Higher Education Data Collection   
2018 Reporting Year

Ministerial Notice: 18 September 2017

Issue Date: 18 September 2017

# 2018 Data Requirements and Change Control Document

## Section 1 - 2018 Data Requirements

Under Subsection 19-70 (1) of the [*Higher Education Support Act 2003* (HESA)](https://www.legislation.gov.au/Series/C2004A01234), a higher education provider must give to the Minister such statistical and other information that the Minister by notice in writing requires. This document provides details of the 2018 Higher Education Data Collection, including links to relevant documents, and change control information.  
The Higher Education Data Collection incorporates:

* the Higher Education Student Data Collection (Table A, B, C providers and approved providers under section 16-25 of HESA);
* the Higher Education Staff Data Collection (Table A and B providers only); and
* the University Applications and Offers Data Collection (Table A and B providers only).

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

The documents related to each of the collections, available through the HEIMSHELP website, include:

1.  Higher Education Student Data Collection at <http://heimshelp.education.gov.au/sites/heimshelp/2018_data_requirements/2018higheredstudent/pages/he-student-2018>

* 2018 Reporting Schedule
* 2018 File Scope guidelines
* 2018 File Structure guidelines
* 2018 Data Elements

2.  Higher Education Staff Data Collection at <http://heimshelp.education.gov.au/sites/heimshelp/2018_data_requirements/2018higheredstaff/pages/he-staff-2018>

* 2018 Reporting Schedule
* 2018 File Scope guidelines
* 2018 File Structure guidelines
* 2018 Data Elements

3.  University Applications and Offers Data Collection at <http://heimshelp.education.gov.au/sites/heimshelp/2018_data_requirements/2018applicationsandoffers/pages/apps-offers-2018>

* 2018 Reporting Schedule
* 2018 File Scope guidelines
* 2018 File Structure guidelines
* 2018 Data Elements

## Section 2 – Change Control Summary for the 2018 Reporting Year

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| --- | --- | --- |
| | Changes for 2018 Data Requirements - issued 18 September 2017 | | --- | | **STUDENT DATA COLLECTIONS**   1. Addition of three new elements to support the monitoring of the Research Training System:  * Past Course Completion (PS) file    + Element 591 Higher degree by research thesis submission date   + Element 592 Higher degree by research completion date * Student Enrolment (EN) file & Enrolment Revisions (ER) file   + Element 593 Higher degree by research end-user engagement code  1. Addition of two new files to support the transfer of HELP debts to the Australian Taxation Office  * TFN LookUp (TL) * TFN Revision submission (TR)  1. Update to Commonwealth Scholarships (CS) scope guide to incorporate new arrangements on the reporting of Commonwealth scholarship data that took effect on 1 January 2017 2. Update to the coding notes of the following elements for clarification: 314, 315, 381, 384, 526, 529, 545 & 558. | |

## Section 3 - Change Control Details

### STUDENT DATA COLLECTION – 2018 Reporting Year

#### Structure documents

| **File Name** | **Version** | **Change** | **Sector consultation** | **Reason for change** | **Impact of change** | **Issue Date** |
| --- | --- | --- | --- | --- | --- | --- |
| Enrolment (EN) | 4.0 | New element (E593) added | Yes | New data requirement to support the monitoring of the Research Training System | System change | 18 September 2017 |
| Enrolment Revisions (ER) | 2.0 | New element (E593) added | Yes | New data requirement to support the monitoring of the Research Training System | System change | 18 September 2017 |
| Past Course Completions (PS) | 4.0 | New elements (E591 & E592) added | Yes | New data requirement to support the monitoring of the Research Training System | System change | 18 September 2017 |
| TFN LookUp (TL) | 1.0 | New document created for a new file type | Yes | To support the transfer of HELP debts to the Australian Taxation Office | No system change | 18 September 2017 |
| TFN Revision (TR) | 1.0 | New document created for a new file type | Yes | To support the transfer of HELP debts to the Australian Taxation Office | No system change | 18 September 2017 |

#### Scope documents

| **File Name** | **Version** | **Change** | **Sector consultation** | **Reason for change** | **Impact of change** | **Issue Date** |
| --- | --- | --- | --- | --- | --- | --- |
| Commonwealth Scholarship (CS) | 7.0 | Updated document to incorporate new arrangement on reporting Commonwealth Scholarships data from 2017 | Yes | New arrangement on reporting Commonwealth Scholarships data from 2017 | No system change | 18 September 2017 |
| TFN LookUp (TL) | 1.0 | New document created for new file type | Yes | To support the transfer of HELP debts to the Australian Taxation Office | No system change | 18 September 2017 |
| TFN Revision (TR) | 1.0 | New document created for new file type | Yes | To support the transfer of HELP debts to the Australian Taxation Office | No system change | 18 September 2017 |

### DATA ELEMENTS – 2018 Reporting Year

| **Name of Element** | **Version** | **Change** | **Sector consultation** | **Reason for change** | **Impact of change** | **Issue Date** |
| --- | --- | --- | --- | --- | --- | --- |
| E314 Date of birth | 7.0 | Updated element description to include 'staff' | No | For accuracy in reporting | No system change | 18 September 2017 |
| E315 Gender code | 7.0 | Update to coding notes | Yes | To confirm the update to HEIMS system that allows the reporting of code X (indeterminate/Intersex/Unspecified). | No system change | 18 September 2017 |
| E381 Amount paid up front | 5.0 | Update to coding notes that only applies to Higher Education HECS-HELP. | Yes | For clarification on the reporting of this data for HECS-HELP students | No system change | 18 September 2017 |
| E384 Total amount charged | 6.0 | Update to coding notes that only applies to higher education Commonwealth supported students | Yes | For accuracy in reporting | No system change | 18 September 2017 |
| E526 Commonwealth Scholarship (CS) status code | 5.0 | Update to coding notes | Yes | New arrangement on reporting Commonwealth Scholarships data from 2017 | System change | 18 September 2017 |
| E529 Loan fee | 5.0 | Update to coding notes | No | For clarification on the calculation and coding of loan fee | No system change | 18 September 2017 |
| E545 Commonwealth Scholarship (CS) type code | 5.0 | Update to classification codes and coding notes | Yes | Updated document to incorporate new arrangement on reporting Commonwealth Scholarships data from 2017 | System change | 18 September 2017 |
| E558 HELP debt amount | 6.0 | Updated coding notes | No | For clarification on reporting of HELP debt amount | No system change | 18 September 2017 |
| E591 Higher degree by research thesis submission date | 1.0 | New element | Yes | New data requirement to support the monitoring of the Research Training System. | System change | 18 September 2017 |
| E592 Higher degree by research completion date | 1.0 | New element | Yes | New data requirement to support the monitoring of the Research Training System. | System change | 18 September 2017 |
| E593 Higher degree by research end-user engagement code | 1.0 | New element | Yes | New data requirement to support the monitoring of the Research Training System. | System change | 18 September 2017 |