



Australian Government

Department of Education and Training

VET Data Collections

ELEMENT DICTIONARY

2017 Data Requirements

ELEMENT NO. 307

VERSION: 5.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: COURSE
ELEMENT NAME: Course code
DESCRIPTION: A code which uniquely identifies each course within a Higher Education/VET Provider (Provider).

CODE FORMAT: Data Type: Alphanumeric
Units: Code (alphanumeric), left justified, with trailing blanks if needed
Width: 10

CLASSIFICATION:

CODE	MEANING
Any data	Code assigned by the Provider

CODING NOTES: Assign a code to each course which uniquely identifies it within the Provider. The code should remain unchanged from year to year.

Higher Education only

For every Course of Study record where element 310 equals 04-14, 20, 21 or 22, there must be at least one Campus File record, matching on element 307 (course code).

Every course that has Commonwealth Assisted and/ or domestic fee paying places must be included on this file.

Every course that is delivered either fully or partially offshore must be included on this file.

VET only

The TGA code should be used to identify each eligible course of study.

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

INPUT FILES:

HEP - Student	Course of Study (CO) Commonwealth Assisted Students - HELP Due (DU) OS-HELP Revision (OR) Enrolment (EN) Student Load Liability (LL) & Revised Student Load Liability (RL) Student Revisions (SR) Unit of Study Completions (CU) SA-HELP (SA) Past Course Completions (PS) Campus (CM) Campus Deletions (CD) Enrolment Revisions (ER) OS HELP (OS) & Revised OS HELP (RO)
VET - Student	VET Course of Study (VCO) VET Course Completions (VCC) VET Commonwealth Assisted Students - HELP Due (VDU) VET Student Load Liability (VLL) & Revised Student

Load Liability (VRL)
VET Student Revisions (VSR)
VET Unit of Study Completions (VCU)
VET Commencement Date Revision (VRC)
VET Enrolment (VEN)
VET Enrolment Revision (VER)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	20/04/2005	2005
1.1	13/12/2007	2008
1.2	05/12/2008	2010
3.0	11/03/2011	2012
4.0	14/02/2012	2013
5.0	22/05/2014	2015

ELEMENT NO. 308

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: COURSE-NAME
ELEMENT NAME: Course name - full
DESCRIPTION: The full name of the course

CODE FORMAT: Data Type: Alphanumeric
Units: Text, left justified, with trailing blanks if needed
Width: 72

CLASSIFICATION:

CODE	MEANING
Any data	Name assigned by the Provider

CODING NOTES: The name is to be used in the generation of reports and must be as meaningful as possible.

The name assigned to each course should be unique and remain unchanged from year to year.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Course of Study (CO)
VET - Student	VET Course of Study (VCO)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	21/07/1986	1988
1.1	05/12/2008	2009
3.0	11/03/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 310

VERSION: 7.0
FIRST YEAR: 2017
LAST YEAR:
FIELD NAME: COURSE-TYPE
ELEMENT NAME: Course of study type code
DESCRIPTION: A code which indicates the type of higher education/VET course

CODE FORMAT:

Data Type:	Numeric
Units:	Code (numeric), right justified, with a leading zero if needed
Width:	2

CLASSIFICATION:

CODE	MEANING
01	Higher Doctorate
02	Doctorate by research
12	Doctorate by coursework
14	Masters (Extended)
03	Masters (Research)
04	Masters (Coursework)
05	Postgraduate Qualifying or Preliminary (for Master's, Doctorate or Higher Doctorate)
06	Graduate Diploma/ Postgraduate Diploma (pass or honours) involving new academic, professional or vocational area
07	Graduate Diploma/ Postgraduate Diploma (pass or honours) extending skills and knowledge in a professional area previously studied
11	Graduate Certificate
08	Bachelors Graduate Entry
09	Bachelors Honours
10	Bachelors Pass
13	Associate degree
20	Advanced Diploma
21	Diploma
22	Other undergraduate award course
30	Enabling course
41	Cross Institutional program for undergraduate courses at home Higher Education Provider
42	Cross Institutional program for postgraduate courses at home Higher Education Provider
50	Non-award course (including Bridging for overseas trained professionals)
60	Open Universities Australia undergraduate studies
61	Open Universities Australia postgraduate studies
80	VET Graduate Certificate
81	VET Graduate Diploma

CODING NOTES:

Higher Education only

Code post-course legal studies programs which do not lead to an award of the higher education provider as 22 (other undergraduate award course).

Code preparatory courses being undertaken by fee-paying overseas students as 22 (other award course).

Codes 60 and 61 are for Open Universities Australia (OUA) only.

For the department's coding purposes, Higher Doctorates include those awards which are granted in recognition of original work which was not conducted as part of a supervised candidature within the higher education provider.

Applications and Offers only

Higher education providers / Tertiary Admission Centres (TACs)

Offer Details (OD) & Preference Details (PD) - data is required in all submissions.

For TACs refer to [TAC Data Elements Map](#) for more information.

TAC only

Use code 99 for "Course below Diploma (AQF terminology)/Associate diploma (pre-AQF terminology)" (e.g. other VET courses)

VET only

VET providers are to report the following codes:

- 80 (VET Graduate Certificate)
- 81 (VET Graduate Diploma)
- 20 (Advanced Diploma)
- 21 (Diploma)

Codes 80 and 81 should not be reported for [state subsidised students](#).

The Certificate IV trial ended on 31 December 2016. From 1 January 2017 the code 82 can only be used for revisions.

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

INPUT FILES:

HEP - Student	Course of Study (CO)
HEP - Applications and Offers	Offer Details (OD) Preference Details (PD)
VET - Student	VET Course of Study (VCO)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.1	05/12/2008	2010

1.2	30/11/2009	2010
1.3	03/09/2010	2011
3.0	11/03/2011	2012
4.0	14/02/2012	2013
5.0	27/03/2013	2014
5.1	16/10/2013	2014
5.2	05/03/2014	2014
6.0	22/05/2014	2015
7.0	01/2017	2017

ELEMENT NO. 313

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: STUDENT-ID
ELEMENT NAME: Student identification code
DESCRIPTION: A code which uniquely identifies the student within the higher education/VET provider and remains constant from year to year

CODE FORMAT: Data Type: Alphanumeric
Units: Code (alphanumeric), left justified, with trailing blanks if needed
Width: 10

CLASSIFICATION:

CODE	MEANING
Any data	Code assigned by the provider

CODING NOTES: A student may make a number of separate course enrolments at a provider in the one year or over a number of years. Within the one provider, the identification code for the student must be constant across courses and over time. Where a student returns to a provider to resume a course or to undertake a new course, the identification code must be the same as that used at the time of the student's first enrolment at the provider.

Where a provider is amalgamated with another provider this may lead to the need for the identification code for some students to be changed. In such circumstances, the department should be consulted so that any arrangements which may be required to ensure continuity of the identification code can be agreed on.

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

INPUT FILES:

HEP - Student	Commonwealth Assisted Students - HELP Due (DU) Commonwealth Scholarship (CS) OS-HELP Revision (OR) Enrolment (EN) Student Load Liability (LL) & Revised Student Load Liability (RL) Student Revisions (SR) Unit of Study Completions (CU) SA-HELP (SA) Past Course Completions (PS) Enrolment Revisions (ER) OS HELP (OS) & Revised OS HELP (RO) Commonwealth Higher Education Student Support Number (CHESSN) Student Concordance (SC)
VET - Student	VET Course Completions (VCC) VET Commonwealth Assisted Students - HELP Due (VDU) VET Commonwealth Higher Education Student Support Number (CHESSN) VET Student Load Liability (VLL) & Revised Student Load Liability (VRL) VET Student Revisions (VSR) VET Unit of Study Completions (VCU) VET Commencement Date Revision (VRC) VET Student Concordance (VSC) VET Enrolment (VEN)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	22/04/2004	2005
1.1	16/10/2007	2008
1.2	05/12/2008	2009
3.0	11/03/2011	2012
3.1	16/10/2013	2014
4.0	22/05/2014	2015

ELEMENT NO. 314

VERSION: 6.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: DATE-OF-BIRTH
ELEMENT NAME: Date of birth
DESCRIPTION: The day, month and year of birth of the student/applicant

CODE FORMAT: Data Type: Numeric
Units: YYYYMMDD, right justified (in each sub-field), with a leading zero (in each sub-field) if needed.
Width: 8

CLASSIFICATION:

CODE	MEANING
YYYYMMDD	Date of birth in YYYYMMDD format

CODING NOTES: YYYYMMDD format:

1st 4 digits	Year sub-field (e.g. 1957)
2nd 2 digits	Month sub-field (e.g. 08)
3rd 2 digits	Day sub-field (e.g. 06)

Where date of birth cannot be provided, report '19010101'.

Applications and Offers only

HEPs / TACs - data is required in all submissions.

For TACs refer to [TAC Data Elements Map](#) for more information.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Commonwealth Assisted Students - HELP Due (DU) Enrolment (EN) Past Course Completions (PS) Enrolment Revisions (ER) Commonwealth Higher Education Student Support Number (CHESSN)
HEP - Staff	Full-Time and FFT (FT)
HEP - Applications and Offers	Application Details (AD)
VET - Student	VET Commonwealth Assisted Students - HELP Due (VDU) VET Commonwealth Higher Education Student Support Number (CHESSN) VET Enrolment (VEN) VET Enrolment Revision (VER)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	18/05/2004	2005
1.1	05/12/2008	2010
3.0	11/03/2011	2012
4.0	14/02/2012	2013
5.0	27/03/2013	2014
6.0	22/05/2014	2015

ELEMENT NO. 315

VERSION: 6.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: GENDER
ELEMENT NAME: Gender code
DESCRIPTION: A code which identifies the sex of a student/applicant

CODE FORMAT: Data Type: Alphanumeric
Units: Code (alphanumeric)
Width: 1

CLASSIFICATION:	CODE	MEANING
	F	Female
	M	Male

CODING NOTES: Providers/TACS should make a determination of the gender of the student/applicant where the information has not been provided.

In response to the Australian Government Guidelines on the Recognition of Sex and Gender, the department has updated the HEIMS systems to allow the reporting of code X (indeterminate/Intersex/Unspecified). This facilitates the progressive implementation of the guidelines by all providers by 1 July 2016.

Applications and Offers only

HEPs / TACs - data is required in all submissions.

For TACs refer to [TAC Data Elements Map](#) for more information.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:		
	HEP - Student	Commonwealth Assisted Students - HELP Due (DU) Enrolment (EN) Past Course Completions (PS) Enrolment Revisions (ER)
	HEP - Staff	Actual Casual (CA) Full-Time and FFT (FT)
	HEP - Applications and Offers	Application Details (AD)
	VET - Student	VET Commonwealth Assisted Students - HELP Due (VDU) VET Enrolment (VEN) VET Enrolment Revision (VER)

CHANGE HISTORY

2017 Data Requirements

VERSION	REVISION DATE	REPORTING YEAR
1.0	22/08/1997	1998
1.1	05/12/2008	2010
3.0	11/03/2011	2012
4.0	14/02/2012	2013
5.0	27/03/2013	2014
5.1	22/05/2014	2014
6.0	22/05/2014	2015

ELEMENT NO. 316

VERSION: 6.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: ABORIG-TORRES
ELEMENT NAME: Aboriginal and Torres Strait Islander code
DESCRIPTION: A code which identifies whether or not the student/applicant identifies herself or himself as being of Aboriginal and/or Torres Strait Islander descent

CODE FORMAT: Data Type: Numeric
Units: Code (numeric)
Width: 1

CLASSIFICATION:

CODE	MEANING
2	Non indigenous – neither Aboriginal nor Torres Strait Islander origin
3	Of Aboriginal origin but not Torres Strait Islander
4	Of Torres Strait Islander origin but not Aboriginal
5	Both Aboriginal and Torres Strait Islander origin
9	No information

CODING NOTES: **Applications and Offers only**
HEPs / TACs - data is discretionary in all submissions
For TACs refer to [TAC Data Elements Map](#) for more information.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Enrolment (EN) Past Course Completions (PS) Enrolment Revisions (ER)
HEP - Staff	Full-Time and FFT (FT)
HEP - Applications and Offers	Application Details (AD)
VET - Student	VET Enrolment (VEN) VET Enrolment Revision (VER)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	12/03/1999	2000
1.1	05/12/2008	2010

2017 Data Requirements

3.0	11/03/2011	2012
3.1	14/02/2012	2012
4.0	14/02/2012	2013
5.0	27/03/2013	2014
6.0	22/05/2014	2015

ELEMENT NO. 319

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: TERM-LOCATION
ELEMENT NAME: Location code of term residence
DESCRIPTION: The Australian postcode or overseas country code for the residence in which the student lives during the term/period of study, as most recently advised prior to the reference date

CODE FORMAT: Data Type: Alphanumeric
Units: Code (alphanumeric)
Width: 5

CLASSIFICATION:	CODE	MEANING
	X1200 to X9299	Overseas country code from countries classification
	X9999	Overseas country, but not classifiable
	A0001 to A9998	Australian Postcode
	99999	No information on location of residence

CODING NOTES: Refer to:

- [Appendix B - Australian Postcodes](#)
- [Appendix C - Standard Australian Classification of Countries \(SACC\)](#)

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

INPUT FILES:	HEP - Student	Enrolment (EN) Enrolment Revisions (ER)
	VET - Student	VET Enrolment (VEN) VET Enrolment Revision (VER)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	22/04/2004	2005
1.1	05/12/2008	2009
3.0	11/03/2011	2012
3.1	16/10/2013	2014
4.0	22/05/2014	2015

HEP - Applications and
Offers

Application Details (AD)

VET - Student

VET Enrolment (VEN)
VET Enrolment Revision (VER)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	05/12/2008	1999
1.1	05/12/2008	2010
3.0	11/03/2011	2012
4.0	14/02/2012	2013
5.0	27/03/2013	2014
6.0	22/05/2014	2015

ELEMENT NO. 327

VERSION: 6.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: NEW-ADMISSION
ELEMENT NAME: New basis for admission to current course
DESCRIPTION: A code which identifies the main criterion used by the Higher Education/VET Provider in granting a student admission to the current course, OR a Higher Education Provider granting an offer/admission to an applicant in a course

CODE FORMAT:

Data Type:	Numeric
Units:	Code (numeric), right justified, with a leading zero if needed
Width:	2

CLASSIFICATION:

CODE	MEANING
01	Not a commencing student

A commencing student who was admitted on the basis of: OR
an applicant who is granted an offer on the basis of:

CODE MEANING

31	A higher education course (Australian or overseas equivalent; complete or incomplete)
33	Secondary education undertaken at school, VET or other Higher Education Provider (Australian or overseas equivalent)
34	A VET award course other than a secondary education course (Australian or overseas equivalent; complete or incomplete)
36	Mature age special entry provisions
37	A professional qualification
29	Other basis

For use by Tertiary Admission Centres only

CODE	MEANING
99	Basis for admission not specified

CODING NOTES: Refer to Glossary for the definition of [Commencing Students](#)

Applications and Offers only

HEPs / TACs - data is required in all submissions.
For TACs refer to [TAC Data Elements Map](#) for more information.

VET only

Reporting of data for this element is optional. VET providers may submit null values (spaces) instead of any of the listed codes.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:	HEP - Student	Enrolment (EN) Enrolment Revisions (ER)
	HEP - Applications and Offers	Offer Details (OD)
	VET - Student	VET Enrolment (VEN) VET Enrolment Revision (VER)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	10/02/2003	2004
1.1	05/12/2008	2010
3.0	11/03/2011	2012
4.0	14/02/2012	2013
5.0	27/03/2013	2014
6.0	22/05/2014	2015

ELEMENT NO. 329

VERSION: 6.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: ATTENDANCE-MODE
ELEMENT NAME: Mode of attendance code
DESCRIPTION: A code which identifies the mode of attendance by which the student undertakes a unit of study OR the mode of attendance for a preference or offered course as indicated by an applicant

CODE FORMAT: Data Type: Numeric
Units: Code (numeric)
Width: 1

CLASSIFICATION:

CODE	MEANING
1	Internal Mode of Attendance at an on-shore or off-shore campus (includes classroom based)
2	External Mode of Attendance at an on-shore or off-shore campus (includes electronic based, on line and correspondence)
3	Multi-modal Mode of Attendance
6	Employer based (VET providers only)

Higher Education Only – Course Completions

CODE	MEANING
4	Completed course for which ALL units of study have been completed either solely through the Open Universities Australia (OUA) or through the OUA and another Higher Education provider
5	Award granted on the basis of submission of original work which is not the result of supervised candidature within the Higher Education Provider

CODING NOTES: **Higher Education only**
If a student is attending an off-shore campus as an internal student at that campus, he/she is to be coded "1", not "2".

For the Past Course Completions File, the code to be assigned for mode of attendance relates to the final year of attendance.

Codes 4 and 5 are only to be used for reporting data in the Past Course Completions File.

Applications and Offers only

The codes '4' and '5' are not applicable to this collection.

When no information is available on an applicant's mode of attendance preference but:

- the course itself only provides internal attendance options report as "1"
- the course itself only provides external attendance options report as "2"
- the course provides both internal and external attendance options report as b

HEPs / TACs - data for both Offer Details (OD) and Preferences Details (PD) is discretionary in all submissions.

For TACs refer to [TAC Data Elements Map](#) for more information.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:	HEP - Student	Student Load Liability (LL) & Revised Student Load Liability (RL) Past Course Completions (PS)
	HEP - Applications and Offers	Offer Details (OD) Preference Details (PD)
	VET - Student	VET Student Load Liability (VLL) & Revised Student Load Liability (VRL)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	16/06/2004	2005
1.1	05/12/2008	2010
3.0	11/03/2011	2012
4.0	14/02/2012	2013
5.0	27/03/2013	2014
6.0	22/05/2014	2015

ELEMENT NO. 330

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: ATTENDANCE-TYPE
ELEMENT NAME: Type of attendance code
DESCRIPTION: A code which identifies whether a student is classified as being a full-time or part-time.

CODE FORMAT: Data Type: Numeric
Units: Code (numeric)
Width: 1

CLASSIFICATION:

CODE	MEANING
0	For OUA and non-higher degree research student use only
Full-time attendance for:	
1	<ul style="list-style-type: none">higher degree research studenthigher education course completions for all full time studentsVET student
Part-time attendance for	
2	<ul style="list-style-type: none">higher degree research studenthigher education course completions for all part time studentsVET student

CODING NOTES: The following additional code is used in the department datasets but is NOT reported by Higher Education /VET Provider:

CODE	MEANING
9	No information

If data other than "0" are reported for non-higher degree research students, HEPCAT will ignore this type of attendance being calculated from the students reported load.

Higher Education only

For Higher Degree Research (HDR) students, classification of type of attendance is based on the student's own assessment not the student load.

For the Past Course Completions File, the code to be assigned for type of attendance relates to the final year of attendance.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:	HEP - Student	Enrolment (EN) Past Course Completions (PS) Enrolment Revisions (ER)
	VET - Student	VET Enrolment (VEN) VET Enrolment Revision (VER)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	05/04/2003	2004
1.1	05/12/2008	2009
3.0	11/03/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 333

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: AOU
ELEMENT NAME: Academic organisational unit code
DESCRIPTION: A code assigned by the Higher Education Provider which uniquely identifies the academic organisational unit providing a unit of study or part of a unit of study.

CODE FORMAT: Data Type: Alphanumeric
Units: Code (alphanumeric), left justified, with trailing blanks if need
Width: 3

CLASSIFICATION: **CODE** **MEANING**
Any Academic organisational unit code assigned by the Higher Education
data Provider

CODING NOTES: The code assigned to each academic organisational unit must uniquely identify it within the Higher Education Provider and should remain unchanged over the years.

Higher Education only

If no academic organisational unit code is allocated, report the code AOU

VET only

An academic organisational unit code is not required. The code AOU is to be reported.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	OS-HELP Revision (OR) Student Load Liability (LL) & Revised Student Load Liability (RL) Student Revisions (SR)
VET - Student	VET Student Load Liability (VLL) & Revised Student Load Liability (VRL) VET Student Revisions (VSR)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	22/04/2004	2005
1.1	05/12/2008	2009
1.2	30/11/2009	2010
3.0	11/03/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 339

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: EFTSL
ELEMENT NAME: Equivalent Full-Time Student Load
DESCRIPTION: The EFTSL value representing the student load for a unit of study

CODE FORMAT:

Data Type:	Numeric
Units:	Numeric
Width:	10

CLASSIFICATION:

CODE	MEANING
0000000001 to 1000000000	EFTSL vlue (e.g. 0.125 is coded 0125000000)

CODING NOTES: An EFTSL is an equivalent full-time student load for a year. It is a measure, in respect of a course of study, of the study load for a year of a student undertaking that course of study on a full-time basis.

VET only

For further information regarding the calculation of EFTSL value for RPL units of study, please refer to the Glossary of terms.

Please refer to the [Glossary](#) for further information about terminology used in this document

INPUT FILES:

HEP - Student	Student Load Liability (LL) & Revised Student Load Liability (RL)
VET - Student	VET Student Load Liability (VLL) & Revised Student Load Liability (VRL)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	04/03/2004	2005
1.1	26/11/2009	2010
3.0	11/03/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 346

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: COUNTRY-BIRTH
ELEMENT NAME: Country of birth code
DESCRIPTION: A code representing the country of birth of a student

CODE FORMAT: Data Type: Numeric
Units: Code (numeric)
Width: 4

CLASSIFICATION:

CODE	MEANING
1100	Student was born in Australia
1200 to 9299	Overseas country code from countries classification for student who was born outside Australia
9998	No information on country for student who was born outside Australia
9999	No information on whether born in Australia or not

CODING NOTES: Refer to Appendix C - [Standard Australian Classification of Countries](#)

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Enrolment (EN) Past Course Completions (PS) Enrolment Revisions (ER) Commonwealth Higher Education Student Support Number (CHESSN)
HEP - Staff	Full-Time and FFT (FT)
VET - Student	VET Commonwealth Higher Education Student Support Number (CHESSN) VET Enrolment (VEN) VET Enrolment Revision (VER)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	13/11/1998	1999
1.1	05/12/2008	2009
3.0	11/03/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 347

VERSION: 6.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: YEAR-ARRIVAL
ELEMENT NAME: Year of arrival in Australia
DESCRIPTION: The year in which a student/applicant not born in Australia first arrived in Australia.

CODE FORMAT: Data Type: Alphanumeric
Units: Code (alphanumeric), right justified, with leading zeros if needed
Width: 4

CLASSIFICATION:

CODE	MEANING
0000	Student/Applicant never arrived in Australia
0001	Student/Applicant was born in Australia

Student/Applicant not born in Australia and year of arrival in Australia:

CODE	MEANING
1900 to 2099	Year of arrival in YYYY format
A998	No information on year of arrival
A999	No information on whether student/applicant was born in Australia or not

CODING NOTES: **Applications and Offers only**
HEPs / TACs - Data is discretionary in all submissions.
For TACs refer to [TAC Data Elements Map](#) for more information.

VET only
Reporting of data for this element is optional. VET providers may submit null values (spaces) instead of any of the listed codes.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Enrolment (EN) Past Course Completions (PS) Enrolment Revisions (ER)
HEP - Applications and Offers	Application Details (AD)
VET - Student	VET Enrolment (VEN) VET Enrolment Revision (VER)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	16/07/1999	2000
1.1	05/12/2008	2010
1.2	30/11/2009	2010
3.0	11/03/2011	2012
4.0	14/02/2012	2013
5.0	27/03/2013	2014
6.0	22/05/2014	2015

ELEMENT NO. 348

VERSION: 6.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: LANGUAGE-HOME
ELEMENT NAME: Language spoken at home code
DESCRIPTION: A code indicating use of a language other than English at the student's/applicant's permanent home residence

CODE FORMAT: Data Type: Numeric
Units: Code (numeric), right justified, with leading zeros if needed
Width: 4

CLASSIFICATION:

CODE	MEANING
0001	Student/Applicant speaks only English at permanent home residence

Main language other than English spoken at permanent home residence:

CODE	MEANING
1000 to 1199	Non-English language code from languages classification
1300 to 9799	Non-English language code from languages classification
9998	Non-English language spoken but no information on the language
9999	No information on whether or not a non-English language is spoken at permanent home residence by a student/applicant

CODING NOTES: Refer to: [Appendix D - Australian Standard Classification of Languages \(ASCL\)](#).

To record that a student/applicant speaks only English at a permanent home residence use 0001 rather than the ABS code of 1201.

Code 8000 may be used to report an Indigenous Australian language where the individual language is not known or identified.

Applications and Offers only

HEPs / TACs - data is discretionary in all submissions.

For TACs refer to [TAC Data Elements Map](#) for more information.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Enrolment (EN) Past Course Completions (PS) Enrolment Revisions (ER)
HEP - Staff	Full-Time and FFT (FT)
HEP - Applications and Offers	Application Details (AD)

VET - Student

VET Enrolment (VEN)
VET Enrolment Revision (VER)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	13/11/1998	1999
1.1	19/07/2007	2008
1.2	05/12/2008	2010
3.0	11/03/2011	2012
4.0	14/02/2012	2013
5.0	27/03/2013	2014
6.0	22/05/2014	2015

ELEMENT NO. 350

VERSION: 5.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: COURSE-LOAD
ELEMENT NAME: Course of study load
DESCRIPTION: The aggregated EFTSL value for a course of study, summed across all units of study which meet the academic requirements for the course of study

CODE FORMAT: Data Type: Numeric
Units: Numeric, right justified, with a leading zero if needed
Width: 2

CLASSIFICATION:

CODE	MEANING
00	Non-award course, cross provider program or unit of study undertaken through Open Universities Australia
01 to 99	EFTSL value expressed in tenths (e.g. 4.5 is coded "45")

CODING NOTES: Where a student is undertaking a course of study for which another course of study was a pre-requisite, then the EFTSL for the first course of study should not be included as part of the course of study load.

The value is to represent the Aggregated EFTSL for all years of the course of study, assuming that:

- the course of study is undertaken by a full-time student; and
- the student undertakes a standard program of studies.

If there are multiple entry points to the course of study, the value reported is to reflect entry at the lowest possible point (i.e. without any exemptions being granted).

Higher Education only

See the glossary definition of [course of study load for higher education providers](#) for information on reporting Course of study load.

VET only

See the glossary definition of [course of study load for VET FEE- HELP providers](#) for information on reporting Course of study load.

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

INPUT FILES:

HEP - Student	Course of Study (CO)
VET - Student	VET Course of Study (VCO)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	13/04/2004	2005
1.1	05/12/2008	2009
3.0	11/03/2011	2012
4.0	27/03/2013	2014
4.1	16/10/2013	2014
5.0	22/05/2014	2015

ELEMENT NO. 354

VERSION:	4.0	
FIRST YEAR:	2015	
LAST YEAR:		
FIELD NAME:	UNIT-STUDY	
ELEMENT NAME:	Unit of study code	
DESCRIPTION:	A code which uniquely identifies a unit of study	
CODE FORMAT:	Data Type:	Alphanumeric
	Units:	Code (alphanumeric), left justified, with trailing blanks if needed
	Width:	10
CLASSIFICATION:	CODE	MEANING
	Any data	Code assigned by the Provider

CODING NOTES: The code assigned to each unit of study must uniquely identify it within the provider and must remain unchanged in each of the submissions of the Student Load/Liability file for a reference year.

Where, for internal administration purposes, a provider uses more than one code for a single unit of study, only one of those units of study codes should be reported.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:	HEP - Student	OS-HELP Revision (OR) Student Load Liability (LL) & Revised Student Load Liability (RL) Student Revisions (SR) Unit of Study Completions (CU)
	VET - Student	VET Student Load Liability (VLL) & Revised Student Load Liability (VRL) VET Student Revisions (VSR) VET Unit of Study Completions (VCU)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	22/04/2004	2005
1.1	05/12/2008	2009
3.0	11/03/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 355

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: UNIT-STATUS
ELEMENT NAME: Unit of study completion status
DESCRIPTION: A code which categorises a students unit of study completion status.

CODE FORMAT: Data Type: Numeric
Units: Code (numeric)
Width: 1

CLASSIFICATION:	CODE	MEANING
	1	Withdrew without penalty
	2	Failed
	3	Successfully completed all the requirements
	4	Unit of study to be commenced later in the year or still in process of completing or completion status not yet determined
	5	Recognition of prior learning (VET only)

CODING NOTES: Codes 1 to 4 are applicable for Higher Education Providers
Codes 1 to 5 are applicable for VET Providers

VET Providers

Refer to the [Reporting RPL](#) guide and the Glossary definition of [Recognition of prior learning](#) for further details.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Unit of Study Completions (CU)
VET - Student	VET Unit of Study Completions (VCU)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	22/04/2004	2005
1.1	05/12/2008	2009
1.2	03/09/2011	2011

3.0	11/03/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 358

VERSION: 7.0
FIRST YEAR: 2017
LAST YEAR:
FIELD NAME: CITIZEN-RESIDENT
ELEMENT NAME: Citizen/resident indicator
DESCRIPTION: A code indicating a student's/applicant's citizenship and residence status

CODE FORMAT: Data Type: Numeric
Units: Code (numeric)
Width: 1

CLASSIFICATION:

CODE MEANING

- | | |
|---|---|
| 1 | Australian citizen (including Australian citizens with dual citizenship)
New Zealand citizen or a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative, excluding those with Australian citizenship. (Note: includes any such persons who have Permanent Resident status) |
| 2 | |
| 8 | Students/Applicants with permanent humanitarian visa |
| 3 | Students/Applicants with Permanent visa other than Permanent humanitarian visa |
| 4 | Student/Applicant has a temporary entry permit or is a diplomat or a dependent of a diplomat (except New Zealand) and resides in Australia during the unit of study |
| 5 | Not one of the above categories and student/applicant is residing outside Australia during the unit of study/time of application |

CODING NOTES:

Applications and Offers only

HEPs / TACs - Data is required in all submissions.

For TACs refer to [TAC Data Elements Map](#) for more information.

Records are not included in the collection for applicants who are coded '4', '5' or ␣ (space).

International applicants would be coded as either '4' or '5' depending on whether they had already relocated to Australia.

VET only

VET providers are only to report codes '1' and '8'. Only Australian citizens and student with permanent humanitarian visas are eligible for VET assistance.

The following additional code is used in the department datasets but is not reported by higher education providers / Institutions.

CODE	MEANING
9	No information

Code overseas students residing overseas as "5"

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:	HEP - Student	Student Load Liability (LL) & Revised Student Load Liability (RL) SA-HELP (SA) Past Course Completions (PS) Commonwealth Higher Education Student Support Number (CHESSN)
	HEP - Applications and Offers	Application Details (AD)
	VET - Student	VET Commonwealth Higher Education Student Support Number (CHESSN) VET Student Load Liability (VLL) & Revised Student Load Liability (VRL)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	04/03/2004	2005
1.1	05/12/2008	2010
3.0	11/03/2011	2012
3.1	18/12/2012	2012
4.0	14/02/2012	2013
4.1	18/12/2012	2013
5.0	27/03/2013	2014
6.0	22/05/2014	2015
7.0	01/2017	2017

ELEMENT NO. 381

VERSION: 4.1
FIRST YEAR: 2017
LAST YEAR:
FIELD NAME: AMT-PAID
ELEMENT NAME: Amount paid up front
DESCRIPTION: The amount which has been paid for a unit of study or SA-HELP loan

CODE FORMAT: Data Type: Numeric
Units: Numeric, right justified, with leading or trailing zeros if needed
Width: 8

CLASSIFICATION:	CODE	MEANING
	00000000	No amount has been paid
	00000001 to 99999999	Amount paid, including cents

CODING NOTES: **General**
Amounts for exempt students and overseas students need to be reported as 00000000.

Values less than 10000000 must have leading and trailing zeros, NOT spaces. For example, \$585.00 is to be expressed as 00058500 and \$585.45 is to be expressed as 00058545.

If the student is in an Employer reserved place/restricted access place, the amount paid must only be the amount paid by the student. It must not include the employer contribution.

Higher Education only

The amount paid for Commonwealth supported students must have zero cents when aggregated to the unit of study.

Pre-2017

A student's HECS-HELP status is determined by assessing the status of all units of study undertaken, within a given course of study, on a given census date.

HECS-HELP eligible students who have deferred all or part of their student contribution amount for any unit of study, within a course of study, on a particular census date, must be reported as deferred ([E490](#) (Student status code) code 201) for all units of study undertaken as a HECS-HELP student, in that course of study, on that census date.

Therefore, HECS-HELP eligible students may be reported as deferred for a particular unit of study, within a course of study, even though they have paid 90% (applied to census dates on or after 1 January 2012) or 80% (applied to census dates prior to 1 January 2012) of the amount reported at [E384](#) (Total Amount charged).

Post-2016

A student's HECS-HELP status is determined individually for each unit of study undertaken.

Therefore, HECS-HELP eligible students contribution amounts are reported as deferred ([E490](#) (Student status code) code 201) for a unit of study if the all or part of the contribution amount has been deferred and as paid ([E490](#) (Student status code) code 204) for a unit of study if the full contribution has paid up-front.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:	HEP - Student	Student Load Liability (LL) & Revised Student Load Liability (RL) SA-HELP (SA)
	VET - Student	VET Student Load Liability (VLL) & Revised Student Load Liability (VRL)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	10/02/2005	2006
1.1	05/12/2008	2009
3.0	11/03/2011	2012
3.1	18/12/2012	2013
4.0	22/05/2014	2015

ELEMENT NO. 384

VERSION: 5.0
FIRST YEAR: 2017
LAST YEAR:
FIELD NAME: AMT-CHARGED
ELEMENT NAME: Total amount charged
DESCRIPTION: Amount charged for the unit of study or Student Amenities fee.

CODE FORMAT: Data Type: Numeric
Units: Numeric, right justified, with leading or trailing zeros if needed
Width: 8

CLASSIFICATION:	CODE	MEANING
	00000000	No amount has been charged
	00000001 to 99999999	Amount charged, including cents

CODING NOTES: **General**
Amounts for exempt students and overseas students need to be reported as 00000000. For FEE-HELP undergraduate courses and VET courses this must exclude the 20% Loan Fee which is reported separately in element 529 (Loan fee).

Values less than 10000000 must have leading and trailing zeros, NOT spaces. For example, \$585 is to be expressed as "00058500" and \$585:45 is to be expressed as "00058545".

If the student is in an Employer reserved place/restricted access place, the amount charged must only be the amount charged of the student. It must not include the employer contribution amount or loan fee.

Higher Education only
The amount charged for Commonwealth supported students must have zero cents when aggregated to the unit of study.

SA-HELP – A student services and amenities fee is not required to be a whole dollar amount.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:	HEP - Student	Student Load Liability (LL) & Revised Student Load Liability (RL) SA-HELP (SA)
	VET - Student	VET Student Load Liability (VLL) & Revised Student Load Liability (VRL)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	11/02/2005	2006

1.1	05/12/2008	2009
3.0	11/03/2011	2012
3.1	07/12/2011	2012
3.2	14/02/2012	2012
3.3	18/12/2012	2013
4.0	22/05/2014	2015
5.0	24/08/2016	2017

ELEMENT NO. 386

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: DISABILITY
ELEMENT NAME: Disability
DESCRIPTION: An eight-character code indicating responses to three questions about disabilities

CODE FORMAT: Data Type: Numeric
Units: Eight single-numeric fields
Width: 8

CLASSIFICATION: **1st character - disability, impairment or long term medical condition**

CODE MEANING

- 0 Student did not indicate the existence of a disability, impairment or long term medical condition
- 1 Student indicated that she/he has a disability, impairment or long term medical condition
- 2 Student indicated that she/he does not have a disability, impairment or long term medical condition

2nd character - hearing disability

CODE MEANING

- 0 Student did not indicate she/he has a hearing disability
- 1 Student indicated that she/he has a disability, impairment or long term medical condition and that she/he has a hearing disability

3rd character - learning disability

CODE MEANING

- 0 Student did not indicate she/he has a learning disability
- 1 Student indicated that she/he has a disability, impairment or long term medical condition and that she/he has a learning disability

4th character - mobility disability

CODE MEANING

- 0 Student did not indicate she/he has a mobility disability
- 1 Student indicated that she/he has a disability, impairment or long term medical condition and that she/he has a mobility disability

5th character - visual disability

CODE MEANING

- 0 Student did not indicate she/he has a visual disability
- 1 Student indicated that she/he has a disability, impairment or long term medical condition and that she/he has a visual disability

6th character - medical disability

CODE MEANING

- | | |
|---|--|
| 0 | Student did not indicate she/he has a medical disability |
| 1 | Student indicated that she/he has a disability, impairment or long term medical condition and that she/he has other disability |

7th character - other disability

CODE MEANING

- | | |
|---|--|
| 0 | Student did not indicate she/he has other disability |
| 1 | Student indicated that she/he has a disability, impairment or long term medical condition and that she/he has other disability |

8th character - support services, equipment and facilities

CODE MEANING

- | | |
|---|---|
| 0 | Student did not indicate that she/he has a disability |
| 1 | Student indicated that she/he has a disability, impairment or long term medical condition and that she/he would like to receive advice on support services, equipment and facilities |
| 2 | Student indicated that she/he has a disability, impairment or long term medical condition and that she/he does not wish to receive advice on support services, equipment and facilities |

CODING NOTES:

A student may indicate more than one disability, impairment or long term medical condition.

Data are to be collected using the following questions:

Question 1

Do you have a disability, impairment or long term medical condition which may affect your studies?

- Yes
- No

Question 2

If "yes" to Q1, please indicate the area/s of impairment:

- hearing
- learning
- mobility
- vision
- medical
- other

Question 3

If "yes" to Q1, would you like to receive advice on support services, equipment and facilities which may assist you?

- Yes
- No

Please refer to the [Glossary](#) for further information about terminology used in this

document

INPUT FILES:

HEP - Student

Enrolment (EN)
Past Course Completions (PS)
Enrolment Revisions (ER)

VET - Student

VET Enrolment (VEN)
VET Enrolment Revision (VER)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	11/04/2002	2003
1.1	05/12/2008	2009
3.0	11/03/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 402

VERSION: 6.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: STUDENT-SURNAME
ELEMENT NAME: Student surname
DESCRIPTION: The surname of the student/applicant.

CODE FORMAT: Data Type: Alphanumeric
Units: Text, left justified with trailing blanks if needed
Width: 30

CLASSIFICATION:

CODE	MEANING
Any data	Text provided by the student/applicant

CODING NOTES: **Applications and Offers only**
HEPs / TACs - Data is required in all submissions.
For TACs refer to [TAC Data Elements Map](#) for more information.
Where surname cannot be provided, report 'Unknown'.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Commonwealth Assisted Students - HELP Due (DU) Commonwealth Scholarship (CS) Commonwealth Higher Education Student Support Number (CHESSN)
HEP - Applications and Offers	Application Details (AD)
VET - Student	VET Commonwealth Assisted Students - HELP Due (VDU) VET Commonwealth Higher Education Student Support Number (CHESSN)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	04/04/2001	2002
1.1	05/12/2008	2010
3.0	11/03/2011	2012
4.0	14/02/2012	2013
5.0	27/03/2013	2014
6.0	22/05/2014	2015

ELEMENT NO. 403

VERSION: 6.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: STUDENT-GIVEN1
ELEMENT NAME: Student given name - first
DESCRIPTION: The first given name of the student/applicant

CODE FORMAT:

Data Type:	Alphanumeric
Units:	Text, left justified with trailing blanks if needed
Width:	15

CLASSIFICATION:

CODE	MEANING
Any data	Text provided by the student/applicant

CODING NOTES: **Applications and Offers only**
HEPs / TACs - Data is required in all submissions.
For TACs refer to [TAC Data Elements Map](#) for more information.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Commonwealth Assisted Students - HELP Due (DU) Commonwealth Scholarship (CS) Commonwealth Higher Education Student Support Number (CHESSN)
HEP - Applications and Offers	Application Details (AD)
VET - Student	VET Commonwealth Assisted Students - HELP Due (VDU) VET Commonwealth Higher Education Student Support Number (CHESSN)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	04/04/2001	2002
1.1	05/12/2008	2010
3.0	11/03/2011	2012
4.0	14/02/2012	2013
5.0	27/03/2013	2014
6.0	22/05/2014	2015

ELEMENT NO. 404

VERSION: 6.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: STUDENT-OTHERNAM
ELEMENT NAME: Student given name - others
DESCRIPTION: The other given name or names of the student/applicant

CODE FORMAT: Data Type: Alphanumeric
Units: Text, left justified with trailing blanks if needed
Width: 30

CLASSIFICATION:

CODE	MEANING
Any data	Text provided by the student/applicant

CODING NOTES: **Applications and Offers only**
HEPs / TACs - Data is discretionary in all submissions.
For TACs refer to [TAC Data Elements Map](#) for more information.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Commonwealth Assisted Students - HELP Due (DU) Commonwealth Higher Education Student Support Number (CHESSN)
HEP - Applications and Offers	Application Details (AD)
VET - Student	VET Commonwealth Assisted Students - HELP Due (VDU) VET Commonwealth Higher Education Student Support Number (CHESSN)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	04/04/2001	2002
1.1	05/12/2008	2010
3.0	11/03/2011	2012
4.0	14/02/2012	2013
5.0	27/03/2013	2014
6.0	22/05/2014	2015

ELEMENT NO. 405

VERSION:	4.0	
FIRST YEAR:	2015	
LAST YEAR:		
FIELD NAME:	STUDENT-TITLE	
ELEMENT NAME:	Student title	
DESCRIPTION:	The title used with a student's name	
CODE FORMAT:	Data Type:	Alphanumeric
	Units:	Text, left justified with trailing blanks if needed
	Width:	15
CLASSIFICATION:	CODE	MEANING
	Any data	Text provided by the student
CODING NOTES:	Please refer to the Glossary for further information about terminology used in this document	
INPUT FILES:	HEP - Student	Commonwealth Assisted Students - HELP Due (DU) Commonwealth Scholarship (CS)
	VET - Student	VET Commonwealth Assisted Students - HELP Due (VDU)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	24/08/1988	1989
1.1	16/10/2007	2008
1.2	05/12/2008	2009
3.0	11/03/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 406

VERSION: 6.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: STUDENT-POSTAL1
ELEMENT NAME: Postal address - Part 1
DESCRIPTION: The first part of the postal address for correspondence to be sent to the student/applicant

CODE FORMAT: Data Type: Alphanumeric
Units: Text, left justified with trailing blanks if needed
Width: 38

CLASSIFICATION: **CODE** **MEANING**
Any data Text provided by the student/applicant

CODING NOTES: All characters must be A-Z a-z 0-9 & ' / - () (space)

Where a value other than all spaces is entered the first character must not be a space.

Applications and Offers only

The code should reflect the applicant's residential address (not postal address).
HEPs / TACs - data is required in all submissions.
For TACs refer to [TAC Data Element Map](#) for more information.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Commonwealth Assisted Students - HELP Due (DU) Commonwealth Scholarship (CS) Commonwealth Higher Education Student Support Number (CHESSN)
HEP - Applications and Offers	Application Details (AD)
VET - Student	VET Commonwealth Assisted Students - HELP Due (VDU) VET Commonwealth Higher Education Student Support Number (CHESSN)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	24/08/1988	1989
1.1	05/12/2008	2009
3.0	11/03/2011	2012
4.0	14/02/2012	2013
5.0	27/03/2013	2014
6.0	22/05/2014	2015

ELEMENT NO. 407

VERSION: 6.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: STUDENT-POSTAL2
ELEMENT NAME: Postal address - part 2
DESCRIPTION: The second part of the postal address for correspondence to be sent to the student/applicant

CODE FORMAT: Data Type: Alphanumeric
Units: Text, left justified with trailing blanks if needed
Width: 38

CLASSIFICATION: **CODE** **MEANING**
Any data Text provided by the student/applicant

CODING NOTES: All characters must be A-Z a-z 0-9 & ' / - () (space)

Where a value other than all spaces is entered, the first character must not be a space.

Applications and Offers only

The code should reflect the applicant's residential address (not postal address).
HEPs / TACs - Data is required in all submissions.
For TACs refer to [TAC Data Elements Map](#) for more information

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Commonwealth Assisted Students - HELP Due (DU) Commonwealth Scholarship (CS) Commonwealth Higher Education Student Support Number (CHESSN)
HEP - Applications and Offers	Application Details (AD)
VET - Student	VET Commonwealth Assisted Students - HELP Due (VDU) VET Commonwealth Higher Education Student Support Number (CHESSN)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	24/08/1988	1989
1.1	05/12/2008	2009
3.0	11/03/2011	2012
4.0	14/02/2012	2013
5.0	27/03/2013	2014
6.0	22/05/2014	2015

ELEMENT NO. 409

VERSION: 6.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: STUDENT-POCODE
ELEMENT NAME: Postal address - postcode
DESCRIPTION: The postcode or overseas country code of the postal address for correspondence to be sent to the student/applicant

CODE FORMAT: Data Type: Alphanumeric
Units: Code (alphanumeric), right justified with leading zeros if needed
Width: 4

CLASSIFICATION:	CODE	MEANING
	bbbb-(4 spaces)	Overseas country
	0001 to 9999	Australian postcode

CODING NOTES: Refer to: [Appendix B – Australian Postcode](#)

Applications and Offers only

The code must reflect the applicant's residential address (not postal address).
HEPs - data in Application Details (AD) file is required in both submissions
TACs - data is required in all submissions.
For TACs refer to [TAC Data Elements Map](#) for more information.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:		
	HEP - Student	Commonwealth Assisted Students - HELP Due (DU) Commonwealth Higher Education Student Support Number (CHESSN)
	HEP - Applications and Offers	Application Details (AD)
	VET - Student	VET Commonwealth Assisted Students - HELP Due (VDU) VET Commonwealth Higher Education Student Support Number (CHESSN)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	21/03/2002	2003
1.1	05/12/2008	2009
3.0	11/03/2011	2012
4.0	14/02/2012	2013

5.0	27/03/2013	2014
6.0	22/05/2014	2015

ELEMENT NO. 410

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: HOME-PART1
ELEMENT NAME: Address of permanent home residence - Part 1
DESCRIPTION: The first part of the address for the student's permanent home residence

CODE FORMAT:

Data Type:	Alphanumeric
Units:	Text, left justified with trailing blanks if needed
Width:	38

CLASSIFICATION:

CODE	MEANING
Any data	Text provided by the student

CODING NOTES: This code must reflect the permanent home residence and is to be provided by the student each year.

Wherever possible, the physical address rather than the postal address should be provided.

All characters must be A-Z a-z 0-9 & ' / - () (space)

First character must not be a space.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Commonwealth Assisted Students - HELP Due (DU)
VET - Student	VET Commonwealth Assisted Students - HELP Due (VDU)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	14/12/1988	2000
1.1	05/12/2008	2009
3.0	11/03/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 411

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: HOME-PART2
ELEMENT NAME: Address of permanent home residence - part 2
DESCRIPTION: The second part of the address for the student's permanent home residence

CODE FORMAT: Data Type: Alphanumeric
Units: Text, left justified with trailing blanks if needed
Width: 38

CLASSIFICATION:

CODE	MEANING
Any data	Text provided by the student

CODING NOTES: This code must reflect the permanent home residence and is to be provided by the student each year.

Wherever possible, the physical address rather than the postal address should be provided.

All characters must be A-Z a-z 0-9 & ' / - () (space)

Where a value other than all spaces is entered, the first character MUST NOT be a space.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Commonwealth Assisted Students - HELP Due (DU)
VET - Student	VET Commonwealth Assisted Students - HELP Due (VDU)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	14/12/1988	2000
1.1	05/12/2008	2009
3.0	11/03/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 413

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: HOME-POCODE
ELEMENT NAME: Address of permanent home residence - postcode
DESCRIPTION: The Australian postcode or overseas country code for the student's permanent home residence

CODE FORMAT: Data Type: Alphanumeric
Units: Code (alphanumeric), right justified with leading zeros if needed
Width: 4

CLASSIFICATION:	CODE	MEANING
	bbbb (4 spaces)	Overseas country
	0001 to 9999	Australian postcode

CODING NOTES: This code must reflect the permanent home residence and is to be provided by the student each year.

Wherever possible, the postcode for the physical address rather than for the postal address should be provided.

Refer to:

- [Appendix B – Australian Postcodes](#)
- [Appendix C – Standard Australian Classification of Countries](#)

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:	HEP - Student	Commonwealth Assisted Students - HELP Due (DU)
	VET - Student	VET Commonwealth Assisted Students - HELP Due (VDU)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	21/03/2002	2003
1.1	05/12/2008	2009
3.0	11/03/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 415

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: REPORTING YEAR / PERIOD
ELEMENT NAME: Reporting Year and Period Code
DESCRIPTION: The reporting year and period to which the individual data record relates

CODE FORMAT: Data Type: Numeric
Units: YYYYp
Width: 5

CLASSIFICATION:

CODE	MEANING
19891 to 99992	Reporting year in 'YYYY' format, then Reporting period in 'p' format

CODING NOTES: **YYYYp format:**

This element describes the Reporting Year and Reporting period to which this record relates.

- 1st 4 digits (YYYY) = Reporting Year (e.g. 1989)
- 5th digit (p) = Reporting Period coded as "1" or "2"

Reporting period is defined as a '1' if record relates to date between 1 January and 30 June and '2' if date between 1 July and 31 December.

The reporting period for the year is to be coded as "1" for Course of Study, Past Course Completions, Full Time and Fractional Full time, Actual Casual and Estimated Casual, VET Course of Study, and VET Course Completions (e.g. 1989/1)

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Course of Study (CO) Commonwealth Scholarship (CS) Enrolment (EN) Past Course Completions (PS) Enrolment Revisions (ER)
HEP - Staff	Actual Casual (CA) Estimated Casual (EC) Full-Time and FFT (FT)
VET - Student	VET Course Completions (VCC) VET Course of Study (VCO) VET Enrolment (VEN) VET Enrolment Revision (VER)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	19/06/2001	2002

1.1	11/09/2007	2008
1.2	28/05/2008	2009
1.3	05/12/2008	2009
1.4	26/11/2009	2010
1.5	03/09/2010	2011
3.0	11/03/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 416

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: TF-NUMBER
ELEMENT NAME: Tax file number
DESCRIPTION: The tax file number for a student

CODE FORMAT: Data Type: Numeric
Units: Integer, right justified with leading zeros if required
Width: 11

CLASSIFICATION:

CODE	MEANING
00NNNNNNNNNN	Tax File Number, with the number 00NNNNNNNNNN being a number that satisfies the ATO's Tax File Number checking algorithm
00 bbbbbbb	A value to be used when there is no requirement to provide a TFN

CODING NOTES: From 1 January 2005, the Tax File Number coding 00999999999 is no longer valid, the Australian Taxation Office will no longer accept certificate TFNs in any files from 2005.

A TFN must be provided for every student with a HELP debt. In circumstances where a student has no HELP debt for any unit of study in the reporting period and is therefore not required to provide a TFN, a value of 00**bbbbbbb** may be used if the student has not provided their TFN. If the student has provided their TFN the actual number is to be reported.

Note: **b** represents one space. 00**bbbbbbb** represents two 0 (zero) characters followed by nine spaces.

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

INPUT FILES:

HEP - Student	Commonwealth Assisted Students - HELP Due (DU)
VET - Student	VET Commonwealth Assisted Students - HELP Due (VDU)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	20/04/2005	2006
1.1	01/03/2007	2008

1.2	05/12/2008	2010
1.3	26/11/2009	2010
3.0	11/03/2011	2012
3.1	16/10/2013	2014
4.0	22/05/2014	2015

ELEMENT NO. 446

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: VAR-REASON-CODE
ELEMENT NAME: Variation reason code
DESCRIPTION: A numeric code which identifies the reason for a variation

CODE FORMAT: Data Type: Numeric
Units: Numeric
Width: 1

CLASSIFICATION:

CODE	MEANING
1	Remission due to special circumstances
2	Revised record due to administrative error
4	Deletions due to Administrative error
5	Additional record or new record reported for the first time

CODING NOTES: For information about revisions, see the [revisions guides](#).

Higher Education only

Variation reason code '1' is only applicable for the Student Revisions (SR) submission. Code '1' is not to be used on Past Course Completions (PS), OS-Help Revisions (OR) and SA-Help (SA) submissions.

VET only

VET Course Completions (VCC)
Variation reason codes '1' and '2' are not applicable for this submission

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	OS-HELP Revision (OR) Student Revisions (SR) SA-HELP (SA) Past Course Completions (PS)
HEP - Staff	Actual Casual (CA) Full-Time and FFT (FT)
VET - Student	VET Course Completions (VCC) VET Student Revisions (VSR)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	15/02/2005	2006

1.1	19/07/2007	2008
1.2	28/05/2008	2009
1.3	05/12/2008	2009
1.4	26/11/2009	2010
3.0	11/03/2011	2012
3.1	07/12/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 461

VERSION: 6.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: FOE
ELEMENT NAME: Field of education code
DESCRIPTION: A code which identifies the field of education to which the course is classified

CODE FORMAT:

Data Type:	Numeric
Units:	Code (numeric), left justified, with trailing zeros if needed
Width:	6

CLASSIFICATION:

CODE	MEANING
000000	Non-award course , BOTP, or OUA unit
010000 to 129999	Field of education code

CODING NOTES: Refer to: [Appendix E – Field of Education Classification](#).

VET only

VET providers reporting the 4-digit narrow field of education code consistent with those published on '[Training.gov.au](#)' should include two trailing zeros.

Applications and Offers only

Offer Details (OD)

HEPs / TACs - data is required in all submissions.

Preference Details (PD)

HEPs - data is required in both submissions.

TACs - data is required in detailed submissions but discretionary in preliminary submission.

For TACs refer to [TAC Data Elements Map](#) for more information.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Course of Study (CO)
HEP - Applications and Offers	Offer Details (OD) Preference Details (PD)
VET - Student	VET Course of Study (VCO)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	07/07/2000	2001
1.1	05/12/2008	2009
3.0	11/03/2011	2012
4.0	14/02/2012	2013
5.0	27/03/2013	2014
6.0	22/05/2014	2015

ELEMENT NO. 464

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: DISCIPLINE-CODE
ELEMENT NAME: Discipline code
DESCRIPTION: A code which uniquely identifies the discipline to which a unit of study is classified by the Higher Education Provider/VET provider

CODE FORMAT: Data Type: Numeric
Units: Code (numeric), left justified, with trailing zeros if needed
Width: 6

CLASSIFICATION: Fields of Education for VET courses of study are published in Training.gov.au' which is the official National Register on VET in Australia.

CODE	MEANING
010000 to 129999	Discipline code

CODING NOTES: Refer to [Appendix E – Field of Education Classification](#).

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:	HEP - Student	Student Load Liability (LL) & Revised Student Load Liability (RL)
	VET - Student	VET Student Load Liability (VLL) & Revised Student Load Liability (VRL)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	22/04/2004	2005
1.1	05/12/2008	2009
3.0	11/03/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 466

VERSION: 6.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: POSTAL ADDRESS SUBURB/TOWN
ELEMENT NAME: Postal address - suburb/town
DESCRIPTION: Postal Address Suburb/Town for the student/applicant

CODE FORMAT: Data Type: Alphanumeric
Units: Text (alphanumeric), left justified with trailing blanks if needed
Width: 27

CLASSIFICATION:

CODE	MEANING
Any data	Text provided by the student/applicant

CODING NOTES:

All Collections
If address is in Australia then all characters must be A-Z a-z & ' / - () (space)
Else if address is not in Australia then all characters must be A-Z a-z 0-9 & ' / - () (space)
Where a value other than all spaces is entered, the first character **MUST NOT** be a space

Applications and Offers only

The code must reflect the applicant's residential address (not postal address).
HEPs / TACs - data is required in all submissions.
For TACs refer to [TAC Data Elements Map](#) for more information.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Commonwealth Assisted Students - HELP Due (DU) Commonwealth Scholarship (CS) Commonwealth Higher Education Student Support Number (CHESSN)
HEP - Applications and Offers	Application Details (AD)
VET - Student	VET Commonwealth Assisted Students - HELP Due (VDU) VET Commonwealth Higher Education Student Support Number (CHESSN)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	21/08/2000	2001
1.1	05/12/2008	2009
3.0	11/03/2011	2012
4.0	14/02/2012	2013
5.0	27/03/2013	2014

ELEMENT NO. 467

VERSION: 6.0

FIRST YEAR: 2015

LAST YEAR:

FIELD NAME: POSTAL ADDRESS STATE CODE

ELEMENT NAME: Postal address - state code

DESCRIPTION: A code which uniquely identifies the State/Territory or other area in which the student/applicant has their postal address

CODE FORMAT:

Data Type:	Alphanumeric
Units:	Code (alphanumeric), left justified, with trailing spaces if needed
Width:	3

CLASSIFICATION:

CODE	MEANING
NSW	New South Wales
VIC	Victoria
QLD	Queensland
WA b	Western Australia
SA b	South Australia
TAS	Tasmania
NT b	Northern Territory
ACT	Australian Capital Territory
AAT	Australian Antarctic Territories

CODING NOTES:

All Collections
b = space.
If postal address of student/applicant is an overseas country, the field is to be ~~bbb~~ (3 spaces).
Codes need to be entered in UPPER CASE

Applications and Offers only

The code must reflect the applicant's residential address (not postal address).
HEPs / TACs - data is required for applications with an Australian address in all submissions.

For TACs refer to [TAC Data Elements Map](#) for more information.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Commonwealth Assisted Students - HELP Due (DU) Commonwealth Scholarship (CS)
HEP - Applications and Offers	Application Details (AD)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	21/08/2000	2001
1.1	05/12/2008	2010
1.2	30/11/2009	2010
3.0	11/03/2011	2012
4.0	14/02/2012	2013
5.0	27/03/2013	2014
6.0	22/05/2014	2015

ELEMENT NO. 468

VERSION: 6.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: POSTAL ADDRESS COUNTRY NAME
ELEMENT NAME: Postal address - country name
DESCRIPTION: A name representing the country of postal address of a student/applicant

CODE FORMAT:

Data Type:	Alphanumeric
Units:	Code (alphanumeric)
Width:	20

CLASSIFICATION:

CODE	MEANING
Any	Country of postal address

CODING NOTES:

All Collections
To be completed only for overseas addresses
All characters must be A-Z a-z 0-9 & ' / - () (space)
Where a value other than all spaces is entered, the first character MUST NOT be a space

Applications and Offers only

The code should reflect the applicant's residential address (not postal address).
For applications with an overseas address full details for either E468 or E728 is required.

HEPs - data in Application Details (AD) file is required for one of these fields for all applications with an overseas address in both submissions.

TACs – data is discretionary in all submissions. Refer to [TAC Data Elements Map](#) for more information.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Commonwealth Assisted Students - HELP Due (DU) Commonwealth Scholarship (CS)
HEP - Applications and Offers	Application Details (AD)
VET - Student	VET Commonwealth Assisted Students - HELP Due (VDU)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	15/09/2000	2001
1.1	05/12/2008	2010
3.0	11/03/2011	2012

4.0	14/02/2012	2013
5.0	27/03/2013	2014
6.0	22/05/2014	2015

ELEMENT NO. 469

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: RESIDENTIAL ADDRESS SUBURB/TOWN
ELEMENT NAME: Residential address - suburb/town
DESCRIPTION: Residential Address Suburb/Town for the student

CODE FORMAT: Data Type: Alphanumeric
Units: Text (alphanumeric), left justified with trailing blanks if needed
Width: 27

CLASSIFICATION:

CODE	MEANING
Any data	Text provided by the student

CODING NOTES: If address is in Australia then all characters must be A-Z a-z & ' / - () (space)
If address is not in Australia then all characters must be A-Z a-z 0-9 & ' / - () (space)
First character must not be a space.
Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES: HEP - Student Commonwealth Assisted Students - HELP Due (DU)
VET - Student VET Commonwealth Assisted Students - HELP Due (VDU)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	21/08/2000	2001
1.1	05/12/2008	2009
3.0	11/03/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 470

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: RESIDENTIAL ADDRESS STATE CODE
ELEMENT NAME: Residential address - state
DESCRIPTION: A code which uniquely identifies the State/Territory or other area in which the student has their residential address

CODE FORMAT: Data Type: Alphanumeric
Units: Code (alphanumeric), left justified, with trailing spaces if needed
Width: 3

CLASSIFICATION:

CODE	MEANING
NSW	New South Wales
VIC	Victoria
QLD	Queensland
WA b	Western Australia
SA b	South Australia
TAS	Tasmania
NT b	Northern Territory
ACT	Australian Capital Territory
ACT	Australian Antarctic Territories

CODING NOTES: ~~b~~ = space.

If postal address of student is an overseas country, the field is to be ~~bbb~~ (3 spaces).

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Commonwealth Assisted Students - HELP Due (DU)
VET - Student	VET Commonwealth Assisted Students - HELP Due (VDU)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	21/08/2000	2001

1.1	05/12/2008	2009
3.0	11/03/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 471

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: RESIDENTIAL ADDRESS COUNTRY NAME
ELEMENT NAME: Residential address - country name
DESCRIPTION: A name representing the country of residential address of a student

CODE FORMAT:

Data Type:	Alphanumeric
Units:	Code (alphanumeric)
Width:	20

CLASSIFICATION:

CODE	MEANING
Any	Country of residential address

CODING NOTES: To be completed only for overseas address

All characters must be A-Z a-z 0-9 & ' / - () (space)

Where a value other than all spaces is entered, the first character **MUST NOT** be a space.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Commonwealth Assisted Students - HELP Due (DU)
VET - Student	VET Commonwealth Assisted Students - HELP Due (VDU)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	15/09/2000	2001
1.1	05/12/2008	2009
3.0	11/03/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 476

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: COMMENCING-LOCATION
ELEMENT NAME: Commencing location code of permanent home residence
DESCRIPTION: The Australian postcode of a student's permanent home residence in their last year of secondary school for Domestic school leaver commencing an undergraduate or VET course

CODE FORMAT: Data Type: Alphanumeric
Units: Code (alphanumeric)
Width: 5

CLASSIFICATION:

CODE	MEANING
00001	Not a Domestic school leaver commencing an undergraduate/VET course.

Domestic school leaver commencing an undergraduate/VET course:

CODE	MEANING
A0001 to A9998	Australian postcode
99999	No information on location of residence

CODING NOTES: Only for Domestic school leaver students commencing an undergraduate higher education /VET course.

A school leaver is one who has completed Year 12 in the year of the collection or the year prior to the year of the collection.

This code must reflect the permanent home residence of the student in the last year of their secondary study and is to be provided by the student when the course is first commenced.

VET only

Reporting of data for this element is optional. VET providers may submit null values (spaces) instead of any of the listed codes.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Enrolment (EN) Enrolment Revisions (ER)
VET - Student	VET Enrolment (VEN) VET Enrolment Revision (VER)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	02/04/2001	2002
1.1	05/12/2008	2009
3.0	11/03/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 477

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: CAMPUS-POSTCODE
ELEMENT NAME: Postcode or overseas country code location of Higher Education/VET Provider campus/delivery location
DESCRIPTION: The Australian postcode or overseas country code location of the campus/delivery location of the Higher Education/VET Provider where the student is studying this unit.

CODE FORMAT:

Data Type:	Alphanumeric
Units:	Code (alphanumeric)
Width:	5

CLASSIFICATION:

CODE	MEANING
X1200 to X9299	Overseas country code from countries classification
X9999	Overseas country, but not classifiable
A0001 to A9998	Australian Postcode
99999	No information on location of campus/delivery location

CODING NOTES: This code must reflect the Australian postcode or overseas country code of the campus/delivery location of the Provider where the student is undertaking the unit of study.

If the unit of study is taken externally, the postcode to be reported is that of the campus/delivery location of the Provider from where the course is presented.

If the load for an individual student in a single unit is spread across more than one campus/delivery location then the postcode to be reported is that of the campus/delivery location of the Provider from where the course is administered.

Refer to:

- [Appendix B – Australian postcodes](#)
- [Appendix C – Standard Australian Classification of Countries.](#)

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Student Load Liability (LL) & Revised Student Load Liability (RL)
VET - Student	VET Student Load Liability (VLL) & Revised Student Load Liability (VRL)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
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1.0	22/04/2004	2005
1.1	05/12/2008	2009
3.0	11/03/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 486

VERSION: 4.0

FIRST YEAR: 2015

LAST YEAR:

FIELD NAME: NAME OF SUBURB/TOWN/LOCALITY

ELEMENT NAME: Name of suburb/town/locality

DESCRIPTION: Name of suburb/town/locality for the student

CODE FORMAT:

Data Type:	Alphanumeric
Units:	Text (alphanumeric), left justified with trailing blanks if needed
Width:	27

CLASSIFICATION:

CODE	MEANING
Any data	Text provided by the student

CODING NOTES: This code is only to be provided for Domestic school leaver students commencing an undergraduate higher education /VET course.

A school leaver is one who has completed Year 12 in the year of the collection or the year prior to the year of the collection.

This code must reflect the permanent home residence of the student in the last year of their secondary study and is to be provided by the student when the course is first commenced.

Students other than the above may be coded as blank.

VET only

Reporting of data for this element is optional. VET providers may submit null values (spaces) instead of any of the listed codes.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Enrolment (EN) Enrolment Revisions (ER)
VET - Student	VET Enrolment (VEN) VET Enrolment Revision (VER)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	19/03/2002	2004
1.1	05/12/2008	2009
3.0	11/03/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 488

VERSION: 6.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: CHESSN
ELEMENT NAME: Commonwealth Higher Education Student Support Number (CHESSN)
DESCRIPTION: A code, allocated by the department, which uniquely identifies the student within the Higher Education or VET Sector and remains constant from year to year

CODE FORMAT: Data Type: Numeric
Units: Code (Numeric), left justified, with trailing blanks if needed
Width: 10

CLASSIFICATION:	CODE	MEANING
	ZZZZZZZZZZ	No CHESSN required
	Any data	Code assigned by HEIMS

CODING NOTES: A student may make a number of separate course enrolments at a Higher Education/VET Provider (Provider) in the one year or over a number of years, and the CHESSN must be constant across courses and over time.

Where a student returns to a Provider to resume a course or to undertake a new course, the CHESSN must be the same as that used at the time of the student's first enrolment at a Provider after 31 December 2004.

The CHESSN will only be used to allow eligibility to Commonwealth support to be facilitated and monitored.

Applications and Offers only

HEPs / TACs – data is required in all submissions.

For TACs refer to [TAC Data Elements Map](#) for more information.

It is an expectation that a CHESSN will be reported for every applicant. In exceptional circumstances no CHESSN has been allocated bbbbbbbb (space) should be reported.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:		
	HEP - Student	Commonwealth Assisted Students - HELP Due (DU) Commonwealth Scholarship (CS) OS-HELP Revision (OR) Enrolment (EN) Student Load Liability (LL) & Revised Student Load Liability (RL) Student Revisions (SR) Unit of Study Completions (CU) SA-HELP (SA) Past Course Completions (PS) Enrolment Revisions (ER) OS HELP (OS) & Revised OS HELP (RO)

HEP - Applications and Offers

Application Details (AD)

VET - Student

VET Course Completions (VCC)
VET Commonwealth Assisted Students - HELP Due (VDU)
VET Student Load Liability (VLL) & Revised Student Load Liability (VRL)
VET Student Revisions (VSR)
VET Unit of Study Completions (VCU)
VET Enrolment (VEN)
VET Enrolment Revision (VER)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	21/08/2003	2004
1.1	05/12/2008	2009
3.0	11/03/2011	2012
4.0	14/02/2012	2013
5.0	27/03/2013	2014
6.0	22/05/2014	2015

ELEMENT NO. 489

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: UNIT-STUDY-CENSUS- DATE
ELEMENT NAME: Unit of Study Census date
DESCRIPTION: A code which indicates the year, month and day which is the Census date of that Unit of Study

CODE FORMAT: Data Type: Numeric
Units: YYYYMMDD, right justified (in each sub-field), with a leading zero (in each sub-field) if needed
Width: 8

CLASSIFICATION:

CODE	MEANING
YYYYMMDD	Unit of Study Census Date in YYYYMMDD format

CODING NOTES:

YYY format:
1st 4 digits – Year sub-field (e.g. 1978)

MM format:
2nd 2 digits – Month sub-field (e.g. 06)

DD format:
3rd 2 digits – Day sub-field (e.g. 06)

The unit of study census date must not occur less than 20% of the way through the period during which the unit of study is being undertaken.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	OS-HELP Revision (OR) Student Load Liability (LL) & Revised Student Load Liability (RL) Student Revisions (SR) Unit of Study Completions (CU)
VET - Student	VET Student Load Liability (VLL) & Revised Student Load Liability (VRL) VET Student Revisions (VSR) VET Unit of Study Completions (VCU)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	04/03/2004	2005
1.1	05/12/2008	2009
3.0	11/03/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 490

VERSION: 6.2
FIRST YEAR: 2017
LAST YEAR:
FIELD NAME: STUDENT-STATUS
ELEMENT NAME: Student Status code
DESCRIPTION: A code which indicates the student status for a unit of study

CODE FORMAT: Data Type: Numeric
Units: Numeric
Width: 3

CLASSIFICATION: Higher Education students only

Contribution - liable students

CODE	MEANING
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201	Deferred all or part of the student contribution through HECS-HELP
204	Paid the full student contribution up-front

FEE-HELP eligible students

CODE	MEANING
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230	Deferred all or part of Award or Enabling course tuition fee through FEE-HELP
231	Deferred all or part of tuition fee through FEE-HELP - Employer reserved place
232	Deferred all or part of OUA tuition fee through FEE-HELP
233	Deferred all or part of BOTP tuition fee through FEE-HELP

Students receiving OS-HELP assistance

CODE	MEANING
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240	OS-HELP for study in non-Asian countries
241	OS-HELP for study in Asia
242	OS-HELP Language study

Contribution-exempt students

CODE	MEANING
------	---------

260	Student in a Commonwealth supported place with an Exemption scholarship (no student contribution to be charged)
261	A domestic student enrolled in an enabling course (i.e. bridging or supplementary programme)
262	Student undertaking Work Experience in Industry (WEI) where learning and performance is not directed by, and support is not received from, the provider and for which a student contribution cannot be charged

Non-overseas tuition fee-exempt students

CODE MEANING

270	Student in a non-Commonwealth supported place with an Exemption scholarship (no tuition fee to be charged)
271	Student undertaking Work Experience in Industry (WEI) where learning and performance is not directed by, and support is not received from, the provider and for which a tuition fee cannot be charged

Students receiving SA-HELP assistance**CODE MEANING**

280	Deferred all or part of SA-fee for a Course of Study through SA-HELP
281	Deferred all or part of SA-fee for a Bridging Course for Overseas Trained Professional through SA-HELP

Fee-paying non-overseas students**CODE MEANING**

301	A domestic student enrolled in a non-award course (other than an Enabling course)
302	Paid full Award or Enabling course tuition fee
303	Paid full tuition fee - for Employer reserved place
304	Paid full OUA tuition fee
305	Paid full BOTP tuition fee

Fee-paying overseas students**CODE MEANING**

310	A fee-paying overseas student who is not sponsored under a foreign aid program, and including students with these awards: SOPF (Special Overseas Postgraduate Fund); Australian-European Awards Program; and the Commonwealth Scholarship and Fellowship Plan
311	A fee-paying overseas student who is sponsored under a foreign aid program. Includes those with Australian Development Cooperation Scholarships (ADCOS) and any other Australian foreign aid program for which students are enrolled in higher education providers by the Department of Foreign Affairs and Trade

Research Training Program (RTP) students**CODE MEANING**

331	A domestic or overseas student receiving a Research Training Program (RTP) Fees Offset as defined in the Commonwealth Scholarships Guidelines (Research)
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VET Students only:**VET FEE-HELP / VET Student Loans assisted students****CODE MEANING**

401	Deferred all/part of tuition fee through VET FEE-HELP / VET Student Loans - non State Government subsidised
402	Deferred all/part of tuition fee through VET FEE-HELP / VET Student Loans - Restricted Access Arrangement

403	Deferred all/part of tuition fee through VET FEE-HELP / VET Student Loans - Victorian State Government subsidised
404	Deferred all/part of tuition fee through VET FEE-HELP / VET Student Loans - New South Wales State Government subsidised
405	Deferred all/part of tuition fee through VET FEE-HELP / VET Student Loans - Queensland State Government subsidised
406	Deferred all/part of tuition fee through VET FEE-HELP / VET Student Loans - South Australian State Government subsidised
407	Deferred all/part of tuition fee through VET FEE-HELP / VET Student Loans - Western Australian State Government subsidised
408	Deferred all/part of tuition fee through VET FEE-HELP / VET Student Loans - Tasmania State Government subsidised
409	Deferred all/part of tuition fee through VET FEE-HELP / VET Student Loans - Northern Territory Government subsidised
410	Deferred all/part of tuition fee through VET FEE-HELP / VET Student Loans - Australian Capital Territory Government subsidised

Students paying upfront

CODE	MEANING
501	Paid full tuition fee - non-State Government subsidised
502	Paid full tuition fee - Restricted Access Arrangement
503	Paid full tuition fee - Victorian State Government subsidised
504	Paid full tuition fee - New South Wales State Government subsidised
505	Paid full tuition fee - Queensland State Government subsidised
506	Paid full tuition fee - South Australian State Government subsidised
507	Paid full tuition fee - Western Australian State Government subsidised
508	Paid full tuition fee - Tasmania State Government subsidised
509	Paid full tuition fee - Northern Territory Government subsidised
510	Paid full tuition fee - Australian Capital Territory Government subsidised

CODING NOTES:

Higher Education only

1. The HECS- HELP discount ended on 31 December 2016. From 1 January 2017 the following codes are only to be used for revisions or for retrospective reporting of student data.

Contribution-liable students

- 202 - Paid the full student contribution up front with HECS-HELP discount
- 203 - Paid the full student contribution up front without HECS-HELP discount.

Prior to 1 January 2017, a student's HECS-HELP status was determined by assessing the status of all units of study undertaken, in a given course of study, on a given census date. For details on how to determine the HECS-HELP status for a pre-2017 student see the [Glossary](#).

2. Following the introduction of new arrangements for the research block grants, the following codes are only to be used for revisions or retrospective reporting of student data.

Pre- 2001 RTS students

- 320 - A domestic student who received a research HECS exemption prior to 1 September 2000 and continues studying on a student contribution exempt basis under the Research Training Scheme (RTS) as a pre- 2001 student

RTS students from 2001

- 330 - A domestic student enrolled under the Research Training Scheme (RTS) from 1 September 2000

3. A domestic postgraduate research student who is not supported under the Research Training Program may be charged tuition fees or awarded an Exemption scholarship under code 270.

A domestic postgraduate research student charged tuition fees may receive FEE-HELP assistance.

4. Transitional arrangements for pre-2005 students ended on 31 December 2008. From 1 January 2009 the pre-2005 codes are only required for revisions or for retrospective reporting of student data:

Pre-2005 HECS-liable students

- 110 - Deferred all or part of student contribution through HECS- HELP
- 111 - Paid full student contribution up-front with HECS- HELP discount
- 112 - Paid full student contribution up-front without HECS- HELP discount

Pre-2005 PELS students

- 220 - Deferred all or part of the tuition fee through FEE - HELP

Pre-2005 HECS-exempt students

- 250 - A domestic student holding a Commonwealth-funded, merit-based, undergraduate HECS-exemption scholarship for disadvantaged students

5. The codes 240 - 242 for students receiving OS-HELP assistance are not to be used on the Load/Liability file. These codes are only to be used in the OS- HELP file. There must also be a matching record on the HELP-DUE file

6. The codes 280 - 281 for students receiving SA-HELP assistance are not to be used on the Load/Liability file. These codes are only to be used in the SA-HELP file. There must also be a matching record on the HELP-DUE file.

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

INPUT FILES:

HEP - Student	Student Load Liability (LL) & Revised Student Load Liability (RL) SA-HELP (SA) OS HELP (OS) & Revised OS HELP (RO)
VET - Student	VET Student Load Liability (VLL) & Revised Student Load Liability (VRL)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	13/08/2004	2005
1.1	16/10/2007	2008
1.2	28/05/2008	2008
1.3	05/12/2008	2009
1.4	30/11/2009	2010
3.0	11/03/2011	2012
3.1	07/12/2011	2012
4.0	14/02/2012	2013
4.1	18/12/2012	2013
4.2	16/10/2013	2014
4.3	05/03/2014	2014
5.0	22/05/2014	2015
6.0	24/08/2016	2017
6.1	01/11/2016	2017
6.2	01/2017	2017

ELEMENT NO. 493

VERSION: 6.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: HIGHEST-PARTICIPATION
ELEMENT NAME: Highest educational participation prior to commencement
DESCRIPTION: A code which indicates the student's or applicant's highest educational participation and last year of that participation prior to the first enrolment in the course of study

CODE FORMAT: Data Type: Numeric
Units: Code (numeric)
Width: 6

CLASSIFICATION:

CODE	MEANING
000000	Overseas student
010000	Not a commencing student

A commencing domestic student for whom highest educational participation and last year of participation prior to commencement is OR an applicant's highest educational participation as reported on their application is:

CODE	MEANING
02YYYY	A complete Higher education postgraduate level course
03YYYY	A complete Higher education bachelor level course
04YYYY	A complete Higher education sub-degree level course
05YYYY	An incomplete Higher education course
07YYYY	A complete final year of secondary education course at school or through a Registered Training Organisation
08YYYY	Other qualification, complete or incomplete
090000	No prior educational attainment
10YYYY	A complete VET award course
11YYYY	An incomplete VET award course

CODING NOTES: YYYY is the year of the completion or last year of highest participation. If no information is available for year, code as "9999"

05YYYY is reported when the student's/applicant's highest participation was for an incomplete Higher education course at the sub-degree, bachelor or postgraduate level

Record the highest AQF level of participation, regardless of whether it was completed or not. The order of these codes is not strictly hierarchical, due to the addition of codes over time.

Applications and Offers only

HEPs - data is required in both submissions

TACs - data is required in detailed submissions but discretionary in the preliminary submissions. Refer to [TAC Data Elements Map](#) for more information.

The codes 000000 and 010000 are not applicable to the Application and Offers Data Collection.

VET only

Reporting of data for this element is optional. VET providers may submit null values (spaces) instead of any of the listed codes.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Enrolment (EN) Enrolment Revisions (ER)
HEP - Applications and Offers	Application Details (AD)
VET - Student	VET Enrolment (VEN) VET Enrolment Revision (VER)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	07/11/2003	2004
1.1	06/05/2003	2005
1.2	18/12/2006	2008
1.3	19/07/2007	2008
1.4	05/12/2008	2009
3.0	11/03/2011	2012
4.0	14/02/2012	2013
4.1	18/12/2012	2013
5.0	27/03/2013	2014
6.0	22/05/2014	2015

ELEMENT NO. 529

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: LOAN-FEE
ELEMENT NAME: Loan fee
DESCRIPTION: The loan fee that is charged to a FEE-HELP undergraduate student, OS-HELP student or a VET assisted student

CODE FORMAT: Data Type: Numeric
Units: Numeric, right justified, with leading or trailing zeros if needed
Width: 8

CLASSIFICATION:	CODE	MEANING
	00000000	No loan fee to be charged
	00000001 to 99999999	Loan fee amount, including cents

CODING NOTES: Amounts for exempt students and overseas students need to be reported as 00000000.

Values less than 10000000 must have leading and trailing zeros, NOT spaces. For example, \$585 is to be expressed as "00058500" and \$585:45 is to be expressed as "00058545".

Higher Education only

Calculating the loan fee:

If the value for E490 is 230, 231, 232 or 240 then record in the Course of study file with matching E307 (Course code) and year must have E310 (Course of study type code) = 08, 09, 10, 13, 20, 21, 22, or 41 then the value for E529 (Loan fee) must be 25% (applied to census dates on or after 1 January 2012 or 20% (applied to census dates prior to 1 January 2012) of the E558 (HELP debt).

The loan fee charged to an OS-HELP student is only to be reported on the OS-HELP File.

VET only

If the value for E490 is 401 or 402, then the value for E529 (Loan fee) must be 20% of the E558 (HELP debt).

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:	HEP - Student	Student Load Liability (LL) & Revised Student Load Liability (RL) OS HELP (OS) & Revised OS HELP (RO)
	VET - Student	VET Student Load Liability (VLL) & Revised Student Load Liability (VRL)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	14/06/2005	2005
1.1	05/12/2008	2009
1.2	26/11/2009	2010
3.0	11/03/2011	2012
3.1	18/12/2012	2013
4.0	22/05/2014	2015

ELEMENT NO. 534

VERSION:	4.0				
FIRST YEAR:	2015				
LAST YEAR:					
FIELD NAME:	COURSE-DATE				
ELEMENT NAME:	Course of study commencement date				
DESCRIPTION:	A code which indicates the month and year in which the student commenced the current course of study for the first time.				
CODE FORMAT:	Data Type: Numeric Units: YYYYMM, right justified (in each sub-field), with a leading zero (in each sub-field) if needed Width: 6				
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>YYYYMM</td><td>Date student commenced the course of study in YYYYMM format</td></tr></tbody></table>	CODE	MEANING	YYYYMM	Date student commenced the course of study in YYYYMM format
CODE	MEANING				
YYYYMM	Date student commenced the course of study in YYYYMM format				

CODING NOTES: YYYYMM format:

- 1st 4 digits – Year sub-field (e.g. 1978)
- 2nd 2 digits – Month sub-field (e.g. 06)

Please refer to glossary entry for '[Commencing student](#)'

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:	HEP - Student	Student Load Liability (LL) & Revised Student Load Liability (RL)
	VET - Student	VET Student Load Liability (VLL) & Revised Student Load Liability (VRL) VET Commencement Date Revision (VRC)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	16/06/2004	2004
1.1	05/12/2008	2009
3.0	11/03/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 543

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: AUTHORISING-OFFICER
ELEMENT NAME: Authorising officer
DESCRIPTION: The full name of the authorising officer in the Higher Education/VET Provider

CODE FORMAT: Data Type: Alphanumeric
Units: Text, left justified with trailing blanks if needed
Width: 40

CLASSIFICATION:

CODE	MEANING
Any data	Text for the full name of the Provider's authorising officer

CODING NOTES: Where the variation relates to the remission of a HELP debt, the authorising officer is the person who took the decision to remit the debt.

Please refer to the [Glossary](#) for further information about terminology used in this document

INPUT FILES:

HEP - Student	OS-HELP Revision (OR) Student Revisions (SR)
VET - Student	VET Student Revisions (VSR)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	05/04/2004	2005
1.1	05/12/2008	2009
3.0	11/03/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 558

VERSION: 6.0
FIRST YEAR: 2017
LAST YEAR:
FIELD NAME: HELP-DEBT
ELEMENT NAME: HELP debt amount
DESCRIPTION: The HELP debt amount due for a unit of study or SA-HELP loan

CODE FORMAT: Data Type: Numeric
Units: Numeric, right justified with leading and trailing zeros if needed
Width: 8

CLASSIFICATION:

CODE	MEANING
00000000	No HELP debt
00000001 to 99999999	HELP debt amount including cents

CODING NOTES: **General**
Amounts for exempt students and overseas students need to be reported as 00000000. For FEE-HELP undergraduate courses and VET courses this must exclude the loan Fee which is reported separately in E529 (Loan fee)
Values less than 10000000 must have leading and trailing zeros, NOT spaces. For example, \$585 is to be expressed as "00058500" and \$585.45 is to be expressed as "00058545".
The amount reported should reflect the correct value for this element at the time of reporting, and should reflect what the provider has told the student. The department will validate this for consistency with all data for a student/course/unit of study census date.

Calculating the HELP debt for a unit of study on or after 1 January 2012:

1. Student has no HELP debt for the unit of study:

If the value for Element 490 is not:
201, 220, 230, 231, 232, 233, 401, 402, 403 or 406
then the value for Element 558 (HELP debt) must be "00000000".

2. Student has HELP debt for the unit of study:

(a) HECS-HELP (Higher education Commonwealth supported students only)

i) Student makes upfront payment of greater than or equal to \$500 AND less than 90% of the total sum charged.

If Element 490 (Student status code) = 201 then for all records for a student/course/unit of study census date, where the total E381 (Amount Paid Upfront) is \geq \$500.00 and less than 90% of E384 (Total amount charged); the E558 (HELP Debt) must equal $E384 \text{ (Total Amount Charged)} - E381 \text{ (Amount Paid Upfront)} / 0.9$.

OR

ii) Student makes upfront payment of greater than or equal to \$500 AND less than 90% of the total sum charged.

If Element 490 (Student status code) = 201 then for all records for a student/course/unit of study census date, where the total E381 (Amount Paid Upfront) is $<$ \$500.00 and less than 90% of the total sum charged;

E558 (HELP Debt) must equal E384 (Total Amount Charged) – E381 (Amount Paid Upfront).

(b) FEE-HELP and VET FEE-HELP / VET Student Loans

If Element 490 (Student status code) equals 230, 231, 232, 233, 401, 402, 403 or 406 and Element 558 (HELP debt) must equal Element 384 (Total amount charged) - Element 381 (Amount paid upfront).

3. Student has an SA-HELP debt:

(a) Student deferred all or part of a service and amenities fee for a course of study through SA-HELP.

If E490 (Student status code) = 280, then the matching record in the Course of Study file must have E310 (Course of study type code) = 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 20, 21, 22, or 30 and E558 (HELP debt) must equal E384 (Total amount charged) - E381 (Amount paid).

OR

(b) Student deferred all or part of a service and amenities fee for a bridging course for an overseas trained professionals through SA-HELP.

If E490 (Student status code) = 281, then the matching record in Course of Study file must have with matching E307 (Course code) and year MUST have E310 (Course of study type code) = 50 and E558 (HELP debt) must equal E384 (Total amount charged) - E381 (Amount paid).

Calculating the Unit of study HELP debt prior to 1 January 2012:

1. Student has no HELP Debt for the unit of study:

If the value for Element 490 (student status code) is not: 201, 220, 230, 231, 232, 233, 401, 402, 403 or 406 then the value for Element 558 (HELP debt) must be "00000000".

2. Student has HELP debt for the Unit of study:

(a) HECS-HELP (Higher education Commonwealth supported students only)

i) Student makes upfront payment of greater than or equal to \$500 AND less than 80% of the total sum charged

If Element 490 (Student status code) = 201 then for all records for a student/course/unit of study census date, where the total E381 (Amount Paid Upfront) is \geq \$500.00 and less than 80% of the total sum charged; the E558 (HELP Debt) must equal $E384 \text{ (Total Amount Charged)} - E381 \text{ (Amount Paid Upfront)} / 0.8$

OR

ii) Student makes upfront payment of less than \$500 and less than 80% of the total sum charged.

If Element 490 (Student status code) = 201 then for all records for a student/course/unit of study census date, where the total E381 (Amount Paid Upfront) is $<$ \$500.00 and less than 80% of E384 (Total Amount Charged); E558 (HELP Debt) must equal E384 (Total Amount

Charged) – E381 (Amount Paid Upfront).

(b) FEE-HELP and VET FEE-HELP / VET Student Loans

If Element 490 (Student status code) equals 230, 231, 232, 233, 401, 402 or 403 the for all records for a student/course/unit of study census date, E558 (HELP debt) must equal E384 (Total amount charged) - E381 (Amount paid).

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:	HEP - Student	Student Load Liability (LL) & Revised Student Load Liability (RL) SA-HELP (SA)
	VET - Student	VET Student Load Liability (VLL) & Revised Student Load Liability (VRL)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	24/03/2005	2005
1.1	05/12/2008	2009
3.0	11/03/2011	2012
3.1	07/12/2011	2012
3.2	14/02/2012	2012
3.3	18/12/2012	2012
4.0	18/12/2012	2013
5.0	22/05/2014	2015
6.0	01/2017	2017

ELEMENT NO. 560

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: CREDIT-USED
ELEMENT NAME: Credit used value
DESCRIPTION: A code which records the cumulative total EFTSL value of credit/RPL used at the reporting date towards the total requirements of the course, for all students with a commencement date of 2008 or later.

CODE FORMAT:

Data Type:	Numeric
Units:	Code (numeric), right justified, with leading zeros if needed
Width:	4

CLASSIFICATION:

CODE	MEANING
0000	A student commencing from 2008 onwards for whom no credit/RPL was used, or a student who commenced prior to 2008
0001 to 9999	A student commencing from 2008 onwards: the EFTSL value of the credit/RPL used at the reporting date towards the total requirements of the course over all its stages. EFTSL value is expressed in thousandths (e.g. 0.125 is code 0125)

CODING NOTES: This elements should report the sum total value of all credit/RPL used by a student toward their current course, at the reporting date.

The value reported in this element must be less than or equal to the value reported in Element 565.

Credit used refers to credit/RPL allocated or applied to record units as completed against the course's total requirements or to reduce the overall requirements for completing the course.

VET only

Reporting of data for this element is optional. VET providers may submit null values (spaces) instead of any of the listed codes.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Enrolment (EN) Enrolment Revisions (ER)
VET - Student	VET Enrolment (VEN) VET Enrolment Revision (VER)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	18/12/2006	2008
1.1	05/12/2008	2009
1.2	05/09/2010	2011
3.0	11/03/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 561

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: CREDIT-BASIS
ELEMENT NAME: Details of prior study for which credit/RPL was offered
DESCRIPTION: A code that records the nature of the study for which credit /RPL was offered, for all students with a commencement date of 2008 or later.

CODE FORMAT: Data Type: Numeric
Units: Code (numeric)
Width: 4

CLASSIFICATION:	CODE	MEANING
	0000	No credit/RPL was offered
	0100	Credit/RPL was offered for prior higher education study only
	0200	Credit/RPL was offered for prior VET study only
	0300	Credit/RPL was offered for a combination of prior higher education and VET study
	0400	Credit/RPL was offered for study undertaken at an education provider outside Australia
	0500	Credit/RPL was offered for work experience undertaken inside or outside Australia
	0600	Other

CODING NOTES: If 0100 element 566 must be recorded.

If 0200 elements 562, 563 and 564 must be recorded.

If 0300 element 566 and elements 562, 563 and 564 must be recorded.

Where credit/RPL was offered on a combination of codes (other than a combination of higher education and VET), then the code to be assigned is for the study contributing most toward the total credit.

Where credit/RPL offered on a combination of codes is equal:

- VET is included, report the VET EFTSL
- If VET is not included, report the total EFTSL for credit offered as “other” 0600

VET Student

Reporting of data for this element is optional. VET providers may submit null values (spaces) instead of any of the listed codes.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:	HEP - Student	Enrolment (EN) Enrolment Revisions (ER)
	VET - Student	VET Enrolment (VEN) VET Enrolment Revision (VER)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	18/12/2006	2008
1.1	19/07/2007	2009
1.2	05/12/2008	2009
3.0	11/03/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 562

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: FIELD-DETAILS
ELEMENT NAME: Field of education of prior VET study for which credit/RPL was offered
DESCRIPTION: A code that records details of the field of education of the VET study for which credit/RPL was offered, for all students with a commencement date of 2008 or later.

CODE FORMAT: Data Type: Numeric
Units: Code (numeric), left justified, with trailing zeros if needed
Width: 4

CLASSIFICATION:	CODE	MEANING
	0000	No credit was offered for VET
	0100 - 1299	Field of Education Classification

CODING NOTES: Where the student has more than one VET qualification or period of study, the details should be recorded for whichever qualification or study contributed the most credit

Refer to [Appendix E – Field of Education Classification](#)

VET only

Reporting of data for this element is optional. VET providers may submit null values (spaces) instead of any of the listed codes.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:	HEP - Student	Enrolment (EN) Enrolment Revisions (ER)
	VET - Student	VET Enrolment (VEN) VET Enrolment Revision (VER)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	18/12/2006	2008
1.1	19/07/2007	2009
1.2	05/12/2008	2009
3.0	11/03/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 563

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: LEVEL-DETAILS
ELEMENT NAME: Level of education of prior VET study for which credit/RPL was offered
DESCRIPTION: A code that records details of the level of the Vocational and Technical Education study for which credit/RPL was offered, for all students with a commencement date of 2008 or later.

CODE FORMAT: Data Type: Numeric
Units: Code (numeric)
Width: 3

CLASSIFICATION:

CODE	MEANING
000	No credit/RPL was offered for VET

Based on the Australian Standard Classification of Education (ASCED) detailed 3 digit code identifying the level of education as follows:

Vocational graduate level (see Coding Notes below)

CODE	MEANING
001	Vocational Graduate Certificate
002	Vocational Graduate Diploma

Advanced diploma level

CODE	MEANING
411	Advanced Diploma
412	Statement of Attainment at Advanced Diploma level
415	Bridging and Enabling Course at Advanced Diploma

Diploma level

CODE	MEANING
421	Diploma
422	Statement of Attainment at Diploma level
423	Bridging and Enabling Course at Diploma

Certificate III and IV level

CODE	MEANING
511	Certificate IV
512	Statement of Attainment at Certificate IV level
513	Bridging and Enabling Course at Certificate IV level
514	Certificate III
515	Statement of Attainment at Certificate III level
516	Bridging and Enabling Course at Certificate III level

Certificate I and II level

CODE	MEANING
521	Certificate II
522	Statement of Attainment at Certificate II level

523	Bridging and Enabling Course at Certificate II level
524	Certificate I
525	Statement of Attainment at Certificate I level

Other

CODE	MEANING
999	Other qualification, not elsewhere classified

CODING NOTES:

Where the student has more than one VET qualification or period of study, the details should be recorded for which ever qualification or study contributed the most credit/RPL.

For pre-AQF qualifications, allocate the code for the most closely aligned level of qualification.

Note: ASCED does not currently include codes for new vocational graduate qualifications. Nominal codes have been included in this list for use until the classification is updated.

VET only

Reporting of data for this element is optional. VET providers may submit null values (spaces) instead of any of the listed codes.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Enrolment (EN) Enrolment Revisions (ER)
VET - Student	VET Enrolment (VEN) VET Enrolment Revision (VER)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	18/12/2006	2008
1.1	19/07/2007	2009
1.2	05/12/2008	2009
3.0	11/03/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 564

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: PROVIDER-TYPE-DETAILS
ELEMENT NAME: Type of provider where VET study was undertaken
DESCRIPTION: A code that denotes the type of Vocational and Technical Education provider with whom the qualification or study for which credit/RPL was offered was undertaken, for all students with a commencement date of 2008 or later.

CODE FORMAT: Data Type: Numeric
Units: Code (numeric)
Width: 2

CLASSIFICATION:

CODE	MEANING
00	No credit/RPL was offered for VET
10	University
19	Other Higher Education Provider
20	TAFE
21	Secondary Schools/Colleges
29	Other Registered Training Organisations
90	Not elsewhere categorised

CODING NOTES: Where the student has more than one VET qualification or period of study, the details should be recorded for whichever qualification of study contributed the most credit/RPL.

VET only

Reporting of data for this element is optional. VET providers may submit null values (spaces) instead of any of the listed codes.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Enrolment (EN) Enrolment Revisions (ER)
VET - Student	VET Enrolment (VEN) VET Enrolment Revision (VER)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	18/12/2006	2008
1.1	19/07/2007	2009
1.2	05/12/2008	2009

1.3	26/11/2009	2010
3.0	11/03/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 565

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: CREDIT-OFFERED
ELEMENT NAME: Credit Offered Value
DESCRIPTION: A code which records the cumulative total EFTSL value of credit/RPL offered at the reporting date towards the total requirements of the course, for all students with a commencement date of 2008 or later.

CODE FORMAT: Data Type: Numeric
Units: Code (numeric), right justified, with leading zeros if needed
Width: 4

CLASSIFICATION:

CODE	MEANING
0000	A student commencing from 2008 onwards to whom no credit/RPL was offered, or a student who commenced prior to 2008
0001 to 9999	A student commencing from 2008 onwards: The EFTSL value of the credit/RPL offered at the reporting date towards the total requirements of the course. EFTSL value is expressed in thousandths (e.g. 0.125 is coded 0125)

CODING NOTES: This element should report the sum total value of all credit/RPL offered to a student toward their current course, at the reporting date.

The value in this element must be greater than or equal to the value reported in E560.

Unless a student is coded 0000, further details of credit must be recorded in E561.

VET only

Reporting of data for this element is optional. VET providers may submit null values (spaces) instead of any of the listed codes.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Enrolment (EN) Enrolment Revisions (ER)
VET - Student	VET Enrolment (VEN) VET Enrolment Revision (VER)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
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1.0	19/07/2007	2008
1.1	05/12/2008	2009
1.2	03/09/2010	2011
3.0	11/03/2011	2012
4.0	22/05/2014	2015

ELEMENT NO. 566

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: CREDIT-INST
ELEMENT NAME: Credit /status Higher Education provider code
DESCRIPTION: A code indicating the Higher Education Provider where the studies for which the credit/RPL was offered were undertaken, for all students with a commencement date of 2008 or later.

CODE FORMAT: Data Type: Numeric
Units: Code (numeric), right justified, with leading zeros if needed
Width: 4

CLASSIFICATION:

CODE	MEANING
0000	No higher education credit offered
1000 to 7997	Higher Education Provider code where credit/RPL was offered on the basis of prior higher education studies undertaken at that Higher Education Provider in Australia
9999	Higher Education Provider is not listed in Appendix A

CODING NOTES: Choose the provider that contributed the most higher education credit.

If higher education contributed to credit in combination with VET, record the higher education provider in this element and complete elements 562, 563 and 564 for the VET credit.

Refer to [Appendix A: Higher Education Providers Codes and Names](#).

VET only

Reporting of data for this element is optional. VET providers may submit null values (spaces) instead of any of the listed codes.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES:

HEP - Student	Enrolment (EN) Enrolment Revisions (ER)
VET - Student	VET Enrolment (VEN) VET Enrolment Revision (VER)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
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1.0	19/07/2007	2008
1.1	28/05/2008	2009
1.2	05/12/2008	2009
3.0	11/03/2011	2012
3.1	16/10/2013	2014
4.0	22/05/2014	2015

ELEMENT NO. 575

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: StudyReason
ELEMENT NAME: Study Reason Identifier
DESCRIPTION: Study Reason Identifier identifies the student's main reason for study

CODE FORMAT: Data Type: Alphanumeric
Units: Code (alphanumeric)
Width: 2

CLASSIFICATION:

CODE	MEANING
00	Not a commencing student

A commencing student whose main reason for study is:

CODE	MEANING
01	To get a job
02	To develop my existing business
03	To start my own business
04	To try for a different career
05	To get a better job or promotion
06	It was a requirement of my job
07	I wanted extra skills for my job
08	To get into another course of study
11	Other reasons
12	For personal interest or self-development
99	No information provided

CODING NOTES: Study Reason Identifier is intended as a self-assessment response by the student and should not be determined by the VET provider.

Study Reason Identifier must be a valid code.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES: VET - Student VET Enrolment (VEN)
VET Enrolment Revision (VER)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
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1.0	26/11/2009	2010
1.1	03/09/2011	2011
1.1	03/09/2010	2011
3.0	11/03/2011	2012
4.0	31/07/2014	2015

ELEMENT NO. 576

VERSION: 4.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: LabourForceStatus
ELEMENT NAME: Labour Force Status Identifier
DESCRIPTION: Labour Force Status Identifier describes a student's employment status.

CODE FORMAT: Data Type: Alphanumeric
Units: Code (alphanumeric)
Width: 2

CLASSIFICATION: A student whose employment status is described as:

Employed

CODE	MEANING
01	Full-time employee
02	Part-time employee
03	Self-employed - not employing others
04	Employer
05	Employed - unpaid worker in a family business

Unemployed

CODE	MEANING
06	Unemployed - seeking full-time work
07	Part-time employeeUnemployed - seeking part-time work

Not In the Labour Force

CODE	MEANING
08	Not employed - not seeking employment
99	No information provided

CODING NOTES: Labour Force Status Identifier is based on the *Australian Bureau of Statistics, Standards for Social, Labour and Demographic Variables, 1999*.

Students must be classified to a single labour force category.

Responses for the Labour Force Status Identifier rely on the student's own perception of their labour force activities.

Refer to: [Appendix J - Standards for Social, Labour and Demographic Variables, 1999](#)

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES: VET - Student VET Enrolment (VEN)
VET Enrolment Revision (VER)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	26/11/2009	2010
3.0	11/03/2011	2012
4.0	31/07/2014	2015

ELEMENT NO. 577

VERSION: 3.0
FIRST YEAR: 2015
LAST YEAR:
FIELD NAME: RPL indicator
ELEMENT NAME: Recognition of Prior Learning indicator
DESCRIPTION: A code indicating whether an RPL is a unit of study or has an RPL component in the unit of study.

CODE FORMAT: Data Type: Numeric
Units: Code (numeric)
Width: 1

CLASSIFICATION:

CODE	MEANING
0	Unit of study is NOT an RPL unit of study
1	Unit of study consists wholly of RPL
2	Unit of study has a component of RPL

CODING NOTES: The Recognition of Prior Learning (RPL) code indicates whether the VET unit of study consists of RPL.

Refer to the [Reporting RPL](#) guide and the Glossary definition of [Recognition of prior learning](#) for further details.

Please refer to the [Glossary](#) for further information about terminology used in this document.

INPUT FILES: VET - Student VET Student Load Liability (VLL) & Revised Student Load Liability (VRL)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	11/03/2011	2012
2.0	14/02/2012	2013
3.0	31/07/2014	2015

ELEMENT NO. 584

VERSION: 1.0

FIRST YEAR: 2016

LAST YEAR:

FIELD NAME: UNIQUE-STUDENTID

ELEMENT NAME: Unique Student Identifier

DESCRIPTION: A code assigned by the department which uniquely identifies an individual who accesses Vocational Education and Training (VET) over his or her lifetime.

CODE FORMAT:

Data Type:	Alphanumeric
Units:	Code (alphanumeric), left justified, with trailing blanks if needed
Width:	10

CLASSIFICATION:

CODE	MEANING
Any data	Valid code issued by the department.

CODING NOTES:

1. The Unique Student Identifier must be a valid identifier issued by the department
2. Where a client has already been issued a Unique Student Identifier, a new Unique Student Identifier must not be requested from the department
3. Records should be checked to ensure that two or more records with different Unique Student Identifiers do not identify the same person.

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

INPUT FILES:

VET - Student	VET Enrolment (VEN)
	VET Enrolment Revision (VER)

CHANGE HISTORY

VERSION	REVISION DATE	REPORTING YEAR
1.0	06/07/2015	2016