, ATAR not considered |

### Additional information to support reporting requirements

Code ‘41’ is to be used where the student/applicant recently left secondary education and was admitted/selected solely on the basis of ATAR, Queensland overall position (OP) or International Baccalaureate aggregate score, regardless of whether this includes the consideration of adjustment factors such as equity or subject bonus points.

Code ‘42’ is to be used where the student/applicant recently left secondary education and was admitted/selected on the basis of ATAR, Queensland overall position (OP) or International Baccalaureate aggregate score, and some other criteria such as a portfolio, audition, extra test, early offer conditional on minimum ATAR, etc.

Code ‘43’ is to be used where the student/applicant recently left secondary education and neither ATAR nor Queensland overall position (OP) were a factor in the admission/selection and only other criteria were considered. For example, overseas assigned ranking or score, special consideration, portfolio alone, audition alone, school recommendation scheme with no minimum ATAR requirement.

Code ‘40’ is to be used for students/applicants who did not recently leave secondary education and were not admitted on the basis of prior VET or higher education study. This may include students admitted on the basis of professional qualifications, mature age provisions or other work and like experience.

Providers can report up to two codes if needed.

Refer to Glossary for the definition of [Commencing students](https://heimshelp.education.gov.au/resources/glossary#C) and [Recent school leaver](https://heimshelp.education.gov.au/resources/glossary#R).

**Applications and Offers only**

HEPs / TACs - data is required in all submissions.

For TACs, refer to TAC Data Elements Map for more information.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course admission (HE)
* Course admission (VET)
* Course offers

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E328: RETIRED

# E329: 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

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | 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**

|  |  |
| --- | --- |
| VALUE | MEANING |
| 4 | Completed course for which ALL units of study have been completed either solely through Open Universities Australia (OUA) or through the OUA and another higher education provider |
| 7 | Completed course for which ALL units of study have been completed through one or more higher education providers, other than OUA |
| 5 | Award granted on the basis of submission of original work which is not the result of supervised candidature within the Higher Education provider |

### Additional information to support reporting requirements

**Higher Education only**
If a student is attending an off-shore campus as an internal student at that campus, they are to be coded “1”, not “2”.

For aggregated award completions, the code to be assigned for mode of attendance relates to the final year of attendance.

**Applications and Offers only**

The codes ‘4’, ‘5’ and ‘7’ are not applicable to this collection.

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 do not report a value

**HEPs / TACs** - data for both Course Offers and Course Preferences are optional in all submissions.

For TACs, refer to TAC Data Elements Map for more information.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Aggregated awards
* Course offers
* Course preferences
* Unit enrolment (HE)
* Unit enrolment (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E330: Type of attendance code

### DESCRIPTION

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

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1 | Full-time attendance |
| 2 | Part-time attendance |

### Additional information to support reporting requirements

**Higher Education 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 aggregated award completions, the code to be assigned for types of attendance relates to the students final year of study activity.

The department calculates attendance type for OUA and non-HDR higher education students using the students’ reported load.

**VET only**

VET providers are to report the code that best reflects the student’s attendance while undertaking the course.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Aggregated awards
* Course admission (HE)
* Course admission (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E333: Academic organisational unit code

### DESCRIPTION

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

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 3 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| Any data | Code assigned by the Provider |

### Additional information to support reporting requirements

The code assigned by the Higher Education Provider to each academic organisational unit must uniquely identify it within the Higher Education Provider and should remain unchanged over the years.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Unit enrolment (HE)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E337: Work experience in industry code

### DESCRIPTION

A code which identifies whether a unit of study consists wholly of work experience in industry

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1 | Student is undertaking work experience in industry where learning and performance is not directed by the Provider, but support is received from the Provider​ |
| 2 | Student is undertaking work experience in industry where learning and performance is not directed by, and support is not received from, the Provider |

### Additional information to support reporting requirements

The Work Experience in Industry code indicates a domestic student’s student contribution or tuition fee status:

* Students undertaking a unit of study coded as “1” are considered to be undertaking a unit of study consisting wholly of work experience in industry and the Provider may charge a student contribution amount or tuition fee.
* Students undertaking a unit of study coded as “2” are considered to be undertaking a unit of study consisting wholly of work experience in industry and the unit of study is contribution and tuition fee exempt.

Overseas students must be charged the overseas student fee for the unit even if the element is coded as “1” or “2” on the unit of study.

A Work Experience in Industry unit of study for which no credit is given (and therefore has no EFTSL value), is not to be reported to the department.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Unit enrolment (HE)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E339: Equivalent Full-time student load

### DESCRIPTION

The EFTSL value representing the student load for a unit of study

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Decimal |
|  | Width: | 10(9) |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

EFTSL is the equivalent full-time student load for a year.

**VET only**

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

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Unit enrolment (HE)
* Unit enrolment (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E346: Country of birth code

### DESCRIPTION

A code representing the country of birth of a student

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1101 to 9299 | Country code from countries classification indicating where the student was born |
| 9998 | No information on country for student who was born outside Australia |
| 9999 | No information on whether born in Australia or not |

### Additional information to support reporting requirements

Refer to Appendix C - Standard Australian Classification of Countries

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Full-time staff
* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E347: Year of arrival in Australia

### DESCRIPTION

The year in which a student/applicant, not born in Australia, first arrived in Australia.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Integer |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1900 to 2099 | Year of arrival in YYYY format |
| 9998 | No information on year of arrival |
| 9999 | No information on whether student/applicant was born in Australia or not |

### Additional information to support reporting requirements

**Applications and Offers only**
HEPs / TACs - Data is optional in all submissions.
For TACs, refer to TAC Data Elements Map for more information.

**VET only**
Reporting of data for this element is optional.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application
* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E348: Language spoken at home code

### DESCRIPTION

A code indicating use of a language other than English at the person's residence

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 0001 | Person speaks only English at permanent home residence |
| 9999 | No information on whether or not a non-English language is spoken at permanent home residence |

**Main language other than English spoken at permanent home residence:**

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1000 to 1199 | Non-English language code from languages classification |
| 1300 to 9799 | Non-English language code from languages classification |
| 8000 | An Indigenous Australian language where the individual language is not known or identified |
| 9998 | Non-English language spoken but no information on the language |

### Additional information to support reporting requirements

Refer to: Appendix D - Australian Standard Classification of Languages (ASCL).

To record that a person speaks only English at a permanent home residence use 0001 rather than the ABS code of 1201.

**Applications and Offers only**

HEPs / TACs - data is optional.

For TACs, refer to TAC Data Elements Map for more information.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application
* Full-time staff
* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E350: 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.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Decimal |
|  | Width: | 2(1) |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

The value must 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 must reflect entry at the lowest possible point (i.e. without any exemptions being granted).

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.

**Higher Education only**

See the glossary definition of course of study load for higher education providers for information on reporting Course of study load.

**VET only**

See the glossary definition of course of study load for VET providers for information on reporting Course of study load.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course (VET)
* Course of study

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E354: Unit of study code

### DESCRIPTION

A code which uniquely identifies a unit of study

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 12 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

The code assigned by the Provider to each unit of study must uniquely identify it within the Provider.

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.

Please refer to the Glossary for further information about terminology used in this document.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Unit enrolment (HE)
* Unit enrolment (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E355: Unit of study status code

### DESCRIPTION

A code which categorises the status of a student’s unit of study.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1 | Withdrew |
| 2 | Failed |
| 3 | Successfully completed all the requirements |
| 4 | Unit of study to be commenced later in the year, still in process of completing or completion status not yet determined |
| 5 | Recognition of prior learning (VET only) |
| 6 | Withdrew due to medical reasons |

### Additional information to support reporting requirements

If the student cites medical issues as the reason for their withdrawal from the unit of study, report ‘6’. This is regardless of the type, nature or severity of the issue reported by the student and irrespective of whether the student has or has not supplied the Provider with evidence of their medical circumstances.

All other withdrawals, including withdrawals before the census date, should be coded as ‘1’. Providers that do not collect reasons for withdrawal from a unit of study should code all withdrawals as ‘1’.

**Higher Education Providers**

Code ‘5’ is not applicable.

**VET Providers**

Refer to the Reporting RPL guide and the Glossary definition of Recognition of prior learning for further details.

VET students that do not complete the unit of study as the result of a tuition assurance transfer should be coded as ‘1’.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Unit enrolment (HE)
* Unit enrolment (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E358: Citizen resident code

### DESCRIPTION

A code indicating a student's/applicant's citizenship and residence status

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | 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 |

### Additional information to support reporting requirements

Code overseas students residing overseas as “5”

**Applications and Offers only**

HEPs / TACs - Data is required in all submissions.

For TACs, refer to TAC Data Elements Map for more information.

**VET only**

VET providers are only to report codes "1", "2" and "8". Students with Australian citizenship, holders of New Zealand Special Category or permanent humanitarian visas are eligible for VET assistance.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application
* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E369: RETIRED

# E381: Amount paid up front

### DESCRIPTION

The student contribution or tuition fee amount which will be or has been paid for a unit of study or the amount of student services and amenities fees which will be or has been paid by the student.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Decimal |
|  | Width: | 7(2) |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

Amounts for exempt students need to be reported as 0.

The complete amount due to be paid is reported if the student has taken up a payment plan or other payment arrangements with an organisation which allows the student to pay their tuition fees for a unit of study in instalments over a period of time.

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 only**

For information on how to calculate element 381 for pre‑2017 student data please refer to the glossary - Calculating pre‑2017 paid amounts for HECS‑HELP eligible students.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* SA-HELP Loan
* Unit enrolment (HE)
* Unit enrolment (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E384: Amount charged

### DESCRIPTION

Amount charged for the unit of study or student services and amenities fee.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Decimal |
|  | Width: | 7(2) |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

Amounts for exempt students need to be reported as 0.

Overseas students who are not subject to the minimum indicative fee requirements can be reported as 0.

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 or loan fee.

**Higher Education only**

For information on how to calculate the amount charged for pre‑2017 HECS‑HELP student data please refer to the glossary - Calculating pre-2017 charged amounts for HECS-HELP eligible students.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* SA-HELP Loan
* Unit enrolment (HE)
* Unit enrolment (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E385: RETIRED

# E386: RETIRED

# E390: RETIRED

# E392: Maximum student contribution code

### DESCRIPTION

A code that indicates which maximum student contribution was used in calculating the student contribution amount

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 0 | Student is student contribution exempt |
| 7 | Maximum student contribution for Commonwealth supported students where the:* student does not meet the definition of a grandfathered student in Schedule 1 of the *Higher Education Support Act 2003*;and
* the unit of study is not in Professional Pathway Psychology or Professional Pathway Social Work.
 |
| 8 | Maximum student contribution for Commonwealth supported students where the:* students does not meet the definition of a grandfathered student in Schedule 1 of the *Higher Education Support Act 2003*; and
* the unit of study is in Professional Pathway Psychology or Professional Pathway Social Work
 |
| 9 | Maximum student contribution for Commonwealth supported students who began their course of study prior to 1 January 2021 and meet the definition of a grandfathered student in Schedule 1 of the *Higher Education Support Act 2003* |

### Additional information to support reporting requirements

Students who commenced their course of study prior to 2010 and are undertaking a unit of study in the discipline of nursing or teaching are:

* to be coded 5 for units of study with a census dates before 1 January 2021
* to be coded according to the allowable values above for units if study with a census date on or after 1 January 2021

Please see [Maximum student contributions](https://www.tcsisupport.gov.au/glossary/glossaryterm/Maximum%20student%20contribution) for more guidance about the coding of pre-2021 students.

For more information about terms used in these guidelines, see the [Glossary](https://www.tcsisupport.gov.au/support/glossary).

### INPUT PACKETS:

* Unit enrolment (HE)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E394: Course of study name

### DESCRIPTION

The full name of a course of study

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 210 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

The name is assigned by the Provider and may be changed.

The name is to be used in the generation of reports and must be as meaningful as possible and not include abbreviations.

The same name may be used for multiple Courses of Study.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course of study name

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E401: Person identification code

### DESCRIPTION

A code which uniquely identifies a member of staff within the Higher Education provider.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 20 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

Code generated by the Higher Education provider.

The code for each individual must uniquely identify them within the Higher Education provider in the reference year and remain constant from year to year.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Full-time Staff

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E402: Student family name

### DESCRIPTION

The family name of the student/applicant.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 40 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| Any data | Text provided by the student/applicant |
| 9999 | Family name cannot be provided (course applicants only) |

### Additional information to support reporting requirements

This is the text provided by the student/applicant.

For students with one name, report it as a family name.

**Applications and Offers only**

HEPs / TACs - Data is required.

For TACs, refer to TAC Data Elements Map for more information.

Where family name cannot be provided, report ‘9999’.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application
* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E403: Student given name first

### DESCRIPTION

The first given name of the student/applicant

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 40 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| Any data | Text provided by the student |
| 9999 | Student only has one name |

### Additional information to support reporting requirements

This is the text provided by the student/applicant.

For students with one name, report it as a family name (element 402) and report ‘9999’ for element 403 Student given name first.

**Applications and Offers only**
For TACs, refer to TAC Data Elements Map for more information.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application
* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E404: Student given name - others

### DESCRIPTION

The other given name or names of the student/applicant

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 40 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| Any data | Text provided by the student |
| 9999 | Student has no other given names |

### Additional information to support reporting requirements

This is the text provided by the student/applicant.

**Applications and Offers only**
HEPs / TACs - Data is optional.
For TACs, refer to TAC Data Elements Map for more information.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application
* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E405: RETIRED

# E406: RETIRED

# E407: RETIRED

# E408: Staff work level code

### DESCRIPTION

A code which indicates the classification type and level in respect of the current duties of a member of staff at the reference date

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 3 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

**Academic Classification level and increment**

|  |  |
| --- | --- |
| VALUE | MEANING |
| 001 | Vice Chancellor |
| 005 | Deputy Vice-Chancellor |
| 013 | Level E |
| 014 | Level D |
| 042 | Level C |
| 066 | Level B |
| 100 | Level A |

**Non-academic classification level**

|  |  |
| --- | --- |
| VALUE | MEANING |
| 200 | Non-academic staff outside award; generally junior, trainee or apprentice staff whose remuneration package is below level 1 |
| 220 | Non-academic staff outside award; generally senior executives whose remuneration package exceeds level 10 |

**Higher Education Worker**

|  |  |
| --- | --- |
| VALUE | MEANING |
| 201 | Level 1 |
| 202 | Level 2 |
| 203 | Level 3 |
| 204 | Level 4 |
| 205 | Level 5 |
| 206 | Level 6 |
| 207 | Level 7 |
| 208 | Level 8 |
| 209 | Level 9 |
| 210 | Level 10 |

### Additional information to support reporting requirements

The following additional code is used in departmental datasets but is NOT to be reported by Higher Education providers:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 999 | No Information |

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Full-time staff

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E409: RETIRED

# E410: Residential address street

### DESCRIPTION

The street address of the student's residence

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 255 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

This code must reflect the street number and/or name of the student’s residential address.

The residential address is where a student/applicant comes from, and not a temporary semester/term address.

Wherever possible, this must be the physical address of the student and should not be their postal address.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application
* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E411: RETIRED

# E412: Function code

### DESCRIPTION

The function being performed in the one work sector and one organisational unit by a member of staff in respect of their current duties

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1 | Teaching only function |
| 2 | Research only function |
| 3 | Teaching-and-research function |
| 4 | Other function |

### Additional information to support reporting requirements

The following additional code is used in departmental datasets but is NOT to be reported by Higher Education providers:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 999 | No Information |

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Casual staff actuals
* Full-time staff

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E413: RETIRED

# E414: RETIRED

# E415: Reporting Year

### DESCRIPTION

The reporting year to which the individual data record relates

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Integer |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

This element describes the Reporting Year to which this record relates in the format YYYY.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Casual staff actuals
* Casual staff estimates
* Commonwealth scholarship
* Course admission (HE)
* Course application
* Full-time staff

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E416: Tax file number

### DESCRIPTION

The tax file number for a student

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 9 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

The tax file number (TFN) provided by the student.

A TFN must be provided for every student with a HELP debt.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E423: Full-time equivalent annual salary current duties

### DESCRIPTION

The salary level of a member of staff at the reference date, expressed in terms of the annual amount which would be paid to a person performing on a full-time basis, the same type of duties as the member of staff and in respect of their current duties.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Integer |
|  | Width: | 6 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

The dollar amount of equivalent full-time annual salary at the reference date for members of staff whose current duties classification type and level is in a non-academic classification, reported in dollars.

Report “0” in cases where:

* Member of staff's current duties classification type and level is in an academic classification; or
* Member of staff's current duties classification type and level is in a non-academic classification but they are not paid a salary

The following additional code is used in departmental datasets but is NOT to be reported by Higher Education providers:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 999 | No Information |

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Full-time staff

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E446: Remission reason code

### DESCRIPTION

A code which identifies the reason for a remission

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 2 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 01 | Remission due to special circumstances |
| 06 | Remission under an approved tuition assurance arrangement |
| 12 | Remission/Re-credit of HELP due to no tax file number |
| 16 | Not a genuine student |
| 17 | Provider completes Request for Commonwealth assistance form  |
| 18 | Student not entitled/eligible  |
| 19 | Student not academically suited  |

### Additional information to support reporting requirements

**Higher Education only**

Use code ‘12’ when a student receives a repayment and/or re-credit of their HELP balance as a result of determining, after the census date, that the student does not have a valid tax file number

**VET only**

Codes used by the department for re-crediting purposes and are not reportable by VET providers are listed under the term Remission in the Glossary.

For more information about other terms used in these guidelines see the Glossary.

### INPUT PACKETS:

* Unit enrolment (HE)
* Unit enrolment (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E455: Combined course of study indicator

### DESCRIPTION

An indicator of whether a course of study is a combined course of study

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Boolean |
|  | Width: | 5 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| true | Course is a combined course of study |
| false​ | Course is not a combined course of study |

### Additional information to support reporting requirements

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course of study

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E460: RETIRED

# E461: Field of education code

### DESCRIPTION

A code which identifies the field of education to which the course is classified

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 6 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 000000 | Non-award course , BOTP, or OUA unit​ |
| 010000 to 129999 | Field of education code​ |

### Additional information to support reporting requirements

Refer to: Appendix E – Field of Education Classification.

**Applications and Offers only**

Course Offers

HEPs / TACs - data is required.

Course Preferences

HEPs - data is required.

TACs - data is required in detailed submissions but optional in preliminary submission.

For TACs, refer to TAC Data Elements Map for more information.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course (HE)
* Course offers
* Course preferences

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E462: Field of education supplementary code

### DESCRIPTION

A code which identifies the supplementary field of education to which a combined course is classified

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 6 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 000000 | Course is not a combined course or is a non-award course, BOTP, or OUA unit​ |
| 010000 to 129999​ | Field of education code​ |

### Additional information to support reporting requirements

Combined courses must be assigned a substantive field of education (i.e. spaces or all zeros are not valid).

Report six zeroes for courses other than combined courses, even though some single-award courses may have dual strands.

Element 461 (Field of education code) is to be used to indicate the primary field of education for the course and will be the element used in tables where continuity of statistical reporting is essential.

**Applications and Offers only**

The substantive field assigned by Higher Education Providers is to be provided to TACs.

Course Offers:

HEPs / TACs - data is required.

Course Preferences:

HEPs - data is required.

TACs - data is required in detailed submissions but discretionary in preliminary submissions.

Refer to TAC Data Elements Map for more information.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course (HE)
* Course offers
* Course preferences

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E463: Specialisation code

### DESCRIPTION

A code which identifies a specialisation within a course for which the academic requirements have or will be completed by a student or a group of students.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 6 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 010000 to 129999 | Specialisation code​ |

### Additional information to support reporting requirements

The code to be assigned to a specialisation is to be selected from the field of education classification.

Up to four specialisation codes may be reported for a student’s course.

Refer to Appendix E – Field of Education Classification.

The specialisation code would normally be different to the code assigned to indicate the field of education for a course, because the specialisation code will reflect the majors undertaken by a student.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Aggregated awards
* Course admission (HE)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E464: Discipline code

### DESCRIPTION

A code which uniquely identifies the discipline to which a unit of study is classified by the Provider

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 6 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 010100 to 129999 | Discipline code |

### Additional information to support reporting requirements

Refer to Appendix E – Field of Education Classification.

**VET**

Fields of Education for VET courses of study are published in Training.gov.au, which is the official National Register on VET in Australia.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Unit enrolment (HE)
* Unit enrolment (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E465: RETIRED

# E466: RETIRED

# E467: RETIRED

# E468: RETIRED

# E469: Residential address suburb

### DESCRIPTION

The suburb of the student’s/applicant’s residence

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 48 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

The residential address is where a student/applicant comes from, and not a temporary semester/term address.

Report text provided by the student.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application
* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E470: Residential address state

### DESCRIPTION

The Australian state or territory of the student’s/applicant’s residence

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 3 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| NSW | New South Wales |
| VIC | Victoria |
| QLD | Queensland |
| WA | Western Australia |
| SA | South Australia |
| TAS | Tasmania |
| NT | Northern Territory |
| ACT | Australian Capital Territory |
| AAT | Australian Antarctic Territories |

### Additional information to support reporting requirements

The residential address is where a student/applicant comes from, and not a temporary semester/term address.

Do not report if address of student is an overseas country.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application
* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E471: RETIRED

# E476: RETIRED

# E477: Delivery location postcode

### DESCRIPTION

The Australian postcode of the delivery location where the student is studying the unit

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Integer |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 0001 to 9999 | Australian Postcode |

### Additional information to support reporting requirements

This code must reflect the Australian postcode where units of study are delivered and must not be for the postal address.

The delivery location is the main location that is maintained by the provider from which the unit of study is delivered.

If the unit of study is taken externally or online, the postcode to be reported is that of the location of the Provider from where the unit of study is delivered or administered.

If the load for an individual student in a single unit is spread across more than one delivery location then the postcode to be reported is that of the location of the Provider from where the greatest amount of the unit of study is delivered or administered.

Refer to Appendix B – Australian postcodes.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Delivery location (VET)
* Unit enrolment (HE)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E486: RETIRED

# E487: Scholarship type

### DESCRIPTION

A code which identifies the scholarship type

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 2 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 09​ | A student receiving a Research Training Program (RTP) Fees Offset |
| 10 | A student receiving a Research Training Program (RTP) Stipend |
| 11 | A student receiving a Research Training Program (RTP) Allowance |

### Additional information to support reporting requirements

RTP Fees Offset, RTP Stipend and RTP Allowance are as defined in the *Commonwealth Scholarships Guidelines (Research) 2017*

If more than one type of scholarship is awarded, report each scholarship separately, along with an effective from date (E609) and an effective to date (E610) for each type.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course admission (HE)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E488: Commonwealth Higher Education Student Support Number (CHESSN)

### DESCRIPTION

A code, allocated by the department, which uniquely identifies the student and remains constant from year to year.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 10 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

A CHESSN must be reported if the student is Commonwealth Assisted.

A student may make a number of separate course enrolments at a 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 assistance to be facilitated and monitored.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application
* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E489: Unit of study census date

### DESCRIPTION

The year, month and day which is the census date of the unit of tudy

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Date |
|  | Width: | 10 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

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.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Unit enrolment (HE)
* Unit enrolment (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E490: Student status code

### DESCRIPTION

A code which indicates the student status for a unit of study, OS-HELP or SA-HELP loan

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 3 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

**Higher Education students only:**

**Contribution-liable students**

|  |  |
| --- | --- |
| VALUE | MEANING |
| 201 | Deferred all or part of the student contribution through HECS-HELP |
| 202 | Paid full student contribution up-front with the HECS-HELP discount |
| 203 | Paid full student contribution up-front without the HECS-HELP discount |
|  |  |

**FEE-HELP eligible students**

|  |  |
| --- | --- |
| VALUE | MEANING |
| 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 OUA tuition fee through FEE-HELP |
| 233 | Deferred all or part of BOTP tuition fee through FEE-HELP |

**Students receiving OS-HELP assistance**

|  |  |
| --- | --- |
| VALUE | MEANING |
| 240 | OS-HELP for study in non-Asian countries |
| 241 | OS-HELP for study in Asia |
| 242 | OS-HELP Language study |

**Contribution-exempt students**

|  |  |
| --- | --- |
| VALUE | MEANING |
| 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 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**

|  |  |
| --- | --- |
| VALUE | MEANING |
| 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 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 |

**Students receiving SA-HELP assistance**

|  |  |
| --- | --- |
| VALUE | MEANING |
| 280 | Deferred all or part of SA-fee for a Course of Study through SA-HELP |
| 281 | Deferred all or part of SA-fee for a Bridging Course for Overseas Trained Professional through SA-HELP |

**Fee-paying non-overseas students**

|  |  |
| --- | --- |
| VALUE | MEANING |
| 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 OUA tuition fee |
| 305 | Paid full BOTP tuition fee |

**Fee-paying overseas students**

|  |  |
| --- | --- |
| VALUE | MEANING |
| 310 | A fee-paying overseas student who is not sponsored under a foreign aid program, and including students with these awards: 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 Department of Foreign Affairs and Trade |

**Research Training Program (RTP) students**

|  |  |
| --- | --- |
| VALUE | MEANING |
| 331 | A domestic or overseas student receiving a Research Training Program Fees Offset as defined in the Commonwealth Scholarships Guidelines (Research) |

**VET Students only:**

**VET FEE-HELP / VET Student Loans assisted students**

|  |  |
| --- | --- |
| VALUE | MEANING |
| 401 | Deferred all/part of tuition fee through VET FEE‑HELP / VET Student Loans - non State Government subsidised |
| 402 | Deferred all/part of tuition fee through VET FEE‑HELP / VET Student Loans - Restricted Access Arrangement |
| 403 | Deferred all/part of tuition fee through VET FEE‑HELP / VET Student Loans - Victorian State Government subsidised |
| 404 | Deferred all/part of tuition fee through VET FEE‑HELP / VET Student Loans - New South Wales State Government subsidised |
| 405 | Deferred all/part of tuition fee through VET FEE‑HELP / VET Student Loans - Queensland State Government subsidised |
| 406 | Deferred all/part of tuition fee through VET FEE‑HELP / VET Student Loans - South Australian State Government subsidised |
| 407 | Deferred all/part of tuition fee through VET FEE‑HELP / VET Student Loans - Western Australian State Government subsidised |
| 408 | Deferred all/part of tuition fee through VET FEE‑HELP / VET Student Loans - Tasmania State Government subsidised |
| 409 | Deferred all/part of tuition fee through VET FEE‑HELP / VET Student Loans - Northern Territory Government subsidised |
| 410 | Deferred all/part of tuition fee through VET FEE‑HELP / VET Student Loans - Australian Capital Territory Government subsidised |

**Students paying upfront**

|  |  |
| --- | --- |
| VALUE | MEANING |
| 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 |
| 504 | Paid full tuition fee - New South Wales State Government subsidised |
| 505 | Paid full tuition fee - Queensland State Government subsidised |
| 506 | Paid full tuition fee - South Australian State Government subsidised |
| 507 | Paid full tuition fee - Western Australian State Government subsidised |
| 508 | Paid full tuition fee - Tasmania State Government subsidised |
| 509 | Paid full tuition fee - Northern Territory Government subsidised |
| 510 | Paid full tuition fee - Australian Capital Territory Government subsidised |

**Retired codes:**204, 320, 330, 110, 111, 112, 220, 250

### Additional information to support reporting requirements

Retired codes are only used for revisions. Information on retired codes can be found in earlier versions of this data element.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* OS-HELP loan
* SA-HELP loan
* Unit enrolment (HE)
* Unit enrolment (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E493: RETIRED

# E495: Indicative student contribution amount for a Commonwealth supported place

### DESCRIPTION

The average student contribution amount for a first year student in a Commonwealth supported place.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Decimal |
|  | Width: | 9(2) |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

The projected average cost of a Commonwealth supported place is derived based on the student contribution amount for an equivalent full time student load (1 EFTSL) for a first year student.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course on campus

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E496: Indicative tuition fee for a domestic fee-paying place

### DESCRIPTION

The average tuition fee for a domestic fee-paying place for a first year student.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Decimal |
|  | Width: | 9(2) |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

The projected average cost for a domestic fee-paying place is derived based on the tuition fee for an equivalent full time student load (1 EFTSL) for a first year student.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course on campus

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E497: RETIRED

# E498: RETIRED

# E500: RETIRED

# E501: Highest qualification code

### DESCRIPTION

A code which indicates the highest qualification of a member of staff with an academic classification

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 6 | Doctorate by research or coursework |
| 7 | Master's by research, coursework or Masters extended |
| 5 | Other Postgraduate (including Postgraduate Qual or Prelim; Grad Dip/Postgrad Dip New/Extended and Graduate Certificate) |
| 2 | Bachelor's (including Bachelor's graduate entry, Bachelor's honours and Bachelor's pass |
| 3 | Other |
| 4 | No information |

### Additional information to support reporting requirements

Highest qualification place code is only reported for members of staff with an academic classification.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Full-time staff

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E502: Highest qualification place code

### DESCRIPTION

A code indicating the Higher Education provider or type of Higher Education provider where the studies for which the highest qualification of the member of staff with an academic classification were undertaken

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1 | The Australian Higher Education provider in which they are now working or one of its controlled entities |
| 2 | Another approved Australian Higher Education provider or entity (see [Appendix A](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/appendices#AppendixA)) |
| 3 | Other Australian education Higher Education provider or entity |
| 4 | An overseas institution or entity |
| 5 | No information |

### Additional information to support reporting requirements

Highest qualification place code is only reported for members of staff with an academic classification.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Full-time staff

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E505: Appointment term

### DESCRIPTION

The duration of a staff member’s effective substantive appointment or the classification of their tenure

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Integer |
|  | Width: | 2 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1 to 60 | Number of months |
| 61 | More than 5 years |

**Tenurable term:**

|  |  |
| --- | --- |
| VALUE | MEANING |
| 81 | Probationary |
| 82 | Confirmed |
| 91 | Other term |

### Additional information to support reporting requirements

The following additional code is used in departmental datasets but is NOT to be reported by Higher Education providers:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 99 | No Information |

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Full-time staff

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E506: Work contract code

### DESCRIPTION

A code which identifies whether a member of staff has a full-time work contract or fractional full-time work contract in respect of their current duties

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1 | Full-time work contract |
| 2 | Fractional full-time work contract |

### Additional information to support reporting requirements

The following additional codes are used in departmental datasets but are NOT to be reported by Higher Education providers:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 3 | Casual work contract – estimated data reported in collection year |
| 4 | Casual work contract – actual data reported in year after collection year |

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Full-time staff

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E507: Current duties term

### DESCRIPTION

The duration of a staff member’s current duties or the classification of their tenure.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Integer |
|  | Width: | 2 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1 to 60 | Number of months |
| 61 | More than 5 years |

**Tenurable term:**

|  |  |
| --- | --- |
| VALUE | MEANING |
| 81 | Probationary |
| 82 | Confirmed |
| 91 | Other term |

### Additional information to support reporting requirements

The following additional code is used in departmental datasets but is NOT to be reported by Higher Education providers:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 99 | No Information |

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Full-time staff

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E509: Current duties classification group code

### DESCRIPTION

A code which identifies the classification type and level group for a member of staff in respect of their current duties

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 2 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |  |
| --- | --- | --- |
| VALUE | MEANING | Derivation |
| 01 | Above Senior lecturer:* Vice-Chancellor and Deputy Vice-Chancellor
* Principal and Deputy Principal
* Professor, Head of School and College Fellow (Level E, all increments)
* Associate Professor, Principal Lecturer (Level D, all increments)
 | E408 = 001 to 041 |
| 02 | Senior lecturer (level C, all increments) | E408 = 042 to 065 |
| 03 | Lecturer (Level B, all increments) | E408 = 066 to 099 |
| 04 | Below lecturer (Level A, all increments) | E408 = 100 to 128 |
| 11 | Non-academic classification level group | E408 = 200 to 220 |

### Additional information to support reporting requirements

The following additional code is used in departmental datasets but is NOT to be reported by Higher Education providers:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 99 | No Information |

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Casual staff actuals

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E510: Organisational unit code

### DESCRIPTION

A code which identifies the organisational unit in which the current duties of a member of staff are being performed

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

**Academic Organisational Unit:**

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1XXX | “XXX” is the code for an academic organisational unit. These three characters should be consistent with the codes used for academic organisational units reported in the Higher Education Student Collection. |

**Academic support services organisational units:**

|  |  |
| --- | --- |
| VALUE | MEANING |
| 2100 | Libraries |
| 2200 | Computing centres |
| 2300 | Educational research and development centres |
| 2400 | External studies centres (excluding academic functions) |
| 2500 | Audio-visual and media centres |
| 2900 | Other academic support services |

**Student services organisational units:**

|  |  |
| --- | --- |
| VALUE | MEANING |
| 3900 | Student services (incl. health services, counselling and accommodation services and student residences, employment services, student loans/scholarships/assistance services and other student services |

**Public services organisational unit:**

|  |  |
| --- | --- |
| VALUE | MEANING |
| 4900 | Public services (incl. adult education, continuing education, public broadcasting services and other public services) |

**General Higher Education provider services organisational units:**

|  |  |
| --- | --- |
| VALUE | MEANING |
| 5100 | Administration and overhead services |
| 5200 | Buildings, plant and grounds |
| 5300 | Cleaning services |
| 5400 | Security and caretaker services |
| 5900 | Other general Higher Education providers services |
| 5910 | CRC (Cooperative Research Centres) |

**Independent operations which are controlled entities:**

|  |  |
| --- | --- |
| VALUE | MEANING |
| 6100 | Computing services |
| 6200 | Research, development, testing or consultancy services |
| 6900 | Other independent operations which are controlled entities |

### Additional information to support reporting requirements

Where possible, ensure the three characters for staff members’ academic organisational unit codes are consistent with the codes reported against student load in unit enrolments.

The following additional code is used in departmental datasets but is NOT to be reported by Higher Education providers:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 9999 | No Information |

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Casual staff actuals
* Full-time staff

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E511: Work sector code

### DESCRIPTION

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

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1 | Higher Education work sector |
| 2 | TAFE work sector |

### Additional information to support reporting requirements

The work sector in which the function is being performed.

The following additional code is used in departmental datasets but is NOT to be reported by Higher Education providers:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 9 | No Information |

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Casual staff actuals
* Full-time staff

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E513: Full-time equivalence at reference date

### DESCRIPTION

Staff resources available at the reference date for a function being performed in one work sector and one organisational unit by a member of staff, in respect of their current duties

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Decimal |
|  | Width: | 3(2) |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

Staff resources expressed in terms of full-time equivalence at the reference date.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Full-time staff

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E514: Actual full-time equivalence prior year

### DESCRIPTION

Staff resources expended in the calendar year prior to the reference year, on the one function in the one work sector and the one organisational unit, by types of members of staff of the same sex and who have the same classification type and level group

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Decimal |
|  | Width: | 4(2) |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

Staff resources expressed in terms of full-time equivalence for a full year.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Casual staff actuals

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E515: Estimated Casual Full-time Equivalent (FTE) reference year

### DESCRIPTION

The estimated casual FTE staffing level for a reference year

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Integer |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

Estimated full-time equivalence (FTE) for a full year for all casual staff, in the reference year. Report to the nearest whole FTE - e.g. report 345.6 FTE as 346.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Casual staff estimates

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E521: OS-HELP study period commencement date

### DESCRIPTION

The date on which the student commenced the current six month study period for which they are receiving OS-HELP assistance.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Date |
|  | Width: | 10 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

The study period commencement date is the date nominated by the student on the OS-HELP debt confirmation form.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* OS-HELP loan

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E523: RETIRED

# E524: RETIRED

# E525: Campus suburb

### DESCRIPTION

Name of suburb/town/region where the campus is located.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 48 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

This field must include the suburb or town name and should be meaningful in determining the location of the Campus.

Providers must report a unique Element 525 Campus suburb.

Providers with more than one campus in a given suburb or town can add further information after the suburb or town name so the campus is uniquely identified. For example, two campuses in Queanbeyan could be reported “Queanbeyan riverside” and “Queanbeyan upper”.

Specific campus names which do not indicate campus location (e.g. St Francis of Assisi campus) should only be reported after the actual suburb or town name.

**Campus location for Distance Education**

Distance education courses are those courses offered via distance education, online learning or correspondence. These courses may require compulsory attendance at classes during certain blocks of time. In these cases, the Campus Location can be coded as “Distance Education”.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Campus

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E526: Commonwealth Scholarship status code

### DESCRIPTION

A code which identifies the status of a Commonwealth Scholarship.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1 | Student has an Active Commonwealth Scholarship |
| 2 | Student has a Deferred Commonwealth Scholarship​ |
| 3 | Student has a Terminated Commonwealth Scholarship​ |
| 7 | Student has been offered a Commonwealth Scholarship​ |

**Retired Codes:** 4, 5, 6

### Additional information to support reporting requirements

The Indigenous Student Success Program (ISSP) commenced on 1 January 2017.

* Retired codes are only used for revisions and previously reported scholarships: **4** – Student has Accepted a CAS Indigenous payment Scholarship
* **5** – Student has Confirmed their receipt of a full CAS Indigenous Payment Scholarship by being present at the Unit of Study Census Date for a course
* **6** – Student has Failed to confirm their receipt of a full CAS Indigenous Payment Scholarship by failing to be present at the Unit of Study Census Date for a course

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Commonwealth scholarship

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E527: HELP debt incurral date

### DESCRIPTION

The date on which the student incurred their OS‑HELP or SA‑HELP debt

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Date |
|  | Width: | 10 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* OS-HELP loan
* SA-HELP loan

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E528: OS-HELP payment amount

### DESCRIPTION

The amount of OS-HELP assistance paid to the student in respect of the six-month OS-HELP study period.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Decimal |
|  | Width: | 10(2) |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* OS-HELP loan

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E529: Loan fee

### DESCRIPTION

The loan fee for a unit of study

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Decimal |
|  | Width: | 7(2) |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

Amounts for exempt students and overseas students need to be reported as 0.

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.

**Higher Education only**

If the student has a HELP debt for the unit of study then the value for element 529 (Loan Fee) must be 25% of element 558 (HELP Debt).

For information on how to calculate element 529 for pre-2012 student data please refer to the glossary - [Calculating pre-2012 loan fees](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title=Calculating%20pre-2012%20loan%20fees).

**VET only**

If the student has a HELP debt for the unit of study then the value for element 529 (Loan Fee) must be 20% of element 558 (HELP Debt).

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* OS-HELP loan
* Unit enrolment (HE)
* Unit enrolment (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E533: Course of study code

### DESCRIPTION

A code which uniquely identifies a course of study record

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 10 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

Providers must report a unique code for each course of study record, including courses of study, enabling courses, non‑award courses, cross institutional courses and OUA studies.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course of study

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E534: Course of study commencement date

### DESCRIPTION

The date on which the student commenced the current course of study.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | date |
|  | Width: | 10 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

Please refer to glossary entry for ‘[Commencing student](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title=Commencing%20Student)’.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Aggregated awards
* Course admission (HE)
* Course admission (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E536: Course fees code

### DESCRIPTION

A code which identifies the variety of ways the course is offered to domestic students

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 0 | Course not offered to domestic students |
| 1 | Course offers only Commonwealth Supported places​ |
| 2 | Course offers only Domestic Fee-paying places |
| 3 | Course offers both Commonwealth Supported places and Domestic Fee-paying places​ |

### Additional information to support reporting requirements

If the course is offered overseas or at off shore campuses, only report domestic fee-paying places.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course on campus

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E537: RETIRED

# E538: Commonwealth Scholarship termination reason code

### DESCRIPTION

A code which identifies the reason for the termination of a Commonwealth Scholarship.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 4 | Student is no longer eligible |
| 5 | Student has failed to comply with the conditions of the scholarship |

### Additional information to support reporting requirements

Only report if E526 Commonwealth scholarship status code is also reported as “terminated”.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Commonwealth scholarship

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E543: RETIRED

# E545: Commonwealth Scholarship type

### DESCRIPTION

A code which identifies the Commonwealth Scholarship type

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| A | Indigenous Commonwealth Education Costs Scholarship (Indigenous-CECS) |
| B | Indigenous Commonwealth Accommodation Scholarship (Indigenous-CAS) |
| C | Indigenous Commonwealth Reward Scholarship |

### Additional information to support reporting requirements

Codes A, B and C are applicable for students in receipt of an Indigenous Student Success Program (ISSP) Scholarship.

For information on eligibility requirements, please see the [ISSP Guidelines](https://www.legislation.gov.au/Series/F2017L00036).

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Commonwealth scholarship

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E551: Summer and winter school code

### DESCRIPTION

A code indicating if a unit of study is a full-fee summer or winter school unit of study

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 2​ | Unit of study is a full-fee summer school unit of study​ |
| 3​ | Unit of study is a full fee winter school unit of study​ |

### Additional information to support reporting requirements

Summer school units are required to commence no earlier than 1 November and be completed prior to 1 March of the following year.

Winter school units are required to commence no earlier than 1 June and be completed prior to 1 September of the same year.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Unit enrolment (HE)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E552: RETIRED

# E553: OS-HELP primary study country code

### DESCRIPTION

A code representing the primary country in which a student receiving OS-HELP assistance will study

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1201 to 9299 | Overseas country code from countries classification |

### Additional information to support reporting requirements

Refer to [Appendix C – Standard Australian Classification of Countries](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/appendices#AppendixC).

The primary country is the country of study in which the student will receive the most credit. If a student receives equal amounts of credit for study in different countries, the primary country is the first country in which the student receives credit.

Any country that the student will visit but will not receive credit for overseas study is disregarded.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* OS-HELP loan

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E554: OS-HELP secondary study country code

### DESCRIPTION

A code representing the second country in which a student receiving OS-HELP assistance will study

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1201 to 9299 | Overseas country code from countries classification |

### Additional information to support reporting requirements

Refer to [Appendix C – Standard Australian Classification of Countries](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/appendices#AppendixC).

The secondary country is the country of study in which the student will receive the second most amount of credit. If a student receives equal amounts of credit for study in different countries, the secondary country is the second country in which the student receives the equal amount of credit.

Any country that the student will visit but will not receive credit for overseas study is disregarded.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* OS-HELP loan

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E555: RETIRED

# E556: RETIRED

# E557: TAC offer code

### DESCRIPTION

The admission centre that handles applications for the course

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| Q | apply through QTAC​ |
| S | apply through SATAC |
| T | apply through TISC​​ |
| U | apply through UAC​​ |
| V | apply through VTAC​ |

### Additional information to support reporting requirements

Report a code for all admission centres that will handle applications for the course.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course on campus

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E558: HELP loan amount

### DESCRIPTION

The HELP loan amount for a unit of study or SA-HELP loan

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Decimal |
|  | Width: | 7(2) |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

If a student has no HELP loan for a unit of study then the value for element 558 (HELP Debt) must be "0". This includes exempt and overseas students.

If a student has a HELP loan for the unit of study then the value for element 558 (HELP Debt) must equal element 384 (Total Amount Charged) minus element 381 (Amount Paid Upfront).

For FEE‑HELP undergraduate courses and VET courses this must exclude the loan fee which is reported separately in element 529 (Loan fee).

Calculating the HECS‑HELP loan for a unit of study prior to 1 January 2017

The HECS‑HELP discount was discontinued from 1 January 2017. For information on how to calculate element 558 for a pre‑2017 Commonwealth supported student please refer to the glossary - [Calculating pre-2017 HECS-HELP debts](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title=Calculating%20pre-2017%20HECS-HELP%20debts).

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* SA-Help loan
* Unit enrolment (HE)
* Unit enrolment (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E559: Campus postcode

### DESCRIPTION

The Australian postcode campus of the Provider where the course is being offered

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 0001 to 9999 | Australian Postcode​ |

### Additional information to support reporting requirements

Refer to [Appendix B – Australian Postcodes](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/appendices#AppendixB)

**Higher Education only**
This code must reflect the Australian postcode of the campus of the Provider where the course is being offered.

**Applications and Offers only**
This code must reflect the Australian postcode of the campus of the Higher Education provider where the applicant would be primarily undertaking the course of study. Where possible, the postcode should reflect the location of the campus rather than the postal address. If the course is taken externally or the location is not specified, then the postcode to be reported is that of the campus of the institution from where the course is administered.

HEPs / TACs – reporting is optional for Course Offers and Course Preferences

For TACs, refer to [TAC Data Elements Map](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/TAC-Data-Elements-Map) for more information.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Campus
* Course offers
* Course preferences

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E560: Credit used value

### DESCRIPTION

The EFTSL value of credit/RPL used towards the requirements of the course

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Decimal |
|  | Width: | 4(3) |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

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.

A separate code is to be reported for each crediting/RPL incident, each with a linked value indicating the basis for the credit (E561) and the source Provider (E566). Values for E560 must not be aggregated unless the credit has the same E561 *and* E566 *and* has not been previously reported.

**VET only**
Reporting of data for this element is optional.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course admission (HE)
* Course admission (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E561: Credit basis code

### DESCRIPTION

A code which records the nature of the study for which credit /RPL was offered

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 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 a Provider outside Australia |
| 0500 | Credit/RPL was offered for work experience undertaken inside or outside Australia |
| 0600 | Other |

### Additional information to support reporting requirements

**VET Student**
Reporting of data for this element is optional.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course admission (HE)
* Course admission (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E562: RETIRED

# E563: RETIRED

# E564: RETIRED

# E565: RETIRED

# E566: Credit provider code

### DESCRIPTION

A code indicating the Provider where the studies for which the credit/RPL was offered were undertaken, for all students with a commencement date of 2008 or later.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1000 to 7997 | Provider code listed in Appendix A  |
| 9999 | Provider is not listed in Appendix A |

### Additional information to support reporting requirements

Refer to [Appendix A: Higher Education and VET Provider Codes and Names](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/appendices#AppendixA).

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course admission (HE)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E567: RETIRED

# E568: RETIRED

# E569: Campus operation type

### DESCRIPTION

A code which identifies the type of arrangement through which an offshore course is being delivered.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 2 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 01 | a stand-alone arrangement |
| 02 | a partnership arrangement |

### Additional information to support reporting requirements

A stand-alone arrangement: The course, curriculum, teaching and the provision of learning support and infrastructure is the sole responsibility of the Australian institution.

Partnership arrangement: an arrangement in which the responsibility for the course curriculum, teaching, and learning support and infrastructure is shared with other entities, such as through partnerships with other institutions or entities, sub-contracting of services, or franchising. The Australian Provider has responsibility for academic oversight of the arrangement.

Where a course is delivered through more than one type of operation at a campus the principal arrangement is reported.

Only report a type of operation for a course on campus that is offered fully or partially offshore. See element 571.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course on campus

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E570: Principal mode of offshore delivery code

### DESCRIPTION

Principal mode of delivery of offshore course

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 2 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 01 | Internal |
| 02 | External - with face-to-face component |
| 03 | External - with no face-to-face component |
| 04 | Multi-modal |

### Additional information to support reporting requirements

Internal mode of delivery: course delivery is principally face to face, requiring regular attendance at a Provider or follows an agreed schedule for the purposes of supervision.

External mode of delivery – with face-to-face component: courses offered via distance education, online learning or correspondence, with compulsory attendance at classes during certain blocks of time.

External mode of delivery – with no face-to-face component: courses offered via distance education, online learning or correspondence, with no compulsory face-to-face component.

Multi-modal delivery: delivery is organised comparatively equally between internal and external modes of delivery.

Where a course is delivered in more than one mode at a campus the main mode of delivery is reported.

Only report a mode of deliver for a course on campus that is offered fully or partially offshore. Courses that are offered from within Australia through distance education are not considered to be offshore courses.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course on campus

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E571: Offshore delivery code

### DESCRIPTION

A code which identifies whether a course is delivered partially or fully offshore.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 2 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 01 | Course is delivered partially offshore |
| 02 | Course is delivered fully offshore |

### Additional information to support reporting requirements

Where a course is delivered in more than one form at a campus, the main form of delivery is reported.

A course which is coded as 01 or 02 may also be delivered in Australia.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course on campus

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E572: Year left school

### DESCRIPTION

A code which identifies the year in which a commencing domestic student completed their highest level of school attainment.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Integer |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| YYYY | The year (YYYY) in which the student completed their highest level of school attainment |
| 9999 | A commencing student with no information on secondary education |

### Additional information to support reporting requirements

Code ‘9999’ where the year is unknown. The year is to indicate the highest level of school attainment, not participation. For example, a student who completed Year 11 in 2016 and participated in, but did not complete, year 12 in a later year is to be coded as ‘2016’.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E573: Highest educational attainment parent 1

### DESCRIPTION

A code which provides information about the highest educational attainment of the first parent or guardian as identified by the student

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 2 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 20 | Postgraduate qualification (e.g. Postgraduate Diploma, Masters, PhD) |
| 21 | Bachelor Degree |
| 22 | Other post school qualification (e.g. VET Certificate, Associate Degree or Diploma |
| 23 | Completed Year 12 schooling or equivalent |
| 24 | Did not complete Year 12 schooling or equivalent |
| 25 | Completed Year 10 schooling or equivalent |
| 26 | Did not complete Year 10 schooling or equivalent |
| 49 | Don’t know |
| 99 | No information provided by student |

### Additional information to support reporting requirements

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Student (HE)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E574: Highest educational attainment parent 2

### DESCRIPTION

A code which provides information about the highest educational attainment of a second parent or guardian as identified by the student

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 2 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 20​ | Postgraduate qualification (e.g. Postgraduate Diploma, Masters, PhD)​ |
| 21​ | Bachelor Degree​ |
| 22​ | Other post school qualification (e.g. VET Certificate, Associate Degree or Diploma) |
| 23​ | Completed Year 12 schooling or equivalent​ |
| 24 | Did not complete Year 12 schooling or equivalent​ |
| 25​ | Completed Year 10 schooling or equivalent​ |
| 26​ | Did not complete Year 10 schooling or equivalent​ |
| 49​ | Don’t know​ |
| 99​ | No information provided by student​ |

### Additional information to support reporting requirements

Only to be completed if student has two parents/guardians.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Student (HE)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E575: Study reason code

### DESCRIPTION

Study Reason code identifies the student's main reason for study

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 2 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 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 |
| 13 | To get skills for community/voluntary work |
| 99 | No information provided |

### Additional information to support reporting requirements

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.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course admission (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E576: Labour force status code

### DESCRIPTION

Labour Force Status Identifier describes a student's employment status

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 2 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

**Employed:**

|  |  |
| --- | --- |
| VALUE | MEANING |
| 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:**

|  |  |
| --- | --- |
| VALUE | MEANING |
| 06 | Unemployed - seeking full-time work |
| 07 | Unemployed - seeking part-time work |

**Not in the labour force:**

|  |  |
| --- | --- |
| VALUE | MEANING |
| 08 | Not employed - not seeking employment |
| 99 | No information provided |

### Additional information to support reporting requirements

Labour Force Status Identifier is based on the Australian Bureau of Statistics, Standards for Social, Labour and Demographic Variables, 1999. Refer to: [Appendix J - Standards for Social, Labour and Demographic Variables, 1999](https://heimshelp.education.gov.au/resources/pages/appendices#AppendixJ).

Students must be classified to a single labour force category based on the student’s own perception of their labour force activities.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course admission (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E577: Recognition of prior learning code

### DESCRIPTION

A code indicating whether the unit enrolment is to grant status for recognition of prior learning

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1 | RPL with no gap training |
| 2 | RPL with gap training |

### Additional information to support reporting requirements

How RPL is reported depends on whether the RPL is granted as part of a unit of study that the student is enrolled in and whether student is charged an RPL assessment fee. See the RPL Reporting Guide for more information on how RPL is to be reported.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Unit enrolment (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E578: RETIRED

# E579: RETIRED

# E580: RETIRED

# E581: RETIRED

# E582: OS-HELP language code

### DESCRIPTION

A code indicating the language a student is studying in preparation for their OS-HELP study in Asia

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1000 to 9799 | Code from language classification |

### Additional information to support reporting requirements

Refer to: [Appendix D - Australian Standard Classification of Languages (ASCL).](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/appendices#AppendixD)

A language code is only to be reported for a student who is studying a language in preparation for their OS-HELP study in Asia (student status code on [element 490](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/490) = 242 “OS-HELP language study”).

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* OS-HELP loan

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E583: OS-HELP language study commencement date

### DESCRIPTION

A date to link a student's record for OS-HELP language study with their related OS-HELP record for study in Asia

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Date |
|  | Width: | 10 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

The study period commencement date of OS-HELP language study**.**

A commencement date is only required where a student has received both OS-HELP for study in Asia ([element 490](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/490) = 241) and OS-HELP language study ([element 490](http://heimshelp.education.gov.au/sites/heimshelp/supporting_information/pages/490) = 242).

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* OS-HELP loan

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E584: Unique student identifier

### DESCRIPTION

A code assigned by the department which uniquely identifies an individual.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 10 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

The Unique Student Identifier must be a valid identifier issued by the department.

Where a client has already been issued a Unique Student Identifier, a new Unique Student Identifier must not be requested from the department.

Records should be checked to ensure that two or more records with different Unique Student Identifiers do not identify the same person.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E591: Higher degree by research thesis submission date

### DESCRIPTION

The date on which a higher degree by research student submitted their thesis

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Date |
|  | Width: | 10 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

The HDR thesis submission date is based on a student's first recorded thesis submission. Subsequent revisions and resubmissions for the thesis should not be reported through this code.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Aggregated awards
* Course admission (HE)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E592: Course outcome date

### DESCRIPTION

The date on which a student completed their course of study.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Date |
|  | Width: | 10 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

The course completion date is the date that the Provider determines the student has fully met the academic requirements of the course and is eligible to be issued with the qualification. It is not the date that the student graduates.

No value needs to be reported for students who have not yet completed their course.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Aggregated awards
* Course admission (HE)
* Course admission (VET)
* Exit awards

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E593: Higher degree by research end-user engagement code

### DESCRIPTION

A code which indicates a type of research end-user engagement undertaken by a Higher Degree by Research student

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 2 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 02 | Undertaking research internship with a research end‑user |
| 03 | Jointly supervised by a research end‑user |
| 04 | Jointly funded or fully funded by a research end‑user |
| 05 | Undertaking formal training on end‑user engagement |
| 06 | Undertaking other commercialisation and engagement activities |

### Additional information to support reporting requirements

Report all end-user engagements undertaken by Higher Degree by Research students.

Please refer to the Glossary for the definition of the terminology in this document:

[Research end‑user](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title=Research%20end-user)
[Research internship](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title=Research%20internship)
[Jointly supervised by a research end‑user](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title=Jointly%20supervised%20by%20a%20research%20end-user)
[Jointly funded or fully funded by a research end‑user](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title=Jointly%20funded%20or%20fully%20funded%20by%20a%20research%20end-user)
[Formal training on end‑user engagement](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title=Formal%20training%20on%20end-user%20engagement)
[Other commercialisation and engagement activities](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title=Other%20commercialisation%20and%20engagement%20activities)

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course admission (HE)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E594: Higher degree by research primary field of research code

### DESCRIPTION

A code which identifies the primary field of research to which a student’s higher degree by research degree is classified

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 3001 to 5299 | Field of research code |

### Additional information to support reporting requirements

For all Higher Degree Research students, report the first four digits of the Field of Research Code, Australian and New Zealand Standard Research Classification (ANZSRC), 2020.

Refer to Appendix F – Field of research classification [https://www.abs.gov.au/ausstats/abs@.nsf/mf/1297.0](https://www.abs.gov.au/ausstats/abs%40.nsf/mf/1297.0) .

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course admission (HE)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E595: Higher degree by research secondary field of research code

### DESCRIPTION

A code which identifies the secondary field of research to which a student’s higher degree by research degree is classified

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 3001 to 5299 | Field of research code |

### Additional information to support reporting requirements

For all Higher Degree Research students with more than one field of research, report the first four digits of the Field of Research Code, Australian and New Zealand Standard Research Classification (ANZSRC), 2020.

Refer to Appendix F – Field of research classification [https://www.abs.gov.au/ausstats/abs@.nsf/mf/1297.0](https://www.abs.gov.au/ausstats/abs%40.nsf/mf/1297.0)

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course admission (HE)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

#  E596: Standard course duration

### DESCRIPTION

The standard duration of the course of study for a full-time student, in years and fractions of academic years

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Decimal |
|  | Width: | 4(3) |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |

### Additional information to support reporting requirements

The length of the course (in years) based on the standard delivery structure for the course of study, coded as whole numbers and/or fractions of academic years.

For example, a standard course duration of 2 ½ years is to be coded as “2.5”. A course with a standard course duration of 3 years is coded as “3”.

The Standard course duration is the normal duration of the course for a full-time student. Under traditional delivery arrangements, a general bachelor degree of 3 years full time would be coded as “3” in the Standard course duration and “3” for Course of study load (E350).

For institutions that offer fast track study as the standard delivery, the standard course duration reflects the standard time for a full-time student to complete the course. For example, some Providers deliver general bachelor degrees of 3 EFTSL through a standard fast-track delivery so that full-time students normally complete the course in 2 years. In this case, the Course of study load (E350) would be “3” but the Standard course duration would be “2”.

The Standard course duration must not be greater than the Course of study load, once converted to full-time years. For example, if the Course of study load is 3 EFTSL, then the Standard course duration cannot be greater than “3”.

The Standard course duration is to reflect the standard or normal course delivery. It is not affected by situations where individual students:

* Voluntarily study at less than a standard full-time load.
* Voluntarily fast-track their study by undertaking more than the standard full-time load for a year.
* Voluntarily or accidently take more than the standard load.
* Fail units of study that need to be retaken or substituted.

Report ‘0’ for non-award, cross Provider program, unit of study undertaken through Open Universities Australia or course is only available on a part-time basis.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course (HE)
* Course (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E597: CRICOS code

### DESCRIPTION

The CRICOS code that applies to the course at the campus

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 7 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

Report the CRICOS code that applies to the relevant course at the relevant campus.

Where a Provider has multiple CRICOS codes for a given course at a given campus, report the CRICOS code with the lowest estimated tuition fee. Providers must ensure the CRICOS code is updated if a fee change results in another CRICOS code having a lower estimated tuition fee for that course on campus.

Refer to <http://cricos.education.gov.au/default.aspx>

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course on campus

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E598: Commonwealth scholarship amount

### DESCRIPTION

Total scholarship amount paid to the student in the reporting period.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Decimal |
|  | Width: | 8(2) |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

Report the amount paid to the student.

This value is to be provided for students who are holders of an Indigenous Student Success Program (ISSP) Scholarship:

1. Indigenous Commonwealth Education Costs Scholarship (Indigenous CECS)
2. Indigenous Commonwealth Accommodation Scholarship (Indigenous CAS)
3. Indigenous Commonwealth Reward Scholarship

The amount is the total amount that has been paid to the student during the reporting period. The amount only needs to be reported once at the end of each reporting period.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Commonwealth scholarship

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E599: Course outcome code

### DESCRIPTION

A code which categorises the outcome of a student’s course

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1 | Completed |
| 2 | Withdrawn |
| 3 | Enrolment cancelled |
| 4 | Approved leave |
| 5 | Completed but continuing a related course |
| 6 | Transfer to complete a related course |
| 7 | Transfer to continue a related course |

### Additional information to support reporting requirements

A student’s course outcome is to be coded as “completed” when the Provider has determined that the student has met all the requirements of the course in which the student is currently enrolled.

A student’s course outcome is to be coded as “withdrawn” where the student has formally notified the provider that they are discontinuing study in the course and they are not transferring to, or completing, a related course with the provider.

A student’s course outcome is to be coded as “enrolment cancelled” where the Provider has withdrawn the student from the course due to the student’s lack of progress or other academic or disciplinary reasons.

A student’s course outcome is to be coded as “approved leave” where the Provider has approved a leave of absence for the student after the student has commenced the course.

Do not report a Course outcome code where the student remains enrolled in the course, unless one of the allowable categories applies to the student.

**VET**

The codes ‘5’, ‘6’ and ‘7’ are not applicable to this collection.

**Higher education**

A student’s course outcome is to be coded as “completed but continuing a related course” where the student has completed the requirements of the course but will be continuing in a related course for which they will receive full credit recognition for the first course. This includes nested awards where a completion is reported for a lower or component award but the student will continue study. For example, a student completing a nested Graduate Certificate who is continuing with a Graduate Diploma or a student who is awarded a single degree (e.g. BA) but is continuing their enrolment in a related combined degree (e.g. BA/LLB).

A student’s course outcome is to be coded as “transfer to complete a related course” where the student is not continuing study in the course or a related course with the provider but will be have a completion recorded (without further study) for the related course. This includes students receiving an exit award at the same or lower level.

A student’s course outcome is to be coded as “transfer to continue a related course” where the student is not continuing study in the course but is transferring to a related course that will require further study to meet the requirements of that second course. For example, a student who transfers from a combined degree to a related single degree but has yet to complete the single degree, or a student transferring from a bachelor pass to a bachelor honours degree but did not separately complete the pass degree.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Aggregated awards
* Course admission (HE)
* Course admission (VET)
* Exit awards

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E600: Unit of study commencement date

### DESCRIPTION

The date on which the student commences the unit of study

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Date |
|  | Width: | 10 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

The Unit of study commencement date is the date that the Provider first expects students to engage in learning and assessment activities. In most cases, this would fall in the first week of the relevant study period, however there may be cases where this date falls outside of the first week.

For students who are expected to commence learning activities within two weeks of the start of the academic term or semester, Unit of study commencement date is the first day of the academic term or semester in which the unit of study is delivered.

For students who are not expected to commence learning activities within the first two weeks of the start of the academic term or semester, the Unit of study commencement date is the first day the Provider expects the student to commence learning activities. For example, for a Bachelor of Science, the units might normally commence in week 1, however Applied Physics 1.01 deviates from this, and actually starts in week 3. For Applied Physics 1.01, the Unit of study commencement date would be the relevant day in week 3.

VET providers may report the ‘Activity start date’, as specified in the AVETMISS data element definitions with the format of YYYY-MM-DD.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Unit enrolment (HE)
* Unit enrolment (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E601: Unit of study outcome date

### DESCRIPTION

The expected or actual date of the outcome for a student’s unit of study.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Date |
|  | Width: | 10 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

For students who have not withdrawn from the unit of study, the Unit of study outcome date is the date the Provider expects students to finish engaging in learning and assessment activities. In this instance, it is last day of the academic term or semester in which the unit of study is delivered including any relevant exam periods. For units of study that involve placements or practicums that conclude after the last day of the academic term or semester, then the Unit of study outcome date is the day the student is expected to complete the placement or practicum.

For students who withdraw from the unit, the Unit of study outcome date is to be updated to indicate the date that the student formally withdrew from the Unit of Study.

Providers are only required to report information that is known (i.e. where the student formally withdraws from a unit of study, as opposed to disengaging without notice).

VET providers may report the ‘Activity end date’, as specified in the AVETMISS data element definitions with the format of YYYY-MM-DD.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Unit enrolment (HE)
* Unit enrolment (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E605: Selection rank

### DESCRIPTION

The selection rank obtained by a student commencing an undergraduate award course OR an applicant applying for an undergraduate award course

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Decimal |
|  | Width: | 4(2) |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 0 | Selection Rank is not available |
| 0.05 to 99.95 | Selection Rank |

### Additional information to support reporting requirements

The Selection Rank (see glossary) is the student’s or applicant’s ATAR after adjustment factors have been applied to assess admission into a course.

Data must be reported for all domestic students and domestic applicants who are recent school leavers as defined in the glossary. Data should also be reported for other students and applicants if the Provider has this information.

Where no adjustment factors are applied to the student’s or applicant’s ATAR, the Selection Rank is to match the ATAR.

For students who completed high school in Queensland before Queensland adopted the ATAR, the Selection Rank is to be reported based on the ATAR equivalent.

For students who complete the International Baccalaureate in Australia, the Selection Rank is to be reported based on the ATAR equivalent.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course admission (HE)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E609: Effective from date

### DESCRIPTION

The date from which the specific piece of data is valid

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Date |
|  | Width: | 10 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Campus
* Course (HE)
* Course (VET)
* Course admission (HE)
* Course on campus
* Delivery location (VET)
* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E610: Effective to date

### DESCRIPTION

The date up to and including which the specific piece of data is valid.

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Date |
|  | Width: | 10 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Campus
* Course (HE)
* Course (VET)
* Course admission (HE)
* Course on campus
* Delivery location (VET)
* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E612: Level left school

### DESCRIPTION

The highest level of school attainment for the commencing domestic student

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Integer |
|  | Width: | 2 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 9 | Year 9 |
| 10 | Year 10 |
| 11 | Year 11 |
| 12 | Year 12 |
| 99 | Highest level of school is unknown |

### Additional information to support reporting requirements

Report the highest level of school attainment for the commencing domestic student. The code is to indicate the highest level of school attainment, not participation. For example, a student who completed Year 11 and participated in but did not complete year 12 in a later year is to be coded as ‘11’.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E615: Disability code

### DESCRIPTION

Disability code identifies the type(s) of disability, impairment or long-term condition that a student indicates

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 2 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 11 | Hard of Hearing/deaf/Deaf |
| 12 | Physical disability |
| 13 | Intellectual disability |
| 14 | Specific Learning Disability |
| 15 | Mental health condition |
| 16 | Acquired brain injury |
| 17 | Low Vision/Blind |
| 18 | Medical condition |
| 20 | Neurological condition |
| 19 | Other disability |
| 99 | Not specified |

### Additional information to support reporting requirements

Report all disability types indicated by the student.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E619: Course assurance indicator

### DESCRIPTION

An indicator that identifies whether the student’s enrolment in the unit of study is the result of an approved VET Student Loans course assurance arrangement

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Boolean |
|  | Width: | 5 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| true | Student’s enrolment in the unit of study is the result of an approved VSL course assurance arrangement that has been activated |
| false | Student’s enrolment in the unit of study is not the result of an approved VSL course assurance arrangement that has been activated  |

### Additional information to support reporting requirements

A provider must only report a ‘true’ value where a student’s enrolment in the unit of study is for a replacement course in the provider’s capacity as a second provider under an approved VSL course assurance arrangement. All of the student’s enrolments in units of study for the replacement course must return a ‘true’ value for this indicator regardless of whether the unit of study is being taught for free under the VSL course assurance requirements.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Unit enrolment (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E620: Highest attainment code

### DESCRIPTION

Highest attainment identifies the highest level of prior educational achievement successfully completed by the student

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 3 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 110 | Doctoral Degree |
| 120 | Master Degree |
| 200 | Graduate Diploma or Graduate Certificate |
| 300 | Bachelor Degree |
| 410 | Advanced Diploma and Associate Degree |
| 420 | Diploma |
| 511 | Certificate IV |
| 514 | Certificate III |
| 521 | Certificate II |
| 524 | Certificate I |
| 000 | None of the above |

### Additional information to support reporting requirements

For more detail about the classification of awards, refer to Australian Standard Classification of Education (ASCED), 2001 ([http://www.abs.gov.au/AUSSTATS/abs@.nsf/DetailsPage/1272.02001?OpenDocument](http://www.abs.gov.au/AUSSTATS/abs%40.nsf/DetailsPage/1272.02001?OpenDocument)).

**Applications and Offers only**
HEPs - data is required in both submissions

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course admission (HE)
* Course admission (VET)
* Course application

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E622: Unit of study year long indicator

### DESCRIPTION

An indicator of units of study that are full year units

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Boolean |
|  | Width: | 5 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| true | Unit of study is a full year unit of study |
| false | Unit of study is NOT a full year unit of study |

### Additional information to support reporting requirements

A unit of study is a full year unit if the duration of the unit is a full academic year or longer (e.g. two semesters or three trimesters in length equalling a period of one academic year or more).

To be classified as a year long unit, the unit must be a single unit that has a single outcome upon completion at the end of the academic year (completed, failed, withdrawn). This can include units, which are completed across two academic years, for example, by starting the unit at the start of second semester and completing it at the end of the first semester in the following year. If the unit is repeated by the student, the student will be required to undertake the unit again in its entirety over a whole academic year (or more).

The following are not to be classified as year-long units of study:

* Self-paced units of study where students can choose how long they take to complete. For example, online units of study that do not require the student to take a full academic year or more to complete.
* Units of study that are not delivered over a full academic year. For example, two out of three trimesters, three out of four terms.
* A cluster, stream or combination of related units of study, which are delivered over an academic year. For example, i.e. ‘part A’ & ‘part B’ units of study.
* Units of study where the student can have more than one outcome. For example, if the student is required to repeat a part or portion of the full academic year, it would not be considered a full year unit.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Unit enrolment (HE)
* Unit enrolment (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E623: RTP stipend amount

### DESCRIPTION

The Research Training Program (RTP) Stipend scholarship amount awarded to a student in the reference year

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Decimal |
|  | Width: | 9(2) |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

RTP Stipend is as defined in the [Commonwealth Scholarships Guidelines (Research) 2017](https://www.legislation.gov.au/Series/F2016L01602).

The RTP Stipend amount is the total amount awarded (including indexation if applicable) to the student for the full reporting year. This is the amount offered to the student and may not equate to the amount paid to the student, for example, if the student completed their studies prior to the end of the full year or if the student’s RTP Stipend scholarship was suspended for a period during the year.

Only one RTP Stipend amount is to be reported per student per year.

This amount must not include any RTP fee offset the student may receive.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course admission (HE)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E625: Delivery location code

### DESCRIPTION

A unique code that identifies the location from which units of study are physically delivered

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 10  |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

A unique code for the delivery location that matches the ‘training organisation delivery location identifier’ reported through AVETMISS.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Delivery location (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E627: Delivery location street address

### DESCRIPTION

The street/unit number and street name for the location from which units of study are delivered

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 76 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

The data must indicate the physical address of the location from which units are delivered and must not be a postal address.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Delivery location (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E630: Delivery location state

### DESCRIPTION

The Australian state for the location from which units of study are delivered

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 3 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| NSW | New South Wales |
| VIC | Victoria |
| QLD | Queensland |
| WA | Western Australia |
| SA | South Australia |
| TAS | Tasmania |
| NT | Northern Territory |
| ACT | Australian Capital Territory |
| AAT | Australian Antarctic Territories |

### Additional information to support reporting requirements

The data must indicate the Australian State or Territory from which units of study are delivered, and must not be for the postal address.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Delivery location (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E632: Australian Tertiary Admission Rank

### DESCRIPTION

The Australian Tertiary Admission Rank (ATAR) obtained by a student commencing an undergraduate award course OR an applicant applying for an undergraduate award course

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Decimal |
|  | Width: | 4(2) |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 0 | ATAR is not available |
| 0.05 to 99.95 | ATAR  |

### Additional information to support reporting requirements

The ATAR is a ranking up to 99.95 agreed by COAG as a nationally equivalent measure of a person’s relative academic ranking within their complete age cohort in the year they graduated from senior secondary school. The ATAR reported on this element is to be the ‘raw ATAR’ and is not to include any adjustment factors, such as bonus points.

Data must be reported for all domestic students and domestic applicants who are recent school leavers as defined in the glossary. Data should also be reported for other students and applicants if the Provider has this information.

For students who completed high school in Queensland before Queensland adopted the ATAR, the “Overall Position” (OP) values are to be reported at the ATAR equivalent.

For students who complete the International Baccalaureate in Australia, Scores are to be reported at the ATAR equivalent.

Those values are to be reported in full, without rounding.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course admission (HE)
* Course application

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E644: Campus country code

### DESCRIPTION

The overseas country code of the campus where the course is being offered

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1101 to 9299 | Country code from countries classification |
| 9999​ | Overseas country, but not classifiable​ |

### Additional information to support reporting requirements

Refer to Appendix C - [Standard Australian Classification of Countries](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/appendices#AppendixC)

This code must reflect the country code of the campus.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Campus
* Course offers
* Course preferences

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E658: Residential address country code

### DESCRIPTION

The overseas country code of a student's/applicant's residence

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1101 to 9299 | Country code from countries classification |
| 9999​ | Overseas country, but not classifiable​ |

### Additional information to support reporting requirements

Refer to: [Appendix C – Standard Australian Classification of Countries](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/appendices#AppendixC)

The residential address is where a student/applicant comes from, and not a temporary semester/term address.

Overseas students/applicants would have an overseas country as their residential address.

**Application and Offers only**
**HEPs / TACs** - Data is required in all submissions.

For TACs, refer to [TAC Data Elements Map](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/TAC-Data-Elements-Map) for more information.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application
* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E659: First residential address country code

### DESCRIPTION

The first reported overseas country code of a student's residence

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1101 to 9299 | Country code from countries classification |
| 9999 | Overseas country, but not classifiable​ |

### Additional information to support reporting requirements

This element allows Providers to revise the first reported residential address country code.

Refer to: [Appendix C – Standard Australian Classification of Countries](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/appendices#AppendixC)

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E660: Delivery location country code

### DESCRIPTION

The overseas country code location of the delivery location where the student is studying the unit

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1101 to 9299 | Country code from countries classification |
| 9999​ | Overseas country, but not classifiable​ |

### Additional information to support reporting requirements

Refer to Appendix C - [Standard Australian Classification of Countries](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/appendices#AppendixC)

This code must reflect the overseas country code of the delivery location for units of study.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Delivery location (VET)
* Unit enrolment (HE)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E661: Term address country code

### DESCRIPTION

The overseas country code for the residence in which the student lives during the term/period of study, as most recently advised

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1101 to 9299 | Country code from countries classification |
| 9999​ | Overseas country, but not classifiable​ |

### Additional information to support reporting requirements

Refer to: [Appendix C – Standard Australian Classification of Countries](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/appendices#AppendixC)

[Term address](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title=Term%20location) is the where a [student](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title=student) lives during the term. This may or may not be the same as the student's [permanent home residence](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossaryterm?title=permanent%20home%20residence).

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E666: Reporting period

### DESCRIPTION

The reporting period to which the individual data record relates

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Integer |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

Reporting period is defined as a ‘1’ if record relates to date between 1 January and 30 June and ’2’ if date between 1 July and 31 December.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Commonwealth scholarship

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E669: Prior postgrad year

### DESCRIPTION

The most recent year of completion or last year of participation in a prior postgraduate level course

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Integer |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

The most recent year of completion or last year of participation in a prior postgraduate level course (as reported in element 730 ‘Prior postgrad code’).

Do not report if no information is available.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E670: Prior degree year

### DESCRIPTION

The most recent year of completion or last year of participation in a prior degree level course

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Integer |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

The most recent year of completion or last year of participation in a prior degree level course (as reported in element 731 ‘Prior degree code’).

Do not report if no information is available.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E671: Prior HEP subdegree year

### DESCRIPTION

The most recent year of completion or last year of participation in a prior sub-degree level course at a university, college, or other higher education institute

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Integer |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

The most recent year of completion or last year of participation in a prior sub-degree level course at a university, college, or other higher education institute (as reported in element 732 ‘Prior HEP sub-degree code’).

Do not report if no information is available.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E672: Prior VET subdegree year

### DESCRIPTION

The most recent year of completion or last year of participation in a prior sub-degree level course through a VET pathway

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Integer |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

The most recent year of completion or last year of participation in a prior sub-degree level course through a VET pathway (as reported in element 733 ‘Prior VET sub-degree code’).

Do not report if no information is available.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E673: Prior VET award year

### DESCRIPTION

The most recent year of completion or last year of participation in a VET award course other than a sub-degree level course

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Integer |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

The most recent year of completion or last year of participation in a VET award course other than a sub-degree level course (as reported in element 734 ‘Prior VET award code’).

Do not report if no information is available.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E674: Prior RTO secondary year

### DESCRIPTION

The year in which the applicant completed the final year of secondary education through a Registered Training Organisation (RTO)

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Integer |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

The year in which the applicant completed the final year of secondary education through a Registered Training Organisation (RTO) (as reported in element 735 ‘Prior RTO secondary code’).

Do not report if no information is available.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E675: Prior secondary school year

### DESCRIPTION

The year in which the applicant completed the final year of secondary education at a high school, technical high school, secondary school or secondary college

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Integer |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

The year in which the applicant completed the final year of secondary education at a high school, technical high school, secondary school or secondary college (as reported in element 736 ‘Prior secondary school code’).

Do not report if no information is available.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E676: Prior other qualification year

### DESCRIPTION

The year in which the requirements were completed for some other qualification

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Integer |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

The year in which the requirements were completed for some other qualification e.g. Certificate of Attainment, Certificate of Competence (as reported in element 737 ‘other qualification code’).

Do not report if no information is available.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E678: Delivery location suburb

### DESCRIPTION

Name of suburb/town/region where a unit of study is physically delivered

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 48 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

This field must include a suburb or town name and should be meaningful in determining the delivery location.

**Coding a delivery location for Distance Education**

Distance education units of study are those offered via distance education, online learning or correspondence. These units of study may require compulsory attendance at classes during certain blocks of time. In these cases, the Delivery location suburb can be coded as “Distance Education”.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Delivery location (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E700: Application identification code

### DESCRIPTION

A code that uniquely identifies an application as assigned by the institution or admissions centre during the application phase

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 20 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |

### Additional information to support reporting requirements

**HEPs / TACs** - data is required in all submissions.

For TACs, refer to [TAC Data Elements Map](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/TAC-Data-Elements-Map) for more information.

The Application identification code must be unique between records submitted by a Provider in a reporting year.

Different individual applicants may have the same Application identification code in different submission years.

An individual applicant may have multiple Application identification codes in a single submission year and in different submission years.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E701: Application status code

### DESCRIPTION

A code to indicate the current status of the application

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1 | Current application |
| 2 | Application withdrawn by applicant |

### Additional information to support reporting requirements

**HEPs / TACs** - data is required in all submissions.

For TACs, refer to [TAC Data Elements Map](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/TAC-Data-Elements-Map) for more information.

Records are not included in respect of applications cancelled/withdrawn by the Higher Education provider or admissions centre as duplicate applications or because the applicant is deceased or has falsified documentation or for other administrative reasons.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E702: Australian Year 12 result type code

### DESCRIPTION

A code indicating the type of principal Australian Year 12 qualification (including International Baccalaureate) attempted by an applicant in the current year

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 2 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 01 | Australian Capital Territory Year 12 Certificate |
| 02 | New South Wales Higher School Certificate |
| 03 | Queensland Certificate of Education |
| 04 | South Australian Certificate of Education or Northern Territory Certificate of Education |
| 05 | Tasmanian Certificate of Education |
| 06 | Victorian Certificate of Education |
| 07 | Western Australian Certificate of Education |
| 08 | International Baccalaureate |
| 09 | Not Applicable as not a current Year 12 applicant or Year 12 qualification not to be reported (as listed below in notes) |

### Additional information to support reporting requirements

**HEPs / TACs** - data is discretionary in all submissions.

For TACs, refer to [TAC Data Elements Map](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/TAC-Data-Elements-Map) for more information.

Current year means the year in which the most recent Australian State and Territory school-leaver cohort completed Year 12 i.e. the year immediately prior to the reference year for the detailed collections

For the preliminary collection (TACs only), this element should reflect the Year 12 qualification being attempted

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.

The following qualifications are coded as ‘09’: Victorian Certificate of Applied Learning, Accelerated Christian Education and Rudolf Steiner/Waldorf Education.

QCE (‘03’) may also be used for the Queensland Senior Certificate by internal examination but the Queensland Senior Certificate by external examination is excluded

International Baccalaureate qualifications are coded ‘08’ for all students who are confirmed by the Australian Office of the International Baccalaureate Organisation (regardless of whether the qualification was achieved at an onshore Australian school)

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E705: Date offered

### DESCRIPTION

The date on which an offer of admission in a course was made to an applicant

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Date |
|  | Width: | 10 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

**HEPs / TACs** - data is required in all submissions.

For TACs, refer to [TAC Data Elements Map](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/TAC-Data-Elements-Map) for more information.

Where the date offered cannot be provided report the reference date.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course offers

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E709: Intake year

### DESCRIPTION

The calendar year in which the course will potentially commence for which the applicant has a preference or in which an offer has been made

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Integer |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| YYYY | Date course commences in YYYY format |

### Additional information to support reporting requirements

For the purpose of the Application and Offers collection, the intake year is the year the course commences which may differ to the year the student first starts studying in that course. Report in YYYY format.

Required when reporting Course Preferences and Course Offers.

For TACs, refer to [TAC Data Elements](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/TAC-Data-Elements-Map) Map for more information.

Where the full details of the intake year cannot be provided, the default is the current reference year.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course offers
* Course preferences

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E710: International Baccalaureate aggregate score

### DESCRIPTION

The aggregate score associated with a secondary qualification attempted in the current year by an applicant who has qualified for the award of an International Baccalaureate Diploma or Bilingual International Baccalaureate Diploma

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Integer |
|  | Width: | 2 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 21 to 45​​ | Aggregate score out of 45 points for an applicant who completed the Diploma or Bilingual Diploma in the current year​ |
| 99​ | Applicant qualified for an International Baccalaureate aggregate score in the current year but the value is unknown or cannot be reported​ |

### Additional information to support reporting requirements

International Baccalaureate qualifications are reported for students whose confirmed candidature has been notified by the Australian Office of the International Baccalaureate Organisation.

Current year means the year in which the most recent Australian State and territory school-leaver cohorts completed Year 12.

If the submitter is a TAC, report bb where the applicant has not qualified for an International Baccalaureate aggregate score. Refer to [TAC Data Elements Map](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/TAC-Data-Elements-Map) for more information.

If the submitter is a Higher Education Provider, this field may be left blank if no details on the International Baccalaureate aggregate score are collected.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E711: Interstate transfer index

### DESCRIPTION

A code indicating the overall measure of student achievement on completion of an Australian Year 12 qualification as reported by TACs

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Decimal |
|  | Width: | 4(2) |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 0 | The applicant has not qualified for an Interstate Transfer Index or the applicant's score is unknown |
| 30 to 99.95 | Selection Rank |

### Additional information to support reporting requirements

The Interstate Transfer Index is the value for the common index that has been agreed by MCEETYA.

Round the hundredths in the value to either ‘0’ or ‘5’. For example:

* ‘89.94’ should be reported as ‘89.95’
* ‘91.11’ should be reported as ‘91.10’

Current year means the year in which the most recent Australian State and territory school‑leaver cohorts completed Year 12.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* TAC only

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E713: Preference ordinal position

### DESCRIPTION

The ordinal position of a preference in the set of preferences of an applicant as at the Reference date

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 2 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 00 | Provider does not require applicants to express a preference order |
| 01 to 98​ | Actual or notional ordinal position assigned to a preference​​​ |
| 99 | May be reported for course offers if the offered course is not a current preference and such data is captured |

### Additional information to support reporting requirements

**Higher Education Providers**

* Providers report ‘00’ or a notional Preference ordinal position if applicants are not required to express a preference order
* Element 713 (Preference ordinal position) must be different in each Course Preference linked to a single element 700 (Application identification code) for the reference year (unless 00 is reported)
* If only one preference is submitted against a unique value for element 700 (Application identification code) then the Preference ordinal position of ‘01’ should be assigned

**If the submitter is a TAC:**

Provision of full details of the Preference ordinal position is required for all Preference Details and Offer Details data records.

* Element 713 (Preference ordinal position) must be different in each Course Preference linked to a single element 700 (Application identification code) for the reference year.
* Element 713 (Preference ordinal position) must be different in each Course Offer linked to a single element 700 (Application identification code) which has the same element 705 (Date offered) for the reference year. This rule does not apply to the reporting of ‘99’.

For TACs, refer to [TAC Data Elements Map](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/TAC-Data-Elements-Map) for more information.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course offers
* Course preferences

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E723: Offer response code

### DESCRIPTION

A code to identify the response of an applicant to an offer of admission to a course

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1 | Accepted the offer​ |
| 2 | Rejected the offer​ |
| 3 | Deferred the offer​ |
| 4 | Offer deemed to have lapsed​ |
| 5 | Offer superseded by later offer​ |
| 6 | Response unknown, not yet recorded, or not required |

### Additional information to support reporting requirements

**HEPs / TACs**- Provision of data is discretionary in both submissions.

For TACs, refer to [TAC Data Elements Map](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/TAC-Data-Elements-Map) for more information.

A response to an offer can be an explicit response from the applicant or applicant’s agent or inferred by the institution from the applicant’s failure to respond by the lapse date (coded as ‘4’) or from the applicant’s enrolment in an institution course corresponding to the course (coded as ‘1’).

If ‘6’ is recorded, change to ‘1’ at such time as the applicant enrols.

A failure to enrol does not supersede an acceptance of the offer.

The most recent response is reported where an applicant explicitly changes his/her response to an offer.

Concurrent acceptance of multiple offers is not invalid.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course offers

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E724: Sector code

### DESCRIPTION

A code to identify the sector of a course and the funding source for a higher education course

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1​ | Higher education sector Commonwealth supported place​ |
| 2​ | Higher education sector Domestic Fee-paying place​ |
| 3​ | Vocational education and training (VET) sector​ |
| 4​ | Other (e.g. New Zealand institution)​ |

### Additional information to support reporting requirements

**HEPs / TACs** - data is required in all submissions.

For TACs, refer to [TAC Data Elements Map](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/TAC-Data-Elements-Map) for more information.

Higher education sector – a Provider as listed in subdivision 16-b of the [*Higher Education Support Act 2003*](http://www.comlaw.gov.au/Series/C2004A01234) and Providers as determined by the Minister under section 16-35 of HESA.

The default value for Table A Higher Education providers would be ‘1’.

VET sector – Registered training organisations listed on the [Training.gov.au](http://training.gov.au/)

Please refer to the [Glossary](http://heimshelp.education.gov.au/sites/heimshelp/resources/glossary/pages/glossary) for further information about terminology used in this document.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course offers
* Course preferences

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E728: RETIRED

# E729: Overall position

### DESCRIPTION

The Overall Position associated with a secondary qualification attempted in the current year by an applicant who completed the Queensland Certificate of Education or Queensland Senior Certificate by internal assessment – reported by TACs

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | Integer |
|  | Width: | 2 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 01 to 25​ | Overall Position for an applicant who completed the major Queensland Year 12 qualification in the current year |
| 99 | Applicant qualified for an Overall Position in the current year but the value is unknown or cannot be reported |

### Additional information to support reporting requirements

Current year means the year in which the most recent Australian State and territory school‑leaver cohorts completed Year 12.

Leave OP‑Score blank if the applicant has not qualified for an Overall Position.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* TAC only

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E730: Prior postgrad code

### DESCRIPTION

A code identifying whether an applicant has commenced and/or completed a postgraduate level course (e.g. Higher Doctorate, Doctorate, Master's Degree)

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 2 | Had commenced but did not complete all the requirements of a postgraduate level course |
| 3 | Has completed all the requirements of a postgraduate level course |

### Additional information to support reporting requirements

**HEPs / TACs** - data is optional in all submissions.

For TACs, refer to [TAC Data Elements Map](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/TAC-Data-Elements-Map) for more information.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E731: Prior degree code

### DESCRIPTION

A code identifying whether an applicant has commenced and/or completed a bachelor level course

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 2 | Had commenced but did not complete all the requirements of a bachelor level course |
| 3 | Has completed all the requirements of a bachelor level course |

### Additional information to support reporting requirements

**HEPs / TACs**  - data is optional in all submissions.

For TACs, refer to [TAC Data Elements Map](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/TAC-Data-Elements-Map) for more information.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E732: Prior HEP sub-degree code

### DESCRIPTION

A code identifying whether an applicant has commenced and/or completed a sub-degree level course at a university, college, or other higher education institute

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 2​ | Had commenced but did not complete all the requirements of a higher education sub‑degree level course |
| 3 | Has completed all the requirements of a higher education sub-degree level course |

### Additional information to support reporting requirements

**HEPs / TACs** - data is optional in all submissions.

For TACs, refer to [TAC Data Elements Map](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/TAC-Data-Elements-Map) for more information.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E733: Prior VET sub-degree code

### DESCRIPTION

A code identifying whether an applicant has commenced and/or completed a sub-degree level course through a VET pathway

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 2​ | Had commenced but did not complete all the requirements of a VET sub-degree level course  |
| 3​ | Has completed all the requirements of a VET sub-degree level course  |

### Additional information to support reporting requirements

**HEPs / TACs** - data is optional in all submissions.

For TACs, refer to [TAC Data Elements Map](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/TAC-Data-Elements-Map) for more information.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E734: Prior VET award code

### DESCRIPTION

A code identifying whether an applicant has commenced and/or completed, a VET award course other than a sub‑degree level course

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 2​ | Had commenced but did not complete all the requirements of a VET award course |
| 3​ | Has completed all the requirements of a VET award course |

### Additional information to support reporting requirements

**HEPs / TACs** - data is optional in all submissions.

For TACs, refer to [TAC Data Elements Map](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/TAC-Data-Elements-Map) for more information.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E735: Prior RTO secondary code

### DESCRIPTION

A code identifying whether an applicant has completed the final year of secondary education through a Registered Training Organisation (RTO)

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 2​ | Applicant completed the final year of secondary education through a RTO |

### Additional information to support reporting requirements

**HEPs / TACs** - data is optional in all submissions.

For TACs, refer to [TAC Data Elements Map](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/TAC-Data-Elements-Map) for more information.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E736: Prior secondary school code

### DESCRIPTION

A code identifying whether an applicant has completed the final year of secondary education at a high school, technical high school, secondary school or secondary college

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 2​ | Applicant completed the final year of secondary education in the school sector  |

### Additional information to support reporting requirements

**HEPs / TACs** - data is optional in all submissions.

For TACs, refer to [TAC Data Elements Map](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/TAC-Data-Elements-Map) for more information.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E737: Prior other qualification code

### DESCRIPTION

A code identifying whether an applicant had completed some other qualification (e.g. Certificate of Attainment, Certificate of Competence)

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 1 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 2​ | Has some other qualification or certificate |

### Additional information to support reporting requirements

**HEPs / TACs** - data is optional in all submissions.

For TACs, refer to [TAC Data Elements Map](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/TAC-Data-Elements-Map) for more information.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course application

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E744: Intake month

### DESCRIPTION

The calendar month in which the course will potentially commence for which the applicant has a preference or in which an offer has been made

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 2 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 1 to 12 | Month course commences in M – MM format |
| 0 | The month commencing is unknown or not applicable |

### Additional information to support reporting requirements

For the purpose of the Application and Offers collection, the intake month is the month the course commences which may differ to the month the student first starts studying in that course. Report in M – MM format.

Required when reporting Course Preferences and Course Offers.

For TACs, refer to [TAC Data Elements](http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/TAC-Data-Elements-Map) Map for more information.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Course offers
* Course preferences

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E787: First residential address street

### DESCRIPTION

The first reported street address of the student's residence

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 255 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

This element allows Providers to revise the first reported residential address – street.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E789: First residential address suburb

### DESCRIPTION

The first reported suburb of the student’s residence

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 48 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### Additional information to support reporting requirements

This element allows Providers to revise the first reported residential address – suburb.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# E790: First residential address postcode

### DESCRIPTION

The first reported Australian postcode of a student's residence

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 4 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| 0001 to 9999 | Australian Postcode |
| 0000 | No information on location of residence​ |

### Additional information to support reporting requirements

This element allows Providers to revise the first reported residential address – postcode.

Refer to:

* Appendix B – Australian Post Codes

Please refer to the Glossary for further information about terminology used in this document.

### INPUT PACKETS:

* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page

# E791: First residential address state

### DESCRIPTION

The first reported Australian state or territory of the student’s residence

|  |  |  |
| --- | --- | --- |
| FORMAT: | Data Type\*: | String |
|  | Width: | 3 |
|  | *\*Data type definitions and formats are detailed in the glossary* |
|  |  |

### ALLOWABLE VALUES:

|  |  |
| --- | --- |
| VALUE | MEANING |
| NSW | New South Wales |
| VIC | Victoria |
| QLD | Queensland |
| WA | Western Australia |
| SA | South Australia |
| TAS | Tasmania |
| NT | Northern Territory |
| ACT | Australian Capital Territory |
| AAT | Australian Antarctic Territories |

### Additional information to support reporting requirements

This element allows Providers to revise the first reported residential address – state.

For more information about terms used in these guidelines, see the Glossary.

### INPUT PACKETS:

* Student (HE)
* Student (VET)

### Technical notes

For more information, please refer to the specification relevant to your submission channel:

* B2G API Specification
* Portal Specification

### Change history

Details of all versions of this data element can be found on its supporting information page.

# Glossary of data types

For data type formats, see the [TCSI data types](https://heimshelp.education.gov.au/resources/glossary#T) glossary term.