**Higher Education Data Collection**

**2012 Reporting Year**

**Ministerial Notice: 11 March 2011**

**Issue Date: 07 December 2011**

**2012 Data Requirements and Change Control Document**

Section 1 - 2012 Data Requirements

Under Subsection 19-70 (1) of the Higher Education Support Act 2003 (HESA), a  higher education provider must give to the Minister such statistical and other information that the Minister by notice in writing requires.  As noted in the Ministerial Notice of 11 March 2011 (the Notice), this document provides details of the 2012 Higher Education Data Collection, including links to relevant documents, and change control information.

The Higher Education Data Collection incorporates:

1.    The Higher Education Student Data Collection (Table A, B, C providers and approved providers under section 16-25 of HESA);

2.    The Higher Education Staff Data Collection (Table A, and B providers only); and

3.    University Applications and Offers Data Collection (Table A and B providers only.

As stated in the Notice, providers must check for any changes to the data requirements to these collections which may be made from time to time. All changes will be noted in Section 2 and 3 of this document. Providers will also be provided notification of changes through the [HEIMS Data Collections Newsletters](http://www.heimshelp.deewr.gov.au/8_Newsletters/) .

The documents related to each of the Collections are available through the HEIMSHELP website at [**http://www.heimshelp.deewr.gov.au/**](http://www.heimshelp.deewr.gov.au/) and include:

1.    Timing Matrix – 2012 Reporting Year

2.    Higher Education Student Data Collection

a.      2012 File Scope documents

b.      2012 File Structure documents

3.    Higher Education Staff Data Collection

a.      2012 File Scope documents

b.      2012 File Structure documents

4.    University Applications and Offers Data Collection

a.      2012 File Scope documents

b.      2012 File Structure documents

5.    2012 Data Elements applicable to each collection

A hard copy of all documents is available by phoning HEIMS Data Collections on

(02) 6240 7487 or emailing heims.datacollections@deewr.gov.au

Section 2 – Change Control Summary for the 2012 Reporting Year

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| Changes for 2012 Data Requirements - issued 07 December 2011 |
| **Full details of all changes are in Section 3 – Change Control Details** **1.        STUDENT DATA COLLECTION** **System change required** a)     New reporting requirement for SA-HELP·        SA-HELP (SA) structure – creation of new document·        SA-HELP (SA) scope – creation of new document b)     Existing elements included in SA-HELP structure file·        E313, E307, E488, E384, E381, E558, E527, E358, E490 & E446 c)     New codes added to elements for SA-HELP ·        E490 ·        E547 – to enable reporting of SA-HELP on ECAF submission **No system change required** a)     Minor adjustments to coding notes to clarify new reporting requirements for SA HELP. (details in Section 3)·        E384, E446, E527 & E558 **2.        TIMING MATRIX** a)     Student submission – updated to include SA-HELPb)     Staff submission – typo corrected  |

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| Changes for 2012 Data Requirements - issued 11 March 2011 |
| **Full details of all changes are in Section 3 – Change Control Details**1.    **STUDENT DATA COLLECTION****System change required**a)    New data element·         E578 Completion percentage – addition to Past Course Completions (PS)b)    New codes on existing elements·         E487 Scholarship type code – addition of new code ‘07 Australian Postgraduate Award (APA) and International Postgraduate Research Scholarship (IPRS)'c)    Updated Submission Structures·         Past Course Completion (PS) – addition of E578 Completion percentage·         Student Load Liability (LL) & Revised Student Load Liability (RL) – addition of filler **No system change required**d)    Minor adjustments to coding notes for greater clarification (details in Section 3)·         E310, E327, E333, E385, E490, E500.e)    Typographical correction to E562 - field of Education classification code corrected to ‘0100-1299’.f)     Removal of revision information from scope documents to consolidate documentation·         Campus (CM), Commonwealth Assisted Students – Help Due (DU), Commonwealth Scholarship (CS), Course of Study (CO), Enrolment (EN), OS HELP (OS) and Revised OS HELP (RO), OS-HELP Revision (OR), Past Course Completions (PS), Student Load Liability and Revised Student Load Liability (LL & RL), Student Revisions (SR) and  Unit of Study Completions (CU). **2.    STAFF DATA COLLECTION – No system change**a)        Removal of revision information from scope documents to consolidate documentation·         Actual Casual (CA) and Full-time and Fractional Full-time (FT)**Note:**   Minor formatting changes in scopes including update of version numbers as a result of the implementation of new document management system.  |

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Section 3 - Change Control Details

**STUDENT DATA COLLECTION – 2012 Reporting Year**

**Structure documents**

| **File Name** | **Version** | **Change** | **Sector consultation** | **Reason for change** | **Impact of change** | **Issue Date** |
| --- | --- | --- | --- | --- | --- | --- |
| Past Course Completions (PS) | 3.0 | a) Addition of new data element E578 to identify joint degrees in partnership between institutionsb) New version base number | Yes | a) New reporting requirementb) Implementation of new document management system | System change | 11 March 2011 |
| SA-HELP (SA) | 1.0 | Creation of new document | Yes | New reporting requirement for SA-HELP | System change | 07 December 2011 |
| Student Load Liability (LL) & Revised Student Load Liability (RL) | 3.0 | a) Modification to include a filler to support VET FEE-HELP new data element E577b) New version base number | No | a) New reporting requirements for VET FEE-HELPb) Implementation of new document management system | System change | 11 March 2011 |

**Scope documents**

| **File Name** | **Version** | **Change** | **Sector consultation** | **Reason for change** | **Impact of change** | **Issue Date** |
| --- | --- | --- | --- | --- | --- | --- |
| Campus (CM) | 3.0 | a) Minor formatting changes including new version base number b) Revision information replaced with link to HEIMSHELP documents | Yes | a) Implementation of new document management systemb) To streamline documentation | No system change | 11 March 2011 |
| Commonwealth Assisted Students - HELP Due (DU) | 3.0 | a) Minor formatting changes including new version base number b) Revision information replaced with link to HEIMSHELP documents | Yes | a) Implementation of new document management systemb) To streamline documentation | No system change | 11 March 2011 |
| Commonwealth Scholarship (CS)  | 3.0 | a) Revision information replaced with a link to HEIMSHELP documentsb) Correction of term from 'following year' to 'current year' under 'TIMING'c) Minor formatting changes including new version base number  | Yes | a) To streamline documentationb) Correctionc) Implementation of new document management system | No system change | 11 March 2011 |
| Course of Study (CO) | 3.0 | a) Inclusion of information on E415 - Reporting Period Yearb) Revision information replaced with a link to HEIMSHELP documentsc) Minor formatting changes including new version base number | Yes | a) For clarificationb) To streamline documentationc) Implementation of new document management system | No system change | 11 March 2011 |
| Enrolment (EN) | 3.0 | a) Minor formatting changes including new version base number b) Revision information replaced with link to HEIMSHELP documents | Yes | a) Implementation of new document management systemb) To streamline documentation | No system change | 11 March 2011 |
| OS HELP (OS) & Revised OS HELP (RO) | 3.0 | a) Revision information replaced with a link to HEIMSHELP documentsb) Correction of document title from 'OS HELP(OS)' to 'OS HELP(OS) & Revised OS HELP(RO)'c) Minor formatting changes including new version base number  | Yes | a) To streamline documentationb) Correctionc) Implementation of new document management system | No system change | 11 March 2011 |
| OS-HELP Revision (OR) | 3.0 | a) Minor formatting changes including new version base number b) Revision information replaced with link to HEIMSHELP documents | Yes | a) Implementation of new document management systemb) To streamline documentation | No system change | 11 March 2011 |
| Past Course Completions (PS) | 3.0 | a) Minor formatting changes including new version base number b) Revision information replaced with link to HEIMSHELP documents | Yes | a) Implementation of new document management systemb) To streamline documentation | No system change | 11 March 2011 |
| SA-HELP (SA) | 1.0 | Creation of document | Yes | New reporting requirement for SA-HELP | System change | 07 December 2011 |
| Student Load Liability (LL) & Revised Student Load Liability (RL) | 3.0 | a) Minor formatting changes including new version base number b) Revision information replaced with link to HEIMSHELP documents | Yes | a) Implementation of new document management systemb) To streamline documentation | No system change | 11 March 2011 |
| Student Revisions (SR) | 3.0 | a) Minor formatting changes including new version base number b) Revision information replaced with link to HEIMSHELP documents | Yes | a) Implementation of new document management systemb) To streamline documentation | No system change | 11 March 2011 |
| Unit of Study Completions (CU) | 3.0 | a) Minor formatting changes including new version base number b) Revision information replaced with link to HEIMSHELP documents | Yes | a) Implementation of new document management systemb) To streamline documentation | No system change | 11 March 2011 |

**STAFF DATA COLLECTION – 2012 Reporting Year**

**Structure documents**

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| **File Name** | **Version** | **Change** | **Sector consultation** | **Reason for change** | **Impact of change** | **Issue Date** |
| No change to requirements for the 2012 reporting year. |  |  |  |  |  |  |

Scope documents

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| **File Name** | **Version** | **Change** | **Sector consultation** | **Reason for change** | **Impact of change** | **Issue Date** |
| Actual Casual (CA) | 3.0 | a) Minor formatting changes including new version base number b) Revision information replaced with link to HEIMSHELP documents | Yes | a) Implementation of new document management systemb) To streamline documentation | No system change | 11 March 2011 |
| Full-Time and FFT (FT) | 3.0 | a) Minor formatting changes including new version base number b) Revision information replaced with link to HEIMSHELP documents | Yes | a) Implementation of new document management systemb) To streamline documentation | No system change | 11 March 2011 |

**UNIVERSITY APPLICATIONS AND OFFERS DATA COLLECTION – 2012 Reporting Year**

**Structure documents**

| **File Name** | **Version** | **Change** | **Sector consultation** | **Reason for change** | **Impact of change** | **Issue Date** |
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| No change to requirements for the 2012 reporting year. |  |  |  |  |  |  |

Scope documents

| **File Name** | **Version** | **Change** | **Sector consultation** | **Reason for change** | **Impact of change** | **Issue Date** |
| --- | --- | --- | --- | --- | --- | --- |
| No change to requirements for the 2012 reporting year. |  |  |  |  |  |  |

**DATA ELEMENTS – 2012 Reporting Year**

| **Name of Element** | **Version** | **Change** | **Sector consultation** | **Reason for change** | **Impact of change** | **Issue Date** |
| --- | --- | --- | --- | --- | --- | --- |
| E310 Course of study type code | 3.0 | Modification of coding notes to clarify that codes 60 and 61 are for Open Universities Australia (OUA) use only | No | For clarification | No system change | 11 March 2011 |
| E327 New basis for admission to current course | 3.0 | Inclusion of the link to the Glossary for the definition of commencing students | No | Easy access to the definition | No system change | 11 March 2011 |
| E333 Academic organisational unit code | 3.0 | a) Removal of reference to VET in element description and classification meaning b) Addition of new coding notes for VET providers to use 'AOU' code for this element. | Yes | a) Correctionb) For clarification | No system change | 11 March 2011 |
| E384 Total amount charged | 3.1 | Updated coding notes that describe how SA-HELP data for this element is to be reported. | Yes | New reporting requirement | No system change | 07 December 2011 |
| E385 Total exemption granted | 3.0 | Addition of coding notes to clarify reporting of Open Universities Australia (OUA) students  | No | For clarification | No system change | 11 March 2011 |
| E446 Variation reason code | 3.1 | Clarification of coding notes and reference to SA-HELP. | Yes | For clarification on the new reporting requirement for SA-HELP | No system change | 07 December 2011 |
| E487 Scholarship type code | 3.0 | Addition of a new code ‘07’ to accommodate students accessing both scholarship types Australian Postgraduate Award (APA) and International Postgraduate Research Scholarship (IPRS) | Yes | To support collection of statistical data | System change | 11 March 2011 |
| E490 Student Status code | 3.1 | Added two new codes: '280' - Deferred all or part of SA fee for a Course of Study through SA-HELP and '281 Deferred all or part of SA fee for a Bridging Course for Overseas Trained Professionals through SA-HELP  | Yes | New reporting requirement for SA-HELP | System change | 07 December 2011 |
| E490 Student Status code | 3.0 | Correction of term in codes 232 and 304. 'OLA' changed to 'Open Universities Australia(AOU)'. | No | Correction applicable to Higher Education only | No system change | 11 March 2011 |
| E500 Overseas student fee for students subject to minimum indicative fee | 3.0 | Inclusion of link to the Glossary for more detailed information on overseas student fee reporting. | No | For clarification | No system change | 11 March 2011 |
| E527 HELP debt incurral date | 3.1 | Updated Element name, description, classification code meaning and coding notes that relate to SA-HELP | Yes | New reporting requirement | No system change | 07 December 2011 |
| E547 Request for Commonwealth assistance indicator | 3.1 | Added new classification codes '70' & '71' for SA-HELP eligibility status. | Yes | New reporting requirement for SA-HELP | System change | 07 December 2011 |
| E558 HELP debt amount | 3.1 | Updated coding notes to include SA-HELP. | Yes | New reporting requirement for SA-HELP | No system change | 07 December 2011 |
| E562 Field of education of prior VET study for which credit/RPL was offered | 3.0 | Typographical correction to classification code from '0101–1299' to '0100 – 1299'  | No | Correction | No system change | 11 March 2011 |
| E578 Completion percentage | 1.0 | Addition of new data element E578 to Past Course Completions file to identify joint degrees awarded | Yes | New reporting requirements | System change | 11 March 2011 |