



# Higher Education Staff - 2015 submission guidelines

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## Scope and structure documents

This document provides the submission guidelines for the 2015 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 Staff Data Collection are provided below.

For all details of this collection see the [Higher Education Staff Data Collection - 2015 Reporting Requirements](#).

### Contact HEIMS Client Support

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

## Actual Casual (CA) scope

### Version Details

<b>Version:</b>	5.0
<b>First Year:</b>	2015
<b>Last Year:</b>	

### Overview

The values reported for [Element 514](#) (Actual full-time equivalence - prior year) in each Actual Casual Submission are to relate to the following people:

- Those who were engaged during the calendar year prior to the reference year with a casual work contract and whose current duties at the time they were engaged required them to undertake work in either:
  - an academic organisational unit;
  - an academic support services organisational unit;
  - a student services organisational unit;
  - a public services organisational unit or a general institution services organisational unit; or
  - an independent operation, but only if it is a controlled entity.

### Timing

Providers must report all Actual Casual data to the department for the year prior to the reporting year by 30 June.

Timing of these submissions is detailed in the Reporting Schedule for the relevant reporting year.

Submissions are made using the Higher Education Provider Assistant Tool (HEPCAT). Information about reporting is available in the [HEPCAT user guides](#).

### Structure

CA Submission is included in the Staff Collection.

Information about the structure and the elements included in the CA Submission can be found in the CA structure document for the relevant reporting year.

Each record in the CA Submission must have a unique combination of the following elements:

- Gender code ([E315](#))
- Current duties classification type and level group code ([E509](#))
- Organisational unit code ([E510](#))
- Work sector code ([E511](#))
- Function code ([E412](#))
- Reporting Year and Period Code ([E415](#))
- Variation reason code ([E446](#))

The total number of Actual Casual staff data records in the submission will depend on the extent to which staff resources data (in respect of [Element 514](#)) can be reported in aggregated form for types of people who have the same characteristics in terms of their sex, current duties classification type and level group, organisational unit, work sector and function.

Records must be included in the submission in respect of members of staff whose duties relate solely to higher education or to both higher education and VET, with the full-time equivalence expended in relation to work undertaken in both types of work sector.

***Records to be excluded***

Records are not to be included for:

- members of staff appointed for a limited term with a full-time or fractional full-time work contract
- members of staff whose duties relate solely to VET
- Full-time equivalence expended by a member of staff in any independent operation which is not a controlled entity.

**Revisions to Actual Casual Staff data**

Detailed information on how to revise previously reported actual casual staff data is available in the [Higher Education Revision Guides](#) - Actual Casual (CA).

For more information about terms used in this document please refer to the [glossary](#).

## Actual Casual (CA) file structure

### Version Details

<b>Version:</b>	3.0
<b>First Year:</b>	2012
<b>Last Year:</b>	

### Elements on the Actual Casual (CA) file

Type of record and element name	Element number	Position	Width	Data type
<b>Gender code</b>	<a href="#">315</a>	1-1	1	Alphanumeric
<b>Current duties classification type and level group code</b>	<a href="#">509</a>	2-3	2	Numeric
<b>Organisational unit code</b>	<a href="#">510</a>	4-7	4	Alphanumeric
<b>Work sector code</b>	<a href="#">511</a>	8-8	1	Numeric
<b>Function code</b>	<a href="#">412</a>	9-9	1	Numeric
<b>Actual full-time equivalence - prior year</b>	<a href="#">514</a>	10-13	4	Numeric
<b>Reporting year/period</b>	<a href="#">415</a>	14-18	5	Numeric
<b>Variation reason code</b>	<a href="#">446</a>	19-19	1	Numeric
<b>Filler 50 spaces</b>	N.A.	20-69	50	Alphanumeric

## Estimated Casual (EC) scope

### Version Details

Version:	5.0
First Year:	2015
Last Year:	

### Overview

The Estimated Casual FTE (EC) Submission provides the estimated casual FTE ([Element 515](#)) for a reference year ([Element 415](#)).

The reference year for the EC Submission is the current reporting year.

### Timing

The EC Submission is included in the Higher Education Staff Collection. Providers must report Estimated Casual FTE data to the department by 30 June of the current reporting year.

Timing of these submissions is detailed in the Reporting Schedule for the relevant reporting year.

Submissions are made using the Higher Education Provider Assistant Tool (HEPCAT). Information about reporting is available in the [HEPCAT user guides](#).

### Structure

Information about the structure and the elements included in the EC Submission can be found in the EC structure document for the relevant reporting year.

This submission must include records of all staff who are engaged during the reference year with a casual work contract and whose current duties require them to undertake work in either:

- an academic organisational unit;
- an academic support services organisational unit;
- a student services organisational unit;
- a public services organisational unit or a general institution services organisational unit; or
- an independent operation, but only if it is a controlled entity;

and

- whose duties relate solely to higher education or to both the higher education and VET sectors.

### **Records to be excluded**

Records are not to be included for those staff:

- appointed for a limited term with a full-time or fractional full-time work contract;
- whose duties relate solely within the VET sector; and
- in any independent operation which is not legally part of the institution.

**Revisions to Estimated Casual FTE Staff data**

To correct a previously reported (but incorrect) Estimated Casual staff record the amended data is reported in a new submission through [HEPCAT](#). This will replace the previously submitted data.

For more information about terms used in this document please refer to the [glossary](#).

## Estimated Casual (EC) file structure

### Version Details

<b>Version:</b>	3.0
<b>First Year:</b>	2012
<b>Last Year:</b>	

### Elements on the Estimated Casual (EC) file

Type of record and element name	Element number	Position	Width	Data type
Estimated full-time equivalence (FTE)	<a href="#">515</a>	1-4	4	Alphanumeric
Reporting Year / Period	<a href="#">415</a>	5-9	5	Numeric
Filler 50 spaces	N.A.	10-59	50	Alphanumeric



## Full-time and Fractional Full-time (FT) scope

### Version Details

Version:	5.0
First Year:	2015
Last Year:	

### Overview

The Full-time and Fractional Full-time Submission includes data records of people who:

- are members of staff at the reference date;
- have an effective substantive appointment at the reference date;
- have current duties at the reference date which require them to undertake full-time work or fractional full-time work undertaken in either:
  - an academic organisational unit, an academic support services organisational unit, a student services organisational unit, a public services organisational unit or a general institution services organisational unit; or
  - an independent operation, but only if it is a controlled entity

### Timing

Providers must report all full-time and fractional full time staff data to the department before 30 June (of the current reference year).

Timing of these submissions is detailed in the Reporting Schedule for the relevant reporting year.

Submissions are made using the Higher Education Provider Assistant Tool (HEPCAT). Information about reporting is available in the [HEPCAT user guides](#).

### Structure

The FT Submission is included in the Higher Education Staff Collection.

Information about the structure and the elements included in the FT Submission can be found in the FT Structure document for the relevant reporting year.

Each record in the FT/FTT Submission must have a unique combination of the following elements:

- Person identification code ([E401](#))
- Current duties classification type, level and increment code ([E408](#))
- Appointment Term Code ([E505](#))
- Current duties term code ([E507](#))
- Organisational unit code ([E510](#))
- Work sector code ([E511](#))
- Reporting Year and Period Code ([E415](#))
- Variation reason code ([E446](#))

Each data record will relate to one appointment for a member of staff and in respect of one function being performed in one work sector and one organisational unit.

The total number of FT/FFT staff data records in the submission will depend on the number of records generated for each member of staff and the number of members of staff.

For some members of staff there may be more than one data record. Multiple records would be generated where a member of staff:

- has more than one effective substantive appointment with an institution; or
- current duties are undertaken in more than one organisational unit; or
- current duties are undertaken in more than one work sector.

Where a member of staff generates more than one FT/FFT staff data record, the information reported for [Element 401](#) (Person identification code), [Element 315](#) (Gender code) and [Element 314](#) (Date of birth code) must be the same in each FT/FFT staff data record.

Records are included in the submission in respect of members of staff whose duties relate solely to higher education or to both higher education and TAFE, with the full-time equivalence expended in relation to work undertaken in both types of work sector being reported.

***Records to be excluded***

- Data are excluded in the submission for staff whose duties relate solely to TAFE.
- Records are excluded in the submission for full-time equivalence expended by a member of staff in any independent operation which is not a controlled entity.

**Revisions to Full-time and Fractional Full-time Staff data**

Detailed information on how to revise previously reported full time and fractional full time staff data is available in the [Higher Education Revision Guides](#) - Full-time and Fractional Full-time.

For more information about terms used in this document please refer to the [glossary](#).

## Full time and Fractional Full time (FT) file structure

### Version Details

Version:	3.0
First Year:	2012
Last Year:	

### Elements on the Full time and Fractional Full time (FT) file

Type of record and element name	Element number	Position	Width	Data type
Person identification code	<a href="#">401</a>	1-20	20	Alphanumeric
Gender code	<a href="#">315</a>	21-21	1	Alphanumeric
Date of Birth	<a href="#">314</a>	22-29	8	Numeric
Appointment term code	<a href="#">505</a>	30-31	2	Numeric
Work contract code	<a href="#">506</a>	32-32	1	Numeric
Current duties term code	<a href="#">507</a>	33-34	2	Numeric
Current duties classification type, level and increment code	<a href="#">408</a>	35-37	3	Numeric
Organisational unit code	<a href="#">510</a>	38-41	4	Alphanumeric
Work sector code	<a href="#">511</a>	42-42	1	Numeric
Function code	<a href="#">412</a>	43-43	1	Numeric
Full-time equivalence - reference date	<a href="#">513</a>	44-46	3	Numeric
Equivalent full-time annual salary - current duties	<a href="#">423</a>	47-52	6	Numeric
Aboriginal or Torres Strait Islander indicator	<a href="#">316</a>	53-53	1	Numeric
Highest qualification	<a href="#">501</a>	54-54	1	Numeric
Place of highest qualification	<a href="#">502</a>	55-55	1	Numeric
Main Language spoken at home	<a href="#">348</a>	56-59	4	Numeric

Type of record and element name	Element number	Position	Width	Data type
Country of birth	<a href="#">346</a>	60-63	4	Numeric
Reporting year/period	<a href="#">415</a>	64-68	5	Numeric
Variation Reason Code	<a href="#">446</a>	69-69	1	Numeric
Filler 50 spaces	N.A.	70-119	50	Alphanumeric

## Staff Concordance (FC) scope

### Version Details

<b>Version:</b>	1.0
<b>First Year:</b>	2014
<b>Last Year:</b>	

### About

The Staff Concordance (FC) file enables providers to revise Person Identification codes ([E401](#)) that have previously been reported to the department.

### Timing

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

Staff concordances may be reported at any time. Multiple submissions may be reported throughout the year.

### Submission method

The Staff Concordance (FC) file is the only file included in a Staff 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 FC file is in the [structure guidelines](#) for the relevant reporting year.

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

- Person Identification code (Old) ([element 401](#))
- Person Identification code (New) (element 888)

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

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

For detailed information on how to revise Staff Identification codes see the [higher education revision guides](#).

### More information

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

## Staff Concordance (FC) file structure

### Version Details

<b>Version:</b>	1.0
<b>First Year:</b>	2014
<b>Last Year:</b>	

### Elements on the Staff Concordance (SC) file

Type of record and element name	Element number	Position	Width	Data type
Person Identification Code (Old)	<a href="#">401</a>	1-20	20	Alphanumeric
Person Identification Code (New)	888	21-40	20	Alphanumeric
Filler	N/A	41-90	50	Alphanumeric