

DATA COLLECTIONS

DECEMBER 2008



Australian Government

Department of Education, Employment
and Workplace Relations

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Welcome to the December edition of the Data Collections Newsletter. This is the final edition for 2008.

Update on 31 October submissions

Many thanks to all for your assistance and patience with the 31 October submissions. This was the best effort to date for timeliness in successfully validating student data - over 80 percent of submissions were validated in HEIMS within 6 working days of the submission date. I am confident that this will only continue to improve with each subsequent submission.

I know we had a few challenges to work through around HEPCAT Release 3, but the advantages of the direct HEPCAT/HEIMS interaction is really starting to shine through! I'm sure the benefits in terms of the continuing improvement in the quality and availability of data, as well as reduced administration for both providers and DEEWR, will become increasingly evident over the coming submissions.

Output alerts

myUniAssist has been updated this week with the latest student data, and now displays all student data reported with the 31 October submissions. Output alerts for students who have exceeded their SLE or FEE-HELP entitlement or have 40 percent or less of their entitlement remaining have been sent to all designated output alert officers.

If you have any queries about the output alert notices please contact HEIMS.datacollections@deewr.gov.au.

Reporting to the Tax Office

All student debts for the first half year 2008 have been reported to the Tax Office. We will keep you informed of any decryption errors with any of the submissions as they arise.

Next HEPCAT release – 31 March 2009 submissions

The October release of HEPCAT will be used for the final 2008 data submissions which are due by 31 March 2009. This will allow providers to prepare and report the next student submissions using the current HEPCAT package. No new functionality or validation changes will be introduced prior to the next submission, to help minimise disruptions to the preparation of the 31 March data submissions.

A couple of hot fixes were released to impacted providers to correct issues with the October version of HEPCAT. These will be consolidated into the current package and re-released on 5 January 2009, just after the Christmas break. This will allow you to finalise any data submissions currently being worked on before Christmas and then start working with the consolidated version after the break.

The information for downloading the new version will be on the HEIMSHelp website at:
http://www.heimshelp.deewr.gov.au/7_HEPCAT_Support/

Unit of Study Completions 2008 - due 31 March 2009

As the functionality for reporting 2008 Unit of Study completions is not included in the current version of HEPCAT, we are requesting a general exemption for this year from the Minister's delegate for all providers to report this submission with the past course completions on 30 April 2009.

This will allow Release 4 of HEPCAT to be in early April next year, after the student data has been reported.

HEIMS Online

As with the last submissions, error reports will be available at the new HEIMS Online website:

<http://www.heims.deewr.gov.au/> [Your HEPCAT logon and password will provide access these reports].

Ministerial Notices for 2009 and 2010

The Ministerial Notices for the 2009 and 2010 data collections will be released this Friday 5 December 2008.

2009 Ministerial Notice includes only minor changes to requirements for higher education providers. These mainly relate to the staff collection, which will be reported through HEPCAT for the first time in 2009.

Other changes you will notice are updates to elements to include codes/coding notes for VET providers who will be reporting data for VET FEE-HELP. These do not affect reporting for higher education providers.

2010 Ministerial Notice includes the following key changes for higher education providers:

- the inclusion of the Offers and Applications Data Collection requirements
- the introduction of 2 new elements to identify the socio-economic status of students

The tables below outline the key changes for 2009 and 2010 in this Notice. A consolidated change control document of all changes for each year will be included with the release of the Ministerial Notice.

Changes included in Ministerial Notice for 2009 - issued 5 December 2008

1. Staff Data Collection – update for HEPCAT requirements

- a. Update to element numbers to align with Student data collection.
- b. Inclusion of a Scope and Structure document for Staff Estimated Casual (EC).
- c. Change name from "Staff Casual" to "Actual Casual" (CA)

2. Student Data Collection

- a. Adjustment to fillers to total of 50 characters [rather than the 25 DEEWR / 25 HEP characters]
- b. Update of Commonwealth Assisted Students (DU) scope document to better reflect HEPCAT reporting
- c. Minor updates/ formatting changes to scope documents to improve consistency and remove outdated references.

3. Elements

- a. Revised coding notes and/or descriptions /element name to clarify requirements for
 - E392, E406, E415, E446, E487, E526, E545, E551, E572
- b. VET specific codes added to E310, E329, E490, E547 and changes to coding notes on other elements common with the VET data collection.

Changes included in Ministerial Notice for 2010 – issued 5 December 2008

1. Introduction of the University Applications and Offers Data Collection

- a. Release of scope and structure documents - Application Details, Offer Details, Preference Details
- b. Modification of existing elements and introduction of new elements specific to this collection

2. Higher Education Student Data Collection

- c. Introduction of 2 new Elements:
 - E 573 – Highest educational attainment of parent/guardian 1
 - E574 – Highest educational attainment of parent/guardian 2
- d. Standardisation of fillers for submissions reported through HEPCAT:
 - *Campus (CM), Course of Study (CO), Unit of Study Completions, Past Course Completions*

3. Higher Education Staff Data Collection

- e. Standardisation of fillers reported through HEPCAT

Addition of Element 446 to Campus (CM) Submission

Initially we had flagged that E446 [variation reason code] would be included on the campus submission, to allow providers to delete campus records if required.

However initiating this process would also have implications for the reporting of all campus records. Currently to revise a campus record, providers only need to re-report the updated or corrected record on a new campus submission. This record simply replaces the existing record.

The only exceptions are the 3 elements listed below. These can be revised or deleted by contacting DEEWR.

Element name	Element number
Course campus postcode	559
Campus Location	525
TAC Offer	557

Given the small number of requests received to delete campus records, we have delayed the implementation of this change to 2011 to ensure there is no impact on the reporting of 2010 campus submissions [due 1 August 2009].

Any deletions can continue to be advised to the HEIMS team at: HEIMS.datacollections@deewr.gov.au.

Fillers for data submissions

The fillers on the following files have been adjusted from the previous 25 characters for DEEWR use and 25 characters for HEP use. They are now a standard 50 characters filler.

- OS-HELP (OS) & Revised OS-HELP (RO)
- Revisions (SR) & Revised Student Load/Liability (RL),
- Student submission [EN , LL]

This adjustment will allow HEPCAT to return any internal data providers store in these fields when the file/s is exported. This adjustment will not affect reporting in this field. Providers can start or finish their own data input anywhere within this 50 characters and HEPCAT will return all this data when the file is exported.

However the adjustment will mean that any additional fields DEEWR introduces in subsequent years will need to be added after this filler [hopefully this will be a very limited occurrence!]

New data elements for 2010

Many thanks to everyone who provided comments on the new elements to be introduced from 2010 to help identify students socio-economic status. I know your input was very much appreciated and much of this advice has been incorporated into these elements. We'll keep you informed of further work undertaken relating to the socio-economic status of students.

Student and amenities services fees - news update

As many of you would be aware, on 3 November 2008, the Minister for Youth, the Hon Kate Ellis MP, announced the Government's plan to allow higher education providers introduce a Student Services and Amenities Fee and to provide a new Higher Education Loan Program (HELP) element, Services and Amenities-HELP (SA-HELP) (<http://mediacentre.dewr.gov.au/mediacentre/Ellis/Releases/RebuildingStudentSupportServicesinourUniversities.htm>).

Key points for administrators to note are that:

- This initiative affects higher education providers eligible to offer HECS-HELP and/or FEE-HELP;
- Providers may choose whether to charge a compulsory fee;
- If a provider chooses to charge a fee, it will be required to offer access to SA-HELP for eligible students;

- The provision allowing the fee and the loan are to be implemented from 1 July 2009, subject to the passage of legislation through Parliament. Providers that choose to charge a fee do not need to do so from 1 July 2009. They may introduce the fee in 2010 or later.
- There will be an annual cap on the fee of \$250 (2009 dollars, indexed annually). If a provider opts to charge the fee from 1 July 2009, the cap for 2009 would be \$125, for the half year. A provider may choose to charge less;
- Providers may choose to charge a different fee amount for specific groups of students, for example, by type of course delivery, ie students studying by distance education, or by level of course, ie students enrolled in higher degrees by research. They may choose not to charge some students at all.
- There will be guidelines for the fee and loan made under the *Higher Education Support Act 2003* (HESA).
- There will be consultation on the guidelines with the sector in early 2009.

The loan scheme will be similar to HECS-HELP and FEE-HELP. If a higher education provider chooses to charge the services and amenities fee to all students, then students who do not require access to HECS-HELP or FEE-HELP may choose to access SA-HELP. This will require new 'Request for Commonwealth Assistance' forms for at least some students.


The Fees Unit in the Funding and Student Support Branch, Higher Education Group, will be managing the fee guidelines (which will include the purposes for which the revenue from the fee may be used) and SA-HELP and its associated guidelines.

Fees Unit will be working closely with the HEIMS Team to keep you informed on progress with legislation and guidelines.

Verification of first half year 2008 data

Verification of first half year 2008 data is nearing completion. Thanks everyone for your assistance. Publication of this data will follow the Minister's sign-off.

Structure of the Field of Education Classification

The attached document *Structure of the Field of Education Classification* has been updated to clarify that for broad and narrow fields of education, codes ending in zeroes are used where the course cannot be coded to one of the sub-categories because there is insufficient information. Codes ending with "99" are used where it can be ascertained that the courses belongs within a narrow field, but not in one of the detailed fields within the narrow field. 

This is available on the HEIMSHelp website at: http://www.heimshelp.deewr.gov.au/6_Appendices/

If you have any queries on this please contact us at: HEIMS.datacollections@deewr.gov.au

Christmas Holidays

The HEIMS team will be unavailable from noon on **Wednesday 24 December 2008** to **Monday 5 January 2009**.

For any urgent queries during that period please contact me on my mobile at: **0421 713 019**.

At all other times the HEIMS team can be contacted at:

- email: HEIMS.datacollections@deewr.gov.au or
- the new data collections contact telephone number: [\[02\] 6240 7487](tel:02162407487)

Have a wonderful Christmas break. We look forward to an exciting and challenging 2009! As always, any comments, suggestions, queries or issues you may have are very welcome.

Stay safe and take care.

Maureen Wood
and the HEIMS Business Operations Team