

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 February 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](#).

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

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

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 CHESSN

b) 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 documents
- e) Change to format for University Applications and Offers Data Collections structure documents
 - Move coding notes from all structure documents to associated elements
- f) 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 requirement
- b) Change name to Reporting Schedule (formerly Timing Matrix)

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

File Name	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
No change to requirements for the						

2013 reporting year.						
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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 - CHESSN 2) Moved coding notes from AD structure document to associated elements	Yes	1) To improve the information related to the SES of students 2) 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

2013 Data Requirements and Change Control Document
Higher Education Data Collection: Ministerial Notice: 14 February 2012, Issue Date: 18 December 2012

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) qualification 2) 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	System change	18 December 2012

Name of Element	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
				2013.		
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

Name of Element	Version	Change	Sector consultation	Reason for change	Impact of change	Issue Date
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