



VET Data Collections: File Naming Convention for 2018

Format

All files will need to adhere to the following file naming convention:

9999xxxyyyy.pnnnnn where:

9999 = provider code (numeric)

xxx = abbreviated file type code (e.g. 'VEN' or 'ven')

yyyy = reporting year (numeric; must be >= 2018)

p = reporting period (numeric; 1 or 2)

nnnnn = submission number (numeric; 00001 to 99999)

Examples

The test provider code **9998** has been used, and examples refer to the first file of each type reported for 2018.

File Type	Code	Submission Type	File Name Format
VET Enrolment	VEN	VET Student	9998VEN2018.100001
VET Load/Liability	VLL	VET Student	9998VLL2018.100001
VET Commonwealth Assisted Students File (HELP-Due)	VDU	VET Student	9998VDU2018.100001 See note below ¹
VET Course of Study	VCO	VET Course of Study	9998VCO2018.100001
VET Unit of Study Completions	VCU	VET Unit of Study Completions	9998VCU2018.100001

¹ Note: File name format to load into HEPCAT will be VDU, but name of file sent from HEPCAT to HEIMS is 'VDE' (identified encrypted TFN field).

File Type	Code	Submission Type	File Name Format
VET Course Completions	VCC	VET Course Completions	9998VCC2018.100001

Revisions

For revisions files, the reporting year (**yyyy**) is always coded as '0000' and the reporting period (**p**) is always coded as '0'.

9999xxxyyyy.pnnnnn where:

9999 = provider code (numeric)

xxx = abbreviated file type code (e.g. 'VSR' or 'vsr')

yyyy = reporting year (numeric; *always* 0000)

p = reporting period (numeric; *always* 0)

nnnnn = submission number (numeric; 00001 to 99999)

Note that the submission number must follow sequentially from the last revisions file you have submitted. For example if you have already submitted 8 revisions files to the department, the first revisions file submitted through HEPCAT will have a submission number of 00009.

File Type	Code	Submission Type	File Name Format
VET Student Revisions	VSR	VET Student Revisions	9998VSR0000.000001
VET Revised Load/Liability	VRL	VET Student Revisions	9998VRL0000.000001
VET Revised HELP Due	VDU	VET Student Revisions	9998VDU0000.000001
VET Enrolment Revisions	VER	VET Enrolment Revisions	9998VER0000.000001
Student Concordance	SC	Student Concordance	9998SC0000.000001
VET Commencement Date Revisions	VRC	VET Commencement Date Revisions	9998VRC0000.000001
TFN Revision	TR	TFN Revision	9998TR0000.000001
TFN LookUp	TL	n/a	9998TL0000.000001