Higher Education Student - 2018 submission guidelines

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Scope and structure documents

This document provides the submission guidelines for the 2018 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 Higher Education Student Data Collection are provided below.

For all details of this collection see the Higher Education Student Data Collection - 2018 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.

Campus (CM) scope

Version Details

Version:	7.0
First Year:	2016
Last Year:	-

About

The Campus (CM) file contains information about undergraduate and postgraduate course work courses for domestic students and the campuses at which they are delivered for the reporting year.

The CM file also includes information on offshore courses.

Timing

Timing of submissions is detailed in the reporting schedule for the relevant reporting year.

The Campus submission is due by 1 August. It is essential that course and campus data are received by this date to ensure students have accurate information about courses offered in the coming year.

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

Submission method

The CM file is the only file included in the Campus 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 elements of the CM file is in the structure guidelines for the relevant reporting year.

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

- Campus location (element 525)
- Offer year (element 556)
- TAC offer (element 557)
- Course campus postcode (element 559).

These elements are the key identifiers for a campus record.

All course codes (element 307) reported on the Course of Study (CO) file that meet the following conditions must be reported in the CM file:

- The course is an undergraduate or postgraduate course work course, where Course of study type code (element 310) equals 04-14, 20, 21 or 22 and which offers Commonwealth supported and/or domestic fee paying places
  OR
- The course is an offshore course where offshore delivery indicator (element 571) on the CM file is reported as "1" or "2".

Where a course code (element 307) is offered at more than one location a record is to be provided for the course at each campus location (element 525).

Reporting new or additional courses for the year
New courses that are additional to those already provided to the department can be reported on an additional Campus submission at any time during the year.

Revising campus data
The Campus submission can also be used to revise previously submitted campus data. When revising a campus record, the record must be submitted with the same key identifiers as originally reported.

Key identifiers can only be corrected by first deleting the incorrect record with the Campus Deletion submission. For more information about campus deletions refer to the Campus Deletions (CD) scope guidelines for the relevant reporting year.

Revised data can be submitted at any time. For detailed information on how to revise previously reported campus data see the higher education revision guides.

More information
For more information about terms used in these guidelines see the glossary.

Campus (CM) file structure

Version Details

Version:	4.0
First Year:	2013
Last Year:	-

Elements on the Campus (CM) file

Type of record and element name	Element number	Position	Width	Data type
Course code	307	1-10	10	Alphanumeric
Course campus postcode	559	11-15	5	Alphanumeric
Campus Location	525	16-42	27	Alphanumeric
Course fee type	536	43	1	Numeric
Additional entrance criteria	537	44	1	Numeric
Indicative student contribution amount for a Commonwealth Supported place	495	45-49	5	Numeric
Indicative tuition fee for a domestic fee–paying place	496	50-54	5	Numeric
Entry cut–off for a Commonwealth Supported Place (CSP)	497	55-58	4	Numeric
Entry Cut–off for a domestic fee–paying student	498	59-62	4	Numeric
QLD Entry cut–off for a Commonwealth Supported Place	523	63-66	4	Numeric
QLD Entry cut–off for a domestic fee–paying student	524	67-70	4	Numeric
Eligibility Score	552	71-74	4	Numeric
QLD Eligibility Score	555	75-78	4	Numeric
Offer Year	556	79-82	4	Numeric
TAC Offer	557	83-87	5	Alphanumeric
Type of Operation of Campus	569	88-89	2	Numeric
Principal Mode of Delivery of Offshore Course	570	90-91	2	Numeric
Offshore Delivery Indicator	571	92-93	2	Numeric
Filler 50 spaces	N.A.	94-143	50	Alphanumeric
Areas of study	580	144-5143	5000	Alphanumeric

Type of record and element name	Element number	Position	Width	Data type
Course search keywords	581	5144-7643	2500	Alphanumeric

Campus Deletions (CD) scope

Version Details

Version:	4.0
First Year:	2016
Last Year:	-

About

The Campus Deletion (CD) file enables providers to delete campus records that have been previously reported on a Campus submission. These records may have been reported in error or the course may no longer be delivered from the reported campus location.

The Campus Deletion submission also supports the modification of the following data elements reported in the Campus submission. These elements uniquely identify a campus record and cannot be updated though the Campus submission.

- Campus location (element 525)
- Offer year (element 556)
- TAC offer (element 557)
- Course campus postcode (element 559)

To change these elements, the incorrect record must first be deleted in the Campus Deletion submission. A new updated record can then be reported in a new Campus submission for the reporting year.

Timing

A Campus Deletion submission may be reported at any time. Multiple submissions may be reported throughout the year.

Submission method

The CD file is the only file included in a Campus Deletion 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 CD file are in the structure guidelines for the relevant reporting year.

Revisions

Campus data can only be deleted in the Campus Deletion submission.

For detailed information on how to delete previously reported campus data see the higher education revision guides.

More information

For information about the Campus submission refer to the Campus file (CM) scope guidelines.

For more information about terms used in these guidelines see the glossary.

Campus Deletions (CD) file structure

Version Details

Version:	1.0
First Year:	2012
Last Year:	-

Elements on the Campus Deletions (CD) file

Type of record and element name	Element number	Position	Width	Data type
Course code	307	1-10	10	Alphanumeric
Course campus postcode	559	11-15	5	Alphanumeric
Campus Location	525	16-42	27	Alphanumeric
Offer Year	556	43-46	4	Numeric
Filler 50 spaces	N.A.	47-96	50	Alphanumeric

Commencement Date Revision (RC) scope

Version Details

Version:	1.0
First Year:	2014
Last Year:	

About

The 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 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 Commencement Date Revision (RC) file is the only file included in a 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 RC file is in the structure guidelines for the relevant reporting year.

Each record in the RC file must have the same unique combination of values previously reported for a student in a 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 higher education revision guides.

For more information about terms used in these guidelines see the glossary.

Commencement Date Revision (RC) file structure

Version Details

Version:	1.0
First Year:	2014
Last Year:	

Elements on the Commencement Date Revisions (RC) 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

Commonwealth Assisted Students – HELP Due (DU) scope

Version Details

Version:	7.0
First Year:	2018
Last Year:	

About

The Commonwealth Assisted Students (DU) file, commonly referred to as the "HELP Due" submission, reports the personal details, including names, tax file numbers (TFN) and Commonwealth Higher Education Student Support Numbers (CHESSN) of all Commonwealth assisted students.

Commonwealth assisted students are:

- all Commonwealth supported students who pay their contributions up front, defer their contribution through HECS-HELP or are contribution exempt
- students who access FEE-HELP assistance
- students who access OS-HELP assistance
- students who access SA-HELP assistance

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 DU files are created and validated in a HELP Due submission each year. The first file includes student details for debts incurred between 1 January and 30 June. The second file includes student details for debts incurred between 1 July and 31 December.

Submission method

The DU file is the only file in HELP Due submission.

HELP Due is different to other submissions. The data is not submitted. Instead, information from a validated HELP Due submission is provided as a "snapshot" of information to support the following submissions:

- Student
- Student Revision
- SA-HELP
- OS-HELP
- OS-HELP Revision.

The creation of a "snapshot" is an automated process in the Higher Education Provider Client Assistance Tool (HEPCAT).

When you report any of these submissions to the department, TFN data in the snapshots are encrypted to protect the privacy of students' personal information. You will need to use your encryption key provided by the ATO when you submit data that includes information from the HELP Due.

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 in the DU file is in the structure guidelines for the relevant reporting year.

One record for each student and course combination is required on the DU 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 DU file. The DU file also uses these values to identify matching records in a Student, OS-HELP, SA-HELP or related revisions submission.

Revising HELP DUE data
The higher education revision guides provide detailed information on how to revise data reported in a DU submission. This includes how to:

- add new records to an existing submission
- update personal details for student records in an existing submission
- correct a student's TFN or personal details if their information could not be verified by the ATO

More information
For more information about terms used in these guidelines see the glossary.

Commonwealth Assisted Students – HELP Due (DU) file structure

Version Details

Version:	3.0
First Year:	2012
Last Year:	

Elements on the Commonwealth Assisted Students - Help Due (DU) 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
Filler	N.A.	391-399	9	Alphanumeric

Type of record and element name	Element number	Position	Width	Data type
Commonwealth Higher Education Student Support Number (CHESSN)	488	400-409	10	Alphanumeric

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.

Providers must allocate a CHESSN to all domestic students supported by the Commonwealth through:

- the HELP program;
- the Commonwealth Scholarship program; and
- the Research Training Program.

The government uses the CHESSN to manage the entitlements of a Commonwealth assisted 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 Commonwealth assistance through *myUniAssist* on the Study Assist website.

Timing

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

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
- Domestic students not providing consent for their data to be sent to HEIMS
- Overseas students (except those receiving Research Training Program support)

More information

For more information about terms used in these guidelines see the glossary.

Commonwealth Higher Education Student Support Number (CHESSN) file structure

Version Details

Version:	3.0
First Year:	2012
Last Year:	

Elements on the 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 HEP (Higher Education 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	
HepCode	The code representing a HEP (Higher Education Provider) a person has attended.	string	4		HEPCAT Element 306
HepName	The name of a HEP (Higher Education Provider) a person has attended.	string	200		
HepNumber	The student number allocated to a person when they attended a HEP (Higher Education Provider).	string	10		
HepYear	The year in which a person attended a HEP (Higher Education 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.
AttendedPreviousHepCode	An indicator as to whether a person attended a previous HEP (Higher Education Provider).	string	**3		AttendedYear12, DidNotAttendYear12 or Unknown.

Element	Description	XML Data type	Field Length	Data Element[1]	Code Value Source[2]
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.

Commonwealth Scholarship (CS) scope

Version Details

Version:	7.0
First Year:	2018
Last Year:	

About

The Commonwealth Scholarship (CS) submission includes records for all students who are offered a Commonwealth Scholarship and/or commencing or continuing with a Commonwealth Scholarship of the following types:

- Indigenous Commonwealth Education Costs Scholarship (Indigenous-CECS)
- Indigenous Commonwealth Accommodation Scholarship (Indigenous-CAS)

All students must have a record reported to the department for each reporting period from the time the student commences a Commonwealth Scholarship until the time the scholarship ends.

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 deadline when data should be received by the department. Data can be submitted at any time prior to the due date.

Reporting students commencing or continuing a Commonwealth Scholarship

Providers must report a record to the department for each scholarship type in each half year:

- for the first half year (1 January to 30 June) data must be reported to the department no later than 31 August of the current year.
- for the second half year (1 July to 31 December) data must be reported to the department no later than 31 March of the following year.

Reporting students offered a Commonwealth Scholarship

Providers must report data to the department for students who have been offered a Commonwealth Scholarship in each half year:

- Indigenous Commonwealth Education Costs Scholarship (Indigenous‑CECS)
- Indigenous Commonwealth Accommodation Scholarship (Indigenous‑CAS)

Providers must report by the following dates:

- for the first half year (1 January to 30 June) this data must be reported before 22 January of the current year.
- for the second half year (1 July to 31 December) this data must be reported before 15 June of the current year.

Submission method

Commonwealth Scholarship submissions are made using either HEIMS Administration Web Browser or Web Services. Information on using Web Browser is in the Commonwealth Scholarships User Guide. The requirements for using Web Services are in the Technical Specifications for Commonwealth Scholarship.

Structure

Information about the structure and the elements in the CS file are in the structure guidelines for the relevant reporting year.

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

- Student identification code (element 313)
- Commonwealth Scholarship (CS) type code (element 545)
- Reporting year and period code (element 415)

These elements are the key identifiers for a scholarship record.

Revisions

The CS submission can also be used to revise previously submitted data. When revising a CS record, the record must be submitted with the same key identifiers as originally reported.

Revised records can be submitted at any time by reporting a CS submission. For information on how to revise previously reported data see the higher education revision guides.

More information

For more information about terms used in these guidelines see the glossary.

Commonwealth Scholarship (CS) file structure

Version Details

Version:	3.0
First Year:	2012
Last Year:	

Elements on the Commonwealth Scholarship (CS) file

Type of record and element name	Element number	Position	Width	Data type
Student identification code	313	1-10	10	Alphanumeric
Commonwealth Higher Education Student Support Number (CHESSN)	488	11-20	10	Alphanumeric
Student title	405	21-35	15	Alphanumeric
Student given name – first	403	36-50	15	Alphanumeric
Student surname	402	51-80	30	Alphanumeric
Postal address – part 1	406	81-118	38	Alphanumeric
Postal address – part 2	407	119-156	38	Alphanumeric
Postal Address – scholarship postcode	568	157-166	10	Alphanumeric
Postal Address suburb/town for the student/applicant	466	167-193	27	Alphanumeric
Postal Address – state code	467	194-196	3	Alphanumeric
Postal Address – country name	468	197-216	20	Alphanumeric
Commonwealth Scholarship (CS) type code	545	217	1	Alphanumeric
Reporting Year and Period Code	415	218-222	5	Numeric
Commonwealth Scholarship (CS) status code	526	223	1	Numeric
Commonwealth Scholarship (CS) termination reason code	538	224	1	Numeric
Scholarship Variation code	567	225	1	Numeric
Filler	N.A.	226-374	149	Alphanumeric

Course of Study (CO) scope

Version Details

Version:	7.0
First Year:	2016
Last Year:	

About

The Course of Study (CO) file contains information on all courses to be provided for a reporting year. Information included on this file is incorporated into published reports.

Course information on the CO file is referenced by most data submitted for the Higher Education Data Collection:

- Student submission, which includes the Student Enrolment (EN), Student Load/Liability (LL) and Commonwealth Assisted Students (DU) files
- OS-HELP submission which includes the OS-HELP (OS) and Commonwealth Assisted Students (DU) files
- OS-HELP Revision submission which includes the OS-HELP Revisions (OR), Revised OS-HELP (RO) and Commonwealth assisted students (DU) files
- SA-HELP submission which includes the SA-HELP (SA) and Commonwealth Assisted Students (DU) files
- Student Revisions which includes the Revised Student Load Liability (RL), Student Revision (SR) and Commonwealth Assisted Students (DU) files
- Enrolment Revisions submission which includes the Enrolment Revision (ER) file
- Unit of Study Completions submission which includes the Unit of Study Completions (CU) file
- Past Course Completions submission which includes the Past Course Completions (PS) file
- Campus submission which includes the Campus (CM) file

Refer to the scope guidelines for each file for more information about these submissions.

Timing

Timing of submissions is detailed in the reporting schedule for the relevant reporting year.

The Course of Study submission is due by 1 August. It is essential that course and campus data are received by this date to ensure students have accurate information about courses offered in the coming year.

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

Submission method

CO is the only file included in a 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.

Structure

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

The key elements in the CO file are:

- Course of study code (element 533). This code identifies a course of study at the highest level. It is only reported in the CO file. Note that:
  - a number of courses of study may lead to the same undergraduate award.
  - a student can transfer from one course to another in the same course of study and would not be treated as a commencing student for administration purposes.
- Course code (element 307). This code identifies courses (or streams) in a course of study. This is the lower level element used to describe the course and link to other related student data submissions.

A Course of study code (element 533) may only have one value reported for the following elements which uniquely identify the course of study:

- Course of study type code (element 310)
- Course of study load (element 350)
- Combined course of study indicator (element 455).

A Course code (element 307) can only be related to one Course of study code (element 533) and all its related values. That is, there must only be one record for each combination of values for Course of study code (element 533) / Course code (element 307).

Reporting of combined courses

A combined course of study can only be reported once on the Course of Study submission. Appropriate values must be reported for the Field of education code (element 461) and Field of education supplementary code (element 462).

Reporting new or additional courses for the reporting year

New courses and courses of study that are additional to those already provided to the department can be reported on an additional Course of Study submission at any time during the year.

Reporting courses from previous years

Courses from previous years can be reported in the current Course of Study submission. For example, the 2014 Course of Study submission may also include course data relating to 2012 or 2013.

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

Revisions

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

A revision can only be made to course of study 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 detailed information on how to revise previously reported course data see the higher education revision guides.

More information

For more information about terms used in these guidelines see the glossary.

Course of Study (CO) file structure

Version Details

Version:	3.0
First Year:	2012
Last Year:	

Elements on the Course of Study (CO) file

Type of record and element name	Element number	Position	Width	Data type
Course of study code	533	1-10	10	Alphanumeric
Course of study name	394	11-82	72	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
Special course type code	312	173-174	2	Numeric
Course of study load	350	175-176	2	Numeric
Field of education supplementary code	462	177-182	6	Numeric
Combined course of study indicator	455	183	1	Numeric
Filler 50 spaces	N.A.	184-233	50	Alphanumeric
Reporting Year and Period Code	415	234-238	5	Numeric

Enrolment Revisions (ER) scope

Version Details

Version:	2.0
First Year:	2015
Last Year:	

About

The Enrolment Revision submission enables providers to revise student enrolment data that has previously been reported to the department on the Student Enrolment (EN) file in a Student submission.

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

Timing

Enrolment 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 ER file in the only file included in an Enrolment Revisions submission.

Enrolment 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 ER file is in the structure guidelines for the relevant reporting year.

Each record in the ER file must have the same unique combination of values previously reported for a student in a 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 enrolment 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 enrolment data see the higher education revision guides.

For more information about terms used in these guidelines see the glossary.

Enrolment Revisions (ER) file structure

Version Details

Version:	2.0
First Year:	2018
Last Year:	

Elements on the Enrolment Revisions (ER) 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	29-29	1	Alphanumeric
Aboriginal and Torres Strait Islander code	316	30-30	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	43-43	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
Tertiary entrance score	369	64-66	3	Numeric
Disability	386	67-74	8	Numeric
Previous RTS EFTSL	460	75-78	4	Numeric
Separation status of Higher Degree Research students	465	79-79	1	Numeric
Commencing location code of permanent home residence	476	80-84	5	Alphanumeric
Name of suburb/town/locality	486	85-111	27	Alphanumeric
Overseas student fee for students subject to minimum indicative fee	500	112-116	5	Numeric

Type of record and element name	Element number	Position	Width	Data type
Highest educational participation prior to commencement	493	117-122	6	Numeric
Scholarship type code	487	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
Year Left School	572	157-160	4	Alphanumeric
Filler 50 spaces	N.A.	161-210	50	Alphanumeric
Highest educational attainment of parent/guardian 1	573	211-212	2	Alphanumeric
Highest educational attainment of parent/guardian 2	574	213-214	2	Alphanumeric
Filler 4 spaces	N.A.	215-218	4	Alphanumeric
Higher degree by research end–user engagement code	593	219-228	10	Numeric

OS-HELP (OS) & Revised OS-HELP (RO) scope

Version Details

Version:	6.0
First Year:	2015
Last Year:	

About

The OS-HELP (OS) file contains records of students who receive OS-HELP assistance.

OS-HELP provides financial assistance to eligible students to undertake some of the study towards their Australian qualification overseas. OS-HELP assistance may be used to cover expenses associated with the overseas study, such as airfares, accommodation and other expenses. OS-HELP assistance may also be used for language study.

This Revised OS-HELP (RO) file enables providers to revise previously reported OS-HELP data. This file is used in the OS-HELP Revisions submission (see Revisions below).

For more information about OS-HELP see the Administrative Information for Providers (AIP): Student Support.

Timing

Timing of submissions is detailed in the reporting schedule for the relevant reporting year.

There are two deadlines a year for OS-HELP submissions. The first submission includes debts incurred between 1 January and 30 June. The second submission includes debts incurred between 1 July and 31 December.

The submission dates included in the reporting schedule are the final deadlines when data should be received by the department. Data can be submitted prior to the due date.

Submission method

The OS file is one of two files incorporated in the OS-HELP submission. The other file is the Commonwealth Assisted Students (DU) file. In each OS-HELP submission, if there is a record on the OS file, there must be a matching record on the DU file for the same reporting year and period.

When reporting an OS-HELP submission it is recommended that you read DU file scope guidelines in conjunction with the OS 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 the elements in the OS/RO files are in the structure guidelines for the relevant reporting year.

Each record in the OS/RO files must have a unique combination of values for:

- Student identification code (element 313)
- Commonwealth Higher Education Student Support Number (CHESSN) (element 488)
- Course code (element 307)
- OS-HELP study period commencement date (element 521).
- Student status code (element 490).

These elements are the key identifiers for a student's OS-HELP record. A record to be revised will be matched on these elements.

Revisions

OS-HELP data that has previously been reported to the department in an OS-HELP submission can be revised through an OS-HELP Revision submission.

The OS-HELP Revisions submission incorporates data from two files:

- Revised OS-HELP (RO)
- OS-HELP Revisions (OR)

When reporting an OS-HELP Revisions submission it is recommended that you read the OR and DU file scope guidelines in conjunction with these scope guidelines.

Revised data can be submitted at any time. For detailed information on how to revise previously reported load liability data see the higher education revision guides.

More information

For more information about terms used in these guidelines see the glossary.

OS-HELP (OS) & Revised OS-HELP (RO) file structure

Version details

Version:	3.1
First Year:	2014
Last Year:	

Elements on the OS-HELP (OS) and Revised OS-HELP (RO) 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
OS-HELP payment amount	528	31-38	8	Numeric
OS-HELP Study period commencement date	521	39-46	8	Alphanumeric
Loan fee	529	47-54	8	Numeric
OS-HELP debt incurral date	527	55-62	8	Numeric
Student Status	490	63-65	3	Numeric
OS-HELP country of study code – primary	553	66-69	4	Numeric
OS-HELP country of study code – secondary	554	70-73	4	Numeric
Filler 50 spaces	N.A.	74-123	50	Alphanumeric
OS-HELP Language code	582	124-127	4	Numeric
OS-HELP Language study commencement date	583	128-135	8	Numeric

Past Course Completions (PS) scope

Version Details

Version:	6.0
First Year:	2015
Last Year:	

About

The Past Course Completion (PS) file contains information about all courses completed by domestic and overseas students undertaking a course of study leading to an organisation's higher education award.

Timing

Timing of submissions is detailed in the reporting schedule for the relevant reporting year.

Providers submit the Past Course Completions submission once a year. This submission includes courses completed by students during the reporting year.

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

Submission method

The PS file is the only file included in the Past 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 PS file is in the structure guidelines for the relevant reporting year.

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

• Student identification code (element 313)
• Course code (element 307)
• Specialisation code (element 463)
• Reporting year and period code (element 415).

These elements are the key identifiers for a student's course completions record. There can be up to three records for each Student identification code / Course code, as up to three specialisations may be reported for a student in a course.

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

Records to be excluded

Records are to be excluded for students who have been admitted under a formal exchange program with an overseas institution.

However, overseas students enrolled in a higher degree by research at PhD level as part of a cotutelle arrangement are to be reported on this submission.

Special Cases

- Where a combined course leads to more than one award, a course completion is only to be reported on the Past Course Completions submission when the requirements of all the awards have been met.

Records are to be included for students who are granted an award (e.g. BA) after ceasing even if the student was enrolled in a combined course (e.g. BA/LLB). However, the course code (element 307) must be coded to the course for which the award was conceded (e.g. BA) and not the combined course (e.g. BA/LLB).

Where a student is granted an award (e.g. BA) after partial completion of the requirements of a combined course which normally leads to a single award (e.g. BA/LLB), and then resumes study of the combined course in the next year, then the award granted (BA) is not to be reported in the Past Course Completions submission.

- Where a student has completed a course for which ALL units of study have been completed either solely through Open Universities Australia (OUA) or through the OUA and another university, the following reporting procedures apply:

  - In the university's Past Course Completions submission, the value for the Mode of attendance code (element 329) is to be set at 4
  - The value for the Total exemption granted (element 385) is to be set at 99, indicating in effect that the exemption was granted to 100% of the course's requirements. (This element cannot be coded as 100 as it only has a 2-digit field). In these circumstances the student is not reported in the university's Student submission.

Revisions

The Past 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 data see the higher education revision guides.

More information

For more information about terms used in these guidelines see the glossary.

Past Course Completions (PS) file structure

Version Details

Version:	4.0
First Year:	2018
Last Year:	

Elements on the Past Course Completions (PS) 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	Alphanumeric
Gender code	315	29-29	1	Alphanumeric
Aboriginal and Torres Strait Islander code	316	30-30	1	Numeric
Citizen/resident indicator	358	31-31	1	Numeric
Course commencement date	328	32-37	6	Alphanumeric
Mode of attendance code	329	38-38	1	Numeric
Type of attendance code	330	39-39	1	Numeric
Specialisation code	463	40-45	6	Numeric
Filler 2 spaces	N.A.	46-47	2	Alphanumeric
Country of birth code	346	48-51	4	Numeric
Year of arrival in Australia	347	52-55	4	Alphanumeric
Language spoken at home code	348	56-59	4	Numeric
Total exemption granted	385	60-61	2	Numeric
Disability	386	62-69	8	Numeric
Scholarship type code	487	70-71	2	Alphanumeric
Commonwealth Higher Education Student Support Number (CHESSN)	488	72-81	10	Alphanumeric
Reporting Year and Period Code	415	82-86	5	Numeric
Variation reason code	446	87-87	1	Numeric
Filler 50 spaces	N.A.	88-137	50	Alphanumeric
Completion percentage	578	138-140	3	Numeric

Type of record and element name	Element number	Position	Width	Data type
Joint Degree Partner Higher Education Provider Code	579	141-144	4	Numeric
Higher degree by research thesis submission date	591	145-150	6	Numeric
Higher degree by research completion date	592	151-156	6	Numeric

SA-HELP (SA) scope

Version Details

Version:	4.0
First Year:	2015
Last Year:	

About

The SA-HELP (SA) file contains records about students who receive a SA-HELP loan. This file is included in the SA-HELP submission.

The SA-HELP scheme provides financial assistance to eligible students who are required to pay a service and amenities fee at the higher education provider. The scheme covers all or part of this fee.

Only the portion of the SA-HELP debt that the student has elected to defer must be reported in each calendar year.

Timing

Timing of submissions is detailed in the reporting schedule for the relevant reporting year.

There are two deadlines a year for SA-HELP submissions. The first submission includes debts incurred between 1 January and 30 June. The second submission includes debts incurred between 1 July and 31 December.

The submission dates included in the reporting schedule are the final deadlines when data should be received by the department. Data can be submitted prior to the due date.

Submission method

The SA file is one of two files included in the SA-HELP submission. The other file is the Commonwealth Assisted Students (DU) file. In each SA-HELP submission, if there is a record on the SA file, there must be a matching record on the DU file for the same reporting year and period.

When reporting the SA-HELP submission it is recommended that you read the scope guidelines for the DU file 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 SA file is in the structure guidelines for the relevant reporting year.

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

- Student identification code (element 313)
- Course code (element 307)
- HELP debt incurral date (element 527).

These elements are the key identifiers for a student's SA-HELP record.

Revisions

The SA-HELP submission can also be used to revise previously submitted data. When revising SA-HELP data, the record 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 SA-HELP data see the higher education revision guides.

More information

For more information about terms used in these guidelines see the glossary.

SA-HELP (SA) file structure

Version Details

Version:	1.0
First Year:	2012
Last Year:	

Elements on the SA-HELP (SA) 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
Total amount charged	384	31-38	8	Numeric
Amount paid up front	381	39-46	8	Numeric
HELP debt amount	558	47-54	8	Numeric
HELP debt incurral date	527	55-62	8	Numeric
Citizen/resident indicator	358	63-63	1	Numeric
Student Status code	490	64-66	3	Numeric
Variation reason code	446	67-67	1	Numeric
Filler 50 spaces	N.A.	68-117	50	Alphanumeric

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.

Structure

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

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

- Student Identification code (Old) (element 313)
- Student Identification code (New) (element 313)

These elements are the key identifiers for a concordance record. HEIMS uses these key elements to locate existing students and their records in the database.

All Student Identification codes (Old) must have been previously reported to HEIMS.

For detailed information on how to revise Student Identification codes see the higher education revision guides.

More information

For more information about terms used in these guidelines see the glossary.

The following table lists some of the terms which may be used to describe both old and new Student Identification codes.

Student Identification code (*Old*)	Student Identification code (*New*)
Student ID you *don't* want	Student ID you *do* want
***Previous* Student ID**	*Current* Student ID
***Not preferred* Student ID**	*Preferred* Student ID
***Defunct* Student ID**	*Live* Student ID
***Obsolete* Student ID**	*Active* Student ID
***Wrong* Student ID**	*Correct* Student ID

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

Student Enrolment (EN) scope

Version Details

Version:	6.0
First Year:	2015
Last Year:	

About

Higher education providers (providers) approved under the *Higher Education Support Act 2003 (HESA)* must report data for all domestic and overseas students enrolled in or undertaking a course of study leading to a higher education award of the organisation.

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

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

For more information see Administrative Information for Providers (AIP): Student Support.

Timing

Timing of submissions is detailed in the reporting schedule for the relevant reporting year.

There are up to four deadlines for each reporting year which depend on the census dates for unit(s) of study offered by a provider. Data can be submitted at any time after a census date. A provider may submit more than one submission for a period.

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

Submission method

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

- Student Load/liability (LL)
- Commonwealth Assisted Students (DU) (in a validated HELP Due submission).

When reporting a Student submission it is recommended that you read the LL and DU 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 EN file is in the structure guidelines for the relevant reporting year.

Each record in the EN 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 EN file must have a matching record on the LL 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 Student submission can be revised through an Enrolment Revisions submission.

Revised data can be submitted at any time. For detailed information on how to revise previously reported enrolment data see the Enrolment revision (ER) file scope guidelines and the higher education revision guides.

More information

For more information about terms used in these guidelines see the glossary.

Student Enrolment (EN) file structure

Version Details

Version:	4.0
First Year:	2018
Last Year:	

Elements on the Student Enrolment (EN) 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
Tertiary entrance score	369	64-66	3	Numeric
Disability	386	67-74	8	Numeric
Previous RTS EFTSL	460	75-78	4	Numeric
Separation status of Higher Degree Research students	465	79	1	Numeric
Commencing location code of permanent home residence	476	80-84	5	Alphanumeric
Name of suburb/town/locality for the student	486	85-111	27	Alphanumeric
Overseas student fee	500	112-116	5	Numeric

Type of record and element name	Element number	Position	Width	Data type
Highest educational participation prior to commencement	493	117-122	6	Alphanumeric
Scholarship code	487	123-124	2	Numeric
Commonwealth Higher Education Student Support Number (CHESSN)	488	125-134	10	Alphanumeric
Reporting Year / Period	415	135-139	5	Numeric
Credit used value	560	140-143	4	Numeric
Details of prior study for which credit was offered	561	144-147	4	Numeric
Field of education of prior VET study for which credit was offered.	562	148-151	4	Numeric
Level of education of prior VET study for which credit was offered.	563	152-154	3	Numeric
Type of provider where VET study was undertaken	564	155-156	2	Numeric
Year Left School	572	157-160	4	Alphanumeric
Filler 50 spaces	N.A.	161-210	50	Alphanumeric
Highest educational attainment of parent/guardian 1	573	211-212	2	Alphanumeric
Highest educational attainment of parent/guardian 2	574	213-214	2	Alphanumeric
Filler 4 spaces	N.A.	215-218	4	Alphanumeric
Higher degree by research end–user engagement code	593	219-228	10	Numeric

Student Load Liability (LL) & Revised Student Load Liability (RL) scope

Version Details

Version:	6.0
First Year:	2015
Last Year:	

About

Higher education providers (providers) approved under the *Higher Education Support Act 2003 (HESA)* are required to report data for all domestic and overseas students enrolled in or undertaking a course of study leading to a higher education award of the organisation.

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

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

The Revised Student Load Liability (RL) file enables providers to revise previously reported student load liability data. This file is used in the Student Revision submission (see Revisions below).

For more information see Administrative Information for Providers (AIP): Student Support.

Timing

Timing of submissions is detailed in the reporting schedule for the relevant reporting year.

There are up to four deadlines for each reporting year which depend on the census dates for unit(s) of study offered by a provider. Data can be submitted at any time after a census date. A provider may submit more than one submission for a period.

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

Submission method

The LL file is one of three files incorporated in the Student submission. The other files are the

- Student enrolment (EN)
- Commonwealth assisted students (DU) (in a validated HELP Due submission).

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

Similarly, when revising data, the RL file is one of three files incorporated in a Student Revision submission. See Revisions below for more information.

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 LL/LR files is in the structure guidelines for the relevant reporting year.

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

- Student identification code (element 313)
- Course code (element 307)
- Academic organisational unit code (element 333)
- 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. A record to be revised will be matched on these elements.

Inclusions and Exclusions

For details about types of units of study and records that should be included and excluded on the LL file and special cases please refer to Attachment A – Inclusions and Exclusions.

Revisions

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

The Student Revision submission incorporates data from three files:

- Revised Student Load/Liability (RL)
- Student Revision (SR)
- Commonwealth Assisted Students (DU) (in a validated HELP Due submission).

When reporting a Student Revision submission it is recommended that you read the SR and the DU file scope guidelines in conjunction with these scope guidelines.

Revised data can be submitted at any time. For detailed information on how to revise previously reported load liability data see the higher education revision guides.

More information

For more information about terms used in these guidelines see the glossary.

Attachment A – Inclusions and Exclusions

Types of units of study to be included on the LL file
Units of study in any of the following categories must be included in the LL file:

- units of study undertaken by a student enrolled at the provider in:

    - an award course
    - an enabling course
    - a non-award course
    - a cross-institutional program where the program is a required component of an award course or enabling course at another Higher Education Provider.

- units of study which are wholly work experience in industry.
- units of study which were omitted from a previous submission due to special circumstances, administrative error or change in study program.
- revisions to units of study previously reported, but not of the type reported in a Student Revision submission.
- units of study for which the reporting provider gives the teaching resources, including:

    - those undertaken at the reporting provider in connection with an enrolment at the reporting provider in an award course, enabling course or cross-institutional program; or
    - those in connection with an enrolment at the reporting provider in an award course or enabling course, but the units;

        - are undertaken at another Australian provider; and
        - resources for the program are provided by the reporting provider; or

    - those undertaken in connection with an enrolment at another Australian provider in an award or enabling course, but the units:

        - are undertaken at the reporting provider as a cross-institutional program; and
        - resources for the program are provided by the reporting provider.

- units of study undertaken by an overseas student who has come to Australia as an exchange student or Study Abroad student, but is being charged a tuition fee by the Australian provider.
- units of study undertaken at a non-Australian provider by an Australian exchange student as part of a formal exchange program (including cotutelle) arranged between the Australian provider and the non-Australian overseas provider for the student and for whom:

    - the units of study will be counted as credit towards an award course at the Australian provider;
    - tuition fees are not charged by the non-Australian overseas provider; and
    - resources are not provided by the Australian provider.

- units of study undertaken by domestic students with a third party provider where:

  - the student is enrolled in the unit or course of study with an eligible provider;
  - the provider is responsible for accrediting the unit or course of study as a higher education award;
  - the tuition fee or student contribution amount for the unit is set and charged by the provider.

- units of study undertaken by overseas students with a third party provider where:

  - the student is enrolled in the unit or course of study with an eligible provider;
  - the provider is responsible for accrediting the unit or course of study as a higher education award;
  - the fees charged to overseas students in respect of their course must be sufficient to recover the full average costs of providing the course.

Types of records to be excluded from the LL file

Some types of records are not reported on the LL file. These include records identified below relating to:

- students
- units of study; and
- courses

Types of students for whom records are to be excluded

The LL file excludes details for units of study undertaken by:

- overseas students who have come to Australia as exchange students as part of a formal exchange program (including cotutelle) arranged between providers, but who are not being charged tuition fees by the provider; and
- English language intensive courses for overseas students (ELICOS) students.

Types of units of study for which records are to be excluded

The LL file excludes records of the following types:

- units of study for which the cost of resources are met by another Australian provider.
- units of study involving work experience undertaken as a requirement of a course or a unit of study, but which does not involve planned teaching-learning activities or does not generate credit which counts towards the course's total credit requirements.

Types of courses for which unit of study records are to be excluded

Records are excluded for students in a course type which on the Course of Study submission has a value for the Course of study type code (element 310) of higher doctorate (01).

Special Cases

Cross-institutional programs

The Administrative Information for Providers (AIP): Student Support has detailed information about Cross-institutional programs.

The definition of cross-institutional program specifies a number of criteria which must be satisfied for a program of study to be treated as being a cross-institutional.

Units of study which comprise a cross-institutional program must be included in the file for the one Australian provider. The provider which meets the cost of resources for the unit of study is required to report this unit of study. Examples are provided below:

> *Example 1 - Where provider A pays money or provides other resources to provider B (which conducts the unit of study) the record for the unit of study is to be included in the file for provider A only. In this case the record will not be coded as a cross-provider record, but will simply be treated as a course type being undertaken at provider A.*

Where provider A does not pay money or provide other resources to provider B (which conducts the unit of study as a cross-institution program), the unit of study is to be included in the file of provider B only, and coded as a cross-provider program.

In both cases in Example 1, the load for the rest of the student's course (units of study which are undertaken at provider A) is only to be included in the LL file for provider A.

Voluntary units, non-required units

In assigning course codes to units of study undertaken as voluntary or non-required units, the following conventions are to apply:

- If the unit of study is being undertaken voluntarily by a student after the course completion has been reported, the unit of study is to be assigned a course code through element 307 - Course code which is applicable to a non-award course.
- If the unit of study is being undertaken voluntarily by a student and it cannot be counted as credit towards the course or program being undertaken by the student then it is to be assigned a course code through Course Code (element 307) which is applicable to a non-award course.

Exemptions or deferral from units

If a student has been granted an exemption or deferral from a unit of study, the load for the unit of study for this student should not be reported.

Units of study of one year duration

Units of study of one year duration should be reported as single units of study, with a single value for Unit of study census date (element 489) which is no earlier than 20 per cent into the duration of the unit.

If, however, a provider wishes to restructure yearlong units of study for reporting purposes, the restructured units of study will be recognised as different units of study, with different values for Unit of study census date (element 489) and must be treated in accordance with the requirements of HESA.

Research course of study

Fee–paying research

- Research units of study undertaken on a fee–paying basis should be structured and reported according to the provider's charging policy for research students. If the provider charges the students on a half year by half year basis, the units of study should be reported on half yearly, and treated as different units of study, in accordance with the requirements of HESA. (e.g. a Masters by Research course could be treated as four different units of study, each representing a half year over the two years of the course.)

Non fee–paying research

- Research units of study undertaken on a non fee–paying basis can be structured in a way that allows them to be reported at regular intervals (e.g. once every half year). The provider can set the unit of study census date at any time in the half year period, provided the unit of study census date falls at least 20% into the duration of the unit of study.

Australian students studying overseas at a non-Australian Higher Education Provider

Load which is to be reported in the LL file for Australian students studying overseas at a non-Australian provider is defined above under **Types of units of study to be included on the LL file**. The following types of units of study should not be reported in the LL file for the Australian exchange student overseas:

- Units of study which will not be counted for credit towards the course enrolled in at the reporting higher education provider.

Where there is load reported in the LL file for the Australian exchange student, Course Code (element 307) is to indicate the course towards which credit will be counted by the Australian higher education provider.

For units of study undertaken in the Australian higher education provider by an overseas student who has come to Australia as part of a formal exchange program, and that student is paying a tuition fee, then load for that student is subject to the normal requirements for inclusion in submissions of the LL file as fee–paying overseas students.

Student Load Liability (LL) & Revised Student Load Liability (RL) file structure

Version Details

Version:	3.0
First Year:	2012
Last Year:	

Elements on the Student Load Liability (LL) & Revised Student Load Liability (RL) 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
Maximum student contribution indicator	392	71-71	1	Numeric
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
Work experience in industry indicator	337	109-109	1	Numeric
Permanent resident eligibility for HELP assistance	390	110-110	1	Numeric
Summer and Winter school indicator	551	111-111	1	Numeric
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
Filler 1 space	N.A.	170-170	1	Alphanumeric

Student Revisions (SR) scope

Version Details

Version:	6.0
First Year:	2015
Last Year:	

About

The Student Revision submission enables providers to revise data that has been previously reported to the department on the Student Load/Liability (LL) file in the Student submission.

The submission reports details of deletions or changes due to administrative error and remission of HECS-HELP and FEE-HELP debts. It includes revisions for units of study with a census date on or after 1 January 2005. To report revisions to units of study with a census date before 1 January 2005 see the Administrative Information for Providers (AIP): Student Support.

New unit of study 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 Student Revisions (SR) file is one of three files incorporated in the Student Revision submission. The other files are the:

- Revised Student Load Liability (RL)
- Commonwealth Assisted Students (DU) (in a validated HELP Due submission).

The SR file includes the key elements needed to identify unit of study record(s) requiring revision or deletion.

When reporting a Student Revision submission it is recommended that you read the LL/RL and DU scope guidelines in conjunction with this scope guideline.

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 SR file is in the structure guidelines for the relevant reporting year.

Each record in the SR 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 are the key identifiers for a student's unit of study record. A record to be revised will be matched on these elements.

When deleting a record, the record only needs to be reported on the SR file. No corresponding record is required on the RL or DU files.

Records to include

- Remission of a student's HECS-HELP or FEE-HELP debt.

  - When a student's debt is remitted in special circumstances details of the remission must always be reported in a Student Revision submission.
    If a unit of study is remitted after the census date, but before reporting the Student submission, the original record must be reported on the LL file as part of the Student submission and the subsequent remission must then be reported in the 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 Student submission (see LL scope guidelines). There is no requirement in these circumstances to report the original record in a Student submission and then a revised record in a Student revision submission.

More information

For detailed information on how to revise previously reported data see the higher education revision guides.

For more information about terms used in these guidelines see the glossary.

Student Revisions (SR) file structure

Version Details

Version:	3.0
First Year:	2012
Last Year:	

Elements on the Student Revisions (SR) 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
Commonwealth Higher Education Student Support Number (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
OS-HELP study period commencement date	521	93-100	8	Numeric
Filler 50 spaces	N.A.	101-150	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 Commonwealth Assisted Students (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 HELP DUE (DU) 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 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 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

Unit of Study Completions (CU) scope

Version Details

Version:	6.0
First Year:	2015
Last Year:	

About

The Unit of Study Completions (CU) file records the completion status for each unit of study undertaken by students in the reporting year.

There must be a record in the CU file for every record reported on all Student Load/Liability (LL) files for the reporting year.

Timing

Timing of submissions is detailed in the reporting schedule for the relevant reporting year.

Providers submit the Unit of Study Completions submission once a year. This submission includes the completion status of all units undertaken between 1 January and 31 December of the reporting year.

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

Submission method

The CU file is the only file included in the 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 in the CU file is in the structure guidelines for the relevant reporting year.

Each record in the CU 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 and must be the same as originally reported in the LL file. Each unit of study record will then be updated with the reported completion status (element 355).

A student may have undertaken a unit of study 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 with the same values for Unit of study code (element 354). This is acceptable 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 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 load liability data see the higher education revision guides.

More information

For more information about terms used in these guidelines see the glossary.

Unit of Study Completions (CU) file structure

Version Details

Version:	3.0
First Year:	2012
Last Year:	

Elements on the Unit of Study Completions (CU) 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