



Provider Information Request: File Naming Convention for 2018

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. 'PCO' or 'pco')

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

p = reporting period (numeric; *always* 1)

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
PIR Course of Study	PCO	Student Collection	9998PCO2018.100001
PIR Half Year Load Estimates	PLE	Student Collection	9998PLE2018.100001
PIR Past Course Completions	PPS	Student Collection	9998PPS2018.100001
PIR Student	PSD	Student Collection	9998PSD2018.100001
PIR Staff	PSF	Staff Collection	9998PSF2018.100001

Important note

To simplify reporting your submissions, files can be named as 2018 year however you must code your [Element 415 \(Reporting year & period code\)](#) that applies to the data you are reporting i.e. Student data E415 = 20171 and Staff data E415 = 20181.