



# DRAFT: VET Student Loans Data Collection - 2020 Scope and Structure Requirements

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## Scope and structure documents

All approved course providers ('providers') under the *VET Student Loans Act 2016* are required to provide data for the VET Student Loans (VSL) Data Collection. This document sets out the scope and structure of the VSL Data Collection for implementation for the 2020 reporting year.

All data is reported in data packets, as described in this document. Each packet comprises data elements. Detailed specifications for each data element is available [here](#).

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

### Reporting method

All data can be reported through:

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

### Timing

Providers can report new and revised data as soon as the data is available.

Data elements that are classified on a particular packet as:

- 'Mandatory', are reportable following an event
- 'Required', can be reported at any time but must be reported following the earliest Census date
- 'Optional', can be reported at the discretion of the provider.

The VSL Timing requirements contain detail on reportable events and due dates.

### More information

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

### Contact HEIMS Client Support

If you need assistance with any reporting issues please contact us at TBA.

## Course group

### Course packet

#### Version Details

Version:	1.0
First Year:	2020
Last Year:	-

#### About

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

#### Scope

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

#### Structure and reporting requirement

Element	Name	Reporting requirement	Revisions
E307	Course code	Mandatory	Corrections only
E308	Course name	Required	Update to current value
E350	Course of study load	Mandatory	Corrections only
E596	Standard course duration	Mandatory	Update to current value
E609	Course effective from date	Mandatory	Corrections only
E610	Course effective to date	Required if the course is no longer active	Update to current value

#### Uniqueness

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

#### Revising and adding data

A provider can revise any data already submitted through a course packet at any time after the initial packet is reported, with the following limitation:

- a course packet cannot be deleted if it is linked to an active course admission packet.

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

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

## Campuses group

### Delivery location packet

#### Version Details

Version:	1.0
First Year:	2020
Last Year:	-

#### About

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

#### Scope

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

#### Structure and reporting requirement

Element	Name	Reporting requirement	Revisions
E625	Delivery location code	Mandatory	Corrections only
E627	Delivery location street address	Required	
E678	Delivery location suburb		
E630	Delivery location state	Required if E660 is Australia	
E660	Delivery location country code	Required	
E477	Delivery location postcode	Mandatory if E660 is Australia	Update to current value
E609	Campus effective from date	Mandatory	Corrections only
E610	Campus effective to date	Required if the campus is no longer active	Update to current value

#### Uniqueness

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

#### Revising data

A provider can revise any data already in a campus packet at any time after the initial packet is reported, with the following limitation:

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

## Units of study group

### Unit of study packet

#### Version Details

Version:	1.0
First Year:	2020
Last Year:	-

#### About

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

#### Scope

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

#### Structure and reporting requirement

Element	Name	Reporting requirement	Revisions
E354	Unit of study code	Mandatory	Corrections only
E464	Discipline code	Required	
E622	Unit of study year-long indicator	Required	
E609	Unit of study effective from date	Mandatory	Update to current value
E610	Unit of study effective to date	Required if the unit of study is no longer available for enrolments	

#### Uniqueness

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

#### Revising data

A provider can correct any data already in a unit of study packet at any time after the initial packet is reported, with the following limitation:

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

All revisions made to elements in the unit of study packet will apply to all enrolment records linked to the unit of study, including historical enrolment and completion records. Revisions should therefore only be made where data has been incorrectly reported through a genuine administrative error. Where there is an actual change to a unit of study, it should not be made by revising an existing unit of study packet but instead by creating a new unit of study packet with a new unit of study code (E354).

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

## Students group

### Student packet

#### Version Details

Version:	1.0
First Year:	2020
Last Year:	-

#### About

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

#### Scope

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

#### Structure and reporting requirement

Element	Name	Reporting requirement	Revisions
E313	Student identification code	Mandatory	Corrections only
E314	Date of birth		
E402	Student family name	Mandatory if the student accesses a VSL loan	Update to current value
E403	Student given name - first		
E404	Student given name - others		
E410	Residential address street	Required if the student accesses a VSL loan	
E469	Residential address suburb	Required if the student accesses a VSL loan and E658 is Australia	
E470	Residential address state	Required	
E658	Residential address country code	Required if E658 is Australia	
E320	Residential address postcode	Required if the student is accesses a VSL loan and has a TFN	Corrections only
E416	Tax file number	Required if the student accesses a VSL loan	
E488	CHESSN	Required if the student accesses a VSL loan or if available	
E584	Unique student identifier	Required	Update to current value
E315	Gender code	Required	Update to current value
E316	Aboriginal and Torres Strait Islander code		
E346	Country of birth code	Required	Corrections only
E347	Year of arrival in Australia	Optional	
E348	Language spoken at home code	Required	Update to current value
E572	Year left school		
E612	Level left school		
E661	Term address country code		
E319	Term address postcode	Required if E661 is Australia	

<i>Information group: disability</i>			
E615	Disability code	Required if the student reports that they have a disability	Corrections only
<i>Information group: citizenship</i>			
E358	Citizen resident code	Required	Corrections only

### **Uniqueness**

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

### **Revising and adding data**

A provider can revise any data already in a student packet at any time after the initial packet is reported, with the following limitation:

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

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

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

## Disability packet

### Version Details

Version:	1.0
First Year:	2020
Last Year:	-

### About

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

### Scope

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

- they have two or more disabilities, or
- there has been a change to their disability status.

### Structure and reporting requirement

Element	Name	Reporting requirement	Revisions
E615	Disability code	Mandatory	Corrections only
E609	Disability effective from date		
E610	Disability effective to date	Required if the student advises the provider that a disability has ended	Update to current value

### Uniqueness

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

### Revising data

Providers can revise any data submitted in a disability packet.



## Citizenship packet

### Version Details

Version:	1.0
First Year:	2020
Last Year:	-

### About

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

### Scope

Providers are required to report a citizenship packet only when a student within the scope of the student packet notifies the provider that there has been a change to their citizenship or residency status.

### Structure and reporting requirement

Element	Name	Reporting requirement	Revisions
E358	Citizen resident code	Mandatory	Corrections only
E609	Citizenship effective from date		

### Uniqueness

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

### Revising data

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

- a citizenship packet can never be deleted
- a citizenship effective from date (E609) cannot be amended in a way that would create a gap or overlap in the time series of citizenship data for a course on campus.

## First reported address packet

### Version Details

Version:	1.0
First Year:	2020
Last Year:	-

### About

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

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

### Scope

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

### Structure and reporting requirement

Element	Name	Reporting requirement	Revisions
E787	First residential address street	Required if the stored value is incorrect	Corrections only
E789	First residential address suburb		
E791	First residential address state		
E790	First residential address postcode		
E659	First residential address country code		

### Uniqueness

Not applicable.

### Revising data

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

## Course admissions group

### Course admission packet

#### Version Details

Version:	1.0
First Year:	2020
Last Year:	-

#### About

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

#### Scope

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

#### Structure and reporting requirement

Element	Name	Reporting requirement	Revisions
UID8 <i>or</i> E313	Student resource key <i>or</i> Student identification code	Mandatory	Corrections only
UID5 <i>or</i> E307	Course resource key <i>or</i> Course code		
E534	Course of study commencement date		
E330	Type of attendance code	Required	Update to current value
E620	Highest attainment code	Required	Corrections only. Value is to be correct as at the course of study commencement date (E534)
E575	Study reason code	Required	
E576	Labour force status code	Required	
E599	Course outcome code	Required if the student is no longer enrolled in the course or has formally deferred	Update to current value
E592	Course outcome date	Required if a course is completed	
<i>Information group: basis for admission</i>			
E327	Basis for admission code	Required	Corrections only. Value is to be correct as at the course of study commencement date (E534)
<i>Information group: course prior credit</i>			
E560	Credit used value	Optional if credit is used	Corrections only
E561	Credit basis code		

### **Uniqueness**

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

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

### **Revising and adding data**

A provider can revise any data already in a course admission packet at any time after the initial packet is reported, with the following limitation:

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

The course identifier (UID5 or E307) should only be amended where data has been incorrectly reported through a genuine administrative error. The course identifier must not be revised as a result of a student transferring between courses. A new course admissions packet is to be created in this instance.

If a student has:

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

## Basis for admission packet

### Version Details

Version:	1.0
First Year:	2020
Last Year:	-

### About

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

### Scope

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

### Structure and reporting requirement

Element	Name	Reporting requirement	Revisions
E327	Basis for admission code	Mandatory	Corrections only. Value is to be correct as at the course of study commencement date (E534)

### Uniqueness

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

### Revising data

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

## Course prior credit packet

### Version Details

Version:	1.0
First Year:	2020
Last Year:	-

### About

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

### Scope

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

### Structure and reporting requirement

Element	Name	Reporting requirement	Revisions
E560	Credit used value	Mandatory	Corrections only
E561	Credit basis code		

### Uniqueness

Not applicable.

### Revising data

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

## Unit enrolments group

### Unit enrolment packet

#### Version Details

Version:	1.0
First Year:	2020
Last Year:	-

#### About

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

#### Scope

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

#### Structure and reporting requirement

Element	Name	Reporting requirement	Revisions
UID15 <i>or</i> E313/E307	Course admission resource key <i>or</i> Unique course admission combination	Mandatory	Corrections only
UID7 <i>or</i> E354	Unit of study resource key <i>or</i> Unit of study code		
UID2 <i>or</i> E625	Delivery location resource key <i>or</i> Delivery location code		
E489	Unit of study census date		
E600	Unit of study commencement date		
E355	Unit of study status code	Mandatory	Update to current value
E601	Unit of study outcome date	Mandatory	Update to current value
E619	Course assurance indicator	Required	Corrections only
E577	Recognition of prior learning code	Required if unit is RPL	Corrections only
E329	Mode of attendance code	Required	Update to current value until the census date. Then corrections only with value to be correct as at the unit of study census date (E489)
E490	Student status code		
E446	Remission reason code	Required if unit remitted	Update to current value
E339	EFTSL	Mandatory	Corrections only. Value is to be correct as at the unit of study census date (E489)
E384	Amount charged	Required	

E381	Amount paid upfront	Required	Update to current value until the census date. Then corrections only with value to be correct as at the unit of study census date (E489)
E529	Loan fee		
E558	HELP loan amount	Required	

### Uniqueness

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

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

### Revising and adding data

A provider can revise any data already in a unit enrolment packet at any time after the initial packet is reported.