



2017 VET Data Collections submission guidelines

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Scope and structure documents

This document provides the submission guidelines for the 2017 Reporting year. These include the [scope](#) and [structure](#) guides for each data [file](#) you need to report.

All data is reported in a [submission](#). Each submission includes one or more data files.

The files included in the VET data collections are provided below.

For all details of this collection see the [VET Data Collections - 2017 Reporting Requirements](#).

Contact HEIMS Client Support

If you need assistance with any reporting issues please [contact us](#) at HEIMS.datacollections@education.gov.au or (02) 6240 7487.

Student Concordance (SC) scope

Version Details

Version:	1.0
First Year:	2015
Last Year:	

About

The Student Concordance (SC) file enables providers to revise Student Identification codes ([element 313](#)) that have previously been reported to the department.

Timing

Timing of submissions is detailed in the [reporting schedule](#) for the relevant reporting year.

Student concordance submissions may be reported at any time. Multiple submissions may be reported throughout the year.

Submission method

The Student Concordance (SC) file is the only file included in a Student Concordance submission.

Submissions are made using the Higher Education Provider Client Assistance Tool (HEPCAT). More information about this process is in the [HEPCAT User Guide](#).

Student Concordance (SC) file structure

Version Details

Version:	1.0
First Year:	2015
Last Year:	

Elements on the Student Concordance (SC) file

Type of record and element name	Element number	Position	Width	Data type
Student Identification Code (Old)	313	1-10	10	Alphanumeric
Student Identification Code (New)	313	11-20	10	Alphanumeric
Filler	N/A	21-70	50	Alphanumeric

TFN LookUp (TL) scope

Version Details

Version:	1.0
First Year:	2018
Last Year:	-

About

The TFN LookUp submission enables providers to check the TFN and personal information for new students to ensure their details can be matched with the data held by the ATO.

Timing

The TFN LookUp can be used at any time to verify a student's TFN.

Structure

The TL submission includes just the elements the ATO requires to verify a student's TFN. It is a subset of the data elements reported in the [VET Commonwealth Assisted Students \(VET HELP DUE\)](#) file.

Information about the structure and the elements in the TL file is in the [structure guidelines](#) for the relevant reporting year.

Each record in the TL file must have a unique combination of values for:

- Student identification code ([element 313](#))
- Tax file number ([element 416](#))

These two elements uniquely identify each record on the TL file.

More information

For more information about terms used in these guidelines see the [glossary](#).

TFN LookUp (TL) file structure

Version Details

Version:	1.0
First Year:	2018
Last Year:	-

Elements on the TFN LookUp (TL) file

Type of record and element name	Element number	Position	Width	Data type
Student identification code	313	1-10	10	Alphanumeric
Tax file number	416	11-21	11	Numeric
Date of birth	314	22-29	8	Numeric
Filler 26 spaces	N.A.	30-55	26	Alphanumeric
Student surname	402	56-85	30	Alphanumeric
Student given name – first	403	86-100	15	Alphanumeric
Student given name – others	404	101-130	30	Alphanumeric
Filler 130 spaces	N.A.	131-260	130	Alphanumeric
Address of permanent home residence – part 1	410	261-298	38	Alphanumeric
Address of permanent home residence – part 2	411	299-336	38	Alphanumeric
Residential address – suburb/town	469	337-363	27	Alphanumeric
Residential address – state	470	364-366	3	Alphanumeric
Address of permanent home residence – postcode	413	367-370	4	Alphanumeric
Residential address – country name	471	371-390	20	Alphanumeric
Filler 19 spaces	N.A.	391-409	19	Alphanumeric

TFN Revision (TR) scope

Version Details

Version:	1.0
First Year:	2018
Last Year:	-

About

The TFN Revision submission updates a student's TFN and personal information reported on the VET HELP DUE (VDU) submission when a student's TFN cannot be matched with the details held by the ATO.

Timing

TFN revisions are to be submitted whenever a provider has been notified that a student's TFN was not verified by the ATO.

Submission method

The TR file is the only file in TFN Revision submission.

Submissions are made using the [Higher Education Provider Client Assistance Tool \(HEPCAT\)](#). More information about this process is in the [HEPCAT User Guide Part 2](#).

Structure

The TR submission includes just the elements the ATO requires to verify a student's TFN and is a subset of the data elements reported in the VET HELP DUE file.

Information about the structure and the elements in the TR file is in the [structure guidelines](#) for the relevant reporting year.

Each record in the TR file must have a unique combination of values for:

- Student identification code ([element 313](#))
- Tax file number ([element 416](#))

These two elements uniquely identify each record on the TR file. The TR revision process only requires reporting of these key identifiers for the record and the elements to be corrected.

More information

For detailed information on how to revise previously reported VET HELP due data see the [Revising your data](#) toolkit.

For more information about terms used in these guidelines see the [glossary](#).

TFN Revision (TR) file structure

Version Details

Version:	1.0
First Year:	2018
Last Year:	-

Elements on the TFN Revision (TR) file

Type of record and element name	Element number	Position	Width	Data type
Student identification code	313	1-10	10	Alphanumeric
Tax file number	416	11-21	11	Numeric
Date of birth	314	22-29	8	Numeric
Filler 26 spaces	N.A.	30-55	26	Alphanumeric
Student surname	402	56-85	30	Alphanumeric
Student given name – first	403	86-100	15	Alphanumeric
Student given name – others	404	101-130	30	Alphanumeric
Filler 130 spaces	N.A.	131-260	130	Alphanumeric
Address of permanent home residence – part 1	410	261-298	38	Alphanumeric
Address of permanent home residence – part 2	411	299-336	38	Alphanumeric
Residential address – suburb/town	469	337-363	27	Alphanumeric
Residential address – state	470	364-366	3	Alphanumeric
Address of permanent home residence – postcode	413	367-370	4	Alphanumeric
Residential address – country name	471	371-390	20	Alphanumeric
Filler 19 spaces	N.A.	391-409	19	Alphanumeric

VET Commencement Date Revision (VRC) scope

Version Details

Version:	1.0
First Year:	2014
Last Year:	

About

The VET Commencement Date Revision submission enables providers to revise the Course of study commencement date ([element 534](#)) data that has previously been reported to the department on the [VET Student Load/liability \(LL\)](#) file in a Student submission.

Timing

Commencement date revisions may be reported at any time. Multiple submissions may be reported throughout the year.

Timing of submissions is detailed in the [reporting schedule](#) for the relevant reporting year.

Submission method

The VET Commencement Date Revision (VRC) file is the only file included in a VET Commencement Date Revision submission.

Commencement Date Revisions submissions are made using the [Higher Education Provider Client Assistance Tool \(HEPCAT\)](#). More information about this process is in the [HEPCAT User Guide Part 2](#).

Structure

Information about the structure and the elements in the VRC file is in the [structure guidelines](#) for the relevant reporting year.

Each record in the VRC file must have the same unique combination of values previously reported for a student in a VET Student submission for:

- Student identification code ([element 313](#))
- Course code ([element 307](#))

A record to be revised will be matched on these elements. The commencement date revision process only requires reporting of the key identifiers for the record and the values to be modified.

More information

For detailed information on how to revise previously reported student data see the [VET revision guides](#).

For more information about terms used in these guidelines see the [glossary](#).

VET Commencement Date Revision (VRC) file structure

Version Details

Version:	1.0
First Year:	2014
Last Year:	

Elements on the VET Commencement Date Revisions (VRC) file

Type of record and element name	Element number	Position	Width	Data type
Student identification code	313	1-10	10	Alphanumeric
Course code	307	11-20	10	Alphanumeric
Course of Study Commencement Date	534	21-26	6	Numeric
Filler	N/A	27-76	50	Alphanumeric

VET Commonwealth Assisted Students - HELP Due (VDU) scope

Version Details

Version:	6.1
First Year:	2017
Last Year:	

About

The VET Commonwealth Assisted Students (VDU) file, commonly referred to as the "VET HELP Due" submission, reports the personal details, including names, tax file numbers (TFN) and the Commonwealth Higher Education Student Support Numbers ([CHESSN](#)) of all students accessing a VET loan.

Student details from this file are provided to the Australian Taxation Office (ATO).

Timing

Timing of submissions is detailed in the [reporting schedule](#) for the relevant reporting year.

Two VET HELP Due submissions are created each year. The first submission includes student details for debts incurred between 1 January and 30 June. The second submission includes student details for debts incurred between 1 July and 31 December.

Submission method

The VDU file is the only file in a VET HELP Due submission.

VET HELP Due is different to other submissions. The data is not submitted. Instead, information from a validated VET HELP Due submission is provided as a "snapshot" of information in the VET Student and VET Student Revision submissions. The creation of a "snapshot" is an automated process in the [Higher Education Provider Client Assistance Tool \(HEPCAT\)](#).

Submissions are made using HEPCAT. More information about this process is in the [HEPCAT User Guide Part 2](#).

Structure

Information about the structure and the elements for the VDU file is in the [structure guidelines](#) for the relevant reporting year.

One record for each student and course combination is required on the VDU file. Each record must have a unique combination of values for:

- Student identification code ([element 313](#))
- Course code ([element 307](#))
- Commonwealth Higher Education Student Support Number (CHESSN) ([element 488](#)).

These elements are the key identifiers for each record on the VDU file. The VDU file also uses these values to identify matching records in a VET Student or a VET Student Revisions submission.

Updating data in a VET HELP Due submission

Additional records can be added to the VET HELP Due submission at any time. For detailed information on how to add or update records see the [VET revision guides](#).

More information

For more information about terms used in these guidelines see the [glossary](#).

VET Commonwealth Assisted Students - HELP Due (VDU) file structure

Version Details

Version:	3.0
First Year:	2012
Last Year:	

Elements on the VET Commonwealth Assisted Students – HELP Due (VDU) file

Type of record and element name	Element number	Position	Width	Data type
Student identification code	313	1-10	10	Alphanumeric
Tax file number	416	11-21	11	Numeric
Date of birth	314	22-29	8	Numeric
Gender code	315	30	1	Alphanumeric
Course code	307	31-40	10	Alphanumeric
Student title	405	41-55	15	Alphanumeric
Student surname	402	56-85	30	Alphanumeric
Student given name – first	403	86-100	15	Alphanumeric
Student given name – others	404	101-130	30	Alphanumeric
Postal address – part 1	406	131-168	38	Alphanumeric
Postal address – part 2	407	169-206	38	Alphanumeric
Postal address – Suburb/Town	466	207-233	27	Alphanumeric
Postal address – State	467	234-236	3	Alphanumeric
Postal address – Postcode	409	237-240	4	Alphanumeric
Postal address – Country Name	468	241-260	20	Alphanumeric
Address of permanent home residence – part 1	410	261-298	38	Alphanumeric
Address of permanent home residence – part 2	411	299-336	38	Alphanumeric
Residential address – Suburb/Town	469	337-363	27	Alphanumeric
Residential address – State	470	364-366	3	Alphanumeric
Address of permanent home residence – Postcode	413	367-370	4	Alphanumeric
Residential address – Country Name	471	371-390	20	Alphanumeric

Type of record and element name	Element number	Position	Width	Data type
Filler 9 spaces	N.A.	391-399	9	Alphanumeric
Commonwealth Higher Education Student Support Number (CHESSN)	488	400-409	10	Alphanumeric

VET Commonwealth Higher Education Student Support Number (CHESSN) scope

Version Details

Version:	5.1
First Year:	2017
Last Year:	

About

The Commonwealth Higher Education Student Support Number (CHESSN) is a number that uniquely identifies a Commonwealth assisted student. All students receiving a VET Student loan or VET FEE-HELP assistance must have a CHESSN.

The government uses the CHESSN to manage the VET entitlements of a student. Once a student is allocated a CHESSN it will remain linked to the student for the remainder of their academic life.

Students may use their CHESSN to access information on their use of VET assistance through **myUniAssist** on the [Study Assist](#) website.

Timing

A student in receipt of VET assistance must be allocated a CHESSN before receiving any VET assistance.

Allocation method

The data required for CHESSN allocation can be provided in two ways:

- in XML format sent to the department via a Web Service Interface (for allocation of one or many students)
- entered directly into the [HEIMS Administration](#) system (typically for allocation of a small number of CHESSNs).

The data sent via either of the above methods provides information about students to allow the allocation of a provisional CHESSN. The information provided will also be used to identify, with high probability, a unique individual so as to minimise allocating duplicate CHESSNs.

A CHESSN will only become active in HEIMS when a record for the student is received in the student submission. The provider will inform the student of their CHESSN through the Commonwealth Assistance Notice (CAN).

Structure

The [VET CHESSN structure guidelines](#) contain details of the complete set of data elements that can be reported. The actual elements reported will depend on the characteristics of a student.

The XML file structures are flexible. Individual records may vary in size depending on the information required and submitted. The [HEIMS Web Services CHESSN Technical Specification](#) provides technical information required to develop a web services interface.

Records to be included

Include any eligible domestic student providing informed consent for their data to be sent to HEIMS.

If a provider submits an XML file for the allocation of CHESSNs there must only be one record for a particular student.

Records to be excluded

- Eligible domestic students not providing consent for their data to be sent to HEIMS
- Overseas students.

More information

For more information about terms used in these guidelines see the [glossary](#).

VET Commonwealth Higher Education Student Support Number (CHESSN) file structure

Version Details

Version:	3.0
First Year:	2012
Last Year:	

Elements on the VET Commonwealth Higher Education Student Support Number (CHESSN) file

Element	Description	XML Data type	Field Length	Data Element**1	Code Value Source**2
AddressLine1	Postal address line 1 for a person.	string	50	406	
AddressLine2	Postal address line 2 for a person.	string	50	407	
BirthDate	Represents a person's date of birth.	date	10	314	
CitizenshipStatusCode	Indicates the citizenship or residency of a person.	string	1	358	HEPCAT Element 358
ContinuingStudentId	The student number allocated to a continuing student supplied by the Provider they are currently enrolled in.	string	10	313	
CountryCode	A code representing a country for the person's postal address.	string	4		HEPCAT Element 346
CountryName	The name of a country for the person's postal address.	string	46		

Element	Description	XML Data type	Field Length	Data Element**1	Code Value Source**2
FamilyName	Represents a person's family name or surname. If a person has only one name, it should go in this field.	string	40	402	
GivenName	The first name of the person, also known as Christian name.	string	40	403	
ProviderCode	The code representing a Provider a person has attended.	string	4		HEPCAT Element 306
ProviderName	The name of a Provider a person has attended.	string	200		
ProviderNumber	The student number allocated to a person when they attended a Provider.	string	10		
ProviderYear	The year in which a person attended a Provider.	gYear	4		
LocalityName	The full name of the general locality containing the specific postal address. This will normally be the name of a town or suburb.	string	46	466	
OtherGivenName	Represents any other names a person has such as middle names.	string	40	404	

Element	Description	XML Data type	Field Length	Data Element**1	Code Value Source**2
PostCode	The numeric descriptor for a postal delivery area, aligned with locality, suburb or place.	string	12	409	
PreviousName - FamilyName	Represents a person's previous family name or surname.	string	40		
PreviousName - GivenName	The previous first name of the person, also known as Christian name.	string	40		
PreviousName - OtherGivenName	Represents any previous other names a person has such as middle names.	string	40		
RecordId	An identifier assigned to each transaction so that they can be distinguished when the server returns the results.	string	20		
SexCode	A code indicating the biological distinction between male and female.	string	1	315	M, F
StateCode	A code indicating an Australian address state or territory code.	string	3	467	NSW, QLD, VIC, TAS, ACT, NT, SA, WA or AAT.

Element	Description	XML Data type	Field Length	Data Element**1	Code Value Source**2
AttendedPreviousHepCode	An indicator as to whether a person attended a previous HEP (Higher Education Provider).	string	**3		AttendedYear12, DidNotAttendYear12 or Unknown.
AttendedYear12Code	An indicator as to whether a person attended Year 12 at an Australian high school.	string	**4		
Year12Number	A Year 12 student number.	string	11		
Year12SchoolName	The name of an Australian school in which a person attended Year 12.	string	200		
Year12StateCode	The state or territory in which a person attended Year 12 in an Australian high school.	string	3		NSW, QLD, VIC, TAS, ACT, NT, SA, WA or AAT.
Year12Year	The year in which a person attended Year 12 in an Australian high school.	gYear	4		

- 1 Data Element – This column identifies the equivalent data element in the Data Collection.
- 2 Code Value Source – code value data elements are limited to values identified by the Code Value Source. Those indicated with a “Data element” indicates that the list of possible values for the element is equivalent to the list of that Data Collection element number.
- 3 No field length is defined in the XLM schema for these data element codes as the value is restricted to defined code values.
- 4 No field length is defined in the XLM schema for these data element codes as the value is restricted to defined code values.

VET Course Completions (VCC) scope

Version Details

Version:	6.1
First Year:	2017
Last Year:	

About

The VET Course Completions (VCC) file contains information about all approved courses that have been completed by students eligible to apply for a VET student loan or VET FEE-HELP assistance.

Timing

Timing of submissions is detailed in the [reporting schedule](#) for the relevant reporting year.

The submission date in the reporting schedule is the final date by which data should be received by the department. Data can be submitted prior to the due date.

Submission method

The VCC file is the only file included in the VET Course Completions submission.

Submissions are made using the [Higher Education Provider Client Assistance Tool \(HEPCAT\)](#). More information about this process is in the [HEPCAT User Guide Part 2](#).

Structure

Information about the structure and the elements in the VCC file is in the [structure guidelines](#) for the relevant reporting year.

Each record in the VCC file must have a unique combination of values for:

- Student identification code ([element 313](#))
- Course code ([element 307](#))
- Reporting year and period code ([element 415](#)).

These elements are the key identifiers for a course completions record. A record to be revised will be matched on these elements.

There must be a related course on the VET Course of Study submission for the reporting year.

Revisions

The VET Course Completions submission can also be used to revise previously submitted data. When revising a course completion record it must be submitted with the same key identifiers as originally reported.

Revised records can be submitted at any time. For detailed information on how to revise previously reported course completions data see the [VET revision guides](#).

More information

For more information about terms used in these guidelines see the [glossary](#).

VET Course Completions (VCC) file structure

Version Details

Version:	3.0
First Year:	2012
Last Year:	

Elements on the VET Course Completions (VCC) file

Type of record and element name	Element number	Position	Width	Data type
Student identification code	313	1-10	10	Alphanumeric
Course code	307	11-20	10	Alphanumeric
Commonwealth Higher Education Student Support Number (CHESSN)	488	21-30	10	Alphanumeric
Reporting Year and Period Code	415	31-35	5	Numeric
Variation reason code	446	36-36	1	Numeric
Filler 50 spaces	N/A	37-86	50	Alphanumeric
Filler 3 spaces	N/A	87-89	3	Alphanumeric

VET Course of Study (VCO) scope

Version Details

Version:	6.1
First Year:	2017
Last Year:	

About

The VET Course of Study (VCO) file contains information on all approved courses to be provided for a reporting year.

Courses must first be registered in [training.gov.au \(TGA\)](http://training.gov.au) and in the department's [HELP IT System \(HITS\)](#) prior to being included in the VCO file.

Data submissions reported to the department are checked against the course information held on the VCO file.

Timing

Timing of submissions is detailed in the [reporting schedule](#) for the relevant reporting year.

The VET Course of Study submission must be reported before the first VET Student submission for the year.

Submission method

The VCO file is the only file included in a VET Course of Study submission.

Submissions are made using the [Higher Education Provider Client Assistance Tool \(HEPCAT\)](#). More information about this process is in the [HEPCAT User Guide Part 2](#).

Approved courses are listed in the "View" menu in HEPCAT.

Structure

Information about the structure and elements of the VCO file is in the [structure guidelines](#) for the relevant reporting year.

The key element in the VCO file is the course code ([element 307](#)). This code identifies the course and links the submission to related submissions.

The course code ([element 307](#)) must be the same as the course code shown in TGA and in HITS.

Reporting new or additional courses for the reporting year

New courses that have not yet been submitted to the department can be reported on additional VET Course of Study submissions at any time during the year.

Reporting courses from previous years

Courses from previous years can be reported in the current VET Course of Study submission.

The Reporting year and period code ([element 415](#)) identifies the year to which a course relates.

Revisions

Generally revisions to VET course of study data must be coordinated through the department.

A revision can only be made to course information where a particular code has been reported incorrectly through a genuine administrative error. For example, if an incorrect value was reported for any of the key elements they can be revised to reflect the correct information.

For more information on how to revise previously reported course data see the [VET revision guides](#).

More information

For more information about terms used in these guidelines see the [glossary](#).

VET Course of Study (VCO) file structure

Version Details

Version:	3.0
First Year:	2012
Last Year:	

Elements on the VET Course of Study (VCO) file

Type of record and element name	Element number	Position	Width	Data type
Filler 82 spaces	N/A	1-82	82	Alphanumeric
Course code	307	83-92	10	Alphanumeric
Course name - full	308	93-164	72	Alphanumeric
Course of study type code	310	165-166	2	Numeric
Field of education code	461	167-172	6	Numeric
Filler 2 spaces	N/A	173-174	2	Alphanumeric
Course of study load	350	175-176	2	Numeric
Filler 7 spaces	N/A	177-183	7	Alphanumeric
Filler 50 spaces	N/A	184-233	50	Alphanumeric
Reporting Year and Period Code	415	234-238	5	Numeric

VET Enrolment Revisions (VER) scope

Version Details

Version:	3.1
First Year:	2017
Last Year:	

About

The VET Enrolment Revisions submission enables providers to revise data that has been previously reported to the department on the [VET Enrolment \(VEN\)](#) file in the VET Student submission.

New enrolment records or records omitted from a previous VET Student submission can only be reported through a new VET Student submission.

Timing

VET enrolment revisions may be reported at any time. Multiple submissions may be reported throughout the year.

Submission method

The VER file is the only file included in a VET Enrolment Revisions submission.

Submissions are made using the [Higher Education Provider Client Assistance Tool \(HEPCAT\)](#). More information about this process is in the [HEPCAT User Guide Part 2](#).

Structure

Information about the structure and the elements in the VER file is in the structure guidelines for the relevant reporting year.

Each record in the VER file must have the same unique combination of values previously reported for a student in a VET Student submission for:

- Student identification code ([element 313](#))
- Course code ([element 307](#))
- Reporting year and period code ([element 415](#)).

These elements are the key identifiers for a student's enrolment record. A record to be revised will be matched on these elements. The VET enrolment revision process only requires reporting of the key identifiers for a student's enrolment record and the values to be modified.

More information

For detailed information on how to revise previously reported enrolment values see the [VET revision guides](#).

For more information about terms used in these guidelines see the [glossary](#).

VET Enrolment Revisions (VER) file structure

Version Details

Version:	1.0
First Year:	2012
Last Year:	

Elements on the VET Enrolment Revisions (VER) file

Type of record and element name	Element number	Position	Width	Data type
Student identification code	313	1-10	10	Alphanumeric
Course code	307	11-20	10	Alphanumeric
Date of Birth	314	21-28	8	Numeric
Gender code	315	29	1	Alphanumeric
Aboriginal and Torres Strait Islander code	316	30	1	Numeric
Location code of term residence	319	31-35	5	Alphanumeric
Location code of permanent home residence	320	36-40	5	Alphanumeric
New basis for admission to current course	327	41-42	2	Numeric
Type of attendance code	330	43	1	Numeric
Country of birth code	346	44-47	4	Numeric
Year of arrival in Australia	347	48-51	4	Alphanumeric
Language spoken at home code	348	52-55	4	Numeric
Credit offered value	565	56-59	4	Numeric
Credit /status Higher Education provider code	566	60-63	4	Numeric
Filler 3 spaces	N/A	64-66	3	Alphanumeric
Disability	386	67-74	8	Numeric
Filler 5 spaces	N/A	75-79	5	Alphanumeric
Commencing location code of permanent home residence	476	80-84	5	Alphanumeric
Name of suburb/town/locality	486	85-111	27	Alphanumeric
Filler 5 spaces	N/A	112-116	5	Alphanumeric

Type of record and element name	Element number	Position	Width	Data type
Highest educational participation prior to commencement	493	117-122	6	Alphanumeric
Filler 2 spaces	N/A	123-124	2	Alphanumeric
Commonwealth Higher Education Student Support Number (CHESSN)	488	125-134	10	Alphanumeric
Reporting Year and Period Code	415	135-139	5	Numeric
Credit used value	560	140-143	4	Numeric
Details of prior study for which credit/RPL was offered	561	144-147	4	Numeric
Field of education of prior VET study for which credit/RPL was offered	562	148-151	4	Numeric
Level of education of prior VET study for which credit/RPL was offered	563	152-154	3	Numeric
Type of provider where VET study was undertaken	564	155-156	2	Numeric
Filler 4 spaces	N/A	157-160	4	Alphanumeric
Filler 50 spaces	N/A	161-210	50	Alphanumeric
Filler 4 spaces	N/A	211-214	4	Alphanumeric
Study Reason Identifier	575	215-216	2	Alphanumeric
Labour Force Status Identifier	576	217-218	2	Alphanumeric
Unique Student Identifier	584	219-228	10	Alphanumeric

VET Revised Student Load Liability (VRL) scope

Version Details

Version:	1.0
First Year:	2017
Last Year:	

About

The Revised VET Student Load/Liability (VRL) file enables providers to revise previously reported student load liability data. This file is used in the VET Student Revision submission.

For more information see [VET Administrative Information for Providers](#).

Timing

Student revisions may be reported at any time. Multiple submissions may be reported throughout the year.

Submission method

The VSR file is one of three files incorporated in the VET student revision submission. The other files are the:

- [VET Student Revisions \(VSR\)](#)
- [VET Commonwealth Assisted Students \(VDU\)](#) (in a validated VET HELP Due submission).

When reporting a Student Revision submission it is recommended that you read the VSR and the VDU file scope guidelines in conjunction with the VRL scope.

Submissions are made using the [Higher Education Provider Client Assistance Tool \(HEPCAT\)](#). More information about this process is in the [HEPCAT User Guide Part 2](#).

Structure

Information about the structure and elements included in the VRL file is in the structure guidelines for the relevant reporting year.

Each record in the VLL file must have a unique combination of values for:

- Student identification code ([element 313](#))
- Course code ([element 307](#))
- Unit of study code ([element 354](#))
- Unit of study census date ([element 489](#))
- Commonwealth Higher Education Student Support Number (CHESSN) ([element 488](#)).

These elements uniquely identify a student's unit of study/part of a course. A record to be revised will be matched on these elements.

More information

For more information about terms used in these guidelines see the [glossary](#).

VET Revised Student Load Liability (VRL) file structure

Version Details

Version:	3.0
First Year:	2012
Last Year:	

Elements on the VET Load Liability (VLL) & Revised Student Load Liability (VRL) file

Type of record and element name	Element number	Position	Width	Data type
Student identification code	313	1-10	10	Alphanumeric
Course code	307	11-20	10	Alphanumeric
Course of study commencement date	534	21-26	6	Alphanumeric
Academic organisational unit code	333	27-29	3	Alphanumeric
Equivalent Full-Time Student Load	339	30-39	10	Numeric
Unit of study code	354	40-49	10	Alphanumeric
Unit of Study Census date	489	50-57	8	Alphanumeric
Discipline code	464	58-63	6	Numeric
Mode of attendance code	329	64-64	1	Numeric
Postcode or overseas country code location of Higher Education/VET Provider campus/delivery location	477	65-69	5	Alphanumeric
Citizen/resident indicator	358	70-70	1	Numeric
Filler 1 space	N/A	71-71	1	Alphanumeric
Student Status code	490	72-74	3	Numeric
Total amount charged	384	75-82	8	Numeric
Amount paid up front	381	83-90	8	Numeric
Loan fee	529	91-98	8	Numeric
Commonwealth Higher Education Student Support Number (CHESSN)	488	99-108	10	Alphanumeric
Filler 3 spaces	N/A	109-111	3	Alphanumeric
Unit of study HELP Debt	558	112-119	8	Numeric

Type of record and element name	Element number	Position	Width	Data type
Filler 50 spaces	N/A	120-169	50	Alphanumeric
Recognition of Prior Learning indicator	577	170-170	1	Numeric

VET Student Enrolment (VEN) scope

Version Details

Version:	6.1
First Year:	2017
Last Year:	

About

VET providers are required to report data for all students studying in approved VET courses who are eligible to apply for a VET student loan or VET FEE HELP assistance.

The data reported in the VET Enrolment (VEN) file provides a profile of each student (e.g. date of birth, gender, home location, country of birth). This file is used in the VET Student submission.

Each record provides information for a particular student/course combination for a reporting period. Generally there is only one enrolment record in the VEN file for each student. However, where a particular student is undertaking more than one course in the same reporting period there may be more than one record for that student in the VEN file.

The VEN file can also include student records omitted from a previous VET Student submission due to administrative error.

For more information see the [VET Administrative Information for Providers](#).

Timing

Timing of submissions is detailed in the [reporting schedule](#) for the relevant reporting year.

The submission date in the reporting schedule is the final date by which data should be received by the department. Data can be submitted at any time after a census date has passed. A provider may submit more than one submission for a period.

Submission method

The VEN file is one of three files incorporated in the VET Student submission. The other files are the:

- [VET Student Load Liability \(VLL\)](#)
- [VET Commonwealth Assisted Students \(VDU\)](#) (in a validated HELP Due submission).

When reporting a VET Student submission it is recommended that you read the VLL and VDU file scope guidelines in conjunction with these scope guidelines.

Submissions are made using the [Higher Education Provider Client Assistance Tool \(HEPCAT\)](#). More information about this process is in the [HEPCAT User Guide Part 2](#).

Structure

Information about the structure and elements in the VEN file is in the [structure guidelines](#) for the relevant reporting year.

Each record in the VEN file must have a unique combination of values for:

- Student identification code ([element 313](#))
- Course code ([element 307](#))
- Reporting year and period code ([element 415](#)).

These elements are the key identifiers for a student's enrolment record. Enrolment records must also have consistent values for:

- Student identification code ([element 313](#))
- Date of birth ([element 314](#))
- Gender code ([element 315](#))
- Commonwealth Higher Education Student Support Number (CHESSN) ([element 488](#)).

A record to be revised will be matched on these elements.

All records reported on the VEN file must have a matching record on the VLL file where the Reporting year and period code ([element 415](#)) is equal to the year component of the a Unit of study census date ([element 489](#)).

Revisions

Enrolment data that has previously been reported to the department in a VET Student submission can be revised through a VET Enrolment Revision submission.

Revised data can be submitted at any time. For detailed information on how to revise previously reported data refer to the [VET enrolment revisions \(VER\) file scope guidelines](#) and the [VET revision guides](#).

More information

For more information about terms used in these guidelines see the [glossary](#).

VET Student Enrolment (VEN) file structure

Version Details

Version:	3.0
First Year:	2012
Last Year:	

Elements on the VET Enrolment (VEN) file

Type of record and element name	Element number	Position	Width	Data type
Student identification code	313	1-10	10	Alphanumeric
Course code	307	11-20	10	Alphanumeric
Date of Birth	314	21-28	8	Numeric
Gender code	315	29	1	Alphanumeric
Aboriginal and Torres Strait Islander code	316	30	1	Numeric
Location code of term residence	319	31-35	5	Alphanumeric
Location code of permanent home residence	320	36-40	5	Alphanumeric
New basis for admission to current course	327	41-42	2	Numeric
Type of attendance code	330	43	1	Numeric
Country of birth code	346	44-47	4	Numeric
Year of arrival in Australia	347	48-51	4	Alphanumeric
Language spoken at home code	348	52-55	4	Numeric
Credit offered value	565	56-59	4	Numeric
Credit /status Higher Education provider code	566	60-63	4	Numeric
Filler 3 spaces	N/A	64-66	3	Alphanumeric
Disability	386	67-74	8	Numeric
Filler 5 spaces	N/A	75-79	5	Alphanumeric
Commencing location code of permanent home residence	476	80-84	5	Alphanumeric
Name of suburb/town/locality	486	85-111	27	Alphanumeric
Filler 5 spaces	N/A	112-116	5	Alphanumeric

Type of record and element name	Element number	Position	Width	Data type
Highest educational participation prior to commencement	493	117-122	6	Alphanumeric
Filler 2 spaces	N/A	123-124	2	Alphanumeric
Commonwealth Higher Education Student Support Number (CHESSN)	488	125-134	10	Alphanumeric
Reporting Year and Period Code	415	135-139	5	Numeric
Credit used value	560	140-143	4	Numeric
Details of prior study for which credit/RPL was offered	561	144-147	4	Numeric
Field of education of prior VET study for which credit/RPL was offered	562	148-151	4	Numeric
Level of education of prior VET study for which credit/RPL was offered	563	152-154	3	Numeric
Type of provider where VET study was undertaken	564	155-156	2	Numeric
Filler 4 spaces	N/A	157-160	4	Alphanumeric
Filler 50 spaces	N/A	161-210	50	Alphanumeric
Filler 4 spaces	N/A	211-214	4	Alphanumeric
Study Reason Identifier	575	215-216	2	Alphanumeric
Labour Force Status Identifier	576	217-218	2	Alphanumeric
Unique Student Identifier	584	219-228	10	Alphanumeric

VET Student Load Liability (VLL) scope

Version Details

Version:	6.1
First Year:	2017
Last Year:	

About

VET providers are required to report data for all students studying in approved VET courses who are eligible to apply for a VET student loan or VET FEE-HELP assistance.

The VET Student Load/Liability (VLL) file contains records of student load (equivalent full time student load or EFTSL) and liability (or debt) for all units of study or part of a course undertaken in the reporting year. This file is used in the VET Student submission.

The VLL file can also include student records omitted from a previous VET Student submission due to administrative error.

For more information see [VET Administrative Information for Providers](#).

Timing

Timing of submissions is detailed in the [reporting schedule](#) for the relevant reporting year.

The submission date in the reporting schedule is the final date by which data should be received by the department. Data can be submitted at any time after a census date has passed. A provider may submit more than one submission for a period.

Submission method

The VLL file is one of three files incorporated in the VET Student submission. The other files are the:

- [VET Student Enrolment \(VEN\)](#)
- [VET Commonwealth Assisted Students \(VDU\)](#) (in a validated HELP Due submission).

When reporting a VET Student submission it is recommended that you read the VEN and VDU file scope guidelines in conjunction with these scope guidelines.

Submissions are made using the [Higher Education Provider Client Assistance Tool \(HEPCAT\)](#). More information about this process is in the [HEPCAT User Guide Part 2](#).

Structure

Information about the structure and elements included in the VLL files is in the [structure guidelines](#) for the relevant reporting year.

Each record in the VLL file must have a unique combination of values for:

- Student identification code ([element 313](#))
- Course code ([element 307](#))
- Unit of study code ([element 354](#))
- Unit of study census date ([element 489](#))
- Commonwealth Higher Education Student Support Number (CHESSN) ([element 488](#)).

These elements are the key identifiers for a student's unit of study or part of a course. A record to be revised will be matched on these elements.

Revisions

VET data that has previously been reported to the department in a VET Student submission can be revised through a VET Student Revision submission.

Revised data can be submitted at any time. For detailed information on how to revise previously reported VET load liability data see the [revision guides](#).

More information

For more information about terms used in these guidelines see the [glossary](#).

VET Student Load Liability (VLL) file structure

Version Details

Version:	3.0
First Year:	2012
Last Year:	

Elements on the VET Load Liability (VLL) & Revised Student Load Liability (VRL) file

Type of record and element name	Element number	Position	Width	Data type
Student identification code	313	1-10	10	Alphanumeric
Course code	307	11-20	10	Alphanumeric
Course of study commencement date	534	21-26	6	Alphanumeric
Academic organisational unit code	333	27-29	3	Alphanumeric
Equivalent Full-Time Student Load	339	30-39	10	Numeric
Unit of study code	354	40-49	10	Alphanumeric
Unit of Study Census date	489	50-57	8	Alphanumeric
Discipline code	464	58-63	6	Numeric
Mode of attendance code	329	64-64	1	Numeric
Postcode or overseas country code location of Higher Education/VET Provider campus/delivery location	477	65-69	5	Alphanumeric
Citizen/resident indicator	358	70-70	1	Numeric
Filler 1 space	N/A	71-71	1	Alphanumeric
Student Status code	490	72-74	3	Numeric
Total amount charged	384	75-82	8	Numeric
Amount paid up front	381	83-90	8	Numeric
Loan fee	529	91-98	8	Numeric
Commonwealth Higher Education Student Support Number (CHESSN)	488	99-108	10	Alphanumeric
Filler 3 spaces	N/A	109-111	3	Alphanumeric
Unit of study HELP Debt	558	112-119	8	Numeric

Type of record and element name	Element number	Position	Width	Data type
Filler 50 spaces	N/A	120-169	50	Alphanumeric
Recognition of Prior Learning indicator	577	170-170	1	Numeric

VET Student Revisions (VSR) scope

Version Details

Version:	6.1
First Year:	2017
Last Year:	

About

The VET Student Revision submission enables providers to revise data that has been previously reported to the department on the [VET Student Load Liability \(VLL\)](#) file included in the VET Student submission.

The submission reports details of deletions, changes due to administrative error and remission of student VET debts.

New records or records omitted from a previous Student submission should be reported through a new Student submission.

Timing

Student revisions may be reported at any time. Multiple submissions may be reported throughout the year.

Timing of submissions is detailed in the [reporting schedule](#) for the relevant reporting year.

Submission method

The VSR file is one of three files incorporated in the VET Student Revision submission. The other files are the:

- [VET Revised Student Load Liability \(VRL\)](#)
- [VET Commonwealth Assisted Students \(VDU\)](#) (in a validated VET HELP Due submission).

The VSR file includes the key elements needed to identify student record(s) requiring revision or deletion.

When reporting a VET Student Revision submission it is recommended that you read the VLL/VRL and VDU scope guidelines in conjunction with these scope guidelines.

Submissions are made using the [Higher Education Provider Client Assistance Tool \(HEPCAT\)](#). More information about this process is in the [HEPCAT User Guide Part 2](#).

Structure

Information about the structure and the elements in the VSR file is in the [structure guidelines](#) for the relevant reporting year.

Each record on the VSR file must have a unique combination of values for:

- Student identification code ([element 313](#))
- Course code ([element 307](#))
- Unit of study code ([element 354](#))
- Academic organisational unit code ([element 333](#))
- Unit of study census date ([element 489](#)).

These elements uniquely identify a student's unit of study/or part of a course. A record to be revised will be matched on these elements.

When deleting a record, the record only needs to be reported on the VSR file. No corresponding record is required on the VRL or VDU files.

Records to include

- Remission of a student's debt.
 - When a student's debt is remitted in special circumstances details of the remission must always be reported in a VET Student Revision submission.
If a unit of study/part of a course is remitted after the census date, but before reporting the VET Student submission, the original record must be reported on the VLL file as part of the VET Student submission and the subsequent remission must then be reported in the VET Student Revision submission.
- Revisions or deletions due to administrative error.
 - If a student's information changes due to administrative error and prior to it being reported to the department, the new details can be incorporated in a VET Student submission (see [VLL scope guidelines](#)). There is no requirement in these circumstances to report the original record in a VET Student submission and then a revised record in a VET Student Revision submission.

More information

For detailed information on how to revise previously reported data see the [VET revision guides](#).

For more information about terms used in these guidelines see the [glossary](#).

VET Student Revisions (VSR) file structure

Version Details

Version:	3.0
First Year:	2012
Last Year:	

Elements on the VET Student Revisions (VSR) file

Type of record and element name	Element number	Position	Width	Data type
Student identification code	313	1-10	10	Alphanumeric
Course Code	307	11-20	10	Alphanumeric
Unit of study code	354	21-30	10	Alphanumeric
CHESSN	488	31-40	10	Alphanumeric
Unit of study census date	489	41-48	8	Numeric
Variation Reason Code	446	49	1	Numeric
Authorising Officer	543	50-89	40	Alphanumeric
Academic Organisational Unit code	333	90-92	3	Alphanumeric
Filler 8 spaces	N.A.	93-100	8	Alphanumeric
Filler 50 spaces	N.A.	101-150	50	Alphanumeric

VET Unit of Study Completions (VCU) scope

Version Details

Version:	6.1
First Year:	2017
Last Year:	

About

The VET Unit of Study Completions (VCU) file records the completion status for each unit of study or part of a course undertaken by students in the reporting year.

There must be a record in the VCU file for every record reported on all [VET Student Load Liability \(VLL\)](#) files for the reporting year.

Timing

Timing of submissions is detailed in the [reporting schedule](#) for the relevant reporting year.

The submission date in the reporting schedule is the final date by which data should be received by the department. Data can be submitted prior to the due date.

Submission method

The VCU file is the only file included in the VET Unit of Study Completions submission.

Submissions are made using the [Higher Education Provider Client Assistance Tool \(HEPCAT\)](#). More information about this process is in the [HEPCAT User Guide Part 2](#).

Structure

Information about the structure and the elements included in the VCU file is in the [structure guidelines](#) for the relevant reporting year.

Each record in the VCU file must have a unique combination of values for:

- Student identification code ([element 313](#))
- Course code ([element 307](#))
- Unit of study code ([element 354](#))
- Unit of study census date ([element 489](#)).

These elements are the key identifiers for a student's unit of study/part of a course and must be the same as originally reported in the VLL file. Each record will then be updated with the reported completion status ([element 355](#)).

A student may have undertaken a unit of study/part of a course more than once in a reporting year. For example, they may repeat a unit which they previously failed. Where repeats occur, completion status may differ between records provided they have different values for the Unit of study census date ([element 489](#)).

Records to be excluded

Records for units of study which have been remitted or deleted are to be excluded from this file.

Revisions

The VET Unit of Study Completions submission can also be used to revise previously submitted data. When revising a unit of study completions record it must be submitted with the same key identifiers as originally reported.

Revised data can be submitted at any time. For detailed information on how to revise previously reported data see the [VET revision guides](#).

More information

For more information about terms used in these guidelines see the [glossary](#).

VET Unit of Study Completions (VCU) file structure

Version Details

Version:	3.0
First Year:	2012
Last Year:	

Elements on the VET Enrolment (VEN) file

Type of record and element name	Element number	Position	Width	Data type
Student identification code	313	1-10	10	Alphanumeric
Course code	307	11-20	10	Alphanumeric
Unit of study code	354	21-30	10	Alphanumeric
Unit of study completion status	355	31	1	Numeric
Commonwealth Higher Education Student Support Number (CHESSN)	488	32-41	10	Alphanumeric
Unit of study census date	489	42-49	8	Numeric
Filler	N.A.	50-99	50	Alphanumeric