



Higher Education Student Data Collection: File Naming Convention for 2019

Format

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

9999xxyyyy.pnnnnn where:

9999 = provider code (numeric)

xx = abbreviated file type code (e.g. 'EN' or 'en')

yyyy = reporting year (numeric; must be >= 2019)

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 2019.

File Type	Code	Submission Type	File Name Format
Enrolment	EN	Student	9998EN2019.100001
Load/Liability	LL	Student	9998LL2019.100001
Commonwealth Assisted Students File (HELP-Due)	DU	Student or OS-HELP	9998DU2019.100001 See note below ¹
OS-HELP	OS	OS-HELP	9998OS2019.100001
Course of Study	CO	Course of Study	9998CO2019.100001

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

File Type	Code	Submission Type	File Name Format
Campus	CM	Campus	9998 CM 2019.100001
Unit of Study Completions	CU	Unit of Study Completions	9998 CU 2019.100001
Past Course Completions	PS	Past Course Completions	9998 PS 2019.100001
SA-HELP	SA	SA-HELP	9998 SA 2019.100001

Revisions

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

9999**xx**yyyy.pnnnnn where:

9999 = provider code (numeric)

xx = abbreviated file type code (e.g. 'SR' or 'sr')

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
Student Revisions	SR	Student Revisions	9998 SR 0000.000001
Revised Load/Liability	RL	Student Revisions	9998 RL 0000.000001
Revised HELP Due	DU	Student Revisions	9998 DU 0000.000001
OS-HELP Revision	OR	OS-HELP Revision	9998 OR 0000.000001
Revised OS-HELP	RO	OS-HELP Revisions	9998 RO 0000.000001
Campus Deletions	CD	Campus Deletions	9998 CD 0000.000001
Enrolment Revisions	ER	Enrolment Revisions	9998 ER 0000.000001
Student Concordance	SC	Commencement Date Revisions	9998 SC 0000.000001
Commencement Date Revisions	RC	Commencement Date Revisions	9998 RC 0000.000001
TFN Revision	TR	TFN Revision	9998 TR 0000.000001

File Type	Code	Submission Type	File Name Format
TFN LookUp	TL	n/a	9998TL0000.000001

Commonwealth Scholarships

The Commonwealth Scholarships file has no character for reporting period, (thus the file suffix is only 5 characters long).

File Type	Code	Submission Type	File Name Format
Commonwealth Scholarships	CS	Scholarships	9998CS2019.000001