**Higher Education Data Collection**

**2013 Reporting Year**

**Ministerial Notice: 14 February 2012**

**Issue Date: 18 December 2012**

**2013 Data Requirements and Change Control Document**

Section 1 - 2013 Data Requirements

Under Subsection 19-70 (1) of the *Higher Education Support Act 2003* (HESA), a higher education provider must give to the Minister such statistical and other information that the Minister by notice in writing requires. As noted in the Ministerial Notice of 14 Februray 2012 (the Notice), this document provides details of the 2013 Higher Education Data Collection, including links to relevant documents, and change control information.

The Higher Education Data Collection incorporates:

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

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

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

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

The documents related to each of the Collections, available through the HEIMSHELP website at <http://heimshelp.education.gov.au/sites/heimshelp/resources/pages/reporting-requirements> include:

1.    Reporting Schedule – 2013 Reporting Year

2.    Higher Education Student Data Collection

a.    2013 File Scope documents

b.    2013 File Structure documents

3.    Higher Education Staff Data Collection

a.    2013 File Scope documents

b.    2013 File Structure documents

4.    University Applications and Offers Data Collection

a.    2013 File Scope documents

b.    2013 File Structure documents

5.    2013 Data Elements applicable to each collection

A hard copy of all documents is available by phoning HEIMS Data Collections on (02) 6240 7487 or emailing HEIMS.datacollections@education.gov.au.

Section 2 – Change Control Summary for the 2013 Reporting Year

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| Changes for 2013 Data Requirements - issued 18 December 2012 |
| **STUDENT DATA COLLECTION**1.    **Removal of requirement for Electronic Request for Commonwealth Assistance Form (ECAF) submission**This aligns the changes to the Request for Commonwealth assistance forms completed by students with the data reported to the Australian Taxation Office. Reference has been removed from the 2013 reporting schedule. 2.    **New Campus Deletion Submission – System change**The Campus Deletion (CD) submission enables the deletion of records previously reported on a Campus submission (CM). For more information refer to the following documents:         Campus Deletion(CD) scope         Campus Deletion(CD) structure 3.    **Change of date for verification of completions data – No system change**Updated reporting schedule to show alignment of the due date for verification of completions data with that of full year student data (15 May). 4.    **Changes to Element 392 – System change**E392 Maximum student contribution indicator – codes 4, 3 & 6 retired as a result of the end of the transitional arrangement on 31 December 2012 5.    **Modification to coding notes on some elements for clarification - No system change**E358, E381, E384, E392, E490, E493, E529 & E533  |

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| Changes for 2013 Data Requirements - issued 14 February 2012 |
| **Full details of all changes are in Section 3 – Change Control Details**1.     **STUDENT DATA COLLECTION****System change required**a)     Change to Submission Structures        Campus (CM) – addition of elements E580 Areas of study & E581 Course search keywords        Application Details (AD) – addition of E488 CHESSNb)     New data elements        E580 Areas of study – addition to Campus (CM)        E581 Course search keywords – addition to Campus (CM)c)     New code on existing elements        E310 Course of study type code – addition of new code ‘14’ - Masters Extended        E392 Maximum student contribution indicator – addition of new code ‘7’ -Student contribution has been calculated using the maximum for students who began their course of study on or after 1 January 2013.**No system change required** d)     Updates to all scope documents       Reference to Reporting Schedule (formerly Timing Matrix) in all scope documentse)      Change to format for University Applications and Offers Data Collections structure documents       Move coding notes from all structure documents to associated elementsf)       Modification to coding notes for greater clarification.        E490, E536, E514, E496 **2.**     **Reporting Schedule – No system change**a)          Addition of data verification as a formal reporting requirementb)          Change name to Reporting Schedule (formerly Timing Matrix)  |

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Section 3 - Change Control Details

**STUDENT DATA COLLECTION – 2013 Reporting Year**

**Structure documents**

| **File Name** | **Version** | **Change** | **Sector consultation** | **Reason for change** | **Impact of change** | **Issue Date** |
| --- | --- | --- | --- | --- | --- | --- |
| Campus (CM) | 4.0 | Introduction of new Elements 580 (Areas of Study) and 581 (Course Search Keywords). | Yes | To allow reporting of information about areas of study and course search keywords | System change | 14 February 2012 |
| Campus Deletions (CD) | 1.0 | Creation of document for a new submission | Yes | To enable the deletion of records previously reported on a Campus submission. | System change | 18 December 2012 |

**Scope documents**

| **File Name** | **Version** | **Change** | **Sector consultation** | **Reason for change** | **Impact of change** | **Issue Date** |
| --- | --- | --- | --- | --- | --- | --- |
| Campus Deletions (CD) | 1.0 | Creation of document for new submission | Yes | To enable the deletion of records previously reported on a Campus submission  | System change | 18 December 2012 |

**STAFF DATA COLLECTION – 2013 Reporting Year**

**Structure documents**

|  |  |  |  |  |  |  |
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| **File Name** | **Version** | **Change** | **Sector consultation** | **Reason for change** | **Impact of change** | **Issue Date** |
| No change to requirements for the 2013 reporting year. |  |  |  |  |  |  |

Scope documents

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **File Name** | **Version** | **Change** | **Sector consultation** | **Reason for change** | **Impact of change** | **Issue Date** |
| No change to requirements for the 2013 reporting year. |  |  |  |  |  |  |

**UNIVERSITY APPLICATIONS AND OFFERS DATA COLLECTION – 2013 Reporting Year**

**Structure documents**

| **File Name** | **Version** | **Change** | **Sector consultation** | **Reason for change** | **Impact of change** | **Issue Date** |
| --- | --- | --- | --- | --- | --- | --- |
| Application Details (AD) | 4.0 | 1) Addition of element E488 - CHESSN2) Moved coding notes from AD structure document to associated elements | Yes | 1) To improve the information related to the SES of students2) To streamline documentation | System change | 14 February 2012 |
| Offer Details (OD) | 4.0 | Moved coding notes from OD structure document to associated elements | No | To streamline documentation | No system change | 14 February 2012 |
| Preference Details (PD) | 4.0 | Moved coding notes from PD structure document to associated elements | No | To streamline documentation | No system change | 14 February 2012 |

Scope documents

| **File Name** | **Version** | **Change** | **Sector consultation** | **Reason for change** | **Impact of change** | **Issue Date** |
| --- | --- | --- | --- | --- | --- | --- |
| No change to requirements for the 2013 reporting year. |  |  |  |  |  |  |

**DATA ELEMENTS – 2013 Reporting Year**

| **Name of Element** | **Version** | **Change** | **Sector consultation** | **Reason for change** | **Impact of change** | **Issue Date** |
| --- | --- | --- | --- | --- | --- | --- |
| E310 Course of study type code | 4.0 | 1) Addition of code 14 'Masters (Extended)' (HEP only)2) Moved coding notes from Application Details (AD) structure document (HEP only) | Yes | 1) To identify a Masters (extended) qualification2) To streamline documentation | System change (HEP only)No system change for VET | 14 February 2012 |
| E358 Citizen/resident indicator | 4.1 | Modification of coding notes for VET providers | No | Clarification related to legislative requirements | No system change | 18 December 2012 |
| E381 Amount paid up front | 3.1 | Modification of coding notes | No | Clarification and reflection of current legislation | No system change | 18 December 2012 |
| E384 Total amount charged | 3.3 | Modification of code meaning and coding notes | No | Clarification | No system change | 18 December 2012 |
| E392 Maximum student contribution indicator | 4.1 | Retired codes from existing elements (4, 3 & 6). | Yes | Alignment with policy changes about transitional arrangements that apply from 1 January 2013. | System change | 18 December 2012 |
| E392 Maximum student contribution indicator | 4.0 | Update element to include new code 7  | No | This will identify students who are subject to the Band 2 contribution amounts for mathematics and science units of study | System change | 14 February 2012 |
| E488 Commonwealth Higher Education Student Support Number (CHESSN) | 4.0 | Coding notes and input files updated to reflect element added to Application Details (AD ) file structure (HEP only) | Yes | New reporting requirement | System change (HEP only)No system change for VET | 14 February 2012 |
| E490 Student Status code | 4.1 | Modification of VET FEE-HELP code headings | No | Clarification | No system change | 18 December 2012 |
| E490 Student Status code | 4.0 | Updated coding notes that relates to coding of SA-HELP and corrected formatting (HEP only). | Yes | For greater clarification | No system change | 14 February 2012 |
| E493 Highest educational participation prior to commencement | 4.1 | Updated coding notes for clarification | Yes | For clarification | No system change | 18 December 2012 |
| E496 Indicative tuition fee for a Domestic Fee-paying place | 4.0 | Updated coding notes to reflect the correct reporting of the indicative tuition fee for a course. | Yes | For greater clarification. | Possible system change | 14 February 2012 |
| E514 Actual full-time equivalence – prior year | 4.0 | Updated coding notes to clarify maximum reporting of FTEs. | Yes | For clarification | No system change | 14 February 2012 |
| E529 Loan fee | 3.1 | Addition of coding notes | No | For clarification | No system changes | 18 December 2012 |
| E533 Course of study code | 3.1 | Update of coding notes and change of description to remove reference to VET | No | For clarification | No system change | 18 December 2012 |
| E536 Course fee type | 4.0 | Updated coding notes for clarification | Yes | To clarify that only domestic fee paying courses offered overseas or at off-shore campuses are to be reported  | No system change | 14 February 2012 |
| E558 HELP debt amount | 4.0 | Modification of coding notes | No | Clarification | No system change | 18 December 2012 |
| E580 Areas of study | 1.0 | New element for Campus Submission | Yes | To allow reporting of information about areas of study, including Major and Minor studies | System change | 14 February 2012 |
| E581 Course Search keywords | 1.0 | New element for the Campus submission | Yes | To allow submission of additional information about Course Search keywords. | System change | 14 February 2012 |