# VET FEE-HELP Data Collection 2014 Reporting Year

## Ministerial Notice: 27 March 2013

**Issue Date: 31 July 2014**

## 2014 Data Requirements and Change Control Document

### Section 1 - 2014 Data Requirements

Under subclause 24(1) of Schedule 1A of the Higher Education Support Act 2003 (HESA), a VET FEE-HELP 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 19 June 2014 (the Notice), this document provides details of the VET FEE-HELP Data Collection for the 2014 Reporting Year, including links to relevant documents, and change control information.

As stated in the Notice, providers must monitor any changes to the data requirements which may be made from time to time. All changes will be noted in Part 2 of this document. Providers will also be provided notification of changes through the HEIMS Data Collections eNews at <http://heimshelp.education.gov.au/sites/heimshelp/news/pages/heimshelp-news>.

The documents related to the collection, available through the HEIMSHELP website, include:

1. VET FEE-HELP Data Collection  
   <http://heimshelp.education.gov.au/sites/heimshelp/2014_data_requirements/2014vet/pages/vet-2014>
   1. 2014 Reporting Schedule
   2. 2014 File Scope guidelines
   3. 2014 File Scope guidelines
   4. 2014 Data Elements

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

### Section 2 – Change Control Summary for the 2014 Reporting Year

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | Changes for 2014 Data Requirements - issued 31 July 2014 | | --- | | **VET STUDENT DATA COLLECTION**  Element 315 - Gender Code. Modification to coding notes to provide greater clarification of reporting of code X for indeterminate/intersex/unspecified gender for consistency with the Australian Government Guidelines on the Recognition of Sex and Gender. |  | Changes for 2014 Data Requirements - issued 05 March 2014 | | --- | | **VET STUDENT COLLECTION**    1.       Addition of a new code ‘82’ (Certificate IV) to element 310 and update to coding notes on element 310 to reflect the use of new code by providers participating in the Certificate IV trial.    2.       Inclusion of state subsidised student codes to Element 490 – possible system change.  These codes are 404, 408, 409, 410, 504, 508, 509 & 510 for New South Wales, Tasmania, Northern Territory and Australian Capital Territory government subsidised students. |  | Changes for 2014 Data Requirements - issued 16 October 2013 | | --- | | **VET STUDENT DATA COLLECTION**  1.     Inclusion of state subsidised student codes to Element 490 – possible system change.  These codes are 405, 407, 505 and 507 to be used for the currently participating states.  2.     Update to coding notes on element 490 and element 310 to reflect the state codes.  3.     The scope documents for all files have been updated so that there is a consistent format. |  |  | | --- | | Changes for 2014 Data Requirements - issued 27 March 2013 | | **VET STUDENT DATA COLLECTION**    The 2014 data requirements have no significant changes from 2013 that require a system change    The Notice includes some minor amendments to coding notes and scope documents to provide greater clarification of reporting issues. | |

### Section 3 - Change Control Details

#### VET FEE-HELP DATA COLLECTION – 2014 Reporting Year

##### Structure documents

| **File Name** | **Version** | **Change** | **Sector consultation** | **Reason for change** | **Impact of change** | **Issue Date** |
| --- | --- | --- | --- | --- | --- | --- |
| No change to requirements for the 2014 reporting year. |  |  |  |  |  |  |

##### Scope documents

| **File Name** | **Version** | **Change** | **Sector consultation** | **Reason for change** | **Impact of change** | **Issue Date** |
| --- | --- | --- | --- | --- | --- | --- |
| VET Commonwealth Assisted Students - HELP Due (VDU) | 5.1 | Updated text and formatting | No | Clarification and consistency | No system change | 16 October 2013 |
| VET Commonwealth Assisted Students - HELP Due (VDU) | 5.0 | Revised for improved clarity | No | To update information and for greater clarification | No system change | 27 March 2013 |
| VET Commonwealth Higher Education Student Support Number (CHESSN) | 4.1 | Updated text and formatting | No | Clarification and consistency | No system change | 16 October 2013 |
| VET Commonwealth Higher Education Student Support Number (CHESSN) | 4.0 | Revised for improved clarity | No | To update information and for greater clarification | No system change | 27 March 2013 |
| VET Course Completions (VCC) | 5.1 | Updated text and formatting | No | Clarification and consistency | No system change | 16 October 2013 |
| VET Course Completions (VCC) | 5.0 | Revised for improved clarity | No | To update information and for greater clarification | No system change | 27 March 2013 |
| VET Course of Study (VCO) | 5.1 | Updated text and formatting | No | Clarification and consistency | No system change | 16 October 2013 |
| VET Course of Study (VCO) | 5.0 | Revised for improved clarity | No | To update information and for greater clarification | No system change | 27 March 2013 |
| VET Enrolment (VEN) | 5.1 | Updated text and formatting | No | Clarification and consistency | No system change | 16 October 2013 |
| VET Enrolment (VEN) | 5.0 | Revised for improved clarity. | No | To update information and for greater clarification. | No system change. | 27 March 2013 |
| VET Enrolment Revision (VER) | 2.1 | Updated text and formatting | No | Clarification and consistency | No system change | 16 October 2013 |
| VET Enrolment Revision (VER) | 2.0 | Revised for improved clarity | No | To update information and for greater clarification | for greater clarification  No system change | 27 March 2013 |
| VET Student Load Liability (VLL) & Revised Student Load Liability (VRL) | 5.1 | Updated text and formatting | No | Clarification and consistency | No system change | 16 October 2013 |
| VET Student Load Liability (VLL) & Revised Student Load Liability (VRL) | 5.0 | Revised for improved clarity | No | To update information and for greater clarification | No system change | 27 March 2013 |
| VET Student Revisions (VSR) | 5.1 | Updated text and formatting | No | Clarification and consistency | No system change | 16 October 2013 |
| VET Student Revisions (VSR) | 5.0 | Revised for improved clarity | No | To update information and for greater clarification | No system change | 27 March 2013 |
| VET Unit of Study Completions (VCU) | 5.1 | Updated text and formatting | No | Clarification and consistency | No system change | 16 October 2013 |
| VET Unit of Study Completions (VCU) | 5.0 | Revised for improved clarity | No | To update information and for greater clarification | No system change | 27 March 2013 |

##### DATA ELEMENTS – 2014 Reporting Year

| **Name of Element** | **Version** | **Change** | **Sector consultation** | **Reason for change** | **Impact of change** | **Issue Date** |
| --- | --- | --- | --- | --- | --- | --- |
| E310 Course of study type code | 5.2 | Addition of a new code '82' (Certificate IV) and coding notes for VET FEE-HELP. | Yes | New code for providers participating in the Certificate IV trial. | System change | 05 March 2014 |
| E310 Course of study type code | 5.1 | Update to coding notes that relate to VET FEE-HELP codes; Reference to Open learning was changed to Open Universities in codes 60 & 61 | No | Update of information and to clarify the use of VET FEE-HELP codes | No system change | 16 October 2013 |
| E310 Course of study type code | 5.0 | 1) Changed terminology in Codes 80 and 81 from 'Vocational' to 'VET'  2) Updated coding notes to clarify the appropriate codes to be used for VET course of studies.  3) Applications and Offers Data Collection Updated coding notes to include reference to TAC's Data Elements Map in the HEIMS Web Services Specification. | Yes | 1) To be consistent with the terminology used in HESA and in VET FEE-HELP guidelines  2) For clarification.  3) To clarify information | No system change | 27 March 2013 |
| E313 Student identification code | 3.1 | Replaced reference to "DEEWR" with "the department" | No | Machinery of government changes | No system change | 16 October 2013 |
| E314 Date of birth | 5.0 | Applications and Offers Data Collection Updated coding notes to include reference to TAC's Data Elements Map in the HEIMS Web Services Specification. | Yes | To clarify information | No system change | 27 March 2013 |
| E315 Gender code | 5.1 | Updated coding notes to confirm HEIMS system update that allows the reporting of code 'X' for indeterminate/intersex/unspecified gender | Yes | Consistency with the Australian Government Guidelines on the Recognition of Sex and Gender | Possible system change | 31 July 2014 |
| E316 Aboriginal and Torres Strait Islander code | 5.0 | Applications and Offers Data Collection - Updated coding notes to include reference to TAC's Data Elements Map. | Yes | To clarify information | No system change | 27 March 2013 |
| E319 Location code of term residence | 3.1 | Updated coding notes | No | Added link to the appropriate appendices | No system change | 16 October 2013 |
| E320 Location code of permanent home residence | 5.0 | Applications and Offers Data Collection - Updated coding notes to include reference to TAC's Data Elements Map in the HEIMS Web Services Specification. | Yes | To clarify information | No system change | 27 March 2013 |
| E327 New basis for admission to current course | 5.0 | Applications and Offers Data Collection - Updated coding notes to include reference to TAC's Data Elements Map in the HEIMS Web Services Specification. | Yes | To clarify information | No system change | 27 March 2013 |
| E329 Mode of attendance code | 5.0 | Applications and Offers Data Collection - Updated coding notes to include reference to TAC's Data Elements Map in the HEIMS Web Services Specification. | Yes | To clarify information | No system change | 27 March 2013 |
| E347 Year of arrival in Australia | 5.0 | Applications and Offers Data Collection - Updated coding notes to include reference to Data Elements Map in the HEIMS Web Services Specification | Yes | To clarify information | No system change | 27 March 2013 |
| E348 Language spoken at home code | 5.0 | Applications and Offers Data Collection - Updated coding notes to include reference to TAC's Data Elements Map in the HEIMS Web Services Specification. | Yes | To clarify information | No system change | 27 March 2013 |
| E350 Course of study load | 4.1 | Updated description of classification code '00'. Reference to OLA changed to Open Universities Australia | No | Clarification | No system change | 16 October 2013 |
| E350 Course of study load | 4.0 | Updated coding notes for clarification | No | To clarify information | No system change | 27 March 2013 |
| E358 Citizen/resident indicator | 5.0 | Applications and Offers Data Collection Updated coding notes to include reference to TAC's Data Elements Map in the HEIMS Web Services Specification. | Yes | To clarify information | No system change | 27 March 2013 |
| E402 Student surname | 5.0 | Applications and Offers Data Collection - Updated coding notes to include reference to Data Elements Map in the HEIMS Web Services Specification | Yes | To clarify information | No system change | 27 March 2013 |
| E403 Student given name - first | 5.0 | Applications and Offers Data Collection - Updated coding notes to include reference to Data Elements Map in the HEIMS Web Services Specification | Yes | To clarify information | No system change | 27 March 2013 |
| E404 Student given name - others | 5.0 | Applications and Offers Data Collection - Updated coding notes to include reference to Data Elements Map in the HEIMS Web Services Specification | Yes | To clarify information | No system change | 27 March 2013 |
| E406 Postal address - Part 1 | 5.0 | Applications and Offers Data Collection - Updated coding notes to include reference to TAC's Data Elements Map in the HEIMS Web Services Specification and that the code should reflect the applicant's residential address (not postal address) | Yes | To clarify information | No system change | 27 March 2013 |
| E407 Postal address - part 2 | 5.0 | Applications and Offers Data Collection - Updated coding notes to include reference to TAC's Data Elements Map in the HEIMS Web Services Specification and that the code should reflect the applicant's residential address (not postal address) | Yes | To clarify information | No system change | 27 March 2013 |
| E409 Postal address - postcode | 5.0 | Applications and Offers Data Collection - Updated coding notes to include reference to TAC's Data Elements Map in the HEIMS Web Services Specification and that the code should reflect the applicant's residential address (not postal address) | Yes | To clarify information | No system change | 27 March 2013 |
| E416 Tax file number | 3.1 | Updated coding notes. | No | To clarify the code value and meaning. | No system change | 16 October 2013 |
| E461 Field of education code | 5.0 | Applications and Offers Data Collection Updated coding notes to include reference to TAC's Data Elements Map in the HEIMS Web Services Specification. | Yes | To clarify information | No system change. | 27 March 2013 |
| E466 Postal address - suburb/town | 5.0 | Applications and Offers Data Collection - Updated coding notes to include reference to Data Elements Map in the HEIMS Web Services Specification and that the code should reflect the applicant’s residential address (not postal address) | Yes | To clarify information | No system change. | 27 March 2013 |
| E467 Postal address - state code | 5.0 | Applications and Offers Data Collection - Updated coding notes to include reference to Data Elements Map in the HEIMS Web Services Specification and that the code should reflect the applicant’s residential address (not postal address) | Yes | To clarify information | No system change | 27 March 2013 |
| E468 Postal address - country name | 5.0 | Applications and Offers Data Collection - Updated coding notes to include reference to TAC's Data Elements Map in the HEIMS Web Services Specification and that the code should reflect the applicant's residential address (not postal address) | Yes | To clarify information | No system change | 27 March 2013 |
| E488 Commonwealth Higher Education Student Support Number (CHESSN) | 5.0 | Applications and Offers Data Collection Updated coding notes to include reference to TAC's Data Elements Map in the HEIMS Web Services Specification. | Yes | To clarify information | No system change | 27 March 2013 |
| E490 Student Status code | 4.3 | Inclusion of the additional codes for state subsidised students for VET FEE-HELP: 404,408,409,410,504,508,509,510. | Yes | New codes for New South Wales, Tasmania, Northern Territory and Australian Capital Territory government subsidised students | Possible system change | 05 March 2014 |
| E490 Student Status code | 4.2 | Addition of two new OS-HELP codes (241 & 242; Update to the description of code 240; Inclusion of codes 405, 407, 505 & 507; update to coding notes; update to SA-HELP codes description; | Yes | The two new codes are required to identify the increased loan limit for study in Asia and the supplementary assistance for Asian language study; updated code description for clarity; inclusion of four codes to cater for QLD and WA Government subsidised students; updated coding notes to clarify the use of new codes; update SA-HELP codes description for clarity | System change | 16 October 2013 |
| E493 Highest educational participation prior to commencement | 5.0 | Applications and Offers Data Collection - Updated coding notes to include reference to TAC's Data Elements Map in the HEIMS Web Services Specification. | Yes | To clarify information | No system change | 27 March 2013 |
| E566 Credit /status Higher Education provider code | 3.1 | Corrected the classification code range. | No | Document not updated earlier. | No system change | 16 October 2013 |