



VET FEE-HELP - 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 VET FEE-HELP Data Collection are provided below.

For all details of this collection see the [VET FEE-HELP 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 or (02) 6240 7487.

Student Concordance (SC) scope

Version Details

| | |
|-------------|------|
| Version: | 1.0 |
| First Year: | 2015 |
| Last Year: | |

About

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

Timing

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

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

Submission method

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

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

Student Concordance (SC) file structure

Version Details

| | |
|--------------------|------|
| Version: | 1.0 |
| First Year: | 2015 |
| Last Year: | |

Elements on the Student Concordance (SC) file

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

VET Commonwealth Higher Education Student Support Number (CHESSN) scope

Version Details

| | |
|-------------|------|
| Version: | 5.0 |
| First Year: | 2015 |
| Last Year: | |

About

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

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

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

Timing

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

Allocation method

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

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

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

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

Structure

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

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

Records to be included

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

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

Records to be excluded

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

More information

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

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

Version Details

| | |
|-------------|------|
| Version: | 3.0 |
| First Year: | 2012 |
| Last Year: | |

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

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

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

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

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

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

VET Commencement Date Revision (VRC) scope

Version Details

| | |
|--------------------|------|
| Version: | 1.0 |
| First Year: | 2014 |
| Last Year: | |

About

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

Timing

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

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

Submission method

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

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

Structure

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

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

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

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

More information

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

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

VET Commencement Date Revision (VRC) file structure

Version Details

| | |
|--------------------|------|
| Version: | 1.0 |
| First Year: | 2014 |
| Last Year: | |

Elements on the VET Commencement Date Revisions (VRC) file

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

VET Commonwealth Assisted Students - HELP Due (VDU) scope

Version Details

| | |
|--------------------|------|
| Version: | 6.0 |
| First Year: | 2015 |
| Last Year: | |

About

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

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

When you report the VET Student or VET Student Revision submissions to the department, TFN data in the snapshots are encrypted to protect the privacy of student's personal information. You will need to use your encryption key provided by the ATO when you submit data that includes information from the VET 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 for the VDU file is in the [structure guidelines](#) for the relevant reporting year.

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

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

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

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

Updating data in a VET HELP Due submission

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

The department may request you to submit a revised VET HELP Due submission. This generally only occurs when TFN data reported to the Australian Taxation Office has failed the decryption process.

More information

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

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

Version Details

| | |
|-------------|------|
| Version: | 3.0 |
| First Year: | 2012 |
| Last Year: | |

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

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

| | | | | |
|--|---------------------|---------|----|--------------|
| Residential address – Country Name | 471 | 371-390 | 20 | Alphanumeric |
| Filler 9 spaces | N.A. | 391-399 | 9 | Alphanumeric |
| Commonwealth Higher Education Student Support Number (CHESSN) | 488 | 400-409 | 10 | Alphanumeric |

VET Course Completions (VCC) scope

Version Details

| | |
|-------------|------|
| Version: | 6.0 |
| First Year: | 2015 |
| Last Year: | |

About

The VET Course Completions (VCC) file contains information about all approved courses completed by eligible VET students for a reporting year.

Timing

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

Providers submit the VET Course Completions submission once a year. This submission includes the courses completed 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 VCC file is the only file included in the VET Course Completions submission.

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

Structure

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

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

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

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

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

Revisions

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

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

More information

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

VET Course Completions (VCC) file structure

Version Details

| | |
|-------------|------|
| Version: | 3.0 |
| First Year: | 2012 |
| Last Year: | |

Elements on the VET Course Completions (VCC) file

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

VET Course of Study (VCO) scope

Version Details

| | |
|--------------------|------|
| Version: | 6.0 |
| First Year: | 2015 |
| Last Year: | |

About

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

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

Course information on the VCO file is referenced by most data submitted for the VET FEE-HELP Data Collection:

- VET Student submission, which includes the VET Student Enrolment (VEN), VET Student Load/Liability (VLL) and VET Commonwealth Assisted Students (VDU) files
- VET Student Revision submission which includes the VET Revised Load Liability (VRL), VET Student Revision (VSR) and VET Commonwealth Assisted Students (VDU) files
- VET Enrolment Revision submission which includes the VET Enrolment Revision (VER) file
- VET Unit of Study Completions submission which includes the VET Unit of Study Completions (VCU) file
- VET Past Course Completions submission which includes the VET Past Course Completions (PS) 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 VET Course of Study submission must be reported before the first VET Student submission for the year.

Submission method

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

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

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

Structure

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

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

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

Reporting new or additional courses for the reporting year

New courses and courses that are additional to those already provided to the department can be reported on an additional VET 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 VET 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 VET course of study data must be coordinated through the department.

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

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

More information

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

VET Course of Study (VCO) file structure

Version Details

| | |
|-------------|------|
| Version: | 3.0 |
| First Year: | 2012 |
| Last Year: | |

Elements on the VET Course of Study (VCO) file

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

VET Enrolment Revisions (VER) scope

Version Details

| | |
|--------------------|------|
| Version: | 3.0 |
| First Year: | 2015 |
| Last Year: | |

About

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

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

Timing

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

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

Submission method

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

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

Structure

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

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

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

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

More information

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

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

VET Enrolment Revisions (VER) file structure

Version Details

| | |
|-------------|------|
| Version: | 1.0 |
| First Year: | 2012 |
| Last Year: | |

Elements on the VET Enrolment Revisions (VER) file

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

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

VET Student Enrolment (VEN) scope

Version Details

| | |
|--------------------|------|
| Version: | 6.0 |
| First Year: | 2015 |
| Last Year: | |

About

VET providers (providers) approved under the [Higher Education Support Act 2003 \(HESA\)](#) are required to report data for all [eligible students](#) in approved VET courses.

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

All eligible students are required to be reported whether or not they access VET FEE-HELP assistance.

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

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

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

Timing

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

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

[VET Student Load Liability \(VLL\)](#)

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

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

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

Structure

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

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

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

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

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

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

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

Revisions

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

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

More information

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

VET Student Enrolment (VEN) file structure

Version Details

| | |
|-------------|------|
| Version: | 3.0 |
| First Year: | 2012 |
| Last Year: | |

Elements on the VET Enrolment (VEN) file

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

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

VET Student Load Liability (VLL) and Revised Student Load Liability (VRL) scope

Version Details

| | |
|-------------|------|
| Version: | 6.0 |
| First Year: | 2015 |
| Last Year: | |

About

VET providers (providers) approved under the [Higher Education Support Act 2003 \(HESA\)](#) are required to report data for all [eligible students](#) in approved VET courses.

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

All eligible students are required to be reported whether or not they access VET FEE-HELP assistance.

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

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

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

Timing

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

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

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

Similarly, when revising data, the VRL file is one of three files incorporated in a VET 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 elements included in the VLL/VRL files is in the [structure guidelines](#) for the relevant reporting year.

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

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

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

Revisions

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

The VET student revision submission incorporates data from three files:

- VET Revised Student Load Liability (VRL)
- [VET Student Revisions \(VSR\)](#)
- [VET Commonwealth Assisted Students](#) (in a validated VET 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 the LL/RL scope.

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

More information

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

VET Student Load Liability (VLL) and Revised Student Load Liability (VRL) file structure

Version Details

| | |
|-------------|------|
| Version: | 3.0 |
| First Year: | 2012 |
| Last Year: | |

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

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

| | | | | |
|--|---------------------|---------|----|--------------|
| Unit of study HELP Debt | 558 | 112-119 | 8 | Numeric |
| Filler 50 spaces | N/A | 120-169 | 50 | Alphanumeric |
| Recognition of Prior Learning indicator | 577 | 170-170 | 1 | Numeric |

VET Student Revisions (VSR) scope

Version Details

| | |
|-------------|------|
| Version: | 6.0 |
| First Year: | 2015 |
| Last Year: | |

About

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

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

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

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

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

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

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

Structure

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

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

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

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

These elements 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 VSR file. No corresponding record is required on the VRL or VDU files.

Records to include

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

More information

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

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

VET Student Revisions (VSR) file structure

Version Details

| | |
|-------------|------|
| Version: | 3.0 |
| First Year: | 2012 |
| Last Year: | |

Elements on the VET Student Revisions (VSR) file

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

VET Unit of Study Completions (VCU) scope

Version Details

| | |
|-------------|------|
| Version: | 6.0 |
| First Year: | 2015 |
| Last Year: | |

About

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

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

Timing

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

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

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

Structure

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

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

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

These elements are the key identifiers for a student's unit of study and must be the same as originally reported in the VLL 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 VET Unit of Study Completions submission can also be used to revise previously submitted data. When revising a unit of study completions record it must be submitted with the same key identifiers as originally reported.

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

More information

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

VET Unit of Study Completions (VCU) file structure

Version Details

| | |
|-------------|------|
| Version: | 3.0 |
| First Year: | 2012 |
| Last Year: | |

Elements on the VET Enrolment (VEN) file

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