



Provider Information Request data elements

HEIMSHELP - Provider Information Request

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307 PIR Course code

Description

A code which uniquely identifies each course within a Higher Education Provider

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	COURSE
Element name:	Course code

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 (up to 10 characters) to each course which uniquely identifies it within the provider. It is important for that this code remains unchanged from year to year
- Every higher education course must be reported.
- Every course that has domestic or international 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.

Input files

Provider Information Request:

- PIR Student (PSD)
- PIR Course of Study (PCO)
- PIR Past Course Completions (PPS)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

308 PIR Course name - full

Description

The full name of the course.

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	COURSE-NAME
Element name:	Course name - full

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, consistent with the name of registered awards and remain unchanged from year to year.

Input files

Provider Information Request:

- PIR Course of Study (PCO)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

310 PIR Course of study type code

Description

A code that indicates the type (course level) of higher education course

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	COURSE-TYPE
Element name:	Course of study type code

Code format:

Data Type:	Numeric
Units:	Code (numeric)
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)

Coding notes

- 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").

Input files

Provider Information Request:

- PIR Course of Study (PCO)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

313 PIR Student identification code

Description

A code that uniquely identifies the student within the higher education provider and remains constant from year to year

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	STUDENT-ID
Element name:	Student identification code

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 remain 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 or TEQSA should be consulted to discuss arrangements that may be required to ensure continuity of the identification code.

Input files

Provider Information Request:

- PIR Student (PSD)
- PIR Past Course Completions (PPS)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

320 PIR Location code of permanent home residence

Description

The Australian postcode or overseas country code of a student's/applicant's permanent home residence

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	HOME-LOCATION
Element name:	Location code of permanent home residence

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

- Overseas country codes should be prefixed by "X"
- Australian postcodes should be prefixed by "A".
- This code should reflect the permanent home residence and is to be provided by the student each year.
- The permanent home residence is where a student/applicant comes from, and not a temporary semester/term address.
- Overseas students/applicants would have an overseas country as their permanent home residence.

Refer to:

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

Input files

Provider Information Request:

- PIR Student (PSD)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

327 PIR New basis for admission to current course

Description

A code which identifies the main criterion used by the Higher Education 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

Details

Version:	1.0
First year:	2016
Last year:	-
Field name:	NEW-ADMISSION
Element name:	New basis for admission to current course

Code format:

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

Classification

CODE	MEANING
01	Not a commencing student
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

Coding notes

- A student that is classified as a commencing student in relation to a particular course of study is a commencing student if she/he has enrolled in the course for the first time at the higher education provider between 1 January and 31 December of the Collection Year.
- If your institution is unable to report the basis for admission for a student, the value should be coded as "29".

Input files

Provider Information Request:

- PIR Student (PSD)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

328 PIR Course commencement date

Description

A code which indicates the month and year in which the student commenced the current course for the first time

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	COMMENCEMENT-DATE
Element name:	Course commencement date

Code format:

Data Type:	Numeric
Units:	YYYYMM
Width:	6

Classification

CODE	MEANING
YYYYMM	Date student commenced the course in YYYYMM format

Coding notes

YYYYMM format:

1st 4 digits – Year sub-field (e.g. 2005)

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

- For the purpose of the PIR, the Course Commencement Date is the date the student first consumes student load (EFTSL) in that course.
- To determine what constitutes a course commencement, reference should be made to the definition of a [commencing student](#) in the Glossary.
- For Open Universities Australia (OUA) purposes, the course commencement date is to reflect the first time a student commenced a unit of study through the OUA.
- Please use format as requested above, for example, 201006.

Input files

Provider Information Request:

- PIR Student (PSD)
- PIR Past Course Completions (PPS)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

329 PIR Mode of attendance code

Description

A code that identifies the mode of attendance by which the student undertakes a unit of study/subject.

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	ATTENDANCE-MODE
Element name:	Mode of attendance code

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

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

- If a student is attending an offshore campus as an internal student at that campus, he/she is to be coded "1".
- For the 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 Course Completions

Input files

Provider Information Request:

- PIR Student (PSD)
- PIR Past Course Completions (PPS)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

330 PIR Type of attendance code

Description

A code that identifies whether a student is classified as being a full-time or part-time student.

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	ATTENDANCE-TYPE
Element name:	Type of attendance code

Code format:

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

Classification

CODE	MEANING
1	Full-time attendance: <ul style="list-style-type: none">• Full-time attendance for coursework students means student has an EFTSL equal to or greater than 0.75 in a full year; OR• when enrolled for one semester only EFTSL equal to or greater than 0.375
2	Part-time attendance: <ul style="list-style-type: none">• Part-time attendance for coursework students means student has an EFTSL less than 0.75 in a full year; OR• when enrolled for one semester only EFTSL less than 0.375
0	For OUA

Coding notes

- 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 Course Completions submission, the code to be assigned for type of attendance relates to the final year of attendance.

Input files

Provider Information Request:

- PIR Student (PSD)
- PIR Past Course Completions (PPS)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

339 PIR Equivalent full-time student load

Description

The EFTSL value representing the student load for a unit of study

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	EFTSL
Element name:	Equivalent full-time student load

Code format:

Data Type:	Numeric
Units:	-
Width:	10

Classification

CODE	MEANING
0000000001 to 1000000000	EFTSL value (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.
- Total EFTSL for a full-time student in a course in a given year should be 1.0.
- Each unit of study/subject is measured in EFTSL as a proportion of the weight (EFTSL) that unit of study contributes to the total EFTSL for that course. For each year of enrolment the sum of all units of study for an individual student that is studying full-time in a course should be 1.0.
- If a full-time course is made up of 8 subjects, each of which have the same weight (value in the course) then the EFTSL value for each subject is 0.125 (i.e. 1/8).
- Please see [Frequently Asked Questions](#) for further information on calculating EFTSL.

Input files

Provider Information Request:

- PIR Student (PSD)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

350 PIR Course of study load

Description

The aggregated EFTSL value for a course of study, summed across all units of study that meet the academic requirements for the course of study

Details

Version:	5.0
First year:	2015
Last year:	-
Field name:	COURSE-LOAD
Element name:	Course of study load

Code format:

Data Type:	Numeric
Units:	Numeric
Width:	2

Classification

CODE	MEANING
00	Non-award course, Cross Provider program or OLA unit
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 prerequisite, then the EFTSL for the first course of study should not be included as part of the course of study load.
- This represents the total EFTSL that a full-time student would consume in a course in minimum time, e.g. a 3 year course would consume 3 EFTSL (to be coded as '30' in the file) or a six month course would consume 0.5 EFTSL (to be coded as '05' in the file).
- 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 (e.g. nested programs), the value reported is to reflect entry at the lowest possible point (i.e. without any exemptions being granted).

Input files

Provider Information Request:

- PIR Course of Study (PCO)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

354 PIR Unit of study code

Description

A code that uniquely identifies a unit of study/subject/module

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	UNIT-STUDY
Element name:	Unit of study code

Code format:

Data Type:	Alphanumeric
Units:	Code (alphanumeric)
Width:	10

Classification

CODE	MEANING
Any data	Code assigned by the Provider

Coding notes

- The code assigned to each unit of study (also known as subject or module) must uniquely identify it within the provider and must remain unchanged in the student load data set in the 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.
- The same unit of study may be offered in more than one course.

Input files

Provider Information Request:

- PIR Student (PSD)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

355 PIR Unit of study completion status

Description

A code that categorises a student's unit of study completion status

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	UNIT-STATUS
Element name:	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

Coding notes

- This code reports the outcome of assessment for each unit of study in which the student is enrolled in the reference year.

Input files

Provider Information Request:

- PIR Student (PSD)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

358 PIR Citizen/resident indicator

Description

A code indicating a student's/applicant's citizenship and residence status

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	CITIZEN-RESIDENT
Element name:	Citizen/resident indicator

Code format:

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

Classification

CODE	MEANING
1	Australian citizen (including Australian citizens with dual citizenship)
2	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.)
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

- Australian students and students with permanent resident status in Australia, but studying off-shore, should be coded as "1" or "3", respectively, and not coded "5".
- Overseas students:
 - studying on-shore should be coded "4"
 - studying off-shore should be coded "5"
 - residing overseas should be coded "5"
- For the Course Completions data set, the code to be assigned for citizenship relates to the final year of attendance.
- Please note: Off-shore does not mean "distance" or on-line study.
- If your institution is unable to report citizenship data for a student, leave the field blank.

Input files

Provider Information Request:

- PIR Student (PSD)
- PIR Past Course Completions (PPS)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

369 PIR Tertiary entrance score

Description

A code indicating the tertiary entrance score obtained by a student commencing an undergraduate award course or an applicant applying for an undergraduate award course

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	TERT-ENT-SCORE
Element name:	Tertiary entrance score

Code format:

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

Classification

CODE	MEANING
001	Not a student commencing an undergraduate award course
030 to 100	Tertiary entrance score (reported as a common index – see coding notes) for a student commencing an undergraduate award course who meets both these criteria: is a domestic student; and completed the major Year 12 examination in the current year or prior year in any Australian State/Territory OR Tertiary entrance score (reported as a common index – see coding notes) for an applicant applying for an undergraduate award course who meets both these criteria: is a domestic applicant; and; is attempting or completed an Australian Year 12 qualification in the most recent major examinations
998	A student commencing an undergraduate award course or An applicant applying for an undergraduate award that meets the above two criteria but for whom no tertiary entrance score is available
999	A student commencing an undergraduate award course but does not meet the above criteria

Coding notes

- The tertiary entrance score to be reported is the integer portion of the value for the common index that has been agreed by MCEETYA (NSW: UAI; SA and NT: TER; Tas: TER; Vic: ENTER; WA: TER.). For Higher Education Providers in Queensland, the "OP" values are to be converted to an equivalent value for the common index.
- The values for the common index will range from 30.00 to 99.95. Those values are to be reported with no fractional portion. The fractional portion may be disregarded or rounded. Therefore, the values to be reported must fall within the range of 030 to 100.

- To be reported for all students and the data should reflect the basis of entry when commencing their course.
- To be reported in the cases where students have been processed by Tertiary Admissions Centres (TACs) only.
- If your institution is unable to report the tertiary entrance score for a student, leave this field blank.

Input files

Provider Information Request:

- PIR Student (PSD)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

401 PIR Person identification code

Description

A code that uniquely identifies a member of staff within the higher education provider

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	PERSON-ID
Element name:	Person identification code

Code format:

Data Type:	Alphanumeric
Units:	Code (alphanumeric), left justified, with trailing blanks if required
Width:	20

Classification

CODE	MEANING
Any data	Code generated by the higher education provider.

Coding notes

- The code for each individual must uniquely identify them within the higher education provider in the reference year and remain constant from year to year.

Input files

Provider Information Request:

- PIR Staff (PSF)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

408 PIR Current duties classification type, level and increment code

Description

A code that indicates the classification type and level in respect of the current duties of a member of academic staff at the reference date.

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	CLASSN-CURRENT
Element name:	Current duties classification type, level and increment code

Code format:

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

Classification

Academic Classification level and increment:

CODE	MEANING
001	Vice-Chancellor/Principal/Chief Executive Officer
005	Deputy Vice-Chancellor (or equivalent)
013	Level E (Professor or equivalent)
014	Level D (Reader, Associate Professor or equivalent)
042	Level C (Senior Lecturer or equivalent)
066	Level B (Lecturer or equivalent)
100	Level A (Tutor, research assistant, instructor or equivalent)
150	Academic Staff Member (not further classified, should only be used if no other code is applicable)
160	Senior Level Academic (alternative code)
165	Middle Level Academic (alternative code)
170	Junior Level Academic (e.g. Tutors/instructors) (alternative code)

Coding notes

- If providers are unable to equate the levels used above to those used in their organisation then alternative codes 150, 160, 165, 170 (Academic staff) should be used.
- Professional clinicians should be reported using an "Academic" staff classification.
- If a suitable classification description is not available from the above list, then a salary range for each staff member should be provided using [Element 588 PIR](#).

Input files

Provider Information Request:

- PIR Staff (PSF)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

412 PIR Function code

Description

The function being performed in the one work sector and one organisational unit by a member of academic staff in respect of their current duties

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	FUNCTION
Element name:	Function code

Code format:

Data Type:	Numeric
Units:	Code (Numeric)
Width:	1

Classification

CODE	MEANING
1	Teaching only function
2	Research only function
3	Teaching-and-research function
4	Other function

Coding notes

- Please refer to the [Glossary](#) for specific descriptions of each function.
- Professional clinicians in teaching positions should be coded as "1".

Input files

Provider Information Request:

- PIR Staff (PSF)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

415 PIR Reporting year and period code

Description

The reporting year and period to which the individual data record relates

Details

Version:	3.0
First year:	2018
Last year:	-
Field name:	REPORTING YEAR / PERIOD
Element name:	Reporting year and period code

Code format:

Data Type:	Numeric
Units:	YYYYp
Width:	5

Classification

CODE	MEANING
20151 to 99991	Reporting year in "YYYY" format, then Reporting period in "p" format

Coding notes

Student data

- This element describes the Reporting Year and Reporting Period to which this record relates.
- 1st 4 digits (YYYY) = Reporting Year (e.g. 2017)
5th digit (p) = Reporting Period coded as "1"
- All student data reported to TEQSA should be reported with reporting period "1"

Staff data

- This element describes the Reporting Year and Reporting Period to which this record relates.
- 1st 4 digits (YYYY) = Reporting Year (e.g. 2018) 5th digit (p) = Reporting Period coded as "1"
- The Reporting Year and Reporting Period for all Staff records for this Collection year is 20181

Input files

Provider Information Request:

- PIR Student (PSD)
- PIR Course of Study (PCO)
- PIR Half Year Load Estimates (PLE)
- PIR Past Course Completions (PPS)
- PIR Staff (PSF)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

455 PIR Combined course of study indicator

Description

A code that indicates if a course of study is a combined course of study

Details

Version:	4.0
First year:	2015
Last year:	-
Field name:	COMBINED-CRS
Element name:	Combined course of study indicator

Code format:

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

Classification

CODE	MEANING
0	Course is not a combined course of study
1	Course is a combined course of study

Coding notes

- A course that has been specifically designed to lead to a single combined award or to meet the requirements of more than one award.
- A course that normally leads to a single combined award but, as a non-standard practice, allows a student to cease studies after partial completion and allows a student to complete one component of the award.

Input files

Provider Information Request:

- PIR Course of Study (PCO)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

461 PIR Field of education code

Description

A code which identifies the field of education to which the course is classified

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	FOE
Element name:	Field of education code

Code format:

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

Classification

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

Coding notes

- Refer to: [Appendix E – Field of Education Classification](#).
- Appendix E is a key reference when coding the following elements:
 - Fields of Education - course level ([Element 461 PIR](#))
 - Disciplines of Units of Study (Subjects) ([Element 464 PIR](#))
 - Specialisations of major studies ([Element 463 PIR](#))
- Providers should code to the detailed level (6 digit code).

Input files

Provider Information Request:

- PIR Course of Study (PCO)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

462 PIR Field of education supplementary code

Description

A code that identifies the supplementary field of education to which a combined course is classified

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	FOE-SUPP
Element name:	Field of education supplementary code

Code format:

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

Classification

CODE	MEANING
010000 to 129999	Field of education code
000000	Course is not a combined course, or is an OUA unit

Coding notes

- Refer to: [Appendix E – Field of Education Classification](#).
- Combined courses must be assigned a substantive field of education (i.e. spaces or all zeros are not valid).
- Field to be filled with zeroes for courses other than combined courses, even though some single-award courses may have dual strands.
- [Element 461 PIR](#) (field of education code) is to be used to indicate the primary field of education for the course and will be the element used in tables where continuity of statistical reporting is essential.

Input files

Provider Information Request:

- PIR Course of Study (PCO)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

463 PIR Specialisation code

Description

A code that identifies a specialisation within a course for which the academic requirements have or will be completed by a student or a group of students

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	SPECIALISATION
Element name:	Specialisation code

Code format:

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

Classification

CODE	MEANING
010000 to 129999	Specialisation code

Coding notes

- The code to be assigned to a specialisation is to be selected from the field of education classification.
- Refer to: [Appendix E – Field of Education Classification](#).
- The specialisation code would normally be different from the code assigned to indicate the field of education for a course, because the specialisation code will reflect the major studies undertaken by a student and should be coded at the detailed (six-digit) level wherever possible.
- This data element is used in Course Completions submission and is mandatory.

Input files

Provider Information Request:

- PIR Past Course Completions (PPS)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

464 PIR Discipline code

Description

A code that uniquely identifies the discipline to which a unit of study (subject) is classified by the Higher Education Provider

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	DISCIPLINE-CODE
Element name:	Discipline code

Code format:

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

Classification

CODE	MEANING
010000 to 129999	Discipline code

Coding notes

- This data element is used to describe the discipline of the unit of study regardless of the course in which it may be undertaken.
- Refer to: [Appendix E – Field of Education Classification](#).
- The discipline code of a unit of study (subject) reflects the specific subject content of the unit of study/subject, not the field of education assigned to the course in which the unit of study may be taken.
- It should be coded to the detailed (six-digit) level wherever possible. The same unit of study may be taken in various courses and should reflect the subject content.

Input files

Provider Information Request:

- PIR Student (PSD)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

477 PIR Postcode or overseas country code location of higher education provider campus/delivery location

Description

The Australian postcode or overseas country code location of the campus/delivery location of the Higher Education where the student is studying this unit (subject).

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	CAMPUS-POSTCODE
Element name:	Postcode or overseas country code location of higher education provider campus/delivery location

Code format:

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

Classification

CODE	MEANING
A0001 to A9998	Australian Postcode
X1200 to X9299	Overseas country code from countries classification list
X9999	Overseas country, but not classifiable
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 (i.e. online/distance delivery), 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.
- [Appendix C – Standard Australian Classification of Countries](#)

Input files

Provider Information Request:

- PIR Student (PSD)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

489 PIR Unit of study census date

Description

A code that indicates the year, month and day which is the Census date of that Unit of Study/Subject

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	UNIT-STUDY-CENSUS- DATE
Element name:	Unit of study census date

Code format:

Data Type:	Numeric
Units:	YYYYMMDD
Width:	8

Classification

CODE	MEANING
YYYYMMDD	Unit of Study Census Date in YYYYMMDD format

Coding notes

YYYY format:

1st 4 digits – Year sub-field (e.g. 2015)

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 refers to year, month and day on which a student's enrolment is taken to be finalised in the particular unit of study
- It is not the commencement date of an overall course.
- The unit of study census date should not occur less than 20 per cent of the way through the period during which the unit of study is being undertaken.
- Please use format as requested above, for example, '20120630' in all required cells.

Input files

Provider Information Request:

- PIR Student (PSD)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

490 PIR Student status code

Description

A code that indicates the student status for a unit of study (the student contribution type – fee type)

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	STUDENT-STATUS
Element name:	Student status code

Code format:

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

Classification

Higher Education students only:

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)

Fee-paying non-overseas students (DFP)

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 (Full Fee-Paying)
303	Paid full tuition fee - for Employer reserved place

Fee-paying overseas students (International Fee-Paying (IFP))

CODE	MEANING
310	A fee-paying overseas student who is not sponsored under a foreign aid program, and including students with these awards: IPRS (International Postgraduate Research Scheme); 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 Australian Agency for International Development (AusAID)

Coding notes

- Overseas (International) students should be coded as 310 or 311.

Input files

Provider Information Request:

- PIR Student (PSD)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

493 PIR Highest educational participation prior to commencement

Description

Indicates the student's highest educational participation and last year of participation prior to the first enrolment in the course of study or an applicant's highest educational participation and last year of participation as reported on an application

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	HIGHEST-PARTICIPATION
Element name:	Highest educational participation prior to commencement

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 participation
- If no information is available for year, code as "9999".
- Where a student/applicant has multiple qualifications, 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.
- If your institution is unable to report the highest educational attainment for a student, leave this field blank.

Input files

Provider Information Request:

- PIR Student (PSD)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

501 PIR Highest qualification

Description

A code that indicates the highest qualification of a member of academic staff

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	HIGH-QUAL
Element name:	Highest qualification

Code format:

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

Classification

Member of staff has an academic classification and the highest qualification is:

CODE	MEANING
6	Doctorate by research or coursework
7	Masters by research or coursework
5	Other Postgraduate (including Postgraduate Qualification or Preliminary; Graduate Diploma/Postgraduate Diploma New/Extended and Graduate Certificate)
2	Bachelor (including Bachelor graduate entry, Bachelor honours and Bachelor pass)
3	Other
4	No information

Coding notes

- Academic staff only
- Must be completed for full-time/part-time staff

Input files

Provider Information Request:

- PIR Staff (PSF)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

506 PIR Work contract code

Description

A code that identifies whether a member of academic staff has a full-time work contract or fractional full-time work contract in respect of their current duties.

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	WORK-CONTRACT
Element name:	Work contract code

Code format:

Data Type:	Numeric
Units:	Code (Numeric)
Width:	1

Classification

CODE	MEANING
1	Full-time work contract
2	Fractional full-time work contract
5	Casual work contract - calendar year (method 1)
6	Casual work contract - financial year (method 2)

Coding notes

- Code "1" is to be used where FTE equals 100 (1.0)
- Code "2" is to be used where FTE is less than 100 (1.0).
- Fractional full-time staff are those employed less than full-time but are employed on a permanent basis and not on a casual basis and should be reported as "2".
- Codes "5" & "6" are to be used when reporting casual FTE across the full year.
- Codes "5" & "6" will identify whether you have used the calendar year (method 1) or financial year (method 2) to calculate casual staff FTE.

Input files

Provider Information Request:

- PIR Staff (PSF)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

507 PIR Current duties term code

Description

A code that identifies the term for an academic staff member's current duties

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	CURRENT-TERM
Element name:	Current duties term code

Code format:

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

Classification

Limited term, with the length at the time the current duties commenced being:

CODE	MEANING
01 to 60	Number of months
61	More than 5 years
99	Casual appointment

Tenable term (not on a limited term):

CODE	MEANING
81	Probationary
82	Confirmed
91	Other term

Coding notes

- Academic staff employed on an ongoing (permanent) FT or FFT basis, should be coded with one of the tenurable codes (82 if confirmed).
- Non-ongoing academic staff on a FT/FFT contract, should be reported with the number of months employed with the institution.
- All academic staff members on casual contracts should be reported as code 99 ("Casual appointment").

Input files

Provider Information Request:

- PIR Staff (PSF)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

510 PIR Organisational unit code

Description

A code that uniquely identifies an organisational unit in which the current duties of an academic member of staff are being performed (teaching department, school, division)

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	ORG-UNIT
Element name:	Organisational unit code

Code format:

Data Type:	Alphanumeric
Units:	Code (alphanumeric), left justified, with trailing blanks if needed
Width:	4

Classification

Academic Organisational Unit:

CODE	MEANING
1XXX	"1XXX" is the code for an academic organisational unit. These three characters must be consistent with the codes used for academic organisational units reported in the Higher Education Student Collection, prefixed by "1" to indicate it is an academic organisation unit.

Coding notes

- For staff members that undertake duties in academic and non-academic organisational units, only the academic proportion of the staff member's duties, commensurate FTE and academic organisational unit should be reported.
- The Codes used to report academic staff members should match those used where their teaching is undertaken and should match the student data collection.
- Codes commencing with 1XXX are academic organisational units (teaching units) where XXX is the code determined by the provider.

Input files

Provider Information Request:

- PIR Staff (PSF)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

511 PIR Work sector code

Description

The work sector in which a function is being performed in one organisational unit by a member of academic staff in respect of their current duties

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	WORK-SECTOR
Element name:	Work sector code

Code format:

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

Classification

The work sector in which the function is being performed is the:

CODE	MEANING
1	Higher Education work sector.

Coding notes

Please only report staff employed in the higher education sector.

Note: If staff teach across higher education and vet sectors then their FTE is to be apportioned and only FTE commensurate with their HE academic duties should be reported.

Input files

Provider Information Request:

- PIR Staff (PSF)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

513 PIR Full-time equivalence – reference date

Description

Academic staff resources available at the reference date for a function being performed in one work sector and one organisational unit by a member of staff, in respect of their current duties

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	FTE-REFDATE
Element name:	Full-time equivalence – reference date

Code format:

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

Classification

CODE	MEANING
001 to 100	Staff resources expressed in terms of full-time equivalence at the reference date, reported in hundredths (e.g. half a full-time person's staff resources is coded as 050)

Coding notes

- For staff reported on template 2(a), the reference date may be determined by the higher education provider as a 'point in time' at a date between 31 March and 31 August.
- A member of academic staff that at the reference date has a full-time work contract in respect of their current duties, has a full-time equivalence at the reference date (FTE-RD) of 1.00 (reported as 100 on templates)
- The FTE-RD for a member of staff that at the reference date has a fractional full-time work contract in respect of their current duties, will be less than 1.00.
- The fraction will represent the ratio between the number of agreed normal work hours for that person and the number of normal work hours which would be required of a member of staff having the same classification type and level as that person, but with a full-time work contract.
- For example, a staff member with a fractional full-time work contract with half the work hours of those of a member of staff having the same classification type and level, but with a full-time work contract, then the FTE-RD for the person would be 0.50.
- Normal work hours should exclude paid or unpaid overtime work hours.

Input files

Provider Information Request:

- PIR Staff (PSF)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

537 PIR Additional entrance criteria

Description

A code which identifies if additional entrance criteria are used when giving consideration to the offer of a place

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	ADD-ENT-CRI
Element name:	Additional entrance criteria

Code format:

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

Classification

CODE	MEANING
1	Entry Cut-off score is the only consideration for entrance into this course
2	Entry Cut-off score is not the only consideration for entrance into this course
3	Entry Cut-off score is not a consideration for entrance into this course.

Coding notes

- Whenever additional entrance criteria are required for consideration for entrance into this course i.e. an audition or the submission of a portfolio, use code "2".
- When an entry cut-off score is not relevant for consideration for entrance into this course, use code "3".

Input files

Provider Information Request:

- PIR Student (PSD)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

559 PIR Course campus postcode

Description

The Australian postcode or overseas country code of the delivery location/ campus of the Higher Education Provider where the course is being offered

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	COURSE-CAMPUS-POSTCODE
Element name:	Course campus postcode

Code format:

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

Classification

CODE	MEANING
X1200 to X9299	Overseas country code from countries classification
A0001 to A9998	Australian Postcode

Coding notes

- Refer to [Appendix C – Standard Australian Classification of Countries](#).
- This code must reflect the Australian postcode or overseas country code of the campus of the provider where the course is being offered.
- For [Australian postcodes](#), use prefix "A", e.g. Sydney = A2000
- For Overseas country codes, use prefix "X".

Input files

Provider Information Request:

- PIR Student (PSD)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

569 PIR Type of operation of campus

Description

A code that identifies the type of arrangement through which an offshore course is being delivered.

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	CAMPUS-OP-TYPE
Element name:	Type of operation of campus

Code format:

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

Classification

CODE	MEANING
00	Course is not delivered offshore

Course is delivered fully or partially offshore and is delivered through:

CODE	MEANING
01	a stand-alone arrangement
02	a partnership arrangement

Coding notes

- A stand-alone arrangement: The course, curriculum, teaching and the provision of learning support and infrastructure is the sole responsibility of the Australian institution.
- Partnership arrangement: an arrangement in which the responsibility for the course curriculum, teaching, and learning support and infrastructure is shared with other entities, such as through partnerships with other institutions or entities, sub-contracting of services, or franchising. The Australian provider has responsibility for academic oversight of the arrangement.
- Where a course is delivered through more than one type of operation at a campus please report the principal arrangement.
- An offshore course is a course that is offered fully or partially offshore. Courses that are offered from within Australia through distance education are not considered to be offshore courses.
- Off-shore does not mean "distance" or on-line study.

Input files

Provider Information Request:

- PIR Student (PSD)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

570 PIR Principal mode of delivery of offshore course

Description

Principal Mode of Delivery of Offshore Course

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	OFFSHORE-MODE
Element name:	Principal mode of delivery of offshore course

Code format:

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

Classification

CODE	MEANING
00	Course is not an offshore course

Course is delivered offshore and mode of delivery is:

CODE	MEANING
01	Internal
02	External – with face-to-face component
03	External – with no face-to-face component
04	Multi-modal

Coding notes

- An offshore course is a course that is offered fully or partially offshore. Courses that are offered from within Australia through distance education are not considered to be offshore courses.
- Internal mode of delivery: course delivery is principally face-to-face, requiring regular attendance at a provider or follows an agreed schedule for the purposes of supervision.
- External mode of delivery – with face-to-face component: courses offered via distance education, online learning or correspondence, with compulsory attendance at classes during certain blocks of time.
- External mode of delivery – with no face-to-face component: courses offered via distance education, online learning or correspondence, with no compulsory face-to-face component.
- Multi modal delivery: delivery is organised comparatively equally between internal and external modes of delivery.
- Where a course is delivered in more than one mode at a campus the main mode of delivery is reported.

Input files

Provider Information Request:

- PIR Student (PSD)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

571 PIR Offshore delivery indicator

Description

A code which identifies whether a course is delivered partially or fully offshore.

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	OFFSHORE-DELIVERY
Element name:	Offshore delivery indicator

Code format:

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

Classification

CODE	MEANING
00	Course is delivered in Australia only
01	Course is delivered partially offshore
02	Course is delivered fully offshore

Coding notes

- A course which is coded as "01" or "02" may also be delivered in Australia.
- Where a course is delivered in more than one form at a campus the main form of delivery is reported.
- Where a course is delivered fully offshore it is assumed that the provider is the award granting authority.
- Off-shore does not mean "distance" or on-line study.

Input files

Provider Information Request:

- PIR Student (PSD)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

585 PIR Student fee type indicator

Description

A derived code which identifies the broad fee type of the student based on a unit of study.

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	Student Fee Type
Element name:	Student fee type indicator

Code format:

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

Classification

CODE	MEANING
01	Domestic Fee-Paying
02	International Fee-Paying

Coding notes

- Previously referred to as T001
- This code is one of the groupings used to report aggregate student load (EFTSL) for the preliminary first half year load of the current year.

Input files

Provider Information Request:

- PIR Half Year Load Estimates (PLE)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

586 PIR Broad course type

Description

A code which identifies broad course type (level) of a course.

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	Broad Course Type
Element name:	Broad course type

Code format:

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

Classification

CODE	MEANING
01	Higher Degree by Research
02	Higher Degree by Course Work
03	Other Postgraduate
04	Undergraduate
05	Enabling and Non-award courses

Coding notes

- Previously referred to as T002
- This code is one of the groupings used to report aggregate student load (EFTSL) for the preliminary first half year load of the current year.

Input files

Provider Information Request:

- PIR Half Year Load Estimates (PLE)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

587 PIR Indicative tuition fee for a domestic or international fee-paying place

Description

The average tuition fee for a Domestic or International Fee-paying place.

Details

Version:	1.0
First year:	2015
Last year:	
Field name:	INDIC-FEE – Domestic and International
Element name:	Indicative tuition fee for a domestic or international fee-paying place

Code format:

Data Type:	Numeric
Units:	Code (numeric)
Width:	5

Classification

CODE	MEANING
00000 to 99998	The indicative tuition fee for a fee-paying place.
99999	Not a course for a fee-paying place

Coding notes

- Previously referred to as T003
- For current courses, the projected average cost of one full-time student load (1 EFTSL) in the current academic year's prices is based on the average (arithmetic mean) cost of the current year's actual first year full time student course load.
- For new courses, the projected average cost is derived based on the tuition fee for a full-time student load (1 EFTSL) for a first year student.
- The course fee reported at each record should reflect the type of student reported, e.g. if the student is an international student then the fee reported is the fee for an international student.

Input files

Provider Information Request:

- PIR Student (PSD)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

588 PIR Equivalent full-time salary range – current duties

Description

See coding notes below.

Details

Version:	1.0
First year:	2015
Last year:	
Field name:	CURRENT-SALARY
Element name:	Equivalent full-time salary range – current duties

Code format:

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

Classification

CODE	MEANING
01	\$1-\$20,000
02	\$20,001-\$40,000
03	\$40,001-\$60,000
04	\$60,001-\$80,000
05	\$80,001-\$100,000
06	\$100,001-\$120,000
07	\$120,001-\$140,000
08	\$140,001-\$160,000
09	\$160,001-\$180,000
10	\$180,001-\$200,000
11	Above \$200,000

Coding notes

The salary range of a member of academic staff at the reference date. The range is reported as a code that represents the annual amount that would be paid to a person performing on a full-time basis the same type of duties as the member of staff and in respect of their current duties.

- Salary ranges to be provided in intervals of \$20,000.
- This element is required for all academic staff.
- This element is an alternative to [Element 408 PIR](#) (Current duties classification type). If a suitable classification is not available under Element 408 then a salary range for each staff member should be provided.
- Please report using the code provided and not the salary ranges. For example a provider should report "09", rather than \$165,728.

Input files

Provider Information Request:

- PIR Staff (PSF)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

589 PIR Commencing student indicator

Description

A code that identifies the main criterion used by the Higher Education 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

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	NEW-ADMISSION
Element name:	Commencing student indicator

Code format:

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

Classification

CODE	MEANING
0	Non-commencing student
1	Commencing student

Coding notes

- A student that is classified as a commencing student in relation to a particular course of study is a commencing student if she/he has enrolled in the course for the first time at the higher education provider between 1 January and 30 June of the reporting year.

Input files

Provider Information Request:

- PIR Half Year Load Estimates (PLE)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.

590 PIR Estimated full-time student load

Description

The estimated FTE student load for the current year

Details

Version:	1.0
First year:	2015
Last year:	-
Field name:	
Element name:	Estimated full-time student load

Code format:

Data Type:	Numeric
Units:	-
Width:	5

Classification

CODE	MEANING
00001 to 99999	Estimated FTE student load for the current year as a whole number

Coding notes

- Estimated full-time equivalence (FTE) for a full year for all students for the current year (reported to the nearest whole FTE, e.g. report 345.6 FTE as 346).

Input files

Provider Information Request:

- PIR Half Year Load Estimates (PLE)

Change History

Details of all versions of this data element can be found on its [supporting information](#) page.