



**Australian Government**  
**Department of Employment,  
Skills, Small and Family Business**

# VET Student Loans Data Collection – 2020 Reporting Requirements





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The document must be attributed as the (VSL – 2020 Reporting requirements).

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## Overview of reporting requirements

All VET Student Loan (VSL) providers ('providers') that are approved under the *VET Student Loans Act 2016* are required to report data for the VSL Data Collections. This document sets out the reporting requirements for the VSL Data Collections for implementation for the 2020 reporting year.

All data is reported in data packets, as described in this document. Each packet comprises data elements. Detailed specifications for each data element is available from <https://heimshelp.education.gov.au/resources/TCSI>.

Some data packets include 'extensions', which enable providers to report more than one value for a data element or a group of data elements. These groups may be time-based and allow the reporting of changes in the characteristic of a course, student, etc. through time.

### Reporting method

All data can be reported through:

- an application programming interface (API) from each provider's student management system to the Government or
- the TCSI Portal.

Providers can report new and revised data as soon as the data is available. The system can receive information about past events and events that are planned to occur (e.g. the establishment of a course in the following year).

### Event based reporting

Event based reporting is required for packets that are critical to understanding study behaviour that may have an impact on entitlements, claims processes and payment accuracy.

While early reporting is encouraged, reporting more than six months in advance of a census date is optional for Unit Enrolments and any linked packets.

### Revisions

All corrections and updates to data that have already been reported must be made:

- before the initial reporting deadline, or
- within 7 days of the information needed to make the correction or update becoming available.

whichever date is later.



### **Compliance with due dates**

Due dates for event reporting may not be achievable due to exceptional circumstances such as delays in receiving information from students or processes to acquire a Tax File Number. The department expects providers to make best efforts to meet due dates and will benchmark timeliness against the provider's past performance and the performance of similar institutions.

The department will ask consistently underperforming providers to:

- outline their barriers to meeting due dates and
- develop a plan to overcome barriers.

Late reporting may result in a breach of the *VET Student Loans Act 2016* and can affect payments. It is important that you allocate enough time to prepare, validate and submit your organisation's data.

### **More information**

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

### **Contact TCSI Support**

If you need assistance with any reporting issues please contact us at [TCSI.Support@humanservices.gov.au](mailto:TCSI.Support@humanservices.gov.au).



# Course group

## Course packet

### Version Details

Version:	1.0
First Year:	2020
Last Year:	-

### About

The course packet is used to report data on the approved courses that are offered by the provider. The data collected through a course packet is referenced by one or more course admission packets.

### Scope

Providers are required to report a course packet for each 'approved course' in which they intend to admit one or more students.<sup>1</sup>

### Structure and reporting requirement

Element	Name	Reporting requirement	Deadline
*E307	Course code	Required for all in scope courses	Before the first course admission is linked to the course
E308	Course name		
*E350	Course of study load		
*E596	Standard course duration		
*E609	Course effective from date		
E610	Course effective to date	Optional	n/a

\*These elements must be reported together when a new course packet is created

### Uniqueness

Each course packet must have a value for E307 (course code) that is unique to the provider. The course code must match the training.gov.au (TGA) course code for the course.

### Revising and adding data

A provider can update, correct or add data already submitted through a course packet after the initial packet is reported, as per the table below.

Element	Revisions required
E307: Course code	Corrections only
E308: Course name	Update to current value
E350: Course of study load	Corrections only
E596: Standard course duration	Update to current value
E609: Course effective from date	Corrections only
E610: Course effective to date	Optional update to current value

A course packet cannot be deleted if it is linked to an active course admission, exit award or aggregate award record. All revisions made to elements in the course packet will apply to all enrolment records linked to the course, including historical enrolment and completion records. Revisions should therefore only be made where data has been incorrectly reported through a genuine administrative error.

<sup>1</sup> In this document the term 'approved course' means an approved course as defined in Part 2, Division 3 of the *VET Student Loans Act 2016*



## Campuses group

### Delivery location packet

#### Version Details

Version:	1.0
First Year:	2020
Last Year:	-

#### About

The delivery location packet is used to report data on the delivery locations from which providers deliver their units of study. The data collected through a delivery location packet is referenced by one or more unit enrolment packets.

#### Scope

Providers are required to report a delivery location packet for each location from which it delivers one or more units of study for which a student could be eligible to receive a VSL loan.

#### Structure and reporting requirement

Element	Name	Reporting requirement	Deadline
*E625	Delivery location code	Required for all in scope delivery locations	Before the first unit enrolment is linked to the delivery location
*E609	Campus effective from date		
E627	Delivery location street address		
E678	Delivery location suburb		
E660	Delivery location country code		
E477	Delivery location postcode	Required for all in scope delivery locations in Australia	
E630	Delivery location state		
E610	Campus effective to date	Optional	n/a

\*These elements must be reported together when a new delivery location packet is created

#### Uniqueness

Each delivery location packet must have a delivery location code (E625) that is unique to the provider.

#### Revising data

A provider can update or correct the data already in a delivery location packet after the initial packet is reported, as per the following table.

Element	Revisions required
E625: Delivery location code	Corrections only
E609: Campus effective from date	
E627: Delivery location street address	
E678: Delivery location suburb	
E660: Delivery location country code	
E477: Delivery location postcode	
E630: Delivery location state	Optional update to current value
E610: Campus effective to date	

A delivery location packet cannot be deleted if it is linked to an active unit enrolment packet.



# Units of study group

## Unit of study packet

### Version Details

Version:	1.0
First Year:	2020
Last Year:	-

### About

The unit of study packet is used to report data on what units of study are offered by each provider. The data collected through a unit of study packet is referenced by one or more unit enrolment packets.

### Scope

Providers are required to report a unit of study packet for each unit of study for which a student could be eligible to receive a VSL loan.

### Structure and reporting requirement

Element	Name	Reporting requirement	Deadline
*E354	Unit of study code	Required for all in scope units of study	Before the first unit enrolment is linked to the Unit of study
*E609	Unit of study effective from date		
E464	Discipline code		
E622	Unit of study year-long indicator	Optional	n/a
E610	Unit of study effective to date		

\*These elements must be reported together when a new unit of study packet is created

### Uniqueness

Each unit of study packet must have a value for the unit of study code (E354) that is unique to the provider on any given date, as determined by unit of study effective dates (E609 and E610).

### Revising data

A provider can update or correct any data already in a unit of study packet after the initial packet is reported, with the following limitation as per the table below:

Element	Revisions required
E354: Unit of study code	Corrections only
E609: Unit of study effective to date	
E464: Discipline code	
E622: Unit of study year-long indicator	
E610: Unit of study effective to date	Optional update to current value

A unit of study packet cannot be deleted if it is linked to an active unit enrolment packet.

All revisions made to elements in the unit of study packet will apply to all enrolment records linked to the unit of study, including historical enrolment and completion records. Revisions should therefore only be made where data has been incorrectly reported through a genuine





administrative error. Where there is an actual change to a unit of study, it should not be made by revising an existing unit of study packet but instead by creating a new unit of study packet with a new unit of study code (E354).

A unit of study code (E354) can only be re-used for a new unit of study packet if a unit of study effective to date (E610) is reported for the original unit of study packet and the subsequent unit of study packet has a later effective from date (E609).



# Students group

## Student packet

### Version Details

Version:	1.0
First Year:	2020
Last Year:	-

### About

The student packet is used report key identity, address and demographic data for students at the provider. The data collected through a student packet is referenced by one or more course admission packets.

### Scope

Providers are required to report a student packet for every student who is to be admitted to an 'approved course' and who is eligible to apply for a VSL loan.

### Structure and reporting requirement

Element	Name	Reporting requirement	Deadline
*E313	Student identification code	Required for all in scope students	Before the first course admission is linked to the student
*E314	Date of birth		
E402	Student family name	Required if the student accesses a VSL loan	Within 14 days of the earliest census date for the student
E403	Student given name - first		
E404	Student given name - others		
E315	Gender code	Required for all in scope students	
E316	Aboriginal and Torres Strait Islander code		
E346	Country of birth code		
E348	Language spoken at home code		
E572	Year left school		
E612	Level left school		
E661	Term address country code		
E658	Residential address country code		
E319	Term address postcode	Required for all in scope students with who have a term address in Australia	
E320	Residential address postcode	Required for all in scope students who reside in Australia	
E410	Residential address street	Required if the student accesses a VSL loan	
E469	Residential address suburb		



E470	Residential address state	Required if the student accesses a VSL loan and is residing in Australia	
E416	Tax file number	Required if the student accesses a VSL loan and has a TFN	
E488	CHESSN	Required if the student accesses a VSL loan	
E584	Unique student identifier	Required if the student accesses a VSL loan or if available	
E347	Year of arrival in Australia	Optional	n/a
<b>Extension: disability</b>			
E615	Disability code	Required for all in scope students who report that they have a disability	Within 14 days of the earliest census date for the student
<b>Extension: citizenship</b>			
E358	Citizen resident code	Required for all in scope students	Within 14 days of the earliest census date for the student

\*These elements must be reported together when a new student packet is created

### Uniqueness

Each student packet must have student identification code (E313) that is unique to the provider.

### Revising and adding data

A provider can revise any data already in a student packet after the initial packet is reported as per the table below.

A student packet cannot be deleted if it is linked to an active unit enrolment packet.

If there is an actual change through time (not a data correction) to the citizen resident code (E358) for a student, that change is to be reported by creating a citizenship packet so that dates are reported to indicate the timing of the change.

If the student reports having more than one disability, additional disability codes (E615) are to be reported through the disability packet. If there is an actual change (not a data correction) to a student's disability, this change is also to be reported using the disability packet so that dates are reported to indicate the timing of the change.

Element	Revisions required
E313: Student identification code	Corrections only
E314: Date of birth	
E402: Student family name	Update to current value
E403: Student given name - first	
E404: Student given name - others	
E315: Gender code	
E316: Aboriginal and Torres Strait Islander code	
E346: Country of birth code	Corrections only



E348: Language spoken at home code	Update to current value
E572: Year left school	
E612: Level left school	
E661: Term address country code	
E658: Residential address country code	
E319: Term address postcode	
E320: Residential address postcode	
E410: Residential address street	
E469: Residential address suburb	
E470: Residential address state	
E416: Tax file number	Corrections only
E488: CHESSN	
E584: Unique student identifier	
E347: Year of arrival in Australia	
<b>Extension: disability</b>	
E615: Disability code	Corrections only Changes through time reported by creating a disability packet
<b>Extension: citizenship</b>	
E358: Citizen resident code	Corrections only Changes through time reported by creating a citizenship packet



## Disability packet

### Version Details

Version:	<b>1.0</b>
First Year:	<b>2020</b>
Last Year:	-

### About

The disability packet is used to report additional disability codes (E615) for a student and changes through time to a student's disabilities. The first disability code (E615) for a student is reported as part of the student packet. A provider may create as many additional disability packets as necessary to add disability codes (E557) for a student or to report effective dates (E609 and E610) that may apply to a student's disability. When the first disability code (E615) is reported for a student in a student packet, a disability effective from date (E609) is automatically generated based on the date the student packet was first reported. Providers may amend this date.

### Scope

Providers are required to report a disability packet only when a student within the scope of the student packet notifies the provider that:

- they have a disability but this was not reported through the original student packet
- they have two or more disabilities, or
- there has been a change to their disability status.

### Structure and reporting requirement

Element	Name	Reporting requirement	Deadline
*E615	Disability code	Required if the student has more than one disability	Within 14 days of the first census date for the student or 7 days of a the student advising of a disability
*E609	Disability effective from date		
E610	Disability effective to date	Required if the student advises the provider that a disability has ended	Within 7 days of a student advising that the disability has ceased

\*These elements must be reported together when a new disability packet is created

### Uniqueness

Each disability packet must have a value for the disability code (E615) that is unique to the student on any given date, as determined by disability effective dates (E609 and E610).

### Revising data

A provider can update or correct any data already in a disability packet after the initial packet is reported as per the following table.

Element	Revisions required
E615: Disability code	Corrections only
E609: Disability effective from date	
E610: Disability effective to date	Update to current value



## Citizenship packet

### Version Details

Version:	<b>1.0</b>
First Year:	<b>2020</b>
Last Year:	-

### About

The citizenship packet is used to report changes through time to the citizen resident code (E358) for a student. The first citizen resident code (E358) for a student is reported as part of the student packet. A provider may create as many additional citizenship packets as necessary to report changes to a student's citizenship or residency status through time. When the first citizen resident code (E358) is reported for a student in a student packet, a citizenship effective from date (E609) is automatically generated based on the date the student packet was first reported. Providers may amend this date.

### Scope

Providers are required to report a citizenship packet only when the student's citizen resident code (E358) was not reported through the original student packet or when a student notifies the provider that there has been a change to their citizenship or residency status.

### Structure and reporting requirement

Element	Name	Reporting requirement	Deadline
*E358	Citizen resident code	Required if reporting a new citizen resident code for the student	Within 14 days of the first census date for the student or 7 days of the student advising of a change in citizenship
*E609	Citizenship effective from date		

\*These elements must be reported together when a new citizenship packet is created

### Uniqueness

Each citizenship packet must have a value for citizenship effective from date (E609) that is unique for the student.

### Revising data

Providers can correct the data submitted in a citizenship packet and the system-generated citizenship effective from date (E609) for the first reported citizen resident code (E358), with the following limitations:

- only the citizenship packets at the end of the time series can be deleted
- a citizenship effective from date (E609) cannot be amended in a way that would create a gap or overlap in the time series of citizenship data for a student.

The value for the citizen resident code (E358) is to be correct as at the citizenship effective from date (E609).



## First reported address packet

### Version Details

Version:	<b>1.0</b>
First Year:	<b>2020</b>
Last Year:	-

### About

The first reported address packet is used to make corrections to the student's first reported residential address data. The initial values for all data elements in the first reported address packet are automatically generated by the system from the first time residential address data reported through the student packet as per the table below. The values in the first reported address packet are not affected by any revisions made to address data in the student packet.

First reported data from student packet	Stored in first reported address packet
E410: Residential address street	E787: First residential address street
E469: Residential address suburb	E789: First residential address suburb
E470: Residential address state	E791: First residential address state
E320: Residential address postcode	E790: First residential address postcode
E658: Residential address country code	E659: First residential address country code

### Scope

Providers are required to revise the data in the first reported address packet only when the provider becomes aware that the stored data values do not correctly reflect a student's original residential address.

### Initial reporting requirements

Not applicable.

### Uniqueness

Not applicable.

### Revising data

Providers can revise any data in the first reported address packet.



## Course admissions group

### Course admission packet

#### Version Details

Version:	1.0
First Year:	2020
Last Year:	-

#### About

The course admission packet is used report the admission of students into courses and provide data on aspects of the student's admission and engagement in the course. Each course admission packet must be linked to an established student packet and established course packet. The data collected through a course admission packet is referenced by one or more unit enrolment packets.

#### Scope

Providers are required to report a course admission packet each time a student who would be eligible to apply for a VSL loan is admitted to an 'approved course' of the provider.

#### Structure and reporting requirement

Element	Name	Reporting requirement	Deadline
*UID8 or *E313	Student resource key or Student identification code	Required for all in scope course admissions	Within 7 days of a student being admitted to a course
*UID5 or *E307	Course resource key or Course code		
*E534	Course of study commencement date		
E330	Type of attendance code	Required for all in scope course admissions	Within 14 days of the first census date linked to the course admission
E620	Highest attainment code		
E575	Study reason code		
E576	Labour force status code		
E599	Course outcome code	Required if the student is no longer enrolled in the course or has formally deferred	Within 7 days of a student taking a leave of absence, completing the course or ceasing enrolment in the course
E592	Course outcome date	Required if a course is completed	Within 7 days of the student completing the course
<b>Information group: basis for admission</b>			
E327	Basis for admission code	Required for all in scope course admissions	Within 14 days of the first census date linked to the course admission





Information group: course prior credit			
E560	Credit used value	Optional if credit is used	Within 14 days of the first census date linked to the course admission or 7 days of credit being applied to the student's course
E561	Credit basis code		

\*These elements must be reported together when a new course admission packet is created

### Uniqueness

Each course admission packet must have a unique combination of values for:

- student (UID8 or E313)
- course (UID5 or E307)
- course of study commencement date (E534).

### Revising and adding data

A provider can revise any data already in a course admission packet after the initial packet is reported as per the table below.

Element	Revisions required
UID8: Student resource key or E313: Student identification code	Corrections only
UID5: Course resource key or E307: Course code	
E534: Course of study commencement date	
E330: Type of attendance code	Update to current value
E620: Highest attainment code	Corrections only. Value is to be correct as at the course of study commencement date (E534)
E575: Study reason code	
E576: Labour force status code	
E599: Course outcome code	Update to current value
E592: Course outcome date	Update to current value
Extension: basis for admission	
E327: Basis for admission code	Corrections only. Value is to be correct as at the course of study commencement date (E534). Additional codes reported by creating a basis for admission packet
Extension: course prior credit	
E560: Credit used value	Corrections only
E561: Credit basis code	Additional credit reported by creating a course prior credit packet

A course admission packet cannot be deleted if it is linked to an active unit enrolment packet.

The course identifier (UID5 or E307) should only be amended where data has been incorrectly reported through a genuine administrative error. The course identifier must not be revised as a



result of a student transferring between courses. A new course admissions packet is to be created in this instance.

If a student has:

- more than one basis for admission into the course, the additional basis for admission code (E327) is to be reported through the basis for admission packet
- credit applied towards the requirements of the course on more than one occasion, the additional credit values and codes (E560 and E561)) are to be reported through the course prior credit packet.



## Basis for admission packet

### Version Details

Version:	<b>1.0</b>
First Year:	<b>2020</b>
Last Year:	-

### About

The basis for admission packet is used to report a second basis for admission code (E327) for the student's admission into a course. The first basis for admission code (E327) for a course is created as part of the course admission packet.

### Scope

Providers are required to report a basis for admission packet only when the student has more than one basis of admission into a course.

### Structure and reporting requirement

Element	Name	Reporting requirement	Deadline
E327	Basis for admission code	Optional	Within 14 days of the first census date linked to the course admission

### Uniqueness

Each basis for admission packet must have a value for basis for admission code (E327) that is unique for the student's course admission.

### Revising data

Providers can revise any data submitted in a basis for admission packet.



## Course prior credit packet

### Version Details

Version:	<b>1.0</b>
First Year:	<b>2020</b>
Last Year:	-

### About

The course prior credit packet is used to report the additional credit values and codes (E560 and E561) when credit is applied towards the requirements of the course for the student on more than one occasion. The credit values and codes for first time credit is applied towards a course are reported as part of the course admission packet. A provider may create as many additional course prior credit packets as necessary to add additional credits that are applied towards a course for the student.

### Scope

Providers are required to report a course prior credit packet only when credit is applied to a course for a student on more than one occasion or from more than one source of credit (E561 or E562).

### Structure and reporting requirement

Element	Name	Reporting requirement	Deadline
*E560	Credit used value	Optional if credit is used	Within 14 days of the first census date linked to the course admission or 7 days of credit being applied to the student's course
*E561	Credit basis code		

\*These elements must be reported together when a new course prior credit packet is created

### Uniqueness

Not applicable.

### Revising data

Providers can revise any data submitted in a course prior credit packet.



# Unit enrolments group

## Unit enrolment packet

### Version Details

Version:	1.0
First Year:	2020
Last Year:	-

### About

The unit enrolment packet is used report a student's enrolment in units of study. Each unit enrolment packet must be linked to an established course admission packet, established unit of study packet and established delivery location packet.

### Scope

Providers are required to report a unit enrolment packet for each occasion that a student enrolls in a unit of study, where the student would be eligible to apply for a VSL loan and is admitted to an 'approved course' of the provider.

### Structure and reporting requirement

Element	Name	Reporting requirement	Deadline
*UID15 or *E313/E307/E534	Course admission resource key or Unique course admission combination	Required for all in-scope unit enrolments	Within 7 days of the student enrolling in a unit of study
*UID7 or *E354	Unit of study resource key or Unit of study code		
*UID2 or *E625	Delivery location resource key or Delivery location code		
*E489	Unit of study census date		
*E600	Unit of study commencement date		
*E339	EFTSL		
*E355	Unit of study status code		
*E601	Unit of study outcome date		
E619	Course assurance indicator	Required for all in-scope unit enrolments	Within 14 days of the census date
E329	Mode of attendance code		
E490	Student status code		
E384	Amount charged		
E381	Amount paid upfront		
E529	Loan fee		
E558	HELP loan amount	Required if unit is RPL	Within 7 days of the unit of study being remitted
E577	Recognition of prior learning code		
E446	Remission reason code	Required if unit remitted	

\*These elements must be reported together when a unit enrolment packet is created



## Uniqueness

Each unit enrolment packet must have a unique combination of the values for:

- course admission identifier (UID15 or combination of E313/E307)
- unit of study identifier (UID7 or E354)
- unit of study census date (E489).

## Revising and adding data`

A provider can update or correct any data already in a unit enrolment packet after the initial packet is reported, as per the following table.

Element	Revisions required
UID15: Course admission resource key or E313/E307/E534: Unique course admission combination	Corrections only
UID7: Unit of study resource key or E354: Unit of study code	
UID7: Delivery location resource key or E625: Delivery location code	
E489: Unit of study census date	
E600: Unit of study commencement date	
E339: EFTSL	
E355: Unit of study status code	Update to current value
E601: Unit of study outcome date	
E329: Mode of attendance code	Update to current value until the census date. Then corrections only with value to be correct as at the unit of study census date (E489)
E490: Student status code	
E384: Amount charged	
E381: Amount paid upfront	
E529: Loan fee	
E558: HELP loan amount	Corrections only
E577: Recognition of prior learning code	
E446: Remission reason code	

