**Higher Education**

**Data Collection**

**ELEMENT DICTIONARY**

**2013 Data Requirements**

**Ministerial Notice: 14 February 2012**

**Issue Date: 14 February 2012**

ELEMENT NO. 306

|  |  |
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| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | INSTITUTION |
| **ELEMENT NAME:** | Higher Education Provider code |
| **DESCRIPTION:** | A code which uniquely identifies the Higher Education Provider |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 1000 to 9999 | Higher Education Provider code issued by DEEWR | | 0000 | Providers not in Appendix A | |

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| **CODING NOTES:** | Use to code a student’s preference of HEP for course application submitted    Refer to: [Appendix A – Higher Education Providers Codes and Names](http://heimshelp.deewr.gov.au/sites/heimshelp/resources/pages/appendices#AppendixA)    **Offer Details (OD)**  Provision of data is required in both submissions.    **Preference Details (PD)**  Provision of data is discretionary in the preliminary submission but required in the detailed submissions.    **TACs** - data is required in both prelimianry and detailed submissions. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Applications and Offers | Offer Details (OD)  Preference Details (PD) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 20/04/2004 | 2005 |
| 1.1 | 05/12/2008 | 2009 |
| 1.2 | 30/11/2009 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 307

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| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | COURSE |
| **ELEMENT NAME:** | Course code |
| **DESCRIPTION:** | A code which uniquely identifies each course within a Higher Education/VET Provider (Provider). |

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

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

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| **CODING NOTES:** | Assign a code to each course which uniquely identifies it within the Provider. The code should remain unchanged from year to year.  **Higher Education Providers only:** For every Course of Study record where E310 equals 04-13, 20, 21 or 22, there must be at least one Campus File record, matching on Element 307 (course code).  Every course that has Commonwealth Assisted and/ or domestic fee paying places must be included on this file.   Every course that is delivered either fully or partially offshore must be included on this file.  **VET Providers only:** The TGA code should be used to identify each eligible course of study. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Course of Study (CO)  Commonwealth Assisted Students - HELP Due (DU)  Enrolment (EN)  OS HELP (OS) & Revised OS HELP (RO)  OS-HELP Revision (OR)  Student Load Liability (LL) & Revised Student Load Liability (RL)  Student Revisions (SR)  Unit of Study Completions (CU)  SA-HELP (SA)  Past Course Completions (PS)  Campus (CM) | | VET - Student | VET Course of Study (VCO)  VET Course Completions (VCC)  VET Commonwealth Assisted Students - HELP Due (VDU)  VET Enrolment (VEN)  VET Electronic Commonwealth Assistance Form (VPO)  VET Student Load Liability (VLL) & Revised Student Load Liability (VRL)  VET Student Revisions (VSR)  VET Unit of Study Completions (VCU) | |

**CHANGE HISTORY**

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| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 20/04/2005 | 2005 |
| 1.1 | 13/12/2007 | 2008 |
| 1.2 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 308

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| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | COURSE-NAME |
| **ELEMENT NAME:** | Course name - full |
| **DESCRIPTION:** | The full name of the course |

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

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

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| **CODING NOTES:** | The name is to be used in the generation of reports and must be as meaningful as possible.  The name assigned to each course should be unique and remain unchanged from year to year. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Course of Study (CO) | | VET - Student | VET Course of Study (VCO) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 21/07/1986 | 1988 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 310

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| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | COURSE-TYPE |
| **ELEMENT NAME:** | Course of study type code |
| **DESCRIPTION:** | A code which indicates the type of higher education/VET course |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Code (numeric), right justified, with a leading zero if needed |
|  | Width: | 2 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **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 | | 30 | Enabling course | | 41 | Cross Institutional program for undergraduate courses at home Higher Education Provider | | 42 | Cross Institutional program for postgraduate courses at home Higher Education Provider | | 50 | Non-award course (including Bridging for overseas trained professionals) | | 60 | Open learning undergraduate studies | | 61 | Open learning postgraduate studies | | 80 | Vocational Graduate Certificate | | 81 | Vocational Graduate Diploma | |

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| **CODING NOTES:** | **Higher Education only:**  Code post-**course** legal studies programs which do not lead to an award of the Higher Education Provider as 22 (other **undergraduate award course**).  Code preparatory **courses** being undertaken by fee-paying overseas students as 22 (other **award course**).  **Codes 60 and 61** are for Open Universities Australia (**OUA**) only.  For DEEWR coding purposes, Higher Doctorates include those awards which are granted in recognition of original work which was not conducted as part of a supervised candidature within the Higher Education Provider.   **Applications and Offers Data Collection** HEPS - Provision of this data in **Application** **Offers** and **Application** **Preference** files is required in both submissions (TACs - data is required in both preliminary and detailed submissions).    Tertiary Administration Centres (TAC) only: Use code 99 for “Course below Diploma (AQF terminology)/Associate diploma (pre-AQF terminology)” (e.g. other VET courses).  Refer Application and Offers Technical Specifications for more information**.**  **VET FEE-HELP only:**  VET providers offering VET FEE-HELP are only to use codes 20 (Advanced Diploma), 21 (Diploma), 80 (Vocational Graduate Certificate) or 81 (Vocational Graduate Diploma). |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Course of Study (CO) | | HEP - Applications and Offers | Offer Details (OD)  Preference Details (PD) | | VET - Student | VET Course of Study (VCO) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.1 | 05/12/2008 | 2010 |
| 1.2 | 30/11/2009 | 2010 |
| 1.3 | 03/09/2010 | 2011 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 312

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| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | SPECIAL-COURSE |
| **ELEMENT NAME:** | Special course type code |
| **DESCRIPTION:** | A code which identifies courses of special interest to DEEWR |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 00 | Not a **course** of special interest | | 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). | |

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| **CODING NOTES:** |  |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Course of Study (CO) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 21/04/2004 | 2005 |
| 1.1 | 19/07/2007 | 2008 |
| 1.2 | 16/10/2007 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 313

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| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | STUDENT-ID |
| **ELEMENT NAME:** | Student identification code |
| **DESCRIPTION:** | A code which uniquely identifies the student within the Higher Education/VET Provider and remains constant from year to year |

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

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

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| **CODING NOTES:** | A **student** may make a number of separate course enrolments at a **Provider** in the one year or over a number of years. Within the one **Provider**, the identification code for the **student** must be constant across **courses** and over time. Where a **student** returns to a **Provider** to resume a **course** or to undertake a new **course**, the identification code must be the same as that used at the time of the **student’s** first enrolment at the **Provider**.  Where a **Provider** is amalgamated with another **Provider** this may lead to the need for the identification code for some **students** to be changed. In such circumstances, DEEWR should be consulted so that any arrangements which may be required to ensure continuity of the identification code can be agreed on. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Commonwealth Assisted Students - HELP Due (DU)  Commonwealth Scholarship (CS)  Electronic Commonwealth Assistance Form (PO)  Enrolment (EN)  OS HELP (OS) & Revised OS HELP (RO)  OS-HELP Revision (OR)  Student Load Liability (LL) & Revised Student Load Liability (RL)  Student Revisions (SR)  Unit of Study Completions (CU)  SA-HELP (SA)  Past Course Completions (PS) | | VET - Student | VET Course Completions (VCC)  VET Commonwealth Assisted Students - HELP Due (VDU)  VET Enrolment (VEN)  VET Commonwealth Higher Education Student Support Number (CHESSN)  VET Electronic Commonwealth Assistance Form (VPO)  VET Student Load Liability (VLL) & Revised Student Load Liability (VRL)  VET Student Revisions (VSR)  VET Unit of Study Completions (VCU) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 22/04/2004 | 2005 |
| 1.1 | 16/10/2007 | 2008 |
| 1.2 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 314

|  |  |
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| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | DATE-OF-BIRTH |
| **ELEMENT NAME:** | Date of birth |
| **DESCRIPTION:** | The day, month and year of birth of the student/applicant |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | YYYYMMDD, right justified (in each sub-field), with a leading zero (in each sub-field) if needed. |
|  | Width: | 8 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | YYYYMMDD | Date of birth in YYYYMMDD format | |

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| **CODING NOTES:** | |  |  | | --- | --- | | YYYYMMDD format: | 1st 4 digits - Year sub-field (e.g. 1957)  2nd 2 digits - Month sub-field (e.g. 08)  3rd 2 digits - Day sub-field (e.g. 06) | | Where date of birth cannot be provided, report ‘19010101’.  **Applications and Offers Data Collection only**  HEPs - Provision of data is required in both submissions (TACs - data is required in both preliminary and detailed submissions) | | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Commonwealth Assisted Students - HELP Due (DU)  Electronic Commonwealth Assistance Form (PO)  Enrolment (EN)  Past Course Completions (PS) | | HEP - Staff | Full-Time and FFT (FT) | | HEP - Applications and Offers | Application Details (AD) | | VET - Student | VET Commonwealth Assisted Students - HELP Due (VDU)  VET Enrolment (VEN)  VET Commonwealth Higher Education Student Support Number (CHESSN)  VET Electronic Commonwealth Assistance Form (VPO) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 18/05/2004 | 2005 |
| 1.1 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 315

|  |  |
| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | GENDER |
| **ELEMENT NAME:** | Gender code |
| **DESCRIPTION:** | A code which identifies the sex of a student/applicant |

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| **CODE FORMAT:** | Data Type: | Alphanumeric |
|  | Units: | Code (alphanumeric) |
|  | Width: | 1 |

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| **CLASSIFICATION:** | |  |  |  | | --- | --- | --- | | **CLASSIFICATION:** | **CODE** | **MEANING** | |  | F | Female | |  | M | Male | |

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| **CODING NOTES:** | |  |  | | --- | --- | | The following additional codes are used in DEEWR datasets but were NOT reported by the Higher Education Provider/VET Provider/TAC: | | | **CODE** | **MEANING** | | U | No information | | Providers/TACS should make a determination of the gender of the **student/applicant** where the information has not been provided.   **Applications and Offers Data Collection only** HEPs - Provision of data is required in both submissions (TACs - data is required in both preliminary and detailed submissions). | | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Commonwealth Assisted Students - HELP Due (DU)  Electronic Commonwealth Assistance Form (PO)  Enrolment (EN)  Past Course Completions (PS) | | HEP - Staff | Actual Casual (CA)  Full-Time and FFT (FT) | | HEP - Applications and Offers | Application Details (AD) | | VET - Student | VET Commonwealth Assisted Students - HELP Due (VDU)  VET Enrolment (VEN)  VET Electronic Commonwealth Assistance Form (VPO) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 22/08/1997 | 1998 |
| 1.1 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 316

|  |  |
| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | ABORIG-TORRES |
| **ELEMENT NAME:** | Aboriginal and Torres Strait Islander code |
| **DESCRIPTION:** | A code which identifies whether or not the student/applicant identifies herself or himself as being of Aboriginal and/or Torres Strait Islander descent |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 2 | Non indigenous – neither **Aboriginal** nor **Torres Strait Islander** origin | | 3 | Of **Aboriginal** origin but not Torres Strait Islander | | 4 | Of **Torres Strait Islander** origin but not Aboriginal | | 5 | Both **Aboriginal** and **Torres Strait Islander** origin | | 9 | No information | |

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| **CODING NOTES:** | **Applications and Offers Data Collection:** HEPS - Provision of data is discretionary in both submissions (TACs - Provision of data is discretionary in both preliminary and detailed submissions) |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Enrolment (EN)  Past Course Completions (PS) | | HEP - Staff | Full-Time and FFT (FT) | | HEP - Applications and Offers | Application Details (AD) | | VET - Student | VET Enrolment (VEN) | |

**CHANGE HISTORY**

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| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 12/03/1999 | 2000 |
| 1.1 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 3.1 | 14/02/2012 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 319

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | TERM-LOCATION |
| **ELEMENT NAME:** | Location code of term residence |
| **DESCRIPTION:** | The Australian postcode or overseas country code for the residence in which the student lives during the term/period of study, as most recently advised prior to the reference date |

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

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

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

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Enrolment (EN) | | VET - Student | VET Enrolment (VEN) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 22/04/2004 | 2005 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 320

|  |  |
| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | HOME-LOCATION |
| **ELEMENT NAME:** | Location code of permanent home residence |
| **DESCRIPTION:** | The Australian postcode or overseas country code of a student's/applicant’s permanent home residence |

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

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

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| **CODING NOTES:** | All relevant submissions    Refer to: [Appendix B – Australian Post Codes](http://heimshelp.deewr.gov.au/sites/heimshelp/resources/pages/appendices#AppendixB)  [Appendix C – Standard Australian Classification of Countries](http://heimshelp.deewr.gov.au/sites/heimshelp/resources/pages/appendices#AppendixC)    This code must reflect the **permanent home residence** and, is to be provided by the **student** each year.  The **permanent home residence** is where a **student/applicant** comes from, and not a temporary semester/term address.  Overseas **students/applicants** would have an overseas country as their **permanent home residence**.    **Application and Offers Data Collections only**    HEPs - Provision of data is required in both submissions (TACs - data is required in both preliminary and detailed submissions)  For domestic school leaver applicants this code must reflect the permanent home residence of the applicant in the last year of their secondary study. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Enrolment (EN) | | HEP - Applications and Offers | Application Details (AD) | | VET - Student | VET Enrolment (VEN) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 05/12/2008 | 1999 |
| 1.1 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 327

|  |  |
| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | NEW-ADMISSION |
| **ELEMENT NAME:** | New basis for admission to current course |
| **DESCRIPTION:** | A code which identifies the main criterion used by the Higher Education/VET Provider in granting a student admission to the current course, OR a Higher Education Provider granting an offer/admission to an applicant in a course |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Code (numeric), right justified, with a leading zero if needed |
|  | Width: | 2 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 01 | Not a commencing student | |  | A **commencing student** who was admitted on the basis of: OR  an **applicant** who is granted an offer on the basis of: | | 31 | ·       A higher education course (Australian or overseas equivalent; complete or incomplete) | | 33 | ·       Secondary education undertaken at school, VET or other Higher Education Provider (Australian or overseas equivalent) | | 34 | ·       A VET award course other than a secondary education **course** (Australian or overseas equivalent; complete or incomplete) | | 36 | Mature age special entry provisions | | 37 | A professional qualification | | 29 | Other basis | |  | **For use by Tertiary Admission Centres only**: | | 99 | Basis for admission not specified | |

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| **CODING NOTES:** | Refer to [Glossary](http://www.heimshelp.deewr.gov.au/2_Glossary/Default.html) for the definition of Commencing Students   **Applications and Offers Data Collection only**  HEPs - Provision of data is required in both submissions (TACs - data is required in both preliminary and detailed submissions). |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Enrolment (EN) | | HEP - Applications and Offers | Offer Details (OD) | | VET - Student | VET Enrolment (VEN) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 10/02/2003 | 2004 |
| 1.1 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 328

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | COMMENCEMENT-DATE |
| **ELEMENT NAME:** | Course commencement date |
| **DESCRIPTION:** | A code which indicates the month and year in which the student commenced the current course for the first time |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | YYYYMM, right justified (in each sub-field), with a leading zero (in each sub-field) if needed |
|  | Width: | 6 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | YYYYMM | Date **student** commenced the **course** in YYYYMM format | |

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| **CODING NOTES:** | |  |  | | --- | --- | | YYYYMM format: | 1st 4 digits – Year sub-field (e.g. 1978)  2nd 2 digits – Month sub-field (e.g. 06) | | In some cases, what may be regarded by a Higher Education Provider as a course commencement may not be regarded as such by DEEWR. **For the purpose of this collection, the Course Commencement Date is to be the date the student first consumes student load (EFTSL) in that course.**  Care will need to be exercised in determining what constitutes a **course** commencement and reference should be made to the definition of a commencing student in the Glossary.  For OUA purposes, the course commencement date is to reflect the first time a student commenced a unit of study through the OUA. | | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Past Course Completions (PS) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 22/04/2004 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 329

|  |  |
| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | ATTENDANCE-MODE |
| **ELEMENT NAME:** | Mode of attendance code |
| **DESCRIPTION:** | A code which identifies the mode of attendance by which the student undertakes a unit of study OR the mode of attendance for a preference or offered course as indicated by an applicant |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 1 | Internal Mode of Attendance at an on-shore or off-shore campus (includes classroom based) | | 2 | External Mode of Attendance at an on-shore or off-shore campus (includes electronic based, on line and correspondence) | | 3 | Multi-modal Mode of Attendance | | 6 | Employer based (VET providers only) | |  | **Higher Education Only – Course Completions** | | 4 | Completed **course** for which ALL units of study have been completed either solely through the Open Universities Australia (OUA) or through the OUA and another Higher Education Provider | | 5 | Award granted on the basis of submission of original work which is not the result of supervised candidature within the Higher Education Provider. | |

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| **CODING NOTES:** | **Higher Education Data Collection only:**  If a **student** is attending an off-shore campus as an internal **student** at that campus, he/she is to be coded “1”, not “2”.  For the Past Course Completions File, the code to be assigned for **mode of attendance** relates to the final year of attendance.  Codes 4 and 5 are only to be used for reporting data in the Past Course Completions File.  **Applications and Offers Data Collection only:**  The codes ‘4’ and ‘5’ 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 report as ~~b~~  HEPs - Provision of data for both Offer Details (OD) and Preferences Details (PD) is discretionary in both submissions (TACs - Provision of data is discretionary in both preliminary and detailed submissions). |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Student Load Liability (LL) & Revised Student Load Liability (RL)  Past Course Completions (PS) | | HEP - Applications and Offers | Offer Details (OD)  Preference Details (PD) | | VET - Student | VET Student Load Liability (VLL) & Revised Student Load Liability (VRL) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 16/06/2004 | 2005 |
| 1.1 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 330

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | ATTENDANCE-TYPE |
| **ELEMENT NAME:** | Type of attendance code |
| **DESCRIPTION:** | A code which identifies whether a student is classified as being a full-time or part-time. |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 0 | For OUA and non-higher degree research student use only | | 1 | **Full-time** attendance for:   * higher degree research student * higher education course completions for all full time students * VET student | | 2 | **Part-time** attendance for   * higher degree research student * higher education course completions for all part time students * VET student | |

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| **CODING NOTES:** | |  |  | | --- | --- | | The following additional codes are used in DEEWR datasets but were NOT reported by Higher Education /VET Provider: | | | **CODE** | **MEANING** | | 9 | No information | | If data other than “0” are reported for non-higher degree research students, HEPCAT will ignore this type of attendance being calculated from the students reported load.  **Higher Education Providers only:**  For Higher Degree Research (HDR) students, classification of type of attendance is based on the student’s own assessment not the student load.  For the Past Course Completions File, the code to be assigned for **type of attendance** relates to the final year of attendance. | | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Enrolment (EN)  Past Course Completions (PS) | | VET - Student | VET Enrolment (VEN) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 05/04/2003 | 2004 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 333

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | AOU |
| **ELEMENT NAME:** | 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. |

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

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

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| **CODING NOTES:** | The code assigned to each **academic organisational unit** must uniquely identify it within the **Higher Education Provider** and should remain unchanged over the years.  **Higher education providers**  If no academic organisational unit code is allocated, report the code **AOU**  **VET providers**  An academic organisational unit code is not required. The code **AOU** is to be reported. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Student Load Liability (LL) & Revised Student Load Liability (RL)  Student Revisions (SR)  OS-HELP Revision (OR) | | VET - Student | VET Student Load Liability (VLL) & Revised Student Load Liability (VRL)  VET Student Revisions (VSR) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 22/04/2004 | 2005 |
| 1.1 | 05/12/2008 | 2009 |
| 1.2 | 30/11/2009 | 2010 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 337

|  |  |
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| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | INDUSTRY |
| **ELEMENT NAME:** | Work experience in industry indicator |
| **DESCRIPTION:** | An indicator of whether a unit of study consists wholly of work experience in industry |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 0 | Student is not undertaking work experience in industry or student is undertaking work experience in industry where learning and performance is directed by the provider | | 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 | |

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| **CODING NOTES:** | The Work Experience in Industry code indicates a domestic student’s student contribution or tuition fee status:  ·         Students coded as “0” are not considered to be undertaking a unit of study consisting wholly of work experience in industry.  ·         Students 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 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 may be coded on this element, but this does not affect the requirement that they must be charged the overseas student fee for the unit.  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 DEEWR. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Student Load Liability (LL) & Revised Student Load Liability (RL) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 21/06/2004 | 2005 |
| 1.1 | 04/08/2005 | 2006 |
| 1.2 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 339

|  |  |
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| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | EFTSL |
| **ELEMENT NAME:** | Equivalent Full-Time Student Load |
| **DESCRIPTION:** | The EFTSL value representing the student load for a unit of study |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Numeric |
|  | Width: | 10 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 0000000001 to 1000000000 | EFTSL value (e.g. 0.125 is coded 0125000000) | |

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| **CODING NOTES:** | An EFTSL is an equivalent full-time student load for a year.  It is a measure, in respect of a course of study, of the study load for a year of a student undertaking that course of study on a full-time basis.  **VET Providers only:**  For further information regarding the calculation of EFTSL value for RPL units of study, please refer to the Glossary of terms. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Student Load Liability (LL) & Revised Student Load Liability (RL) | | VET - Student | VET Student Load Liability (VLL) & Revised Student Load Liability (VRL) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 04/03/2004 | 2005 |
| 1.1 | 26/11/2009 | 2010 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 346

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| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | COUNTRY-BIRTH |
| **ELEMENT NAME:** | Country of birth code |
| **DESCRIPTION:** | A code representing the country of birth of a student |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 1100 | **Student** was born in Australia | | 1200 to 9299 | Overseas country code from countries classification for **student** who was born outside Australia | | 9998 | No information on country for **student** who was born outside Australia | | 9999 | No information on whether born in Australia or not | |

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| **CODING NOTES:** | Refer to Appendix C - Standard Australian Classification of Countries |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Enrolment (EN)  Past Course Completions (PS) | | HEP - Staff | Full-Time and FFT (FT) | | VET - Student | VET Enrolment (VEN)  VET Commonwealth Higher Education Student Support Number (CHESSN) | |

**CHANGE HISTORY**

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| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 13/11/1998 | 1999 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 347

|  |  |
| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | YEAR-ARRIVAL |
| **ELEMENT NAME:** | Year of arrival in Australia |
| **DESCRIPTION:** | The year in which a student/applicant not born in Australia first arrived in Australia. |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 0000 | **Student/Applicant** never arrived in Australia | | 0001 | **Student/Applicant** was born in Australia | |  | **Student/Applicant** not born in Australia and year of arrival in Australia: | | 1900 to 2099 | ·         year of arrival in YYYY format | | A998 | ·         no information on year of arrival | | A999 | No information on whether **student/applicant** was born in Australia or not | |

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| **CODING NOTES:** | **Applications and Offers Data Collection only** HEPs - Provision of data is discretionary in both submissions (TACs - Provision of data is discretionary in both preliminary and detailed submissions). |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Enrolment (EN)  Past Course Completions (PS) | | HEP - Applications and Offers | Application Details (AD) | | VET - Student | VET Enrolment (VEN) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 16/07/1999 | 2000 |
| 1.1 | 05/12/2008 | 2010 |
| 1.2 | 30/11/2009 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 348

|  |  |
| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | LANGUAGE-HOME |
| **ELEMENT NAME:** | Language spoken at home code |
| **DESCRIPTION:** | A code indicating use of a language other than English at the student's/applicant’s permanent home residence |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 0001 | **Student/Applicant** speaks only English at **permanent home residence** | | Main language other than English spoken at permanent home residence: | | | 1000 to 1199 | ·         Non-English language code from languages classification | | 1300 to 9799 | ·         Non-English language code from languages classification | | 9998 | ·         Non-English language spoken but no information on the language | | 9999 | No information on whether or not a non-English language is spoken at **permanent home residence** by a **student/applicant** | |

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| **CODING NOTES:** | Refer to: Appendix D - Australian Standard Classification of Languages (ASCL).    To record that a **student/applicant** speaks only English at a **permanent home residence** use 0001 rather than the ABS code of 1201.  Code 8000 may be utilised to report an Indigenous Australian language where the individual language is not known or identified  **Application and Offers Data Collection only**  HEPs - Provision of data is discretionary in both submissions (TACs - Provision of data is discretionary in both preliminary and detailed submissions). |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Enrolment (EN)  Past Course Completions (PS) | | HEP - Staff | Full-Time and FFT (FT) | | HEP - Applications and Offers | Application Details (AD) | | VET - Student | VET Enrolment (VEN) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 13/11/1998 | 1999 |
| 1.1 | 19/07/2007 | 2008 |
| 1.2 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 350

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | COURSE-LOAD |
| **ELEMENT NAME:** | Course of study load |
| **DESCRIPTION:** | The aggregated EFTSL value for a course of study, summed across all units of study which meet the academic requirements for the course of study |

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

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

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| **CODING NOTES:** | Where a student is undertaking a **course** of study for which another **course** of study was a pre-requisite, then the **EFTSL** for the first **course of study** should not be included as part of the **course** of study load.  The value is to represent the Aggregated EFTSL for all years of the course of study, assuming that:   * the course of study is undertaken by a full-time student; and * the student undertakes a standard program of studies.   If there are multiple entry points to the course of study, the value reported is to reflect entry at the lowest possible point (i.e. without any exemptions being granted). |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Course of Study (CO) | | VET - Student | VET Course of Study (VCO) | |

**CHANGE HISTORY**

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| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 13/04/2004 | 2005 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 354

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | UNIT-STUDY |
| **ELEMENT NAME:** | Unit of study code |
| **DESCRIPTION:** | A code which uniquely identifies a unit of study |

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

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

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| **CODING NOTES:** | The code assigned to each **unit of study** must uniquely identify it within the Provider and must remain unchanged in each of the submissions of the Student Load/Liability File for a reference year.  Where, for internal administration purposes, a Provider uses more than one code for a single unit of study, only one of those units of study codes should be reported. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Student Load Liability (LL) & Revised Student Load Liability (RL)  Student Revisions (SR)  Unit of Study Completions (CU)  OS-HELP Revision (OR) | | VET - Student | VET Student Load Liability (VLL) & Revised Student Load Liability (VRL)  VET Student Revisions (VSR)  VET Unit of Study Completions (VCU) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 22/04/2004 | 2005 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 355

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| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | UNIT-STATUS |
| **ELEMENT NAME:** | Unit of study completion status |
| **DESCRIPTION:** | A code which categorises a students unit of study completion status. |

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

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

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

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Unit of Study Completions (CU) | | VET - Student | VET Unit of Study Completions (VCU) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 22/04/2004 | 2005 |
| 1.1 | 05/12/2008 | 2009 |
| 1.2 | 03/09/2011 | 2011 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 358

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| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | CITIZEN-RESIDENT |
| **ELEMENT NAME:** | Citizen/resident indicator |
| **DESCRIPTION:** | A code indicating a student's/applicant’s citizenship and residence status |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 1 | Australian citizen (including Australian citizens with dual citizenship) | | 2 | New Zealand citizen or a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative, excluding those with Australian citizenship. (Note: includes any such persons who have Permanent Resident status) | | 8 | **Students/Applicants** with permanent humanitarian visa | | 3 | **Students/Applicants** with Permanent visa other than Permanent humanitarian visa | | 4 | **Student/Applicant** has a temporary entry permit or is a diplomat or a dependent of a diplomat (except New Zealand) and resides in Australia during the unit of study | | 5 | Not one of the above categories and student/applicant is residing outside Australia during the unit of study/time of application | |

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| **CODING NOTES:** | |  |  | | --- | --- | | **Application and Offers Data Collection only**  HEPs - Provision of this data is required in both submissions (TACS - data is required in both preliminary and detailed submissions).  Records are not included in the collection for applicants who are coded ‘4’, ‘5’ or ~~b~~ (space). International applicants would be coded as either ‘4’ or ‘5’ depending on whether they had already relocated to Australia.    **For  VET Providers:**  VET providers are only to report codes ‘1’  and ‘2’  The following additional codes are used in DEEWR datasets but are not reported by higher education providers / Institutions. | | | **CODE** | **MEANING** | | 9 | No information. | | Code overseas students residing overseas as “5” | | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Student Load Liability (LL) & Revised Student Load Liability (RL)  SA-HELP (SA)  Past Course Completions (PS) | | HEP - Applications and Offers | Application Details (AD) | | VET - Student | VET Commonwealth Higher Education Student Support Number (CHESSN)  VET Student Load Liability (VLL) & Revised Student Load Liability (VRL) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 04/03/2004 | 2005 |
| 1.1 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 369

|  |  |
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| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | TERT-ENT-SCORE |
| **ELEMENT NAME:** | Tertiary entrance score |
| **DESCRIPTION:** | A code indicating the tertiary entrance score obtained by a student commencing an undergraduate award course OR an applicant applying for an undergraduate award course |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Code (numeric), right justified, with leading zeros if needed |
|  | Width: | 3 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 001 | Not a **student** commencing an undergraduate **award course** | | 030 to 100 | Tertiary entrance score (reported as a common index – see coding notes) for a **student** commencing an undergraduate award course who meets both these criteria:  ·         is a domestic **student**; and  ·         completed the major Year 12 examination in the current year or prior year in any Australian State/Territory  OR  Tertiary entrance score (reported as a common index– see coding notes) for an **applicant** applying for an undergraduate award course who meets both these criteria:  ·         is a domestic **applicant**; and  ·         is attempting or completed an Australian Year 12 qualification in the most recent major examinations | | 998 | A **student** commencing an undergraduate award course OR  an **applicant** applying for an undergraduate award who meets the above two criteria but for whom no **tertiary entrance score** is available | | 999 | A **student** commencing an undergraduate award course but who does not meet the above criteria | |

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| **CODING NOTES:** | |  | | --- | | The tertiary entrance score to be reported is the integer portion of the value for the common index that has been agreed by MCEETYA (NSW: UAI; SA and NT: TER; Tas: TER; Vic: ENTER; WA: TER.). For Higher Education Providers in Queensland, the “OP’s” values are to be converted to an equivalent value for the common index.  The values for the common index will range from 99.95 to 30.00. Those values are to be reported with no fractional portion. The fractional portion may be disregarded or rounded.  Therefore the values to be reported must fall within the range of 030 to 100. | | **Higher Education Student Data Collection only:**  From 1999, students who should be coded “999” may be coded 030 to 100. These students will be identified using Element 358 (Citizen/resident indicator) and the data will be ignored during edit validations.  For the Student Enrolment file, if data other than “001” are reported for non-commencing students, this data will be ignored during edit validations.  **Applications and Offers Data Collection** The codes 001 and 999 are not applicable to this collection.  For this collection, rather than 999, the element is coded ~~bbb~~ (space). | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Enrolment (EN) | | HEP - Applications and Offers | Application Details (AD) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 04/09/1998 | 1999 |
| 1.1 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 381

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | AMT-PAID |
| **ELEMENT NAME:** | Amount paid up front |
| **DESCRIPTION:** | The amount which has been paid for the unit of study |

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

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

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| **CODING NOTES:** | **General:**  Amounts for exempt students and overseas students need to be reported as 00000000.  Values less than 10000000 must have leading and trailing zeros, NOT spaces. For example, $585 is to be expressed as “00058500” and $585:45 is to be expressed as “00058545”.  If the student is in an Employer reserved place/restricted access place, the amount paid must only be the amount paid by the student.  It must not include the employer contribution.  **Higher Education Providers only:**  A student’s HECS-HELP status is determined by assessing the status of all units of study undertaken, within a given course of study, on a given census date.    HECS-HELP eligible students who have deferred all or part of their student contribution amount for any unit of study, within a course of study, on a particular census date, must be reported as deferred (Element 490 (Student status) code 201) for all units of study undertaken as a HECS-HELP student, in that course of study, on that census date.    Therefore, HECS-HELP eligible students may be reported as deferred for a particular unit of study, within a course of study, even though they have paid 80% of the amount reported at Element 384 (Amount charged). |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Student Load Liability (LL) & Revised Student Load Liability (RL)  SA-HELP (SA) | | VET - Student | VET Student Load Liability (VLL) & Revised Student Load Liability (VRL) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 10/02/2005 | 2006 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 384

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| **VERSION:** | 3.2 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | AMT-CHARGED |
| **ELEMENT NAME:** | Total amount charged |
| **DESCRIPTION:** | Amount charged for the unit of study or SA-HELP fee. |

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

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

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| **CODING NOTES:** | **General:**  Amounts for exempt students need to be reported as 00000000.  For FEE-HELP undergraduate courses and VET FEE-HELP courses this must exclude the 20% Loan Fee which is reported separately in Element 529 (Loan fee)  Values less than 10000000 must have leading and trailing zeros, NOT spaces. For example, $585 is to be expressed as “00058500” and $585:45 is to be expressed as “00058545”.  If the student is in an Employer reserved place/restricted access place, the amount charged must only be the amount charged of the student.  It must not include the employer contribution amount.  **Higher Education Providers only:**  On LL & RL files:  The amount charged for Commonwealth supported students must have zero cents when aggregated to the unit of study.  A student’s HECS-HELP status is determined by assessing the status of all units of study undertaken, within a given course of study, on a given census date.    HECS-HELP eligible students who have deferred all or part of their student contribution amount for any unit of study, within a course of study, on a particular census date, must be reported as deferred for all units of study undertaken as a HECS-HELP student, in that course of study, on that census date.  Therefore, HECS-HELP eligible students may be reported as deferred for a particular unit of study, within a course of study, even though they have paid 90% (applied to census dates on or after 1 January 2012) or 80% (applied to census dates prior to 1 January 2012) of the amount reported at Element 384 (Amount charged).  SA-HELP – A student services and amenities fee is not required to be a whole dollar amount. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Student Load Liability (LL) & Revised Student Load Liability (RL)  SA-HELP (SA) | | VET - Student | VET Student Load Liability (VLL) & Revised Student Load Liability (VRL) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 11/02/2005 | 2006 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |
| 3.1 | 07/12/2011 | 2012 |
| 3.2 | 14/02/2012 | 2012 |

ELEMENT NO. 385

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | TOTAL-EXEMPTION |
| **ELEMENT NAME:** | Total exemption granted |
| **DESCRIPTION:** | For students with a commencement date of 2007 or earlier; the percentage of the course’s requirements over all its stages for which exemption was granted by the time the requirements of the course were completed. |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Code (numeric), right justified, with a leading zero if needed |
|  | Width: | 2 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 00 | A student commencing in 2008 or later, or to whom no credit was granted. | | 01 to 99 | Percentage of the **course's** requirements over all its stages, for which **exemption** was granted by the time the requirements of the **course** were completed | |

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| **CODING NOTES:** | This element should be collected only for students with a commencement date of **2007 or earlier**  For students with a commencement date of 2008 or later, this data will be collected under new element 565. The exception is where the student has completed ALL units of study for their course either solely through the Open Universities Australia (OUA) or through the OUA and another university.  In these circumstances a value of **99** should be reported. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Past Course Completions (PS) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 24/12/1993 | 1994 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 386

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| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | DISABILITY |
| **ELEMENT NAME:** | Disability |
| **DESCRIPTION:** | An eight-character code indicating responses to three questions about disabilities |

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

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| **CLASSIFICATION:** | |  |  |  | | --- | --- | --- | | **CHARACTER** | **CODE** | **DERIVATION** | | 1st character | 0 | Student did not indicate the existence of a disability, impairment or long term medical condition | |  | 1 | **Student** indicated that she/he has a disability, impairment or long term medical condition | |  | 2 | **Student** indicated that she/he does not have a disability, impairment or long term medical condition | | 2nd character | 0 | **Student** did not indicate she/he has a hearing disability | |  | 1 | **Student** indicated that she/he has a disability, impairment or long term medical condition and that she/he has a hearing disability | | 3rd character | 0 | **Student** did not indicate she/he has a learning disability | |  | 1 | **Student** indicated that she/he has a disability, impairment or long term medical condition and that she/he has a learning disability | | 4th character | 0 | **Student** did not indicate she/he has a mobility disability | |  | 1 | **Student** indicated that she/he has a disability, impairment or long term medical condition and that she/he has a mobility disability | | 5th character | 0 | **Student** did not indicate she/he has a visual disability | |  | 1 | **Student** indicated that she/he has a disability, impairment or long term medical condition and that she/he has a visual disability | | 6th character | 0 | **Student** did not indicate she/he has a medical disability | |  | 1 | **Student** indicated that she/he has a disability, impairment or long term medical condition and that she/he has a medical disability | | 7th character | 0 | **Student** did not indicate she/he has an other disability | |  | 1 | **Student** indicated that she/he has a disability, impairment or long term medical condition and that she/he has an other disability | | 8th character | 0 | **Student** did not indicate that she/he has a disability | |  | 1 | **Student** indicated that she/he has a disability, impairment or long term medical condition and that she/he would like to receive advice on support services, equipment and facilities | |  | 2 | **Student** indicated that she/he has a disability, impairment or long term medical condition and that she/he does not wish to receive advice on support services, equipment and facilities | |

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| **CODING NOTES:** | |  |  | | --- | --- | | A student may indicate more than one disability, impairment or long term medical condition.  Data are to be collected using the following questions: | | | Q1 | Do you have a disability, impairment or long term medical condition which may affect your studies?  ( ) Yes ( ) No | | Q2 | If “yes” to Q1, please indicate the area/s of impairment:  ( ) hearing  ( ) learning ( ) mobility ( ) vision  ( ) medical  ( ) other | | Q3 | If “yes” to Q1, would you like to receive advice on support services, equipment and facilities which may assist you?  ( ) Yes ( ) No | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Enrolment (EN)  Past Course Completions (PS) | | VET - Student | VET Enrolment (VEN) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 11/04/2002 | 2003 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 390

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | ELIGIBILITY |
| **ELEMENT NAME:** | Permanent resident eligibility for HELP assistance |
| **DESCRIPTION:** | A code which identifies details about citizenship, permanent resident status and permanent visa status |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 0 | Australian citizen or holder of a permanent humanitarian visa | | 0 | Permanent visa holder (other than permanent humanitarian visa holder) or New Zealand citizen who is Commonwealth supported and who began the course on or after 1 January 2005 | | 0 | Overseas student | | 0 | Permanent visa holder who is non-Commonwealth supported and who has requested FEE-HELP for a bridging for overseas trained professionals course | | 0 | Permanent visa holder or New Zealand citizen who is exempt from payment of student contribution or tuition fee | | 0 | Permanent visa holder or New Zealand citizen who is non-Commonwealth supported and who has not requested FEE‑HELP | | 1 | Commonwealth supported pre-2005 HECS student with a permanent visa (other than a permanent humanitarian visa) who is eligible for HECS‑HELP | | 1 | Commonwealth supported pre-2005 HECS student who is a New Zealand citizen who commenced the course before 1 January 1996, and who is eligible for HECS‑HELP | | 1 | Non-Commonwealth supported pre-2005 PELS student with a permanent visa (other than a permanent humanitarian visa) who has requested and is eligible for FEE-HELP | | 2 | Commonwealth supported pre-2005 HECS student with a permanent visa (other than a permanent humanitarian visa) who is not eligible for HECS‑HELP because they are residing overseas | | 2 | Commonwealth supported pre-2005 HECS student who is a New Zealand citizen who is not eligible for HECS-HELP because they are residing overseas | | 2 | Non-Commonwealth supported pre-2005 PELS student with a permanent visa who has requested but is not eligible for FEE-HELP because the student is residing overseas | | 3 | Commonwealth supported pre-2005 HECS student with a permanent visa (other than a permanent humanitarian visa) who is not eligible for HECS‑HELP because the student meets the prescribed residency requirements and first met them more than 12 months ago | | 3 | Commonwealth supported pre-2005 HECS student who is a New Zealand citizen who is not eligible for HECS-HELP because the student commenced the course on or after 1 January 1996 | | 3 | Non-Commonwealth supported pre-2005 PELS student with a permanent visa who is not eligible for FEE-HELP because the student satisfies the residency test and first satisfied it more than 12 months ago | |

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| **CODING NOTES:** | Transitional arrangements for pre-2005 students end on 31 December 2008.  This element will only be required for revisions or retrospective reporting of student data from 1 January 2009.  HEIMS will treat this field as a blank for any data with a census data after 1 January 2009 |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Student Load Liability (LL) & Revised Student Load Liability (RL) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 19/10/2004 | 2005 |
| 1.1 | 28/05/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 392

|  |  |
| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | MAXIMUM STUDENT CONTRIBUTION |
| **ELEMENT NAME:** | Maximum student contribution indicator |
| **DESCRIPTION:** | A code that indicates which maximum student contribution was used in calculating the student contribution amount |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 0 | Student is student contribution exempt, or is a non-Commonwealth supported student | | 4 | Student contribution has been calculated using the maximum for students who began their course of study  prior to 1 January 2008 | | 3 | Student contribution has been calculated using the maximum for students who began their course of study on or after 1 January 2008 and prior to 1 January 2009. | | 5 | Student contribution has been calculated using the maximum for students who began their course of study on or after 1 January 2009 and prior to 1 January 2010. | | 6 | Student contribution has been calculated using the maximum for students who began their course of study on or after 1 January 2010. | | 7 | Student contribution has been calculated using the maximum for students who began their course of study on or after 1 January 2013. | |

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| **CODING NOTES:** | ·         Transitional arrangements for pre-2005 students ended on 31 December 2008.  These students are reported as having commenced their course of study prior to 1 January 2008 **(code 4).**    ·         Generally only one maximum student contribution indicator applies to all a student’s units of study with the same census date.  However in some circumstances a student may be eligible for different maximum contribution amounts for particular unit/s of study.  For example, a student may meet the eligibility requirements for pre-2008 contribution amounts for business/ accounting units **(code 4**) and a post-2008 status for maths/science units **(code 5)**.  In these cases the student’s units of study are to be reported with the code value that matches the contribution amount they should be charged.    The following codes are only required for revisions or for retrospective reporting of pre-2008 students.    0       Student contribution has been calculated using the maximum for pre-2005 HECS students who began their course of study before 1 January 1997    1       Student contribution has been calculated using the maximum for pre-2005 HECS students who began their course of study on or after 1 January 1997 but before 1 January 2005    2       Student contribution has been calculated using the maximum for students who began their course of study on or after 1 January 2005 but prior to 1 January 2008    OUA is to use a “0” for all students. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Student Load Liability (LL) & Revised Student Load Liability (RL) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 27/09/2004 | 2005 |
| 1.1 | 19/07/2007 | 2008 |
| 1.2 | 28/05/2008 | 2009 |
| 1.3 | 05/12/2008 | 2009 |
| 1.4 | 30/11/2009 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 394

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | COURSE-OF-STUDY-NAME |
| **ELEMENT NAME:** | Course of study name |
| **DESCRIPTION:** | The full name of a course of study |

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

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

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

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| --- | --- | --- | --- | --- | --- |
| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Course of Study (CO)  Electronic Commonwealth Assistance Form (PO) | | VET - Student | VET Electronic Commonwealth Assistance Form (VPO) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 03/05/2004 | 2005 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 401

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | PERSON-ID |
| **ELEMENT NAME:** | Person identification code |
| **DESCRIPTION:** | A code which uniquely identifies a member of staff within the higher education provider |

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| **CODE FORMAT:** | Data Type: | Alphanumeric |
|  | Units: | Code (alphanumeric), left justified, with trailing blanks if required |
|  | Width: | 20 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | Any data | Code generated by the higher education provider | |

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| **CODING NOTES:** | 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. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Staff | Full-Time and FFT (FT) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 31/07/1987 | 1988 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 402

|  |  |
| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | STUDENT-SURNAME |
| **ELEMENT NAME:** | Student surname |
| **DESCRIPTION:** | The surname of the student/applicant. |

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| **CODE FORMAT:** | Data Type: | Alphanumeric |
|  | Units: | Text, left justified with trailing blanks if needed |
|  | Width: | 30 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | Any data | Text provided by the **student/applicant** | |

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| **CODING NOTES:** | **Applications and Offers Collection**  HEPs - Provision of data is required in both submissions (TACs - Provision of data is required in both preliminary and detailed submissions).   Where surname cannot be provided, report ‘Unknown’. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Commonwealth Assisted Students - HELP Due (DU)  Commonwealth Scholarship (CS)  Electronic Commonwealth Assistance Form (PO) | | HEP - Applications and Offers | Application Details (AD) | | VET - Student | VET Commonwealth Assisted Students - HELP Due (VDU)  VET Commonwealth Higher Education Student Support Number (CHESSN)  VET Electronic Commonwealth Assistance Form (VPO) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 04/04/2001 | 2002 |
| 1.1 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 403

|  |  |
| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | STUDENT-GIVEN1 |
| **ELEMENT NAME:** | Student given name - first |
| **DESCRIPTION:** | The first given name of the student/applicant |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | Any data | Text provided by the **student/applicant** | |

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| **CODING NOTES:** | **Applications and Offers Data Collection only**  HEPS - Provision of data is required in both submissions (TACs - data is required in both preliminary and detailed submissions). |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Commonwealth Assisted Students - HELP Due (DU)  Commonwealth Scholarship (CS)  Electronic Commonwealth Assistance Form (PO) | | HEP - Applications and Offers | Application Details (AD) | | VET - Student | VET Commonwealth Assisted Students - HELP Due (VDU)  VET Commonwealth Higher Education Student Support Number (CHESSN)  VET Electronic Commonwealth Assistance Form (VPO) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 04/04/2001 | 2002 |
| 1.1 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 404

|  |  |
| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | STUDENT-OTHERNAM |
| **ELEMENT NAME:** | Student given name - others |
| **DESCRIPTION:** | The other given name or names of the student/applicant |

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| **CODE FORMAT:** | Data Type: | Alphanumeric |
|  | Units: | Text, left justified with trailing blanks if needed |
|  | Width: | 30 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | Any data | Text provided by the **student/applicant** | |

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| **CODING NOTES:** | **Applications and Offers Data Collection only**  HEPs - Provision of data is discretionary in both submissions (TACs - Provision of data is discretionary in both preliminary and detailed submissions. |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Commonwealth Assisted Students - HELP Due (DU)  Electronic Commonwealth Assistance Form (PO) | | HEP - Applications and Offers | Application Details (AD) | | VET - Student | VET Commonwealth Assisted Students - HELP Due (VDU)  VET Commonwealth Higher Education Student Support Number (CHESSN)  VET Electronic Commonwealth Assistance Form (VPO) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 04/04/2001 | 2002 |
| 1.1 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 405

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | STUDENT-TITLE |
| **ELEMENT NAME:** | Student title |
| **DESCRIPTION:** | The title used with a student's name |

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

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

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| --- | --- |
| **CODING NOTES:** |  |

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| --- | --- | --- | --- | --- | --- |
| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Commonwealth Assisted Students - HELP Due (DU)  Commonwealth Scholarship (CS) | | VET - Student | VET Commonwealth Assisted Students - HELP Due (VDU) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 24/08/1988 | 1989 |
| 1.1 | 16/10/2007 | 2008 |
| 1.2 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 406

|  |  |
| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | STUDENT-POSTAL1 |
| **ELEMENT NAME:** | Postal address - Part 1 |
| **DESCRIPTION:** | The first part of the postal address for correspondence to be sent to the student/applicant |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | Any data | Text provided by the **student/applicant** | |

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| --- | --- | --- |
| **CODING NOTES:** | |  | | --- | | All characters must be A-Z a-z 0-9 & ‘ / - ( ) (space)  Where a value other than all spaces is entered the first character must not be a space.  **Applications and Offers Data Collection only** HEPs - Provision of this data in **Application Details** (AD) file is required in both submissions (TACs - data is required in detailed submissions but discretionary in the preliminary submission). | |

|  |  |  |  |  |  |  |  |
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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Commonwealth Assisted Students - HELP Due (DU)  Commonwealth Scholarship (CS)  Electronic Commonwealth Assistance Form (PO) | | HEP - Applications and Offers | Application Details (AD) | | VET - Student | VET Commonwealth Assisted Students - HELP Due (VDU)  VET Commonwealth Higher Education Student Support Number (CHESSN) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 24/08/1988 | 1989 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 407

|  |  |
| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | STUDENT-POSTAL2 |
| **ELEMENT NAME:** | Postal address - part 2 |
| **DESCRIPTION:** | The second part of the postal address for correspondence to be sent to the student/applicant |

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

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| --- | --- | --- | --- | --- | --- |
| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | Any data | Text provided by the **student/applicant** | |

|  |  |
| --- | --- |
| **CODING NOTES:** | All characters must be A-Z a-z 0-9 & ‘ / - ( ) (space)   Where a value other than all spaces is entered, the first character MUST NOT be a space.   **Applications and Offers Data Collection only** HEPs - Provision of this data in **Application Details** (AD) file is discretionary in both submissions (TACs - Provision of data is discretionary in both preliminary and detailed submissions). |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Commonwealth Assisted Students - HELP Due (DU)  Commonwealth Scholarship (CS)  Electronic Commonwealth Assistance Form (PO) | | HEP - Applications and Offers | Application Details (AD) | | VET - Student | VET Commonwealth Assisted Students - HELP Due (VDU)  VET Commonwealth Higher Education Student Support Number (CHESSN) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 24/08/1988 | 1989 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 408

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | CLASSN-CURRENT |
| **ELEMENT NAME:** | Current duties classification type, level and increment 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. |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Code (Numeric), right justified |
|  | Width: | 3 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | |  | **Academic Classification level and increment:** | | 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:** | | 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:** | | 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 | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **CODING NOTES:** | |  |  | | --- | --- | | The following additional codes are used in DEEWR datasets but are NOT to be used by higher education providers: | | | **CODE** | **MEANING** | | 999 | No Information | |

|  |  |  |  |
| --- | --- | --- | --- |
| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Staff | Full-Time and FFT (FT) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 26/02/2002 | 2004 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 409

|  |  |
| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | STUDENT-POCODE |
| **ELEMENT NAME:** | Postal address - postcode |
| **DESCRIPTION:** | The postcode or overseas country code of the postal address for correspondence to be sent to the student/applicant |

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

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

|  |  |
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| **CODING NOTES:** | Refer to: Appendix B – Australian Postcode  **Application and Offers Data Collection only**  HEPs - Provision of this data in **Application Details** (AD) file is required in both submissions (TACs - data is required in both preliminary and detailed submissions). |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Commonwealth Assisted Students - HELP Due (DU)  Electronic Commonwealth Assistance Form (PO) | | HEP - Applications and Offers | Application Details (AD) | | VET - Student | VET Commonwealth Assisted Students - HELP Due (VDU)  VET Commonwealth Higher Education Student Support Number (CHESSN) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 21/03/2002 | 2003 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 410

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | HOME-PART1 |
| **ELEMENT NAME:** | Address of permanent home residence - Part 1 |
| **DESCRIPTION:** | The first part of the address for the student's permanent home residence |

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

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

|  |  |
| --- | --- |
| **CODING NOTES:** | This code must reflect the **permanent home residence** and is to be provided by the **student** each year.  Wherever possible, the physical address rather than the postal address should be provided.  All characters must be A-Z a-z 0-9 & ‘ / - ( ) (space)  First character must not be a space. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Commonwealth Assisted Students - HELP Due (DU) | | VET - Student | VET Commonwealth Assisted Students - HELP Due (VDU) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 14/12/1988 | 2000 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 411

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | HOME-PART2 |
| **ELEMENT NAME:** | Address of permanent home residence - part 2 |
| **DESCRIPTION:** | The second part of the address for the student's permanent home residence |

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

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

|  |  |
| --- | --- |
| **CODING NOTES:** | This code must reflect the **permanent home residence** and is to be provided by the **student** each year.  Wherever possible, the physical address rather than the postal address should be provided.  All characters must be A-Z a-z 0-9 & ‘ / - ( ) (space)   Where a value other than all spaces is entered, the first character MUST NOT be a space. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Commonwealth Assisted Students - HELP Due (DU) | | VET - Student | VET Commonwealth Assisted Students - HELP Due (VDU) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 14/12/1988 | 2000 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 412

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | FUNCTION |
| **ELEMENT NAME:** | 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 |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Code (Numeric) |
|  | Width: | 1 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 1 | Teaching only function | | 2 | Research only function | | 3 | Teaching-and-research function | | 4 | Other function | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **CODING NOTES:** | |  |  | | --- | --- | | The following additional codes are used in DEEWR datasets but are NOT to be used by higher education providers: | | | **CODE** | **MEANING** | | 9 | No Information | |

|  |  |  |  |
| --- | --- | --- | --- |
| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Staff | Actual Casual (CA)  Full-Time and FFT (FT) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 31/07/1987 | 1988 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 413

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | HOME-POCODE |
| **ELEMENT NAME:** | Address of permanent home residence - postcode |
| **DESCRIPTION:** | The Australian postcode or overseas country code for the student's permanent home residence |

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

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

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| **CODING NOTES:** | This code must reflect the **permanent home residence** and is to be provided by the **student** each year.  Wherever possible, the postcode for the physical address rather than for the postal address should be provided.  Refer to:  Appendix B – Australian Postcodes  Appendix C – Standard Australian Classification of Countries |

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| --- | --- | --- | --- | --- | --- |
| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Commonwealth Assisted Students - HELP Due (DU) | | VET - Student | VET Commonwealth Assisted Students - HELP Due (VDU) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 21/03/2002 | 2003 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 415

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | REPORTING YEAR / PERIOD |
| **ELEMENT NAME:** | Reporting Year and Period Code |
| **DESCRIPTION:** | The reporting year and period to which the individual data record relates |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | YYYYp |
|  | Width: | 5 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 19891 to 99992 | Reporting year in ‘YYYY’ format, then Reporting period  in ‘p’ format | |

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| **CODING NOTES:** | |  |  | | --- | --- | | YYYYp format: | This element describes the Reporting Year and Reporting period to which this record relates.    1st 4 digits (YYYY) = Reporting Year (e.g. 1989) 5th digit (p) = Reporting Period coded as “1” or “2”\*    \* Reporting period is defined as a ‘1’ if record relates to date between 1 Jan – 30 Jun, and ’2’ if date between 1 Jul- 31 Dec.    The reporting period for the year is to be coded as “1” for  **Course of Study, Past Course Completions, Full-Time and Fractional Full time, Actual Casual and Estimated Casual and VET Course Completions** (e.g 1989/1) | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Commonwealth Scholarship (CS)  Enrolment (EN)  Course of Study (CO)  Past Course Completions (PS) | | HEP - Staff | Actual Casual (CA)  Estimated Casual (EC)  Full-Time and FFT (FT) | | VET - Student | VET Course Completions (VCC)  VET Enrolment (VEN)  VET Course of Study (VCO) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 19/06/2001 | 2002 |
| 1.1 | 11/09/2007 | 2008 |
| 1.2 | 28/05/2008 | 2009 |
| 1.3 | 05/12/2008 | 2009 |
| 1.4 | 26/11/2009 | 2010 |
| 1.5 | 03/09/2010 | 2011 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 416

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | TF-NUMBER |
| **ELEMENT NAME:** | Tax file number |
| **DESCRIPTION:** | The tax file number for a student |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 00NNNNNNNNN | Tax File Number, with the number 00NNNNNNNNN being a number that satisfies the ATO’s Tax File Number checking algorithm | | 00~~bbbbbbbbb~~ | A value to be used when there is no requirement to provide a TFN | |

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| **CODING NOTES:** | From 1 January 2005, the Tax File Number coding 00999999999 is no longer valid, the Australian Taxation Office will no longer accept certificate TFNs in any files from 2005.  A TFN must be provided for every student with a HELP debt. In circumstances where a student has no HELP debt for any unit of study in the reporting period and is therefore not required to provide a TFN, a value of 00~~bbbbbbbbb~~ may be used if the student has not provided their TFN.  If the student has provided their TFN the actual number is to be reported.    ECAF (PO and VPO) only  Only valid Tax File Numbers are reported on the ECAF.  00~~bbbbbbbbb~~ will not be accepted. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Commonwealth Assisted Students - HELP Due (DU)  Electronic Commonwealth Assistance Form (PO) | | VET - Student | VET Commonwealth Assisted Students - HELP Due (VDU)  VET Electronic Commonwealth Assistance Form (VPO) | |

**CHANGE HISTORY**

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| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 20/04/2005 | 2006 |
| 1.1 | 01/03/2007 | 2008 |
| 1.2 | 05/12/2008 | 2010 |
| 1.3 | 26/11/2009 | 2010 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 423

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | CURRENT-SALARY |
| **ELEMENT NAME:** | Equivalent full-time 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 |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Code (Numeric), right justified |
|  | Width: | 6 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 000000 | Salary data not provided because:   * 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 | | 000001 to 800000 | 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 | |

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| **CODING NOTES:** | |  |  | | --- | --- | | The following additional codes are used in DEEWR datasets but are NOT to be used by higher education providers: | | | **CODE** | **MEANING** | | 999999 | No Information | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Staff | Full-Time and FFT (FT) | |

**CHANGE HISTORY**

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| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 31/07/1987 | 1988 |
| 1.1 | 30/11/2009 | 2010 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 446

|  |  |
| --- | --- |
| **VERSION:** | 3.1 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | VAR-REASON-CODE |
| **ELEMENT NAME:** | Variation reason code |
| **DESCRIPTION:** | A numeric code which identifies the reason for a variation |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Numeric |
|  | Width: | 1 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 1 | Remission due to special circumstances | | 2 | Revised record due to administrative error | | 4 | Deletions due to Administrative error | | 5 | Additional record or new record reported for the first time. | |

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| **CODING NOTES:** | For information about revisions, see the Revision menu item on HEIMSHELP.     |  |  | | --- | --- | | **Higher Education:**        **VET** | Variation reason code ‘1’ is only applicable for the Student Revisions (SR) submission.  Code '1'  is not to be used on Past Course Completions (PS), OS-Help Revisions (OR) and  SA-Help (SA) submissions.    **VET Course Completions (VCC)**  Variation reason codes ‘1’ and ‘2’ are not applicable for this submission. | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Student Revisions (SR)  OS-HELP Revision (OR)  SA-HELP (SA)  Past Course Completions (PS) | | HEP - Staff | Actual Casual (CA)  Full-Time and FFT (FT) | | VET - Student | VET Course Completions (VCC)  VET Student Revisions (VSR) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 15/02/2005 | 2006 |
| 1.1 | 19/07/2007 | 2008 |
| 1.2 | 28/05/2008 | 2009 |
| 1.3 | 05/12/2008 | 2009 |
| 1.4 | 26/11/2009 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 3.1 | 07/12/2011 | 2012 |

ELEMENT NO. 455

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | COMBINED-CRS |
| **ELEMENT NAME:** | Combined course of study indicator |
| **DESCRIPTION:** | A code which indicates if a course of study is a combined course of study |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 0 | **Course** is not a **combined course of study** | | 1 | **Course** is a **combined course of study** | |

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| **CODING NOTES:** |  |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Course of Study (CO) | |

**CHANGE HISTORY**

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| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 03/03/2004 | 2005 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 460

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | Total previous RTS EFTSL |
| **ELEMENT NAME:** | Previous RTS EFTSL |
| **DESCRIPTION:** | The total EFTSL value that has been consumed at previous Higher Education Provider by a student who was enrolled in those Higher Education Provider under the Research Training Scheme (RTS) and who is enrolled at the current university under the same scheme. |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Numeric, right justified, with leading zeros if needed |
|  | Width: | 4 |

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| --- | --- | --- | --- | --- | --- |
| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 0000 to 9999 | **EFTSL** value expressed in thousandths (e.g. 0.125 is coded 0125) | |

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| **CODING NOTES:** | The amount of EFTSL shown is to reflect all EFTSL generated and reported to DEEWR whilst the student was enrolled under the Research Training Scheme (RTS) in any previous course at the same level at another university(s).  This should only relate to students who are coded 320 or 330 at Element 490 on the Load/Liability File.  These data are only required for initial enrolment. Data within this element can be retained “as entered” for first enrolment or entered as “0000” for all future submissions of the Student Enrolment file.  The total amount of previous RTS EFTSL is to be reported for all students who are enrolled as RTS students unless there has been a gap of three years or more between the date on which the student ceased to be enrolled as an RTS student in his/her previous course and the date on which he/she commenced as an RTS student in the current course.  If a student has had several previous enrolments as an RTS student then only some of this EFTSL may need to be reported. If there has been a continuous period of 3 or more years where the student has not been enrolled as an RTS student then only those RTS EFTSL which were consumed subsequent to the most recent such gap are to be reported.  A gap in enrolment as an RTS student is measured from the date of officially ceasing to be an RTS student in one course to the date a subsequent enrolment as an RTS student commenced. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Enrolment (EN) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 22/04/2004 | 2005 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 461

|  |  |
| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | FOE |
| **ELEMENT NAME:** | Field of education code |
| **DESCRIPTION:** | A code which identifies the field of education to which the course is classified |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 000000 | Non-award course , BOTP, or OUA unit | | 010000 to 129999 | Field of education code | |

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| **CODING NOTES:** | Refer to: [Appendix E – Field of Education Classification](http://heimshelp.deewr.gov.au/sites/heimshelp/resources/pages/appendices#AppendixE)  **Application and Offers Data Collection only**  **Offer Details (OD)** HEPs - Provision of data is required in both submissions (TACs - data is required in both preliminary and detailed submissions) .   **Preference Details (PD)** HEPs - Provision of data is required in both submissions (TACs - Provision of data is required in detailed submissions but discretionary in the preliminary submission). |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Course of Study (CO) | | HEP - Applications and Offers | Offer Details (OD)  Preference Details (PD) | | VET - Student | VET Course of Study (VCO) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 07/07/2000 | 2001 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 462

|  |  |
| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | FOE-SUPP |
| **ELEMENT NAME:** | Field of education supplementary code |
| **DESCRIPTION:** | A code which identifies the supplementary field of education to which a Combined Course is classified |

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

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 000000 | Course is not a **combined course**, or is an OUA unit | | 010000 to 129999 | **Field of education** code | |

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| **CODING NOTES:** | **All Collections**  Refer to Appendix E – Field of Education Classification.  **Combined courses** must be assigned a substantive **field of education** (i.e. spaces or all zeros are not valid).  Field to be filled with 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 Data Collection only** The substantive field assigned by HEPs is to be provided to TACs.  Offer Details (OD)  HEPs - Provision of data is required in both submissions (TACs - data is required in both preliminary and detailed submissions) .   Preference Details (PD)  HEPs - Provision of data is required in both submissions (TACs - Provision of data is required in detailed submissions but discretionary in the preliminary submission). |

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| --- | --- | --- | --- | --- | --- |
| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Course of Study (CO) | | HEP - Applications and Offers | Offer Details (OD)  Preference Details (PD) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 07/07/2000 | 2001 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 463

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | SPECIALISATION |
| **ELEMENT NAME:** | 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 |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 010000 to 129999 | Specialisation code | |

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| **CODING NOTES:** | The code to be assigned to a **specialisation** is to be selected from the field of education classification.  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**. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Past Course Completions (PS) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 10/08/2000 | 2002 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 464

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | DISCIPLINE-CODE |
| **ELEMENT NAME:** | Discipline code |
| **DESCRIPTION:** | A code which uniquely identifies the discipline to which a unit of study is classified by the Higher Education Provider/VET provider |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 010000 to 129999 | Discipline code | |

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

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| --- | --- | --- | --- | --- | --- |
| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Student Load Liability (LL) & Revised Student Load Liability (RL) | | VET - Student | VET Student Load Liability (VLL) & Revised Student Load Liability (VRL) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 22/04/2004 | 2005 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 465

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | Separation Status Code |
| **ELEMENT NAME:** | Separation status of Higher Degree Research students |
| **DESCRIPTION:** | The Separation status of a student enrolled in a Higher Degree Research course. |

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| --- | --- | --- |
| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Numeric |
|  | Width: | 1 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 1 | Student **is commencing a Higher Degree Research course and** is transferring from one Higher Degree Research course to another Higher Degree Research course at the same level at the same Higher Education Provider | | 2 | Student is commencing a Higher Degree Research course and is upgrading from a Masters by Research course to a Doctorate by Research course at the same Higher Education Provider, without having successfully completed the initial degree. | | 3 | Student is commencing a Higher Degree Research course and is downgrading from a Doctorate by Research course to a Masters by Research course at the same Higher Education Provider, without having successfully completed the initial degree. | | 9 | Other | |

|  |  |
| --- | --- |
| **CODING NOTES:** | Students who transfer from a Higher Degree Research course in one Higher Education Provider to a Higher Degree Research course at another Higher Education Provider, regardless if there has been a change of level are to be recorded as “9”.  Students who are not Higher Degree Research students are to be coded ‘9’. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Enrolment (EN) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 22/04/2004 | 2005 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 466

|  |  |
| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | POSTAL ADDRESS SUBURB/TOWN |
| **ELEMENT NAME:** | Postal address - suburb/town |
| **DESCRIPTION:** | Postal Address Suburb/Town for the student/applicant |

|  |  |  |
| --- | --- | --- |
| **CODE FORMAT:** | Data Type: | Alphanumeric |
|  | Units: | Text (alphanumeric), left justified with trailing blanks if needed |
|  | Width: | 27 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | Any data | Text provided by the **student/applicant** | |

|  |  |
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| **CODING NOTES:** | **All Collections** If address is in Australia then all characters must be A-Z a-z & ‘ / - ( ) (space)  Else if address is not in Australia then all characters must be A-Z a-z 0-9 & ‘ / - ( ) (space)  Where a value other than all spaces is entered, the first character MUST NOT be a space  **Applications and Offers Data Collection only**  HEPs - Provision of data is required in both submissions (TACs - data is required in both preliminary and detailed submissions) |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Commonwealth Assisted Students - HELP Due (DU)  Commonwealth Scholarship (CS) | | HEP - Applications and Offers | Application Details (AD) | | VET - Student | VET Commonwealth Assisted Students - HELP Due (VDU)  VET Commonwealth Higher Education Student Support Number (CHESSN) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 21/08/2000 | 2001 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 467

|  |  |
| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | POSTAL ADDRESS STATE CODE |
| **ELEMENT NAME:** | Postal address - state code |
| **DESCRIPTION:** | A code which uniquely identifies the State/Territory or other area in which the student/applicant has their postal address |

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

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

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| --- | --- |
| **CODING NOTES:** | **All Collections**    ~~b~~ = space.  If postal address of student/applicant is an overseas country, the field is to be ~~bbb~~ (3 spaces).  Codes need to be entered in UPPER CASE    **Applications and Offers Data Collection only**  Provision of this data is required for applications with an Australian address in all submissions |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Commonwealth Assisted Students - HELP Due (DU)  Commonwealth Scholarship (CS)  Electronic Commonwealth Assistance Form (PO) | | HEP - Applications and Offers | Application Details (AD) | | VET - Student | VET Commonwealth Assisted Students - HELP Due (VDU) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 21/08/2000 | 2001 |
| 1.1 | 05/12/2008 | 2010 |
| 1.2 | 30/11/2009 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 468

|  |  |
| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | POSTAL ADDRESS COUNTRY NAME |
| **ELEMENT NAME:** | Postal address - country name |
| **DESCRIPTION:** | A name representing the country of postal address of a student/applicant |

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

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| --- | --- | --- | --- | --- | --- |
| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | Any | Country of postal address | |

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| **CODING NOTES:** | **All Collections**  **To be completed only for overseas addresses**  **All characters must be A-Z a-z 0-9 & ‘ / - ( ) (space)**  **Where a value other than all spaces is entered, the first character MUST NOT be a space**  **Applications and Offers Data Collection only** For applications with an overseas address full details for either E468 or E728 is required.  Provision of this data in **Application Details** (AD) file is required for one of these fields for all applications with an overseas address in the detailed submission. |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Commonwealth Assisted Students - HELP Due (DU)  Commonwealth Scholarship (CS)  Electronic Commonwealth Assistance Form (PO) | | HEP - Applications and Offers | Application Details (AD) | | VET - Student | VET Commonwealth Assisted Students - HELP Due (VDU) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 15/09/2000 | 2001 |
| 1.1 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 469

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | RESIDENTIAL ADDRESS SUBURB/TOWN |
| **ELEMENT NAME:** | Residential address - suburb/town |
| **DESCRIPTION:** | Residential Address Suburb/Town for the student |

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| **CODE FORMAT:** | Data Type: | Alphanumeric |
|  | Units: | Text (alphanumeric), left justified with trailing blanks if needed |
|  | Width: | 27 |

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

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| --- | --- |
| **CODING NOTES:** | If address is in Australia then all characters must be A-Z a-z & ‘ / - ( ) (space)  If address is not in Australia then all characters must be A-Z a-z 0-9 & ‘ / - ( ) (space)  First character must not be a space. |

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| --- | --- | --- | --- | --- | --- |
| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Commonwealth Assisted Students - HELP Due (DU) | | VET - Student | VET Commonwealth Assisted Students - HELP Due (VDU) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 21/08/2000 | 2001 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 470

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | RESIDENTIAL ADDRESS STATE CODE |
| **ELEMENT NAME:** | Residential address - state |
| **DESCRIPTION:** | A code which uniquely identifies the State/Territory or other area in which the student has their residential address |

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

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

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

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| --- | --- | --- | --- | --- | --- |
| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Commonwealth Assisted Students - HELP Due (DU) | | VET - Student | VET Commonwealth Assisted Students - HELP Due (VDU) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 21/08/2000 | 2001 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 471

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | RESIDENTIAL ADDRESS COUNTRY NAME |
| **ELEMENT NAME:** | Residential address - country name |
| **DESCRIPTION:** | A name representing the country of residential address of a student |

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

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

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| --- | --- |
| **CODING NOTES:** | To be completed only for overseas address  All characters must be A-Z a-z 0-9 & ‘ / - ( ) (space)  Where a value other than all spaces is entered, the first character MUST NOT be a space. |

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| --- | --- | --- | --- | --- | --- |
| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Commonwealth Assisted Students - HELP Due (DU) | | VET - Student | VET Commonwealth Assisted Students - HELP Due (VDU) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 15/09/2000 | 2001 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 475

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | Signature Date |
| **ELEMENT NAME:** | Signature Date |
| **DESCRIPTION:** | The date the Electronic Commonwealth Assistance Form (ECAF) is completed by the student. |

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

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Electronic Commonwealth Assistance Form (PO) | | VET - Student | VET Electronic Commonwealth Assistance Form (VPO) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 22/04/2004 | 2005 |
| 1.1 | 05/12/2008 | 2009 |
| 1.2 | 30/11/2009 | 2010 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 476

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | COMMENCING-LOCATION |
| **ELEMENT NAME:** | Commencing location code of permanent home residence |
| **DESCRIPTION:** | The Australian postcode of a student's permanent home residence in their last year of secondary school for Domestic school leaver commencing an undergraduate or VET course |

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

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

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| **CODING NOTES:** | Only for Domestic school leaver students commencing an undergraduate higher education /VET course.  A school leaver is one who has completed Year 12 in the year of the collection or the year prior to the year of the collection.  This code must reflect the permanent home residence of the student in the last year of their secondary study and is to be provided by the student when the course is first commenced. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Enrolment (EN) | | VET - Student | VET Enrolment (VEN) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 02/04/2001 | 2002 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 477

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | CAMPUS-POSTCODE |
| **ELEMENT NAME:** | Postcode or overseas country code location of Higher Education/VET Provider campus/delivery location |
| **DESCRIPTION:** | The Australian postcode or overseas country code location of the campus/delivery location of the Higher Education/VET Provider where the student is studying this unit. |

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

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

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| **CODING NOTES:** | This code must reflect the Australian postcode or overseas country code of the campus/delivery location of the Provider where the student is undertaking the unit of study.  If the unit of study is taken externally, the postcode to be reported is that of the campus/delivery location of the Provider from where the course is presented.  If the load for an individual student in a single unit is spread across more than one campus/delivery location then the postcode to be reported is that of the campus/delivery location of the Provider from where the course is administered.  Refer to:  Appendix B – Australian postcodes  Appendix C – Standard Australian Classification of Countries. |

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| --- | --- | --- | --- | --- | --- |
| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Electronic Commonwealth Assistance Form (PO)  Student Load Liability (LL) & Revised Student Load Liability (RL) | | VET - Student | VET Electronic Commonwealth Assistance Form (VPO)  VET Student Load Liability (VLL) & Revised Student Load Liability (VRL) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 22/04/2004 | 2005 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 483

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | UNIT-CODE |
| **ELEMENT NAME:** | Unit code (OUA only) |
| **DESCRIPTION:** | A code which uniquely identifies each unit of study being deferred by OUA student |

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

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| --- | --- | --- | --- | --- | --- |
| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | Any data | Code assigned by the OUA | |

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| --- | --- |
| **CODING NOTES:** | **For OUA only**.  The code assigned to each **unit of study** must uniquely identify it within the Higher Education Provider and must remain unchanged in each of the submissions of the Student Load File for a reference year.  **For non-OUA Higher Education Providers, zero fill.** |

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| --- | --- | --- | --- |
| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Electronic Commonwealth Assistance Form (PO) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 22/04/2004 | 2005 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 486

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | NAME OF SUBURB/TOWN/LOCALITY |
| **ELEMENT NAME:** | Name of suburb/town/locality |
| **DESCRIPTION:** | Name of suburb/town/locality for the student |

|  |  |  |
| --- | --- | --- |
| **CODE FORMAT:** | Data Type: | Alphanumeric |
|  | Units: | Text (alphanumeric), left justified with trailing blanks if needed |
|  | Width: | 27 |

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

|  |  |
| --- | --- |
| **CODING NOTES:** | This code is only to be provided for Domestic school leaver students commencing an undergraduate higher education /VET course.  A school leaver is one who has completed Year 12 in the year of the collection or the year prior to the year of the collection.  This code must reflect the permanent home residence of the student in the last year of their secondary study and is to be provided by the student when the course is first commenced.  Students other than the above may be coded as blank. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Enrolment (EN) | | VET - Student | VET Enrolment (VEN) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 19/03/2002 | 2004 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 487

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | SCHOLARSHIP-TYPE |
| **ELEMENT NAME:** | Scholarship type code |
| **DESCRIPTION:** | A code which identifies the scholarship type code |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 00 | Not a scholarship indicated below. | | 01 | Australian Postgraduate Award (APA) Scheme funded by DEEWR. | | 02 | International Postgraduate Research Scholarship (IPRS) Scheme. | | 06 | Indigenous Staff Scholarship. | | 07 | Australian Postgraduate Award (APA) and International Postgraduate Research Scholarship (IPRS) | |

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| **CODING NOTES:** | APA-1 Scholarships code as 00 |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Enrolment (EN)  Past Course Completions (PS) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 22/04/2004 | 2005 |
| 1.1 | 19/07/2007 | 2008 |
| 1.2 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 488

|  |  |
| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | CHESSN |
| **ELEMENT NAME:** | Commonwealth Higher Education Student Support Number (CHESSN) |
| **DESCRIPTION:** | A code, allocated by DEEWR, which uniquely identifies the student within the Higher Education or VET Sector and remains constant from year to year |

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

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | ZZZZZZZZZZ | No CHESSN required | | Any data | Code assigned by HEIMS | |

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| **CODING NOTES:** | A student may make a number of separate course enrolments at a Higher Education/VET Provider (Provider) in the one year or over a number of years, and the CHESSN must be constant across courses and over time.  Where a student returns to a Provider to resume a course or to undertake a new course, the CHESSN must be the same as that used at the time of the student’s first enrolment at a Provider after 31 December 2004.  The CHESSN will only be used to allow eligibility to Commonwealth support to be facilitated and monitored.  **Applications and Offers Data Collection only**  It is an expectation that a CHESSN will be reported for every applicant. If in exceptional circumstances no CHESSN has been allocated ~~bbbbbbbbbb~~ (space) should be reported. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Commonwealth Assisted Students - HELP Due (DU)  Commonwealth Scholarship (CS)  Enrolment (EN)  OS HELP (OS) & Revised OS HELP (RO)  OS-HELP Revision (OR)  Student Load Liability (LL) & Revised Student Load Liability (RL)  Student Revisions (SR)  Unit of Study Completions (CU)  SA-HELP (SA)  Past Course Completions (PS) | | HEP - Applications and Offers | Application Details (AD) | | VET - Student | VET Course Completions (VCC)  VET Commonwealth Assisted Students - HELP Due (VDU)  VET Enrolment (VEN)  VET Student Load Liability (VLL) & Revised Student Load Liability (VRL)  VET Student Revisions (VSR)  VET Unit of Study Completions (VCU) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 21/08/2003 | 2004 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 489

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | UNIT-STUDY-CENSUS- DATE |
| **ELEMENT NAME:** | Unit of Study Census date |
| **DESCRIPTION:** | A code which indicates the year, month and day which is the Census date of that Unit of Study |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | YYYYMMDD, right justified (in each sub-field), with a leading zero (in each sub-field) if needed |
|  | Width: | 8 |

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| --- | --- | --- | --- | --- | --- |
| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | YYYYMMDD | **Unit of Study Census Date** in YYYYMMDD format | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **CODING NOTES:** | |  |  |  | | --- | --- | --- | | YYYY format    MM format:    DD format | | 1st 4 digits – Year sub-field (e.g. 1978)  2nd 2 digits – Month sub-field (e.g. 06)  3rd 2 digits – Day sub-field (e.g. 06) | | The unit of study census date must not occur less than 20% of the way through the period during which the unit of study is being undertaken. | 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. | | |

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| --- | --- | --- | --- | --- | --- |
| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Student Load Liability (LL) & Revised Student Load Liability (RL)  Student Revisions (SR)  Unit of Study Completions (CU)  OS-HELP Revision (OR) | | VET - Student | VET Student Load Liability (VLL) & Revised Student Load Liability (VRL)  VET Student Revisions (VSR)  VET Unit of Study Completions (VCU) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 04/03/2004 | 2005 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 490

|  |  |
| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | STUDENT-STATUS |
| **ELEMENT NAME:** | Student Status code |
| **DESCRIPTION:** | A code which indicates the student status for a unit of study |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Numeric |
|  | Width: | 3 |

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| **CLASSIFICATION:** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **CODE** | **CODE** | | | | | | | | **MEANING** | **MEANING** | | |  | | **Higher Education students only** | **Higher Education students only** | **Higher Education students only** | **Higher Education students only** | | | | | | | | | |  | | **Contribution-liable students** | **Contribution-liable students** | **Contribution-liable students** | **Contribution-liable students** | | | | | | | | | |  | | 201 | 201 | | | | | | | | Deferred all or part of the student contribution through HECS-HELP | Deferred all or part of the student contribution through HECS-HELP | | |  | | 202 | 202 | | | | | | | | Paid the full student contribution up-front with the HECS-HELP discount | Paid the full student contribution up-front with the HECS-HELP discount | | |  | | 203 | 203 | | | | | | | | Paid the full student contribution up-front without the HECS-HELP discount | Paid the full student contribution up-front without the HECS-HELP discount | | |  | | **FEE-HELP eligible students** | **FEE-HELP eligible students** | **FEE-HELP eligible students** | **FEE-HELP eligible students** | | | | | | | | | |  | | 230 | 230 | | | | | | | | Deferred all or part of Award or Enabling course tuition fee through FEE-HELP | Deferred all or part of Award or Enabling course tuition fee through FEE-HELP | | |  | | 231 | 231 | | | | | | | | Deferred all or part of tuition fee through FEE-HELP - Employer reserved place | Deferred all or part of tuition fee through FEE-HELP - Employer reserved place | | |  | | 232 | 232 | | | | | | | | Deferred all or part of OLA tuition fee through FEE-HELP | Deferred all or part of OLA tuition fee through FEE-HELP | | |  | | 233 | 233 | | | | | | | | Deferred all or part of BOTP tuition fee through FEE-HELP | Deferred all or part of BOTP tuition fee through FEE-HELP | | |  | | **OS-HELP recipient students** | **OS-HELP recipient students** | **OS-HELP recipient students** | **OS-HELP recipient students** | | | | | | | | | |  | | 240 | 240 | | | | | | | | Received loan through OS-HELP | Received loan through OS-HELP | | |  | | **Contribution-exempt students** | **Contribution-exempt students** | **Contribution-exempt students** | **Contribution-exempt students** | | | | | | | | | |  | | 260 | 260 | | | | | | | | Student in a Commonwealth supported place with an Exemption scholarship (no student contribution to be charged) | Student in a Commonwealth supported place with an Exemption scholarship (no student contribution to be charged) | | |  | | 261 | 261 | | | | | | | | A domestic student enrolled in an enabling course (i.e. bridging or supplementary programme) | A domestic student enrolled in an enabling course (i.e. bridging or supplementary programme) | | |  | | 262 | 262 | | | | | | | | Student undertaking Work Experience in Industry (WEI) where learning and performance is not directed by, and support is not received from, the provider and for which a student contribution cannot be charged | Student undertaking Work Experience in Industry (WEI) where learning and performance is not directed by, and support is not received from, the provider and for which a student contribution cannot be charged | | |  | | **Non-overseas tuition fee-exempt students** | **Non-overseas tuition fee-exempt students** | **Non-overseas tuition fee-exempt students** | **Non-overseas tuition fee-exempt students** | | | | | | | | | |  | | 270 | 270 | | | | | | | | Student in a non-Commonwealth supported place with an Exemption scholarship (no tuition fee to be charged) | Student in a non-Commonwealth supported place with an Exemption scholarship (no tuition fee to be charged) | | |  | | 271 | 271 | | | | | | | | Student undertaking Work Experience in Industry (WEI) where learning and performance is not directed by, and support is not received from, the provider and for which a tuition fee cannot be charged | Student undertaking Work Experience in Industry (WEI) where learning and performance is not directed by, and support is not received from, the provider and for which a tuition fee cannot be charged | | |  | | **SA-HELP eligible student** | **SA-HELP eligible student** | **SA-HELP eligible student** | **SA-HELP eligible student** | | | | | | | | | |  | | 280 | 280 | | | | | | | | Deferred all or part of SA-fee for a Course of Study through SA-HELP | Deferred all or part of SA-fee for a Course of Study through SA-HELP | | |  | | 281 | 281 | | | | | | | | Deferred all or part of SA-fee for a Bridging Course for Overseas Trained Professional through SA-HELP. | Deferred all or part of SA-fee for a Bridging Course for Overseas Trained Professional through SA-HELP. | | |  | | **Fee-paying non-overseas students** | **Fee-paying non-overseas students** | **Fee-paying non-overseas students** | **Fee-paying non-overseas students** | | | | | | | | | |  | | 301 | 301 | | | | | | | | A domestic student enrolled in a non-award course (other than an Enabling course) | A domestic student enrolled in a non-award course (other than an Enabling course) | | |  | | 302 | 302 | | | | | | | | Paid full Award or Enabling course tuition fee | Paid full Award or Enabling course tuition fee | | |  | | 303 | 303 | | | | | | | | Paid full tuition fee – for  Employer reserved place | Paid full tuition fee – for  Employer reserved place | | |  | | 304 | 304 | | | | | | | | Paid full OLA tuition fee | Paid full OLA tuition fee | | |  | | 305 | 305 | | | | | | | | Paid full BOTP tuition fee | Paid full BOTP tuition fee | | |  | | **Fee-paying overseas students** | **Fee-paying overseas students** | **Fee-paying overseas students** | **Fee-paying overseas students** | | | | | | | | | |  | | 310 | 310 | | | | | | | | A fee-paying overseas student who is *not* sponsored under a foreign aid program, and including students with these awards: IPRS (International Postgraduate Research Scheme); SOPF (Special Overseas Postgraduate Fund); Australian-European Awards Program; and the Commonwealth Scholarship and Fellowship Plan | A fee-paying overseas student who is *not* sponsored under a foreign aid program, and including students with these awards: IPRS (International Postgraduate Research Scheme); SOPF (Special Overseas Postgraduate Fund); Australian-European Awards Program; and the Commonwealth Scholarship and Fellowship Plan | | |  | | 311 | 311 | | | | | | | | A fee-paying overseas student who is sponsored under a foreign aid program. Includes those with Australian Development Cooperation Scholarships (ADCOS) and any other Australian foreign aid program for which students are enrolled in Higher Education Providers by the Australian Agency for International Development (AusAID) | A fee-paying overseas student who is sponsored under a foreign aid program. Includes those with Australian Development Cooperation Scholarships (ADCOS) and any other Australian foreign aid program for which students are enrolled in Higher Education Providers by the Australian Agency for International Development (AusAID) | | |  | | **Pre-2001 RTS students** | **Pre-2001 RTS students** | **Pre-2001 RTS students** | **Pre-2001 RTS students** | | | | | | | | | |  | | 320 | 320 | | | | | | | | A domestic student who received a research HECS exemption prior to 1 September 2000 and continues studying on a student contribution exempt basis under the Research Training Scheme (RTS) as a pre-2001 student. Include internal transfers/upgrades/downgrades (as defined under Element 465) (see coding notes) | A domestic student who received a research HECS exemption prior to 1 September 2000 and continues studying on a student contribution exempt basis under the Research Training Scheme (RTS) as a pre-2001 student. Include internal transfers/upgrades/downgrades (as defined under Element 465) (see coding notes) | | |  | | **RTS students from 2001** | **RTS students from 2001** | **RTS students from 2001** | **RTS students from 2001** | | | | | | | | | |  | | 330 | 330 | | | | | | | | A domestic student enrolled under the Research Training Scheme (RTS) from 1 September 2000 (see coding notes) | A domestic student enrolled under the Research Training Scheme (RTS) from 1 September 2000 (see coding notes) | | |  | | **VET Students only:** | **VET Students only:** | **VET Students only:** | **VET Students only:** | **VET Students only:** | | | | | | | | | | | **VET FEE-HELP eligible students** | **VET FEE-HELP eligible students** | **VET FEE-HELP eligible students** | **VET FEE-HELP eligible students** | **VET FEE-HELP eligible students** | | | | | | | | | | | 401 | 401 | 401 | | | | | | | | | Deferred all/part of tuition fee through VET FEE-HELP - **non State Government** subsidised | Deferred all/part of tuition fee through VET FEE-HELP - **non State Government** subsidised | | | 402 | 402 | 402 | | | | | | | | | Deferred all/part of tuition fee through VET FEE-HELP -**Restricted Access Arrangement** | Deferred all/part of tuition fee through VET FEE-HELP -**Restricted Access Arrangement** | | | 403 | 403 | 403 | | | | | | | | | Deferred all/part of tuition fee through VET FEE-HELP - **Victorian State Government** subsidised | Deferred all/part of tuition fee through VET FEE-HELP - **Victorian State Government** subsidised | | | 406 | 406 | 406 | | | | | | | | | Deferred all/part of tuition fee through VET FEE-HELP – **South Australian State Government** subsidised | Deferred all/part of tuition fee through VET FEE-HELP – **South Australian State Government** subsidised | | | **Fee-paying students** | **Fee-paying students** | **Fee-paying students** | **Fee-paying students** | **Fee-paying students** | | | | | | | | | | | 501 | | | | | Paid full tuition fee - **non-State Government subsidised** | Paid full tuition fee - **non-State Government subsidised** | Paid full tuition fee - **non-State Government subsidised** | Paid full tuition fee - **non-State Government subsidised** | | | | | | | 502 | | | | | Paid full tuition fee - **Restricted Access Arrangement** | Paid full tuition fee - **Restricted Access Arrangement** | Paid full tuition fee - **Restricted Access Arrangement** | Paid full tuition fee - **Restricted Access Arrangement** | | | | | | | 503 | | | | | Paid full tuition fee - **Victorian State Government** subsidised | Paid full tuition fee - **Victorian State Government** subsidised | Paid full tuition fee - **Victorian State Government** subsidised | Paid full tuition fee - **Victorian State Government** subsidised | | | | | | | 506 | | | | | Paid full tuition fee – **South Australian State Government** subsidised | Paid full tuition fee – **South Australian State Government** subsidised | Paid full tuition fee – **South Australian State Government** subsidised | Paid full tuition fee – **South Australian State Government** subsidised | | | | | | |

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| **CODING NOTES:** | **Higher education only**    1.       Transitional arrangements for pre-2005 students ended on 31 December 2008.  From 1 January 2009 the pre-2005 codes are only required for revisions or for retrospective reporting of student data:    **Pre-2005 HECS-liable students**  ·        110 - Deferred all or part of student contribution through HECS-HELP  ·        111 - Paid full student contribution up-front with HECS-HELP discount  ·        112 - Paid full student contribution up-front without HECS-HELP discount  **Pre-2005 PELS students**  ·        220 - Deferred all or part of the tuition fee through FEE-HELP.    **Pre-2005 HECS-exempt students**  ·        250 - A domestic student holding a Commonwealth-funded, merit-based, undergraduate HECS-exemption scholarship for disadvantaged students.    2.      **Code 240** "Received loans through OS-HELP" is not to be used on the Load/Liability File. This code is only to be used in the OS-HELP File. There must also be a matching record on the HELP-DUE File.    3.      **Code 280** "Deferred all or part of SA-fee liability through SA-HELP" and **Code 281** “Deferred all or part of SA-fee for a Bridging Course for  Overseas Trained Professional through SA-HELP” are not to be used on the Load/Liability File. These codes are only to be used in the SA-HELP File. There must also be a matching record on the HELP-DUE File.    4.      A domestic postgraduate research student who is not RTS supported may be charged tuition fees or awarded an Exemption scholarship under code 270. If regional adjustment package has been used to support such students, they should be included under code 270.    A domestic postgraduate research student charged tuition fees may receive FEE-HELP assistance.    5.      A student’s **HECS-HELP status** is determined by assessing the status of all units of study undertaken, in a given course of study, on a given census date.    HECS-HELP eligible students who have deferred all or part of their student contribution amount for any unit of study, within a course of study, on a particular census date, must be reported as deferred for all units of study undertaken as a HECS-HELP student, in that course of study, on that census date.  Therefore, HECS-HELP eligible students may be reported as deferred for a particular unit of study, within a course of study, even though they have paid 90% (80% prior to 1 January 2012) of the amount reported at Element 384 (Amount charged). |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | OS HELP (OS) & Revised OS HELP (RO)  Student Load Liability (LL) & Revised Student Load Liability (RL)  SA-HELP (SA) | | VET - Student | VET Student Load Liability (VLL) & Revised Student Load Liability (VRL) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 13/08/2004 | 2005 |
| 1.1 | 16/10/2007 | 2008 |
| 1.2 | 28/05/2008 | 2008 |
| 1.3 | 05/12/2008 | 2009 |
| 1.4 | 30/11/2009 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 3.1 | 07/12/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 493

|  |  |
| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | HIGHEST-PARTICIPATION |
| **ELEMENT NAME:** | Highest educational participation prior to commencement |
| **DESCRIPTION:** | A code which indicates the student's highest educational participation and last year of participation prior to the first enrolment in the course of study OR an applicant’s highest educational participation and last year of participation as reported on an application. |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Code (numeric) |
|  | Width: | 6 |

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| **CLASSIFICATION:** | |  |  |  | | --- | --- | --- | | **CODE** | | **MEANING** | | 000000 | | Overseas student | | 010000 | | Not a commencing student | | **A commencing domestic student** for whom highest **educational participation and last year of participation** prior to commencement is  OR an **applicant’s** highest educational participation as reported on their application is: | **A commencing domestic student** for whom highest **educational participation and last year of participation** prior to commencement is  OR an **applicant’s** highest educational participation as reported on their application is: | | | 02YYYY | | ·         A complete Higher education postgraduate level **course** | | 03YYYY | | ·         A complete Higher education bachelor level **course** | | 04YYYY | | ·         A complete Higher education sub-degree level **course** | | 05YYYY | | ·         An incomplete Higher education **course** | | 07YYYY | | ·         A complete final year of secondary education **course at school or through a Registered Training Organisation** | | 08YYYY | | ·         other qualification, complete or incomplete | | 090000 | | ·         No prior educational attainment | | 10YYYY | | ·         A complete VET award course | | 11YYYY | | ·         An incomplete VET award course | |

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| **CODING NOTES:** | **All Collections** YYYY is the year of the completion or last year of participation  If no information is available for year, code as “9999”  Where a student/applicant has multiple qualifications, record the highest AQF level of participation, regardless of whether it was completed or not.  The order of these codes is not strictly hierarchical, due to the addition of codes over time  **Application and Offers Data Collection only** HEPs - Provision of this data is required in both submissions (TACs - data is required in detailed submissions but discretionary in the preliminary submission).   The codes 000000 and 010000 are not applicable to the Application and Offers Data Collection. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Enrolment (EN) | | HEP - Applications and Offers | Application Details (AD) | | VET - Student | VET Enrolment (VEN) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 07/11/2003 | 2004 |
| 1.1 | 06/05/2003 | 2005 |
| 1.2 | 18/12/2006 | 2008 |
| 1.3 | 19/07/2007 | 2008 |
| 1.4 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 495

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | INDIC-COMM-SUPP |
| **ELEMENT NAME:** | 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. |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Numeric, right justified with leading zeros if needed |
|  | Width: | 5 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 00000  to 99998 | The indicative student contribution amount for a Commonwealth Supported place | | 99999 | Not a course with Commonwealth Supported places. | |

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| **CODING NOTES:** | For current courses, the projected average cost of one full time student load (1 EFTSL) in the upcoming academic years prices is based on the average (arithmetic mean) cost of the current year’s actual first year full time student course load.  For new courses, the projected average cost is derived based on the student contribution amount for a full time student load (1 EFTSL) for a first year student. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Campus (CM) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 19/04/2004 | 2005 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 496

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| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | INDIC-FEE |
| **ELEMENT NAME:** | 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. |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Numeric, right justified with leading zeros if needed |
|  | Width: | 5 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 00000 to 99998 | The indicative tuition fee for a domestic fee-paying place. | | 99999 | Not a course for a domestic fee-paying place | |

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| **CODING NOTES:** | For current courses, the projected average cost of one full time student load (1 EFTSL) in the upcoming academic years prices is based on the average (arithmetic mean) cost of the current year’s actual first year full time student course load.  For new courses, the projected average cost is derived based on the tuition fee for a full time student load (1 EFTSL) for a first year student.    When reporting the indicative tuition fee on E496 for the course that is:  ·         1 EFTSL or more - report the average annual fee; or  ·         less than 1 EFTSL - report the actual fee calculated as a percentage of 1 EFTSL  All fees must be based on the average cost of 1 EFTSL. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Campus (CM) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 18/04/2005 | 2005 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 497

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| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | ENTRY-CUT-OFF-CSP |
| **ELEMENT NAME:** | Entry Cut-Off for a Commonwealth Supported place (CSP) |
| **DESCRIPTION:** | A code indicating the previous years’ lowest entry cut-off required for entry to a CSP for this course at this campus. |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Numeric, right justified, the last two digits provided are interpreted as being after the decimal point when published |
|  | Width: | 4 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 0000 | An entry cut-off is not applicable because:   * It is not the sole criterion for offer of a CSP; or * Course is not offered to a CSP; or * It is never used as an entrance criterion or part of the selection criteria; or * The course is a new course and an entry cut-off has not yet been determined; or * The course is an offshore course. | | 0001 to 9995 | Entry cut-off (reported as a common index – see coding notes) to a CSP in this award course | |

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| **CODING NOTES:** | The entry cut-off to be reported is the published lowest entry cut-off for the previous years’ Year 12 students who received an offer of a CSP in this course, through standard admission, in the main round of admission for the current academic year, where academic qualifications were the sole criterion for offer of a CSP (except for school subject prerequisites).  The entry cut-off to be reported is the value for the common index that has been agreed by MCEETYA. The values for the common index will range from 0001 to 9995. The common index is given different names in different states as listed below:  SA/NT – Tertiary Entrance Rank (TER);  VIC – Equivalent National Tertiary Entrance Rank (ENTER);  WA – Tertiary Entrance Rank (TER);  TAS – Tertiary Entrance Rank (TER);  ACT – Universities Admissions Index (UAI); NSW – Universities Admissions Index (UAI); and QLD- Interstate Transfer Index (ITI)  HEPs must provide entry cut-off information according to the postcode location of the campus.  Queensland HEPs may provide an entry cut-off value for this field.  In cases where there is direct entry or no TAC is involved in the admission process, HEPs are to provide the equivalent main round entry cut-off for the course. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Campus (CM) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 01/06/2005 | 2006 |
| 1.1 | 13/12/2007 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 498

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| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | ENTRY-CUT-OFF- DOMESTIC-FEE-PAYING |
| **ELEMENT NAME:** | Entry Cut-off for a domestic fee-paying place |
| **DESCRIPTION:** | A code indicating the previous years’ lowest entry cut-off required for entry to a domestic fee paying place for this course at this campus. |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Numeric, right justified, the last two digits provided are interpreted as being after the decimal point when published |
|  | Width: | 4 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 0000 | An entry cut-off is not applicable because:   * It is not the sole criterion for offer of a domestic fee paying place; or * Course is not offered to a Domestic Fee-paying place; or * It is never used as a selection criterion or part of the selection criteria; or * The course is a new course and an entry cut-off has not yet been determined; or * The course is an offshore course. | | 0001 to 9995 | Entry cut-off (reported as a common index – see coding notes) to a domestic fee-paying place for this award course | |

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| **CODING NOTES:** | The entry cut-off to be reported is the published lowest entry cut-off for the previous years’ Year 12 students who received an offer of a fee paying place in this course, through standard admission, in the main round of admission for the current academic year, where academic qualifications were the sole criterion for offer of a domestic fee paying place (except for school subject prerequisites).  The entry cut-off to be reported is the value for the common index that has been agreed by MCEETYA. The values for the common index will range from 0001 to 9995.  The common index is given different names in different states as listed below:             SA/NT - Tertiary Entrance Rank (TER);              VIC - Equivalent National Tertiary Entrance Rank (ENTER);              WA - Tertiary Entrance Rank (TER);              TAS - Tertiary Entrance Rank (TER);              ACT - Universities Admissions Index (UAI);             NSW - Universities Admissions Index (UAI); and             QLD- Interstate transfer Index (ITI)  HEPs must provide entry cut-off information according to the postcode location of the campus.  Queensland HEPs may provide an entry cut-off value for this field.  In cases where there is direct entry or no TAC is involved in the admission process, HEPs are to provide the equivalent main round entry cut-off for the course. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Campus (CM) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 01/06/2005 | 2006 |
| 1.1 | 13/12/2007 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 500

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| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | OSEAS-FEE |
| **ELEMENT NAME:** | Overseas student fee for students subject to minimum indicative fee |
| **DESCRIPTION:** | The actual fee to be charged of an overseas student for a course in which a student is enrolled at the Higher Education Provider. |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Numeric, right justified with leading zeros if needed |
|  | Width: | 5 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 00000 | Not an overseas student, or an overseas student who is not subject to minimum indicative fee | | 00001 to 99999 | F**ee** charged, in whole dollars, for the **course** undertaken at the **Higher Education Provider**. | |

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| **CODING NOTES:** | Overseas fee amounts reported for a student/course on all enrolment files submitted to DEEWR in a calendar year will be **aggregated** to form the total tuition fee for the year.  This amount will be used for the administration of fees for students subject to minimum indicative fees.    Refer to the [Glossary](http://www.heimshelp.deewr.gov.au/2_Glossary/Default.html) for more detailed information on [Overseas Student Fee](http://www.heimshelp.deewr.gov.au/2_Glossary/O/OVERSEAS_STUDENT_FEE_REPORTING.htm).    Overseas students who do not need to meet minimum indicative fees requirement are:    1.     Overseas students in a course of study for which DEEWR has approved charges less than the minimum indicative fee.    2.     Overseas student undertaking study in Australia as part of a formal exchange programme including Research students under co-tutelle arrangements.    3.     Overseas students undertaking study in Australia towards a Research Masters degree or a Research Doctoral degree who have been awarded a scholarship for that study on the basis of merit following a competitive process.    4.     Overseas students undertaking study wholly off-shore at an off-shore campus of an Australian Higher Education Provided. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Enrolment (EN) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 06/05/2004 | 2005 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 501

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| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | HIGH-QUAL |
| **ELEMENT NAME:** | Highest qualification |
| **DESCRIPTION:** | A code which indicates the highest qualification of a member of staff |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Code (Numeric) |
|  | Width: | 1 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 0 | Member of staff has a non-academic classification | |  | Member of staff has an academic classification and the highest qualification is: | | 6 | ·         Doctorate by research or coursework | | 7 | ·         Master’s by research or coursework | | 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 | |

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| **CODING NOTES:** |  |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Staff | Full-Time and FFT (FT) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 08/02/2002 | 2003 |
| 1.1 | 23/04/2002 | 2003 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 502

|  |  |
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| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | PLACE-HIGH-QUAL |
| **ELEMENT NAME:** | Place of highest qualification |
| **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 |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Code (Numeric) |
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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 0 | **Member of staff** has a non-academic classification | |  | **Member of staff** has **academic classification** and was awarded their highest qualification by: | | 1 | ·         The Australian higher education provider in which they are now working or one of its controlled entities | | 2 | ·         Another Australian higher education provider or entity | | 3 | ·         Other Australian provider or entity offering higher education qualifications that does not have a HEP code. | | 4 | ·         An overseas institution or entity | | 5 | No information | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Staff | Full-Time and FFT (FT) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 12/03/1999 | 2000 |
| 1.1 | 30/11/2009 | 2010 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 505

|  |  |
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| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | APPOINT-TERM |
| **ELEMENT NAME:** | Appointment Term Code |
| **DESCRIPTION:** | A code which identifies the term of an effective substantive appointment for a member of staff |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Code (Numeric), right justified |
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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | |  | **Limited term, with the length at the time the effective substantive appointment was made being:** | | 01 to 60 | ·         Number of months | | 61 | ·         More than 5 years | |  | Tenurable term: | | 81 | ·         Probationary | | 82 | ·         Confirmed | | 91 | ·         Other term | |

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| **CODING NOTES:** | |  |  |  | | --- | --- | --- | | The following additional codes are used in DEEWR datasets but are NOT to be used by higher education providers: | The following additional codes are used in DEEWR datasets but are NOT to be used by higher education providers: | | | **CODE** | | **MEANING** | | 99 | | No Information (used only for coding data for casual staff) | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Staff | Full-Time and FFT (FT) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 24/12/1987 | 1988 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 506

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| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | WORK-CONTRACT |
| **ELEMENT NAME:** | 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. |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Code (Numeric) |
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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | |  | **In respect of current duties, the member of staff has a:** | | 1 | ·         Full-time work contract | | 2 | ·         Fractional full-time work contract | |

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| **CODING NOTES:** | |  |  |  | | --- | --- | --- | | The following additional codes are used in DEEWR datasets but are NOT to be used by higher education provider: | The following additional codes are used in DEEWR datasets but are NOT to be used by higher education provider: | | | **CODE** | | **MEANING** | | 3 | | Casual work contract – estimated data reported in collection year | | 4 | | Casual work contract – actual data reported in year after collection year | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Staff | Full-Time and FFT (FT) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 31/07/1987 | 1988 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 507

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| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | CURRENT-TERM |
| **ELEMENT NAME:** | Current duties term code |
| **DESCRIPTION:** | A code which identifies the term for a member of staff’s current duties |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Code (Numeric), right justified |
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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | |  | **Limited term, with the length at the time the current duties commenced being:** | | 01 to 60 | ·         Number of months | | 61 | ·         More than 5 years | |  | **Tenurable term:** | | 81 | ·         Probationary | | 82 | ·         Confirmed | | 91 | ·         Other term | |

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| **CODING NOTES:** | |  |  |  | | --- | --- | --- | | The following additional codes are used in DEEWR datasets but are NOT to be used by higher education providers: | The following additional codes are used in DEEWR datasets but are NOT to be used by higher education providers: | | | **CODE** | | **MEANING** | | 99 | | No Information | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Staff | Full-Time and FFT (FT) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 24/12/1987 | 1988 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 509

|  |  |
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| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | CLASSN-GROUP |
| **ELEMENT NAME:** | Current duties classification type and level group code |
| **DESCRIPTION:** | A code which identifies the classification type and level group for a member of staff in respect of their current duties |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Code (numeric), right justified, with leading zeros if needed |
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| **CLASSIFICATION:** | |  |  |  | | --- | --- | --- | | **CODE** | **MEANING** | **DERIVATION** | |  | **Academic classification level group** |  | | 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 | |

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| **CODING NOTES:** | |  |  |  |  |  | | --- | --- | --- | --- | --- | | The following additional codes are used in DEEWR datasets but are NOT to be used by higher education providers: | The following additional codes are used in DEEWR datasets but are NOT to be used by higher education providers: | The following additional codes are used in DEEWR datasets but are NOT to be used by higher education providers: | | | | **CODE** | | | **MEANING** | **DERIVATION** | | 99 | | | No information | Any other value reported for E408 | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Staff | Actual Casual (CA) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 31/05/1994 | 1995 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 510

|  |  |
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| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | ORG-UNIT |
| **ELEMENT NAME:** | Organisational unit code |
| **DESCRIPTION:** | A code which uniquely identifies an organisational unit in which the current duties of a member of staff are being performed |

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| **CODE FORMAT:** | Data Type: | Alphanumeric |
|  | Units: | Code (alphanumeric), left justified, with trailing blanks if needed |
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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | |  | **Academic Organisational Unit:** | | 1XXX | ·         “XXX” is the code for an academic organisational unit. These three characters must be consistent with the codes used for academic organisational units reported in the Higher Education Student Collection. | |  | **Academic support services organisational units:** | | 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:** | | 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 units:** | | 4900 | ·          Public services (incl. adult education, continuing education, public broadcasting services and other public services) | |  | **General higher education provider services organisational units:** | | 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:** | | 6100 | ·          Computing services | | 6200 | ·         Research, development, testing or consultancy services | | 6900 | ·         Other independent operations which are controlled entities | |

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| **CODING NOTES:** | |  |  |  | | --- | --- | --- | | The following additional codes are used in DEEWR datasets but are NOT to be used by higher education providers: | The following additional codes are used in DEEWR datasets but are NOT to be used by higher education providers: | | | CODE | | MEANING | | 9999 | | No Information | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Staff | Actual Casual (CA)  Full-Time and FFT (FT) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 15/01/1997 | 1998 |
| 1.1 | 05/12/2008 | 2009 |
| 1.2 | 30/11/2009 | 2010 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 511

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | WORK-SECTOR |
| **ELEMENT NAME:** | 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 |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | |  | The work sector in which the function is being performed is the: | | 1 | ·        Higher Education work sector. | | 2 | ·         VET work sector | |

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| **CODING NOTES:** | |  |  |  | | --- | --- | --- | | The following additional codes are used in DEEWR datasets but are NOT to be used by higher education providers: | The following additional codes are used in DEEWR datasets but are NOT to be used by higher education providers: | | | CODE | | MEANING | | 9 | | No Information | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Staff | Actual Casual (CA)  Full-Time and FFT (FT) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 31/05/1994 | 1995 |
| 1.1 | 05/12/2008 | 2009 |
| 1.2 | 30/11/2009 | 2010 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 513

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | FTE-REFDATE |
| **ELEMENT NAME:** | Full-time equivalence – 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 |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Code (Numeric), right justified |
|  | Width: | 3 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 001 to 100 | Staff resources expressed in terms of full-time equivalence at the reference date, reported in hundredths (eg half a full-time person's staff resources is coded as 050) | |

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| **CODING NOTES:** |  |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Staff | Full-Time and FFT (FT) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 31/07/1987 | 1988 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 514

|  |  |
| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | FTE-PRIOR-YEAR |
| **ELEMENT NAME:** | 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 |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 0001 to 9999 | Staff resources expressed in terms of full-time equivalence for a full year, and reported in hundredths (eg an equivalence of twelve and a half members of staff is coded as 1250) | |

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| **CODING NOTES:** | The maximum FTE that can be reported is 99.99.  If FTE is greater than or equals 100 report '9999'. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Staff | Actual Casual (CA) | |

**CHANGE HISTORY**

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| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 31/07/1987 | 1988 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 515

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | EST-CASUAL-FTE |
| **ELEMENT NAME:** | Estimated Casual Full-time Equivalent (FTE) - Reference Year |
| **DESCRIPTION:** | The estimated casual FTE staffing level for a reference year |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Numeric with leading zeros if required |
|  | Width: | 4 |

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| --- | --- | --- | --- | --- | --- |
| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 0001 to 9999 | Estimated casual FTE for a reference year as a whole number. | |

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| **CODING NOTES:** | Estimated full-time equivalence (FTE) for a full year for all casual staff, in the reference year (reported to the nearest whole FTE - eg report 345.6 FTE as 346. Do NOT report this value in hundredths) |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Staff | Estimated Casual (EC) | |

**CHANGE HISTORY**

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| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 521

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | OS-HELP STUDY PERIOD COMMENCEMENT-DATE |
| **ELEMENT NAME:** | OS-HELP Study period commencement date |
| **DESCRIPTION:** | A code which indicates the year, month and day on which the student commenced the current six month OS-HELP study period for which they are receiving an OS-HELP loan. |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | YYYYMMDD, right justified (in each sub-field), with a leading zero (in each sub-field) if needed |
|  | Width: | 8 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 00000000 | Student is not in receipt of an OS-HELP loan | | YYYYMMDD | Date **student** commenced their overseas study in YYYYMMDD format | |

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| **CODING NOTES:** | |  |  |  | | --- | --- | --- | | YYYYMMDD format: | | 1st 4 digits - Year sub-field (e.g. 1952)  2nd 2 digits - Month sub-field (e.g. 04)  3rd 2 digits - Day sub-field (e.g. 16) | | For students undertaking their first or discrete second six month study period, the study period commencement date is the date on which the student first commences study with the overseas institution in respect of the six month OS-HELP study period.    For students undertaking a second six month study period that is a continuation of their first six month study period, the study period commencement date is the date six months hence of the date that the student first commences study with the overseas institution in respect of the six month OS-HELP study period | For students undertaking their first or discrete second six month study period, the study period commencement date is the date on which the student first commences study with the overseas institution in respect of the six month OS-HELP study period.    For students undertaking a second six month study period that is a continuation of their first six month study period, the study period commencement date is the date six months hence of the date that the student first commences study with the overseas institution in respect of the six month OS-HELP study period | | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Electronic Commonwealth Assistance Form (PO)  OS HELP (OS) & Revised OS HELP (RO)  OS-HELP Revision (OR)  Student Revisions (SR) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 04/03/2004 | 2005 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 523

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | QLD ENTRY CUT-OFF CSP |
| **ELEMENT NAME:** | QLD Entry Cut-off for a Commonwealth Supported place (CSP) |
| **DESCRIPTION:** | A code indicating the previous years’ lowest QLD entry cut-off required for entry to a CSP for this course at this campus. |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Numeric, right justified with the last two digits being interpreted as being separated by a forward slash when published |
|  | Width: | 4 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 0000 | QLD entry cut-off is not applicable because:   * It is not the sole criterion for offer of a CSP; or * Course is not offered to a CSP; or * It is never used as a selection criteria or part of a selection criteria; or * The course is a new course and an entry cut-off has not yet been determined; or * The course is an offshore course. | | nnnn | QLD entry cut-off (reported as an OP/Rank- see coding notes) to a CSP for this award course. | |

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| **CODING NOTES:** | The QLD entry cut-off to be reported is the published cut-off score at or above which all applicants who have met the stated entry requirements were offered a CSP in the course in the main round of offers. The QLD entry cut-off is published as the OP/QLD rank where:   * OP (Overall Position) refers to cut-off information relevant to Queensland Year 12 students.  It is a number (Low 25 to High 01) that indicates rank order position based on overall achievement.      * QLD Rank (a number from Low 47 to High 99) refers to the rank calculated from academic or other achievement of the student at the time of admission.     HEPs must provide entry cut-off information for every campus according to the postcode location of the campus.  HEPs outside Queensland may provide QLD entry cut-off here.  In cases where there is direct entry or no TAC is involved in the admission process, HEPs are to provide the equivalent main round QLD entry cut-off for the course. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Campus (CM) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 01/06/2005 | 2006 |
| 1.1 | 28/06/2005 | 2006 |
| 1.2 | 13/12/2007 | 2008 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 524

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | QLD ENTRY-CUT-OFF-DOMESTIC-FEE-PAYING |
| **ELEMENT NAME:** | QLD Entry Cut-off for a domestic fee paying place |
| **DESCRIPTION:** | A code indicating the previous year’s lowest QLD entry cut-off required for entry to a domestic fee paying place for this course at this campus. |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Numeric, right justified with the last two digits being interpreted as being separated by the forward slash when published |
|  | Width: | 4 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 0000 | QLD entry cut-off is not applicable because:   * It is not the sole criterion for offer of a domestic fee-paying place; or * Course is not offered to a domestic fee-paying place; or * It is never used as a selection criteria or part of a selection criteria; or * The course is a new course and an entry cut-off has not yet been determined; or * The course is an offshore course. | | nnnn | QLD entry cut-off for a domestic fee-paying award course | |

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| **CODING NOTES:** | The QLD entry cut-off to be reported is the published cut-off score at or above which all applicants who have met the stated entry requirements were offered a domestic fee-paying place in the course in the main round of offers. The QLD entry cut-off is published as the OP/QLD rank where:   * OP (Overall Position) refers to cut-off information relevant to Queensland Year 12 students.  It is a number (Low 25 to High 01) that indicates rank order position based on overall achievement.      * QLD Rank (a number from Low 47 to High 99) refers to the rank calculated from academic or other achievement of the student at the time of admission.     HEPs must provide entry cut-off information for every campus according to the postcode location of the campus.   HEPs outside Queensland may provide QLD entry cut-off here.   In cases where there is direct entry or no TAC is involved in the admission process, HEPs are to provide the equivalent main round QLD entry cut-off for the course. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Campus (CM) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 01/06/2005 | 2006 |
| 1.1 | 28/07/2005 | 2006 |
| 1.2 | 13/12/2007 | 2008 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 525

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | CAMPUS LOCATION |
| **ELEMENT NAME:** | Campus Location |
| **DESCRIPTION:** | Name of suburb/town/region where the campus is located. |

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| **CODE FORMAT:** | Data Type: | Alphanumeric |
|  | Units: | Text (alphanumeric), left justified with trailing blanks if needed |
|  | Width: | 27 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | Any data | Text provided by the university | |

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| **CODING NOTES:** | This field must include a name that is meaningful in determining the location of the Campus. Specific campus names which do not indicate campus location should not be included (i.e. St Francis of Assisi campus).   Coding a campus location to 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”.   Where a course is offered both in distance mode and at one or more campuses, multiple records should be reported. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Campus (CM) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 19/04/2004 | 2005 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 526

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | CLS-STATUS-CODE |
| **ELEMENT NAME:** | Commonwealth Scholarship (CS) status code |
| **DESCRIPTION:** | A code which identifies the status of Commonwealth Scholarship (CS). |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Not specified |
|  | Width: | 1 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 1 | Student has an Active Commonwealth Scholarship | | 2 | Student has a Deferred Commonwealth Scholarship | | 3 | Student has a Terminated Commonwealth Scholarship | | 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. | | 7 | Student has been offered a Commonwealth Scholarship | |

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| **CODING NOTES:** | Codes 1, 2, and 3 must only be used for Commonwealth Scholarship types (E545) 1-6, 8-9, A and B.    Codes 4, 5, and 6 must only be used for Scholarship types (E545) = 7 (Commonwealth Accommodation Scholarship once-only payment for Indigenous students (CAS – Indigenous Payment)    Code 7 must only be used on the Commonwealth Scholarships – Offers submission for offers from 2011 for the following scholarship types (E545)  ·         5 Indigenous Enabling Commonwealth Education (Indigenous Enabling-CECS)  ·         6 Indigenous Enabling Commonwealth Accommodation Scholarship (Indigenous Enabling-CAS)  ·         A Indigenous Commonwealth Education Costs Scholarship (Indigenous - CECS)  ·         B Indigenous Commonwealth Accommodation Scholarship (Indigenous - CAS) |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Commonwealth Scholarship (CS) | |

**CHANGE HISTORY**

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| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 02/03/2004 | 2005 |
| 1.1 | 16/10/2007 | 2008 |
| 1.2 | 28/05/2008 | 2009 |
| 1.3 | 05/12/2008 | 2009 |
| 1.4 | 05/11/2010 | 2011 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 527

|  |  |
| --- | --- |
| **VERSION:** | 3.1 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | HELP-DEBT-INCURRAL-DATE |
| **ELEMENT NAME:** | HELP debt incurral date |
| **DESCRIPTION:** | A code which indicates the year, month and day on which the student incurred their OS-HELP debt or SA-HELP. |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | YYYYMMDD, right justified (in each sub-field), with a leading zero (in each sub-field) if needed |
|  | Width: | 8 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 00000000 | Student did not incur a HELP debt | | YYYYMMDD | Date **student** incurred HELP debt in YYYYMMDD format | |

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| **CODING NOTES:** | |  |  | | --- | --- | | YYYYMMDD format: | 1st 4 digits - Year sub-field (e.g. 1952)  2nd 2 digits - Month sub-field (e.g. 04)  3rd 2 digits - Day sub-field (e.g. 16)    See: HEIMSHELP Glossary for a definition of incurral date for SA-HELP and OS-HELP. | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | OS HELP (OS) & Revised OS HELP (RO)  SA-HELP (SA) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 03/05/2004 | 2005 |
| 3.0 | 11/03/2011 | 2012 |
| 3.1 | 07/12/2011 | 2012 |

ELEMENT NO. 528

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | OS-HELP-PAYMENT |
| **ELEMENT NAME:** | 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. |

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

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 00000000 | No amount of OS-HELP payment received | | 00000001 to 99999999 | Amount of OS-HELP assistance paid to the student in respect of a six month study period (excluding the 20% loan fee), including cents. | |

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| **CODING NOTES:** | The OS-HELP payment amount must exclude the 20% loan fee which is reported separately in Element 529 (Loan fee)  Values less than 10000000 must have leading and trailing zeros, NOT spaces. For example, $585 is to be expressed as “00058500” and $585:45 is to be expressed as “00058545”. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Electronic Commonwealth Assistance Form (PO)  OS HELP (OS) & Revised OS HELP (RO) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 17/05/2005 | 2005 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 529

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | LOAN-FEE |
| **ELEMENT NAME:** | Loan fee |
| **DESCRIPTION:** | The loan fee that is charged to a FEE-HELP undergraduate student, OS-HELP student or a VET FEE-HELP student |

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

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| **CLASSIFICATION:** | |  |  |  | | --- | --- | --- | | **CODE** | | **MEANING** | | 00000000 | | No loan fee to be charged | | 00000001 to 99999999 | | Loan fee amount, including cents | | **Higher Education providers only**:  The loan fee charged to an OS-HELP student is only to be reported on the OS-HELP File. | **Higher Education providers only**:  The loan fee charged to an OS-HELP student is only to be reported on the OS-HELP File. | | |

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| **CODING NOTES:** |  |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | OS HELP (OS) & Revised OS HELP (RO)  Student Load Liability (LL) & Revised Student Load Liability (RL) | | VET - Student | VET Student Load Liability (VLL) & Revised Student Load Liability (VRL) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 14/06/2005 | 2005 |
| 1.1 | 05/12/2008 | 2009 |
| 1.2 | 26/11/2009 | 2010 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 533

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | COURSE-OF-STUDY-CODE |
| **ELEMENT NAME:** | Course of study code |
| **DESCRIPTION:** | A code which uniquely identifies an enabling course or a course leading to a higher education/VET award. |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 0000000000 | Not a course of study code. | | Any text or numbers | A course of study code. | |

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| **CODING NOTES:** | The same code may be used in more than one record provided that the course leads to the same award.  All courses which are associated with a course of study must have the same value for Element 310 (Course of study type code) concatenated with Element 350 (Course of study load).  Not a course of study includes: Non-award; Cross-provider program for undergraduate courses at home Higher Education Provider; Cross-provider program for postgraduate courses at home Higher Education Provider; Open Learning Australia undergraduate studies and Open Learning Australia postgraduate studies. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Course of Study (CO)  Electronic Commonwealth Assistance Form (PO) | |

**CHANGE HISTORY**

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| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 21/06/2004 | 2005 |
| 1.1 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 534

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | COURSE-DATE |
| **ELEMENT NAME:** | Course of study commencement date |
| **DESCRIPTION:** | A code which indicates the month and year in which the student commenced the current course of study for the first time. |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | YYYYMM, right justified (in each sub-field), with a leading zero (in each sub-field) if needed |
|  | Width: | 6 |

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

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| **CODING NOTES:** | |  |  | | --- | --- | | YYYYMM format: | 1st 4 digits – Year sub-field (e.g. 1978)  2nd 2 digits – Month sub-field (e.g. 06)  Please refer to glossary entry for ‘Commencing students’ | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Student Load Liability (LL) & Revised Student Load Liability (RL) | | VET - Student | VET Student Load Liability (VLL) & Revised Student Load Liability (VRL) | |

**CHANGE HISTORY**

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| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 16/06/2004 | 2004 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 536

|  |  |
| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | COURSE-FEE-TYPE |
| **ELEMENT NAME:** | Course fee type |
| **DESCRIPTION:** | A code which identifies the variety of ways this course is offered to domestic students |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 0 | Does not apply to this course | | 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 | |

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| **CODING NOTES:** | If the course is offered overseas or at off shore campuses only report domestic fee paying places. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Campus (CM) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 14/04/2004 | 2005 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 537

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | ADD-ENT-CRI |
| **ELEMENT NAME:** | Additional entrance criteria |
| **DESCRIPTION:** | A code which identifies if additional entrance criteria are used when giving consideration to the offer of a place |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 1 | Entry Cut-off score is the only consideration for entrance into this course | | 2 | Entry Cut-off score is not the only consideration for entrance into this course | | 3 | Entry Cut-off score is not a consideration for entrance into this course. | |

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| **CODING NOTES:** | A ‘2’ is to be reported whenever additional entrance criteria are required for consideration for entrance into this course i.e. an audition or the submission of a portfolio.    A ’3’ is to be reported when an entry cut-off score is not relevant for consideration for entrance into this course.    Entry cut-off score is defined at elements 497, 498, 523 & 524. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Campus (CM) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 19/04/2004 | 2005 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 538

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | CS-TERMINATION-CODE |
| **ELEMENT NAME:** | Commonwealth Scholarship (CS) termination reason code |
| **DESCRIPTION:** | A code which identifies the reason for the termination of a Commonwealth Scholarship (CS). |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Not specified |
|  | Width: | 1 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 0 | Scholarship active | | 1 | Course complete / Bachelor or higher level award completed | | 2 | Full Scholarship Period consumed | | 3 | Unsatisfactory academic progress | | 4 | No longer eligible | |

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| **CODING NOTES:** |  |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Commonwealth Scholarship (CS) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 02/03/2004 | 2005 |
| 1.1 | 11/09/2007 | 2008 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 543

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | AUTHORISING-OFFICER |
| **ELEMENT NAME:** | Authorising officer |
| **DESCRIPTION:** | The full name of the authorising officer in the Higher Education/VET Provider |

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

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

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

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Student Revisions (SR)  OS-HELP Revision (OR) | | VET - Student | VET Student Revisions (VSR) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 05/04/2004 | 2005 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 545

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| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | CS- TYPE CODE |
| **ELEMENT NAME:** | Commonwealth Scholarship (CS) type code |
| **DESCRIPTION:** | A code which identifies the Commonwealth Scholarship (CS) type |

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| **CODE FORMAT:** | Data Type: | Alphanumeric |
|  | Units: | Not specified yet. |
|  | Width: | 1 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 1 | Ordinary Commonwealth Education Costs Scholarship (Ordinary- CECS) | | 2 | Ordinary Commonwealth Accommodation Scholarship (Ordinary -CAS) | | 3 | Commonwealth Education Cost Scholarship for Associate Degree (Associate Degree -CECS) | | 4 | Commonwealth Accommodation Scholarship for Associate Degree (Associate Degree -CAS) | | 5 | Indigenous Enabling Commonwealth Education (Indigenous Enabling-CECS) | | 6 | Indigenous Enabling Commonwealth Accommodation Scholarship (Indigenous Enabling-CAS) | | 7 | Indigenous Access Scholarship (IAS) | | 8 | National Priority Scholarship (CECS-Priority Discipline) | | 9 | National Accommodation Scholarship (CAS-Specialist) | | A | Indigenous Commonwealth Education Costs Scholarship (Indigenous - CECS) | | B | Indigenous Commonwealth Accommodation Scholarship (Indigenous - CAS) | |

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| **CODING NOTES:** | Codes 1,2,3,4,8,9 are not applicable for students commencing a Commonwealth Scholarship after 1 January 2010.    Codes 5,6,7,A,B are applicable for students commencing a Commonwealth Scholarship after 1 January 2010    Priory to 1 January 2010:  ·         Code 5 Indigenous Enabling Commonwealth Education (Indigenous Enabling-CECS) was known as the Commonwealth Education Cost Scholarship for Indigenous students (Indigenous Enabling-CECS)  ·         Code 6 Indigenous Enabling Commonwealth Accommodation Scholarship (Indigenous Enabling-CAS) was known as the Commonwealth Accommodation Scholarship for Indigenous students (Indigenous Enabling -CAS)  ·         Code 7 Indigenous Access Scholarship (IAS) was known as Commonwealth Accommodation Scholarship once-only payment for Indigenous students (CAS – Indigenous Payment)    For information on eligibility requirements for each Scholarship type, please see the Commonwealth Scholarship Guidelines (Education 2008 and 2009). |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Commonwealth Scholarship (CS) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 17/03/2004 | 2005 |
| 1.1 | 07/08/2007 | 2008 |
| 1.2 | 28/05/2008 | 2009 |
| 1.3 | 05/12/2008 | 2009 |
| 1.4 | 30/11/2009 | 2010 |
| 1.5 | 05/11/2010 | 2011 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 547

|  |  |
| --- | --- |
| **VERSION:** | 3.1 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | ELIGIBILITY |
| **ELEMENT NAME:** | Request for Commonwealth assistance indicator |
| **DESCRIPTION:** | A code that indicates which request for Commonwealth assistance form the student completed, and what the student’s eligibility status was at the time. |

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

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| **CLASSIFICATION:** | |  |  |  | | --- | --- | --- | | **Request for Commonwealth support and HECS-HELP** | **Request for Commonwealth support and HECS-HELP** | | | 10 | | Australian citizen | | 11 | | New Zealand citizen | | 12 | | Permanent humanitarian visa holder | | 13 | | Permanent visa holder (other than permanent humanitarian visa) | | **Request for FEE-HELP assistance** | **Request for FEE-HELP assistance** | | | 31 | | A student who is an Australian citizen | | 32 | | A student who holds a permanent humanitarian visa | | 33 | | A student who holds a permanent visa and who is doing a BOTP course | | **Request for FEE-HELP assistance – Open Universities Australia (OUA)** | **Request for FEE-HELP assistance – Open Universities Australia (OUA)** | | | 40 | | Australian citizen | | 41 | | Permanent humanitarian visa holder | | **OS-HELP debt confirmation** | **OS-HELP debt confirmation** | | | 50 | | Student who has requested an OS-HELP loan | | **Request for VET FEE-HELP assistance** | **Request for VET FEE-HELP assistance** | | | 60 | | Australian Citizen | | 61 | | Permanent humanitarian visa holder | | **SA-HELP Request for Commonwealth Assistance** | **SA-HELP Request for Commonwealth Assistance** | | | 70 | | Australian Citizen | | 71 | | Permanent humanitarian visa holder | |

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| **CODING NOTES:** | **Higher Education Providers only:**  Pre-2005 transitional arrangements ended on 31 December 2008. From 1 January 2009, higher education students are not reported with a Pre-2005 Request for Commonwealth assistance indicator. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Electronic Commonwealth Assistance Form (PO) | | VET - Student | VET Electronic Commonwealth Assistance Form (VPO) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 18/05/2004 | 2005 |
| 1.1 | 28/05/2008 | 2009 |
| 1.2 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |
| 3.1 | 07/12/2011 | 2012 |

ELEMENT NO. 548

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | CONTRIBUTION-METHOD |
| **ELEMENT NAME:** | Student contribution payment method |
| **DESCRIPTION:** | A code indicating a student’s contribution payment method |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | 1 (numeric) |
|  | Width: | 1 |

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| **CLASSIFICATION:** | |  |  |  | | --- | --- | --- | | **CODE** | | **MEANING** | | 0 | | Student is not eligible for HECS-HELP assistance | | Student is eligible for HELP assistance and: | Student is eligible for HELP assistance and: | | | 1 | | Student has elected to make a full up-front payment of student contribution | | 2 | | Student has elected to obtain a HECS-HELP loan for all or part of student contribution and wishes to make a partial up-front payment | | 3 | | Student has elected to obtain a HECS-HELP loan for all or part of student contribution and does not wish to make a partial up-front payment | |

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| **CODING NOTES:** |  |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Electronic Commonwealth Assistance Form (PO) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 21/06/2004 | 2005 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 551

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | SUM-WIN-SCHOOL |
| **ELEMENT NAME:** | Summer and Winter school indicator |
| **DESCRIPTION:** | A code indicating if a unit of study is a full-fee summer or winter school unit of study |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Numeric |
|  | Width: | 1 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 1 | Unit of study is NOT a full-fee summer or winter school unit of study | | 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 | |

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| **CODING NOTES:** | **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. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Student Load Liability (LL) & Revised Student Load Liability (RL) | |

**CHANGE HISTORY**

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| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 10/12/2004 | 2005 |
| 1.1 | 19/07/2007 | 2008 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 552

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | ELIGIBILITY SCORE |
| **ELEMENT NAME:** | Eligibility score |
| **DESCRIPTION:** | The score determined by the institution as the lowest score at which any student, whether Commonwealth Supported or Domestic Fee-paying, be eligible for consideration for this course, excluding special entry. |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Numeric, right justified with the last two digits provided are interpreted as being after the decimal point when published |
|  | Width: | 4 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 0000 | An eligibility score is not applicable because it is never used as an entrance criterion or part of the selection criteria; or  The course is an offshore course. | | 0001 to 9995 | The eligibility score (reported as a common index – see coding notes). | |

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| **CODING NOTES:** | |  | | --- | | The Eligibility Score to be reported is the value for the common index that has been agreed by MCEETYA. The values for the common index will range from 0001 to 9995. The common index is given different names in different states as listed below:  SA/NT - Tertiary Entrance Rank (TER);  VIC - Equivalent National Tertiary Entrance Rank (ENTER);  WA - Tertiary Entrance Rank (TER);  TAS - Tertiary Entrance Rank (TER);  ACT - Universities Admissions Index (UAI); NSW - Universities Admissions Index (UAI); and  QLD- Interstate Transfer Index  HEPs must provide eligibility score information for their campus according to the postcode location of the campus.  Queensland HEPs may provide an eligibility score for this field. | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Campus (CM) | |

**CHANGE HISTORY**

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| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 19/04/2005 | 2006 |
| 1.1 | 13/12/2007 | 2008 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 553

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | OS-HELP-COUNTRY-STUDY-PRIMARY |
| **ELEMENT NAME:** | OS-HELP country of study code - primary |
| **DESCRIPTION:** | A code representing the primary country at which an OS HELP recipient will study for a given OS-HELP loan |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 0913 to 9299      0000 | Overseas country code from countries classification for OS-HELP recipient who will undertake overseas study    Pre-2006 OS-HELP loan (no country recorded) | |

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

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | OS HELP (OS) & Revised OS HELP (RO) | |

**CHANGE HISTORY**

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| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 10/10/2005 | 2006 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 554

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | OS-HELP-COUNTRY-STUDY-SECONDARY |
| **ELEMENT NAME:** | OS-HELP country of study code - secondary |
| **DESCRIPTION:** | A code representing the second country at which an OS HELP recipient will study for a given OS-HELP loan |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 0913 to 9299      0001      0000 | Overseas country code from countries classification for OS-HELP recipient who will undertake overseas study    Student is receiving OS-HELP in respect of only one country (2006 onwards OS-HELP loans)    Pre-2006 OS-HELP loan (no country recorded) | |

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| **CODING NOTES:** | |  | | --- | | Refer to Appendix C – Standard Australian Classification of Countries  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 most credit.  Any country that the student will visit but will not receive credit for overseas study is disregarded. | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | OS HELP (OS) & Revised OS HELP (RO) | |

**CHANGE HISTORY**

|  |  |  |
| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 10/10/2005 | 2006 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 555

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | QLD-ELIGIBILITY-SCORE |
| **ELEMENT NAME:** | QLD Eligibility score |
| **DESCRIPTION:** | The score determined by the institution as the lowest score at which any student, whether Commonwealth Supported or Domestic Fee paying, be eligible for consideration for this course, excluding special entry. |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 0000 | A QLD eligibility score is not applicable because it is never used as an entrance criterion or part of the selection criteria; or  The course is an offshore course. | | Nnnn | The QLD eligibility score (reported as the OP/QLD rank – see coding notes). | |

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| **CODING NOTES:** | The QLD eligibility score is published as the OP/QLD rank where:   * OP (Overall Position) refers to cut-off information relevant to Queensland Year 12 students.  It is a number (Low 25 to High 01) that indicates rank order position based on overall achievement.      * QLD Rank (a number from Low 47 to High 99) refers to the rank calculated from academic or other achievement of the student at the time of admission.     HEPs must provide eligibility score information for their campus according to the postcode location of the campus.  HEPs outside QLD may provide an eligibility score for this field. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Campus (CM) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 19/04/2005 | 2005 |
| 1.1 | 13/12/2007 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 556

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| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | OFFER-YEAR |
| **ELEMENT NAME:** | Offer Year |
| **DESCRIPTION:** | The year in which a course will be/ is being offered. |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Numeric |
|  | Width: | 4 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 2006 to 2099 | The year in which the course is being offered | |

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| **CODING NOTES:** | All courses to be offered in the reference year must be reported. For example, the campus file reported to DEEWR in August 2005, has a reference year of 2006.    HEPs may include courses to be offered beyond the reference year. In these cases the year reported must be the year the course is first offered. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Campus (CM) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 19/04/2005 | 2006 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 557

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | TAC-OFFER |
| **ELEMENT NAME:** | TAC Offer. |
| **DESCRIPTION:** | The admission centre that handles applications for this course |

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| **CODE FORMAT:** | Data Type: | Alphanumeric |
|  | Units: | Alphanumeric, right justified, not mandatory to fill all spaces, unused spaces can be left blank. |
|  | Width: | 5 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | Z | Application not managed by a TAC | | Q | apply through QTAC | | S | apply through SATAC | | T | apply through TISC | | U | apply through UAC | | V | apply through VTAC | |

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| **CODING NOTES:** | Permissible values are restricted to any combination of ‘QSTUV’ or ‘Z’, ranging from a single value to any combination of the 5.    For example, QUV would indicate that applications are handled by QTAC, UAC or VTAC. A prospective student can apply to any one of these organisations for this course.    If application for a course is not managed by a TAC the field must be ‘Z’ |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Campus (CM) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 08/07/2005 | 2006 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 558

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| **VERSION:** | 3.2 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | UNIT-HELP-DEBT |
| **ELEMENT NAME:** | HELP debt amount |
| **DESCRIPTION:** | The HELP debt amount due for a unit of study or SA-HELP loan |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 00000000 | No HELP debt | | 00000001 to 99999999 | HELP debt amount including cents | |

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| **CODING NOTES:** | |  | | --- | | Values less than 10000000 must have leading and trailing zeros, NOT spaces. For example, $585 is to be expressed as “00058500” and $585.45 is to be expressed as “00058545”.  **PLEASE NOTE**:  The amount reported should reflect the correct value for this element at the time of reporting, and should reflect what the provider has told the student.  DEEWR will validate this for consistency with all data for a student/course/unit of study census date.  **Calculating the Unit of study HELP debt on or after 1 January 2012**  1.   **Student has no HELP Debt for the unit of study**:  If the value for Element 490 is **not:**  **201, 220, 230, 231, 232, 233 401, 402,or 403**,  then the value for Element 558 (Unit of study HELP debt) must be "**00000000".**  **2.   Student has HELP debt for the Unit of study**  **(i) HECS-HELP (Higher Education Commonwealth supported students only)**  ·        **Student makes upfront payment of greater than or equal to $500 AND less than 90% of the total sum charged.**    If Element 490 (Student status code) = 201 then for all records for a student/course/unit of study census date, where the total E381 (Amount Paid Upfront) is >= $500.00 and less than 90% of the total sum charged; the E558 (Unit of Study HELP Debt) must equal E384 (Total Amount Charged) – E381 (Amount Paid Upfront) / 0.9.    OR    ·        **Student makes upfront payment of less than $500 and less than 90% of the total sum charged.**    If Element 490 (Student status code) = 201 then for all records for a student/course/unit of study census date, where the total E381 (Amount Paid Upfront) is < $500.00 and less than 90% of the total sum charged; E558 (Unit of Study HELP Debt) must equal E384 (Total Amount Charged) – E381 (Amount Paid Upfront).    (ii)   **FEE-HELP and VET FEE-HELP**  If Element 490 (Student status code) equals 230, 231, 232, 233, 401, 402 or 403 and Element 381 (Amount paid up front) is less than Element 384 (Total amount charged), then the value of E558 (Unit of study HELP debt) is calculated thus:  Subtract Element 381 (Amount paid up front) from Element 384 (Total amount charged)  **Calculating the Unit of study HELP debt prior to 1 January 2012**  **1.      Student has no HELP Debt for the unit of study:**  If the value for Element 490 is **not**:  **201, 220, 230, 231, 232, 233 401, 402,or 403**,  then the value for Element 558 (Unit of study HELP debt) must be “**00000000”.**  **2.      Student has HELP debt for the Unit of study**  **(i) HECS-HELP (Higher Education Commonwealth supported students only)**  ·        **Student makes upfront payment of greater than or equal to $500 AND less than 80% of the total sum charged.**    If Element 490 (Student status code) = 201 then for all records for a student/course/unit of study census date, where the total E381 (Amount Paid Upfront) is >= $500.00 and less than 80% of the total sum charged; the E558 (Unit of Study HELP Debt) must equal E384 (Total Amount Charged) – E381 (Amount Paid Upfront) / 0.8    OR    ·        **Student makes upfront payment of less than $500 and less than 80% of the total sum charged.**    If Element 490 (Student status code) = 201 then for all records for a student/course/unit of study census date, where the total E381 (Amount Paid Upfront) is < $500.00 and less than 80% of the total sum charged; E558 (Unit of Study HELP Debt) must equal E384 (Total Amount Charged) – E381 (Amount Paid Upfront).    **(ii)  FEE-HELP and VET FEE-HELP**  ·        If Element 490 (Student status code) equals 230, 231, 232, 233, 401, 402 or 403 and Element 381 (Amount paid up front) is less than Element 384 (Total amount charged), then the value of E558 (Unit of study HELP debt) is calculated thus:  Subtract Element 381 (Amount paid up front) from Element 384 (Total amount charged). | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Student Load Liability (LL) & Revised Student Load Liability (RL)  SA-HELP (SA) | | VET - Student | VET Student Load Liability (VLL) & Revised Student Load Liability (VRL) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 24/03/2005 | 2005 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |
| 3.1 | 07/12/2011 | 2012 |
| 3.2 | 14/02/2012 | 2012 |

ELEMENT NO. 559

|  |  |
| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | COURSE-CAMPUS-POSTCODE |
| **ELEMENT NAME:** | Course campus postcode |
| **DESCRIPTION:** | The Australian postcode or overseas country code of the delivery location/ campus of the Higher Education Provider where the course is being offered |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | X1200 to X9299 | Overseas country code from countries classification | | A0001 to A9998 | Australian Postcode | |

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| **CODING NOTES:** | All collections  Refer to:  [Appendix B – Australian Postcodes](http://heimshelp.deewr.gov.au/sites/heimshelp/resources/pages/appendices#AppendixB) [Appendix C – Standard Australian Classification of Countries](http://heimshelp.deewr.gov.au/sites/heimshelp/resources/pages/appendices#AppendixC)    **Higher Education Student data collection**    This code must reflect the Australian postcode or overseas country code of the campus of the Provider where the course is being offered.    **Applications and Offers data collection only**  For the Preference Details and Offer Details Files, this code must reflect the Australian postcode or overseas country code 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 course is taken externally or 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 - Provision of data in both the **Offers Details (OD)** and **Preference Details (PD)** files is discretionary in both submissions (TACs - Provision of data is discretionary in both preliminary and detailed submissions). |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Applications and Offers | Offer Details (OD)  Preference Details (PD) | | HEP - Student | Campus (CM) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 10/02/2005 | 2006 |
| 1.1 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 560

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | CREDIT-USED |
| **ELEMENT NAME:** | Credit used value |
| **DESCRIPTION:** | A code which records the cumulative total EFTSL value of credit/RPL used at the reporting date towards the total requirements of the course, for all students with a commencement date of 2008 or later. |

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

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

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| **CODING NOTES:** | This elements should report the sum total value of all credit/RPL used by a student toward their current course, at the reporting date.  The value reported in this element must be less than or equal to the value reported in Element 565.  Credit used refers to credit/RPL allocated or applied to record units as completed against the course’s total requirements *or* to reduce the overall requirements for completing the course. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Enrolment (EN) | | VET - Student | VET Enrolment (VEN) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 18/12/2006 | 2008 |
| 1.1 | 05/12/2008 | 2009 |
| 1.2 | 05/09/2010 | 2011 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 561

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | CREDIT-BASIS |
| **ELEMENT NAME:** | Details of prior study for which credit/RPL was offered |
| **DESCRIPTION:** | A code that records the nature of the study for which credit /RPL was offered, for all students with a commencement date of 2008 or later. |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Code (numeric) |
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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 0000 | No credit/RPL was offered | | 0100 | Credit/RPL was offered for prior higher education study only | | 0200 | Credit/RPL was offered for prior VET study only | | 0300 | Credit/RPL was offered for a combination of prior higher education and VET study | | 0400 | Credit/RPL was offered for study undertaken at an education provider outside Australia | | 0500 | Credit/RPL was offered for work experience undertaken inside or outside Australia | | 0600 | Other | |

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| **CODING NOTES:** | |  | | --- | | If 0100 element 566 must be recorded  If 0200 elements 562, 563 and 564 must be recorded  If 0300 element 566 and elements 562, 563 and 564 must be recorded.  Where credit/RPL was offered on a combination of codes (other than a combination of higher education and VET), then the code to be assigned is for the study contributing most toward the total credit.  Where credit/RPL offered on a combination of codes is equal:  ·         If VET is included, report the VET EFTSL  ·         If VET is not included, report the total EFTSL for credit offered as “other” 0600 | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Enrolment (EN) | | VET - Student | VET Enrolment (VEN) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 18/12/2006 | 2008 |
| 1.1 | 19/07/2007 | 2009 |
| 1.2 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 562

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| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | FIELD-DETAILS |
| **ELEMENT NAME:** | Field of education of prior VET study for which credit/RPL was offered |
| **DESCRIPTION:** | A code that records details of the field of education of the VET study for which credit/RPL was offered, for all students with a commencement date of 2008 or later. |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Code (numeric), left justified, with trailing zeros if needed |
|  | Width: | 4 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 0000 | No credit was offered for VET | | 0100 - 1299 | Field of Education Classification | |

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| **CODING NOTES:** | Where the student has more than one VET qualification or period of study, the details should be recorded for whichever qualification or study contributed the most credit  Refer to [Appendix E – Field of Education Classification](http://www.heimshelp.deewr.gov.au/6_Appendices/#Appendix_E_-_Field_of_Education_Classification) |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Enrolment (EN) | | VET - Student | VET Enrolment (VEN) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 18/12/2006 | 2008 |
| 1.1 | 19/07/2007 | 2009 |
| 1.2 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 563

|  |  |
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| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | LEVEL-DETAILS |
| **ELEMENT NAME:** | Level of education of prior VET study for which credit/RPL was offered |
| **DESCRIPTION:** | A code that records details of the level of the Vocational and Technical Education study for which credit/RPL was offered, for all students with a commencement date of 2008 or later. |

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

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| **CLASSIFICATION:** | |  |  |  | | --- | --- | --- | | **CODE** | | **MEANING** | | 000 | | No credit/RPL was offered for VET | |  | | Based on the Australian Standard Classification of Education (ASCED) detailed 3 digit code identifying the level of education as follows: | | **VOCATIONAL GRADUATE LEVEL\*** | **VOCATIONAL GRADUATE LEVEL\*** | | | 001 | | Vocational Graduate Certificate | | 002 | | Vocational Graduate Diploma | | **ADVANCED DIPLOMA LEVEL** | **ADVANCED DIPLOMA LEVEL** | | | 411 | | Advanced Diploma | | 412 | | Statement of Attainment at Advanced Diploma Level | | 415 | | Bridging and Enabling Course at Advanced Diploma | | **DIPLOMA LEVEL** | **DIPLOMA LEVEL** | | | 421 | | Diploma | | 422 | | Statement of Attainment at Diploma level | | 423 | | Bridging and Enabling Course at Diploma level | | **CERTIFICATE III and IV LEVEL** | **CERTIFICATE III and IV LEVEL** | | | 511 | | Certificate IV | | 512 | | Statement of Attainment at Certificate IV level | | 513 | | Bridging and Enabling Course at Certificate IV level | | 514 | | Certificate III | | 515 | | Statement of Attainment at Certificate III level | | 516 | | Bridging and Enabling Course at Certificate III level | | **CERTIFICATE I and II LEVEL** | **CERTIFICATE I and II LEVEL** | | | 521 | | Certificate II | | 522 | | Statement of Attainment at Certificate II level | | 523 | | Bridging and Enabling Course at Certificate II level | | 524 | | Certificate I | | 525 | | Statement of Attainment at Certificate I level | | **OTHER** | **OTHER** | | | 999 | | Other qualification, not elsewhere classified | |

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| **CODING NOTES:** | Where the student has more than one VET qualification or period of study, the details should be recorded for which ever qualification or study contributed the most credit/RPL.  For pre-AQF qualifications, allocate the code for the most closely aligned level of qualification.  \*ASCED does not currently include codes for new vocational graduate qualifications.  Nominal codes have been included in this list for use until the classification is updated. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Enrolment (EN) | | VET - Student | VET Enrolment (VEN) | |

**CHANGE HISTORY**

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| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 18/12/2006 | 2008 |
| 1.1 | 19/07/2007 | 2009 |
| 1.2 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 564

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | PROVIDER-TYPE-DETAILS |
| **ELEMENT NAME:** | Type of provider where VET study was undertaken |
| **DESCRIPTION:** | A code that denotes the type of Vocational and Technical Education provider with whom the qualification or study for which credit/RPL was offered was undertaken, for all students with a commencement date of 2008 or later. |

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

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

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

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Enrolment (EN) | | VET - Student | VET Enrolment (VEN) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 18/12/2006 | 2008 |
| 1.1 | 19/07/2007 | 2009 |
| 1.2 | 05/12/2008 | 2009 |
| 1.3 | 26/11/2009 | 2010 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 565

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | CREDIT-OFFERED |
| **ELEMENT NAME:** | Credit Offered Value |
| **DESCRIPTION:** | A code which records the cumulative total EFTSL value of credit/RPL offered at the reporting date towards the total requirements of the course, for all students with a commencement date of 2008 or later. |

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

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

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| **CODING NOTES:** | This element should report the sum total value of all credit/RPL offered to a student toward their current course, at the reporting date.  The value in this element must be greater than or equal to the value reported in E560.  Unless a student is coded 0000, further details of credit must be recorded in E561. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Enrolment (EN) | | VET - Student | VET Enrolment (VEN) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 19/07/2007 | 2008 |
| 1.1 | 05/12/2008 | 2009 |
| 1.2 | 03/09/2010 | 2011 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 566

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | CREDIT-INST |
| **ELEMENT NAME:** | Credit /status Higher Education provider code |
| **DESCRIPTION:** | A code indicating the Higher Education Provider where the studies for which the credit/RPL was offered were undertaken, for all students with a commencement date of 2008 or later. |

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

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

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| **CODING NOTES:** | Choose the provider that contributed the most higher education credit.    If higher education contributed to credit in combination with VET, record the higher education provider in this element and complete elements 562, 563 and 564 for the VET credit.  Refer to Appendix A: Higher Education Providers Codes and Names. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Enrolment (EN) | | VET - Student | VET Enrolment (VEN) | |

**CHANGE HISTORY**

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| --- | --- | --- |
| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 19/07/2007 | 2008 |
| 1.1 | 28/05/2008 | 2009 |
| 1.2 | 05/12/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 567

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | Scholarship Variation code |
| **ELEMENT NAME:** | Scholarship Variation code |
| **DESCRIPTION:** | This code indicates the purpose of the student scholarship record. |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Numeric |
|  | Width: | 1 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 0 | Original record | | 1 | Modify record | | 2 | Delete record | |

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| **CODING NOTES:** | |  | | --- | | This is a mandatory field.    Use the Scholarship Variation code ‘0’ for the first time a record is reported to DEEWR    Use the Scholarship Variation code ‘1’ to modify a previously reported record.    Use the Scholarship Variation code ‘2’ to Delete a previously reported record.    Note: For codes ‘1’ and ‘2’ the submitted record must match exactly with a previously submitted record held on the HEIMS database.    This match is made on the values for the Unique Identifier for the specific file type. | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Commonwealth Scholarship (CS) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 16/08/2007 | 2008 |
| 1.1 | 16/10/2007 | 2008 |
| 1.2 | 28/05/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 568

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | POSTAL ADDRESS – SCHOLARSHIP POSTCODE |
| **ELEMENT NAME:** | Postal Address – Scholarship Postcode |
| **DESCRIPTION:** | The Australian or overseas postcode of the postal address for correspondence to be sent to the student |

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| **CODE FORMAT:** | Data Type: | Alphanumeric |
|  | Units: | Code (alphanumeric), left justified with trailing spaces where needed |
|  | Width: | 10 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | Any Data | Postcode of the postal address | |

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| **CODING NOTES:** | |  | | --- | | All characters must be A-Z a-z 0-9 & ‘ / - ( ) (space)   If the address is in Australia then this value must be a valid Australian Postcode reported left justified with trailing blanks  i.e. 0001~~bbbbbb~~ to 9999~~bbbbbb~~.  Where ~~bbbbbb~~ = 6 spaces  If the address is overseas, then the reported Postcode can be up to 10 digits. This should be left justified and any unused characters must be filled with trailing blanks as above. | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Commonwealth Scholarship (CS) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 10/10/2007 | 2008 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 569

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | CAMPUS-OP-TYPE |
| **ELEMENT NAME:** | Type of Operation of Campus |
| **DESCRIPTION:** | A code which identifies the type of arrangement through which an offshore course is being delivered. |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Numeric |
|  | Width: | 2 |

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| **CLASSIFICATION:** | |  |  |  | | --- | --- | --- | | **CODE** | | **MEANING** | | 00 | | Course is not delivered offshore | | Course is delivered fully or partially offshore and is delivered through: | Course is delivered fully or partially offshore and is delivered through: | | | 01 | | a stand-alone arrangement | | 02 | | a partnership arrangement | |

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| **CODING NOTES:** | 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.    An offshore course is a course that is offered fully or partially offshore.  Courses that are offered from within Australia through distance education are not considered to be offshore courses. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Campus (CM) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 13/12/2007 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 570

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | OFFSHORE-MODE |
| **ELEMENT NAME:** | Principal Mode of Delivery of Offshore Course |
| **DESCRIPTION:** | Principal Mode of Delivery of Offshore Course |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Numeric |
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| **CLASSIFICATION:** | |  |  |  | | --- | --- | --- | | **CODE** | | **MEANING** | | 00 | | Course is not an offshore course | | Course is delivered offshore and  mode of delivery is: | Course is delivered offshore and  mode of delivery is: | | | 01 | | Internal | | 02 | | External – with face-to-face component | | 03 | | External – with no face-to-face component | | 04 | | Multi-modal | |

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| **CODING NOTES:** | 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.  An offshore course is a course that is offered fully or partially offshore.  Courses that are offered from within Australia through distance education are not considered to be offshore courses. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Campus (CM) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 13/12/2007 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 571

|  |  |
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| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | OFFSHORE-DELIVERY |
| **ELEMENT NAME:** | Offshore Delivery Indicator |
| **DESCRIPTION:** | A code which identifies whether a course is delivered partially or fully offshore. |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Numeric |
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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 00 | Course is delivered in Australia only | | 01 | Course is delivered partially offshore | | 02 | Course is delivered fully offshore | |

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| **CODING NOTES:** | |  | | --- | | A course which is coded as 01 or 02 may also be delivered in Australia.    Where a course is delivered in more than one form at a campus the main form of delivery is reported. | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Campus (CM) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 13/12/2007 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 572

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | YEAR LEFT SCHOOL |
| **ELEMENT NAME:** | Year Left School |
| **DESCRIPTION:** | A code that identifies the year in which a commencing domestic student left secondary education. |

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| **CODE FORMAT:** | Data Type: | Alphanumeric |
|  | Units: | Code (alphanumeric) |
|  | Width: | 4 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 0000 | Overseas student. | | 0001 | Not a commencing student | | YYYY | A **commencing student** who completed final year of secondary education in the year YYYY. | | 9997 | A **commencing student** who completed final year of secondary education but no information is available on the year of completion. | | 9998 | A **commencing student** who did not complete final year of secondary education. | | 9999 | A **commencing student** with no information on secondary education | |

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| **CODING NOTES:** | Final year of secondary education is the equivalent of Year 12. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Enrolment (EN) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 28/05/2008 | 2009 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 573

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| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | EDUCATION-PARENT1 |
| **ELEMENT NAME:** | Highest educational attainment of parent/guardian 1 |
| **DESCRIPTION:** | A code which provides information about the highest educational attainment of the first parent or guardian as identified by the student. |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 01 | Not a commencing student | |  | A **commencing student** whose highest educational attainment of a **male parent/guardian** was: | | 20 | ·         Postgraduate qualification (eg. 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 | |  | A **commencing student** whose highest educational attainment of a **female parent/guardian** was: | | 40 | ·         Postgraduate qualification (eg. Postgraduate Diploma, Masters, PhD) | | 41 | ·         Bachelor Degree | | 42 | ·         Other post school qualification (e.g. VET/TAFE Certificate, Associate Degree or Diploma) | | 43 | ·         Completed Year 12 schooling or equivalent | | 44 | ·         Did not complete Year 12 schooling or equivalent | | 45 | ·         Completed Year 10 schooling or equivalent | | 46 | ·         Did not complete Year 10 schooling or equivalent | | 59 | ·         Don’t know | | 98 | Not applicable | | 99 | No information provided by student | |

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| **CODING NOTES:** |  |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Enrolment (EN) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 574

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| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | EDUCATION-PARENT2 |
| **ELEMENT NAME:** | Highest educational attainment of parent/guardian 2 |
| **DESCRIPTION:** | A code which provides information about the highest educational attainment of a second parent or guardian as identified by the student. |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 01 | Not a commencing student | |  | A **commencing student** whose highest educational attainment of a **male parent/guardian** was: | | 20 | ·         Postgraduate qualification (eg. 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 | |  | A **commencing student** whose highest educational attainment of a **female parent/guardian** was: | | 40 | ·         Postgraduate qualification (eg. Postgraduate Diploma, Masters, PhD) | | 41 | ·         Bachelor Degree | | 42 | ·         Other post school qualification (e.g. VET/TAFE Certificate, Associate Degree or Diploma) | | 43 | ·         Completed Year 12 schooling or equivalent | | 44 | ·         Did not complete Year 12 schooling or equivalent | | 45 | ·         Completed Year 10 schooling or equivalent | | 46 | ·         Did not complete Year 10 schooling or equivalent | | 59 | ·         Don’t know | | 98 | Not applicable | | 99 | No information provided by student | |

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| **CODING NOTES:** | |  | | --- | | Only to be completed if student has two parent/guardians | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Enrolment (EN) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 578

|  |  |
| --- | --- |
| **VERSION:** | 1.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | COMP PERCENT |
| **ELEMENT NAME:** | Completion percentage |
| **DESCRIPTION:** | A code that indicates the percentage of a course completion in a joint degree program that is recognised by a provider. |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | 001 to 099 | The percentage of a course completion in a joint degree recognised by this provider | | 100 | The course completion is not related to a joint degree. | |

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| **CODING NOTES:** | The code is right justified with a leading zero if required.  Refer to the [Glossary](http://www.heimshelp.deewr.gov.au/2_Glossary/Default.html) on HEIMSHELP for the definition of [Joint Degree](http://www.heimshelp.deewr.gov.au/2_Glossary/J/Joint_degree.htm). |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Past Course Completions (PS) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 11/03/2011 | 2012 |

ELEMENT NO. 579

|  |  |
| --- | --- |
| **VERSION:** | 1.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | JOINT DEG-INST |
| **ELEMENT NAME:** | Joint Degree Partner Higher Education Provider Code |
| **DESCRIPTION:** | A code indicating the partner Higher Education Provider where study in a joint degree is undertaken. |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 0000 | Not a Joint Degree Course of Study | | 1000 to 7997 | **Higher Education Provider** code of partner institution where the studies for a Joint Degree are undertaken | |

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| **CODING NOTES:** | Refer to the Glossary for definition of ‘Joint Degree’. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Past Course Completions (PS) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 14/02/2012 | 2012 |

ELEMENT NO. 580

|  |  |
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| **VERSION:** | 1.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | AREAS-OF-STUDY |
| **ELEMENT NAME:** | Areas of study |
| **DESCRIPTION:** | Areas of study included in a Major or Minor as part of a Course of Study. |

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| **CODE FORMAT:** | Data Type: | Alphanumeric |
|  | Units: | Code (alphanumeric) |
|  | Width: | 5000 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | Any | Areas of study | |  |  | |

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| **CODING NOTES:** | All characters must be A-Z a-z 0-9 & ‘ / - ( ) (space)  Each area of study must be separated by a comma:  eg:   early childhood studies, environmental management, geography  Where a course has no area of study the value reported should be blank (space) .  Where a value other than all spaces is entered, the first character MUST NOT be a space.  For more information about the type of information required for this field see: Areas of Study in the **Glossary** |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Campus (CM) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 14/02/2012 | 2013 |

ELEMENT NO. 581

|  |  |
| --- | --- |
| **VERSION:** | 1.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | COURSE-SEARCH-KEYWORDS |
| **ELEMENT NAME:** | Course Search keywords |
| **DESCRIPTION:** | Keywords that provide additional information not included in element E580 - Areas of study. |

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| **CODE FORMAT:** | Data Type: | Alphanumeric |
|  | Units: | Code (alphanumeric) |
|  | Width: | 2500 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | Any | Course Search keywords | |

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| **CODING NOTES:** | All characters must be A-Z a-z 0-9 & ‘ / - ( ) (space)  Each keyword must be separated by a comma:  eg:   early childhood, land care, urban studies  Where a course has no keyword the value reported should be blank (space) .  Where a value other than all spaces is entered, the first character MUST NOT be a space.  For more information about the type of information required for this field see: Course search keywords in the **Glossary**. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Student | Campus (CM) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 14/02/2012 | 2013 |

ELEMENT NO. 700

|  |  |
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| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | APPLICATION ID |
| **ELEMENT NAME:** | Application identification code |
| **DESCRIPTION:** | A code that uniquely identifies an application as assigned by the institution or admissions centre during the application phase |

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| **CODE FORMAT:** | Data Type: | Alphanumeric |
|  | Units: | Code (alphanumeric), left justified with trailing blanks if needed |
|  | Width: | 20 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | Any data | Code assigned by the TAC or HEP | |

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| **CODING NOTES:** | Provision of data in **Application Detail, Offers** and **Preference files** is required in both submissions (TACS - data is required in both preliminary and detailed submissions).    First character must not be a space.    No more than one data record in the Application Details File may have the same Application identification code from a submitter at a single Submission Date    Different individual applicants may have the same Application identification code in the Application Details File in different submission years  An individual applicant may have multiple Application identification codes in the Application Details File in a single submission year and in different submission years |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Applications and Offers | Application Details (AD)  Offer Details (OD)  Preference Details (PD) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 701

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| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | APP-STATUS |
| **ELEMENT NAME:** | Application status |
| **DESCRIPTION:** | A code to indicate the current status of the application |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 1 | Current application | | 2 | Application withdrawn by applicant | |

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| **CODING NOTES:** | HEPs - Provision of data is required in both submissions (TACs - data is required in both preliminary and detailed submissions)  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 |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Applications and Offers | Application Details (AD) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 702

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| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | Y12-RESULT-TYPE |
| **ELEMENT NAME:** | 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 |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Code (numeric), right justified with a leading zero if needed |
|  | Width: | 2 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **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) | | 10 | No information | |

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| **CODING NOTES:** | |  | | --- | | 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) | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Applications and Offers | Application Details (AD) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 705

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| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | DATE OFFERED |
| **ELEMENT NAME:** | Date offered |
| **DESCRIPTION:** | The date on which an offer of admission in a course was made to an applicant |

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| **CODE FORMAT:** | Data Type: | Alphanumeric |
|  | Units: | YYYYMMDD, right justified (in each subfield) with a leading zero (in each subfield) if needed. |
|  | Width: | 8 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | YYYYMMDD | Date offer made in YYYYMMDD format | |

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| **CODING NOTES:** | |  |  |  | | --- | --- | --- | | HEPs - Provision of data is required in both submissions (TACs - data is required in both preliminary and detailed submissions).   Where the date offered cannot be provided report the reference date. | HEPs - Provision of data is required in both submissions (TACs - data is required in both preliminary and detailed submissions).   Where the date offered cannot be provided report the reference date. | | | YYYYMMDD format: | | 1st 4 digits - Year sub-field (e.g. 2010)    2nd 2 digits - Month sub-field (e.g. 01)    3rd 2 digits - Day sub-field (e.g. 15) | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Applications and Offers | Offer Details (OD) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 709

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| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | INTAKE DATE |
| **ELEMENT NAME:** | Intake date |
| **DESCRIPTION:** | The calendar month and year in which the course will potentially commence for which the applicant has a preference or in which an offer has been made |

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| **CODE FORMAT:** | Data Type: | Alphanumeric |
|  | Units: | YYYYMM, right justified (in each subfield) with a leading zero (in each subfield) if needed |
|  | Width: | 6 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | YYYYMM | Date course commences in YYYYMM format | |

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| **CODING NOTES:** | |  |  |  | | --- | --- | --- | | HEPs - Provision of data for Offer Details (OD) and Preference Details (PD) is required in both submissions (TACs - data is required in both preliminary and detailed submissions)  For the purpose of the Application and Offers collection, the intake date is the date the course commences which may differ to the date the student first starts studying in that course    Where the full details of the YYYY subfield cannot be provided the default is the current reference year    Code ‘00’ in MM subfield if the month commencing is unknown or not applicable | HEPs - Provision of data for Offer Details (OD) and Preference Details (PD) is required in both submissions (TACs - data is required in both preliminary and detailed submissions)  For the purpose of the Application and Offers collection, the intake date is the date the course commences which may differ to the date the student first starts studying in that course    Where the full details of the YYYY subfield cannot be provided the default is the current reference year    Code ‘00’ in MM subfield if the month commencing is unknown or not applicable | | | YYYYMM format: | | 1st  4 digits – Year sub-field (e.g. 2010)    2nd 2 digits – Month sub-field (e.g. 03) | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Applications and Offers | Offer Details (OD)  Preference Details (PD) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 710

|  |  |
| --- | --- |
| **VERSION:** | 3.0 |
| **FIRST YEAR:** | 2012 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | IB-SCORE |
| **ELEMENT NAME:** | 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 a International Baccalaureate Diploma or Bilingual International Baccalaureate Diploma |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **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 | |

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| **CODING NOTES:** | 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.    If the submitter is a HEP, this field may be left blank if no details on the International Baccalaureate aggregate scoreare collected. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Applications and Offers | Application Details (AD) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 05/12/2008 | 2010 |
| 1.1 | 30/11/2009 | 2010 |
| 3.0 | 11/03/2011 | 2012 |

ELEMENT NO. 713

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| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | PREF-POSITION |
| **ELEMENT NAME:** | Preference ordinal position |
| **DESCRIPTION:** | The ordinal position of a preference in the set of preferences of an applicant as at the Reference date |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Code (numeric) with a leading zero if necessary |
|  | Width: | 2 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 00 to 99 | Actual or notional ordinal position assigned to a preference | |

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| **CODING NOTES:** | If the submitter is a HEP:  ·        Where applicants are not required to express a preference order, either the value ‘00’ or a notional Preference ordinal position may be reported  ·        The only value for Element 713 (Preference ordinal position) that may be repeated for each unique value of Element 700 (Application identification code) in the Preference Details File or Offer Details File is a value of ‘00’    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:  ·        The value of ‘99’ may be reported in the Offer Details if the offered course is no longer a current preference and such data is captured  ·        The value of ‘00’ must not be reported in the Preference or Offer Details  ·        In the Preference Details, no more than a one data record may have the same concatenated matched values for Element 700 (Application identification code) and Element 713 (Preference ordinal position)  ·        In the Offer Details, no more than a one data record may have the same concatenated matched values of Element 700 (Application identification code), Element 705 (Date offered) and Element 713 (Preference ordinal position), with the exception of the Preference ordinal position value of ‘99’ |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Applications and Offers | Offer Details (OD)  Preference Details (PD) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 723

|  |  |
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| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | OFFER-RESPONSE |
| **ELEMENT NAME:** | Response code |
| **DESCRIPTION:** | A code to identify the response of an applicant to an offer of admission to a course |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **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 or not yet recorded | |

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| **CODING NOTES:** | HEPs - Provision of data is discretionary in both submissions (TACs - Provision of data is discretionary in both preliminary and detailed submissions).   Report ‘6’ in cases where a response to an offer is not required    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 at such time as the applicant enrols change to ‘1’    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. |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Applications and Offers | Offer Details (OD) | |

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 724

|  |  |
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| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | SECTOR-FEE-TYPE |
| **ELEMENT NAME:** | Sector code |
| **DESCRIPTION:** | A code to identify the sector of a course and the funding source for a higher education course |

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| **CODE FORMAT:** | Data Type: | Alphanumeric |
|  | Units: | Code (Alphanumeric) |
|  | Width: | 1 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **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) | |

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| **CODING NOTES:** | HEPs - Provision of this data is required in both submissions (TACs - data is required in both preliminary and detailed submissions).    Higher education sector – a provider as listed in subdivision 16-b of HESA and providers as determined by the Minister under section 16-35 of HESA    The default value for Table A HEP providers would be ‘1’    VET sector – Registered training organisations listed on the [Training.gov.au](http://training.gov.au/) |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Applications and Offers | Offer Details (OD)  Preference Details (PD) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 728

|  |  |
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| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | POSTAL ADDRESS COUNTRY CODE |
| **ELEMENT NAME:** | Postal address – country code |
| **DESCRIPTION:** | A code to indicate the country of the postal address of an applicant |

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

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | | 1101 to 9299 | Country code | |

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| **CODING NOTES:** | For applications with an overseas address, full details for either E468 or E728 is required.    Element 468 (Postal address – country name) is an alternative field to Element 728 (Postal address – country code)    Provision of this data in **Application Details** (AD) file is required for one of these fields for all applications with an overseas address in the detailed submission.    Refer to: [Appendix C – Standard Australian Classification Countries](http://heimshelp.deewr.gov.au/sites/heimshelp/resources/pages/appendices#AppendixC) |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Applications and Offers | Application Details (AD) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 730

|  |  |
| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | PRIOR-POST-GRAD |
| **ELEMENT NAME:** | Prior postgraduate course, year |
| **DESCRIPTION:** | A code identifying whether an applicant has commenced and/or completed a postgraduate level course (e.g. Higher Doctorate, Doctorate, Master’s Degree); and the last year in which the applicant was enrolled in such a course |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Code (numeric), left justified with training zeros if needed |
|  | Width: | 5 |

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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | |  | With regard to prior participation in a postgraduate level course, the **applicant**: | | 10000 | ·           has never commenced such a course | | 2YYYY | ·           had commenced but did not complete all the requirements of such a course and the last year of enrolment was YYYY | | 3YYYY | ·           has completed all the requirements of such a course and the last year of enrolment was YYYY | |

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| **CODING NOTES:** | |  | | --- | | YYYY is the most recent year of completion or last year of participation    Code ‘9999’ is used if no information is available for YYYY    Report ~~bbbbb~~ if no information is collected on the prior qualification of the applicant  HEPs - Provision of data is discretionary in both submissions (TACs - Provision of data is discretionary in both preliminary and detailed submissions). | |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Applications and Offers | Application Details (AD) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 731

|  |  |
| --- | --- |
| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | PRIOR-DEGREE |
| **ELEMENT NAME:** | Prior degree course, year |
| **DESCRIPTION:** | A code identifying whether an applicant has commenced and/or completed a bachelor level course; and the last year in which the applicant was enrolled in such a course |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Code (numeric), left justified with training zeros if needed |
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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | |  | With regard to prior participation in a bachelor level course, the **applicant**: | | 10000 | ·            has never commenced such a course | | 2YYYY | ·            had commenced but did not complete all the requirements of such a course and the last year of enrolment was YYYY | | 3YYYY | ·            has completed all the requirements of such a course and the last year of enrolment was YYYY | |

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| **CODING NOTES:** | YYYY is the most recent year of completion or last year of participation    Code ‘9999’ is used if no information is available for YYYY    Report ~~bbbbb~~ if no information is collected on the prior qualification of the applicant  HEPs - Provision of data is discretionary in both submissions (TACs - Provision of data is discretionary in both preliminary and detailed submissions). |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Applications and Offers | Application Details (AD) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 732

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| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | PR-SUB-DEG-HE |
| **ELEMENT NAME:** | Prior sub-degree course (HE), year |
| **DESCRIPTION:** | A code identifying whether an applicant has commenced and/or completed a sub-degree level course (e.g. Associate degree, Advanced Diploma, Diploma - AQF terminology) at a university, college, or other higher education institute; and the last year in which the applicant was enrolled in such a course |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Code (numeric), left justified with training zeros if needed |
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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | |  | With regard to prior participation in a higher education sub-degree level course, **the applicant**: | | 10000 | ·           has never commenced such a course | | 2YYYY | ·           had commenced but did not complete all the requirements of such a course and the last year of enrolment was YYYY | | 3YYYY | ·           has completed all the requirements of such a course and the last year of enrolment was YYYY | |

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| **CODING NOTES:** | YYYY is the most recent year of completion or last year of participation.    Code ‘9999’ is used if no information is available for YYYY    Report ~~bbbbb~~ if no information is collected on the prior qualification of the applicant.    HEPs - Provision of data is discretionary in both submissions (TACs - Provision of data is discretionary in both preliminary and detailed submissions). |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Applications and Offers | Application Details (AD) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 733

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| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | PR-SUB-DEG-VET |
| **ELEMENT NAME:** | Prior sub-degree course (VET), year |
| **DESCRIPTION:** | A code identifying whether an applicant has commenced and/or completed a sub-degree level course (e.g. Associate degree, Advanced Diploma, Diploma - AQF terminology) through a VET pathway and the last year in which the applicant was enrolled in such a course |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Code (numeric), left justified with training zeros if needed |
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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | |  | With regard to prior participation in a sub-degree level course undertaken with a VET organisation, **the applicant**: | | 10000 | ·         has never commenced such a course | | 2YYYY | ·         had commenced but did not complete all the requirements of such a course and the last year of enrolment was YYYY | | 3YYYY | ·         has completed all the requirements of such a course and the last year of enrolment was YYYY | |

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| **CODING NOTES:** | YYYY is the most recent year of completion or last year of participation    Code ‘9999’ is used if no information is available for YYYY  Report ~~bbbbb~~ if no information is collected on the prior qualification of the applicant.  HEPs - Provision of data is discretionary in both submissions (TACs - Provision of data is discretionary in both preliminary and detailed submissions). |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Applications and Offers | Application Details (AD) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 734

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| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | PRIOR-VET-AWARD |
| **ELEMENT NAME:** | Prior VET award course, year |
| **DESCRIPTION:** | A code identifying whether an applicant has commenced and/or completed, a VET award course other than a sub-degree level course (e.g. Associate degree, Advanced Diploma, Diploma – AQF terminology); and the last year in which the applicant was enrolled in such a course |

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| **CODE FORMAT:** | Data Type: | Numeric |
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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | |  | With regard to prior participation in a VET award course, the **applicant:** | | 10000 | ·       has never commenced such a course | | 2YYYY | ·       had commenced but did not complete all the requirements of such a course and the last year of enrolment was YYYY | | 3YYYY | ·       has completed all the requirements of such a course and the last year of enrolment was YYYY | |

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| **CODING NOTES:** | YYYY is the most recent year of completion or last year of participation    Code ‘9999’ is used if no information is available for YYYY  Report ~~bbbbb~~ if no information is collected on the prior qualification of the applicant  HEPs - Provision of data is discretionary in both submissions (TACs - Provision of data is discretionary in both preliminary and detailed submissions). |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Applications and Offers | Application Details (AD) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 735

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| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | PRIOR-SECED-RTO |
| **ELEMENT NAME:** | Prior secondary education course through VET sector, year |
| **DESCRIPTION:** | A code identifying whether an applicant has completed the final year of secondary education through a Registered Training Organisation (RTO) and the year in which the applicant completed the final year of secondary education |

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| **CODE FORMAT:** | Data Type: | Numeric |
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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | |  | With regard to prior participation in secondary education undertaken through a RTO, **the applicant**: | | 10000 | ·         has not completed secondary education with a VET organisation | | 2YYYY | ·         completed the final year of secondary education and completed it in year YYYY | |

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| **CODING NOTES:** | YYYY is the most recent year of completion    Code ‘9999’ is used if no information is available for YYYY  Report ~~bbbbb~~ if no information is collected on the prior qualification of the applicant  HEPs - Provision of data is discretionary in both submissions (TACs - Provision of data is discretionary in both preliminary and detailed submissions). |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Applications and Offers | Application Details (AD) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 736

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| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | PRIOR-SECED-SCHOOL |
| **ELEMENT NAME:** | Prior secondary education course at school, year |
| **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; and the year in which the applicant completed the final year of secondary education |

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| **CODE FORMAT:** | Data Type: | Numeric |
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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | |  | With regard to prior participation in secondary education undertaken in the school sector, **the applicant**: | | 10000 | ·         has not completed secondary education in the school sector | | 2YYYY | ·         completed the final year and completed the final year of secondary education in year YYYY | |

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| **CODING NOTES:** | YYYY is the most recent year of completion    Code ‘9999’ is used if no information is available for YYYY  Report ~~bbbbb~~ if no information is collected on the prior qualification of the applicant  HEPs - Provision of data is discretionary in both submissions (TACs - Provision of data is discretionary in both preliminary and detailed submissions). |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Applications and Offers | Application Details (AD) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |

ELEMENT NO. 737

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| **VERSION:** | 4.0 |
| **FIRST YEAR:** | 2013 |
| **LAST YEAR:** |  |
| **FIELD NAME:** | PRIOR-OTHER-QUAL |
| **ELEMENT NAME:** | Prior other qualification/certificate; year |
| **DESCRIPTION:** | A code identifying whether an applicant had completed some other qualification (e.g. Certificate of Attainment, Certificate of Competence); and the last year in which the requirements for the qualification were completed |

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| **CODE FORMAT:** | Data Type: | Numeric |
|  | Units: | Code (numeric), left justified with training zeros if needed |
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| **CLASSIFICATION:** | |  |  | | --- | --- | | **CODE** | **MEANING** | |  | With regard to prior participation in other training or study, **the applicant**: | | 10000 | ·         does not have some other qualification | | 2YYYY | ·         has some other qualification and the last year in which the requirements for the qualification were completed was YYYY | |

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| **CODING NOTES:** | YYYY is the most recent year of completion or last year of participation    Code ‘9999’ is used if no information is available for YYYY  Report ~~bbbbb~~ if no information is collected on the prior qualification of the applicant  HEPs - Provision of data is discretionary in both submissions (TACs - Provision of data is discretionary in both preliminary and detailed submissions). |

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| **INPUT FILES:** | |  |  | | --- | --- | | HEP - Applications and Offers | Application Details (AD) | |

**CHANGE HISTORY**

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| **VERSION** | **REVISION DATE** | **REPORTING YEAR** |
| 1.0 | 05/12/2008 | 2010 |
| 3.0 | 11/03/2011 | 2012 |
| 4.0 | 14/02/2012 | 2013 |