Provider Information Request - Submission guidelines

HEIMSHELP - Provider Information Request

Opportunity through learning

PIR Course of Study (PCO) file scope

Version Details

Version:	1.0
First Year:	2015
Last Year:	-

About

The PIR Course of Study (PCO) file contains information on all courses to be provided for a reporting year.

Course information on the PCO file is referenced by the Student and Past Course Completions submissions.

Timing

The Course of Study submission is due by 31 August. Data can be submitted from 1 July – 31 August.

The submission date in the reporting schedule is the final deadline when data should be received by the department. Data can be submitted prior to the due date and early submission is encouraged.

Course data must be submitted before the Student and Past Course Completions submissions.

Submission method

Submissions are made using the Higher Education Provider Client Assistance Tool (HEPCAT). More information about this process is in the HEPCAT user guide Part 2.

Structure

Information about the structure and elements of the Course of Study file is in the structure guidelines for the relevant reporting year.

The key element in the PCO file is the Course code (element 307 PIR). This code uniquely identifies a course and links it to the related submissions.

A Course code (element 307 PIR) may only have one value reported for the following elements which uniquely identify the course of study:

- Course of study type code (element 310 PIR)
- Course of study load (element 350 PIR).

Revisions

Generally revisions to course of study data must be coordinated through the department.

A revision can only be made to course information where a particular code has been reported incorrectly through a genuine administrative error. For example, if an incorrect value was reported for any of the key elements they can be revised to reflect the correct information.

More information

For more information about terms used in these guidelines see the glossary.

PIR Course of Study (PCO) file structure

Version Details

Version:	1.0
First Year:	2015
Last Year:	-

Elements on the PIR Course of Study (PCO) file

Element name	Element number	Position	Width	Data type
Course code	307	1-10	10	Alphanumeric
Course name - full	308	11-82	72	Alphanumeric
Course of study type code	310	83-84	2	Numeric
Course of study load	350	85-86	2	Numeric
Combined course of study indicator	455	87-87	1	Numeric
Field of education code	461	88-93	6	Numeric
Field of education supplementary code	462	94-99	6	Numeric
Reporting year and period code	415	100-104	5	Numeric

PIR Half Year Load Estimates (PLE) file scope

Version Details

Version:	1.0
First Year:	2015
Last Year:	-

About

Providers approved under the _Tertiary Education Quality and Standards Agency Act 2011_ (TEQSA Act) must report preliminary EFTSL data. The data reported should include students enrolled between 1 January and 30 June of the reporting year.

The data reported in the Half Year Load Estimates submission is reported EFTSL at an aggregated level.

Timing

The Half Year Load Estimates submission is due by 31 August. Data can be submitted from 1 July – 31 August.

The submission date in the reporting schedule is the final deadline when data should be received by the department. Data can be submitted prior to the due date and early submission is encouraged.

Submission method

Submissions are made using the Higher Education Provider Client Assistance Tool (HEPCAT). More information about this process is in the HEPCAT user guide Part 2.

Structure

Information about the structure and elements in the Half Year Load Estimates submission is in the structure guidelines for the relevant reporting year.

Each record in the Half Year Load Estimates submission must have a unique combination of values for:

- Student fee type (element 585 PIR)
- Broad course type (element 586 PIR)
- Commencing student indicator (element 589 PIR)
- Reporting year and period code (element 415 PIR)

These elements are the key identifiers for a record.

Revisions

Generally revisions to course of study data must be coordinated through the department.

A revision can only be made to course information where a particular code has been reported incorrectly through a genuine administrative error. For example, if an incorrect value was reported for any of the key elements they can be revised to reflect the correct information.

More information

For more information about terms used in these guidelines see the glossary.

PIR Half Year Load Estimates (PLE) file structure

Version Details

Version:	1.0
First Year:	2015
Last Year:	-

Elements on the PIR Half Year Load Estimates (PLE) file

Element name	Element number	Position	Width	Data type
Student fee type indicator	585	1-2	2	Numeric
Broad course type	586	3-4	2	Numeric
Commencing student indicator	589	5-5	1	Numeric
Estimated full–time student load	590	6-10	5	Numeric
Reporting year and period code	415	11-15	5	Numeric

PIR Past Course Completions (PPS) file scope

Version Details

Version:	2.0
First Year:	2017
Last Year:	-

About

The Past Course Completion (PPS) file contains information about all courses completed by domestic and overseas students undertaking a course leading to an organisation's higher education award.

Timing

The Past Course Completions submission is due by 31 August. Data can be submitted from 1 July – 31 August. The submission date in the reporting schedule is the final deadline when data should be received by the department. Data can be submitted prior to the due date and early submission is encouraged.

Completions data must be submitted after the Course of Study submission.

Submission method

Submissions are made using the Higher Education Provider Client Assistance Tool (HEPCAT). More information about this process is in the HEPCAT user guide Part 2.

Structure

Information about the structure and the elements in the Past Course Completions file is in the structure guidelines for the relevant reporting year.

Each record in the PPS file must have a unique combination of values for:

- Student identification code (element 313 PIR)
- Course code (element 307 PIR)
- Specialisation code (element 463 PIR)
- Reporting year and period code (element 415 PIR).

These elements are the key identifiers for a student's course completions record. There can be up to three records for each Student identification code / Course code, as up to three specialisations may be reported for a student in a course.

All courses for which a completion record is reported must be on the Course of Study submission for the reporting year.

Records to be excluded

Records are to be excluded for students who have been admitted under a formal exchange program with an overseas institution.

However, overseas students enrolled in a higher degree by research at PhD level as part of a cotutelle arrangement are to be reported on this submission.

Revisions

Generally revisions to course of study data must be coordinated through the department.

A revision can only be made to course information where a particular code has been reported incorrectly through a genuine administrative error. For example, if an incorrect value was reported for any of the key elements they can be revised to reflect the correct information.

Verification

You are required to verify your course completions data once a year. The verification is due by 31 August. Data can be verified once data has been successfully submitted. The due date in the reporting schedule is the final deadline when data should be verified. Data can be verified prior to the due date and early verification is encouraged.

More information

For more information about terms used in these guidelines see the glossary.

PIR Past Course Completions (PPS) file structure

Version Details

Version:	1.0
First Year:	2015
Last Year:	-

Elements on the PIR Past Course Completions (PPS) file

Element name	Element number	Position	Width	Data type
Student identification code	313	1-10	10	Alphanumeric
Course code	307	11-20	10	Alphanumeric
Course commencement date	328	21-26	6	Numeric
Mode of attendance code	329	27-27	1	Numeric
Type of attendance code	330	28-28	1	Numeric
Citizen/resident indicator	358	29-29	1	Numeric
Specialisation code	463	30-35	6	Numeric
Reporting year and period code	415	36-40	5	Numeric

PIR Staff (PSF) file scope

Version Details

Version:	3.0
First Year:	2018
Last Year:	-

About

The Staff submission includes data records of academic staff members undertaking full-time, fractional full-time and casual staff duties. Providers are only required to report on academic staff.

Data records should be reported for academic staff, who at the reference date:

- are members of staff
- have an effective substantive appointment
- have current duties which require them to undertake work undertaken in either:
  o an academic organisational unit;
  o an academic support services organisational unit;
  o a student services organisational unit;
  o a public services organisational unit or a general institution services organisational unit; or
  o an independent operation, but only if it is a controlled entity.

For Academic Staff members that undertake a combination of academic and non-academic duties during their employment, only the fraction of the FTE commensurate with academic duties should be reported. For example, a staff member that undertakes 60% academic duties and 40% non-academic duties should be reported to TEQSA as 0.60 FTE. The sum of these fractions should not exceed 1.00 in respect of any single substantive appointment.

Timing

The Staff submission is due by 31 August. Data can be submitted from 1 July - 31 August.

The submission date in the reporting schedule is the final deadline when data should be received by the department. Data can be submitted prior to the due date and early submission is encouraged.

Submission method

Submissions are made using the Higher Education Provider Client Assistance Tool (HEPCAT). More information about this process is in the HEPCAT user guide Part 2.

Structure

Information about the structure and the elements included in the Staff submission can be found in the structure guidelines for the relevant reporting year.

Each record in the Staff submission must have a unique combination of values for:

- Person identification code (element 401 PIR)
- Work contact code (element 506 PIR)
- Current duties term code (element 507 PIR)
- Organisational unit code (element 510 PIR)
- Function code (element 412 PIR)
- Reporting Year and Period Code (element 415 PIR)

Full-time/Fractional full-time staff

Each full-time and/or fractional full-time staff record will relate to one appointment for a member of staff and in respect of one function being performed in the Higher Education work sector and one organisational unit.

The total number of full-time and/or fractional full-time staff data records in the submission will depend on the number of records generated for each member of staff and the total number of staff.

For some full-time staff members there may be more than one data record. Multiple records would be generated where a staff member:

- has more than one effective substantive appointment with an institution; or
- undertakes current duties in more than one organisational unit.

Where a full-time member of staff generates more than one staff data record, the information reported for Element 401 (Person identification code) and Element 501 (Highest qualification) must be the same in each record.

For the PIR Submission, records should only be included for academic staff for the duties related solely to higher education. For staff members that work across VET and higher education operations only the FTE associated with the higher education academic delivery of the award should be reported against element 513.

Records to be excluded

- The PIR is designed to obtain data relating to standard, comparable employee arrangements. It is not designed to collect data on other arrangements that may be in place, such as the use of volunteers, labour hire firms and non-controlled affiliates.
- There is, however, an option for providers that operate consortium models or have similar circumstances to submit aggregated third party academic staff data in the PIR. Please contact TEQSA's Information Management team at collections@teqsa.gov.au if you would like to discuss this optional submission.
- Data excluded in the submission for staff:
  - where duties relate to VET operations
  - for full-time equivalence expended by a member of staff in any independent operation which is not a controlled entity.

Actual casual Staff

For reporting to the PIR, providers can choose one of two methods for calculating casual staff FTE. The first method ("Method 1") is consistent with the department and measures actual casual FTE from the year preceding the reference year. Providers that use this method will report Casual/Sessional staff for year preceding the current reference year. Where possible, TEQSA encourages providers to use Method 1 as it aligns to the department's national HEIMS collection methodology.

Providers may also use a second method ("Method 2") to calculate casual staff FTE based on group certificate data from annual group certificates in the financial year. Providers that use this method will report casual/sessional staff for the latest financial year.

Records to be excluded

Records should only include academic staff for the duties related solely to higher education. For staff members that work across VET and higher education operations only the FTE associated with the higher education academic delivery of the award should be reported against element 513.

Records are not to be included for:

- members of staff whose duties relate solely to VET; and
- Full-time equivalence expended by a member of staff in any independent operation which is not a controlled entity.

Revisions

Generally revisions to course of study data must be coordinated through the department.

A revision can only be made to course information where a particular code has been reported incorrectly through a genuine administrative error. For example, if an incorrect value was reported for any of the key elements they can be revised to reflect the correct information.

Verification

You are required to verify your staff data once a year. The verification is due by 31 August. Data can be verified once data has been successfully submitted. The due date in the reporting schedule is the final deadline when data should be verified. Data can be verified prior to the due date and early verification is encouraged.

More information

For more information about terms used in these guidelines see the glossary.

PIR Staff (PSF) file structure

Version Details

Version:	1.0
First Year:	2015
Last Year:	-

Elements on the PIR Staff (PSF) file

Element name	Element number	Position	Width	Data type
Person identification code	401	1-20	20	Alphanumeric
Work contract code	506	21-21	1	Numeric
Current duties term code	507	22-23	2	Numeric
Current duties classification type, level and increment code	408	24-26	3	Numeric
Organisational unit code	510	27-30	4	Alphanumeric
Work sector code	511	31-31	1	Numeric
Function code	412	32-32	1	Numeric
Equivalent full-time salary range - current duties	588	33-34	2	Numeric
Highest qualification	501	35-35	1	Numeric
Reporting year and period code	415	36-40	5	Numeric
Full-time equivalence - reference date	513	41-43	3	Numeric

PIR Student (PSD) file scope

Version Details

Version:	2.0
First Year:	2017
Last Year:	-

About

Providers approved under the _Tertiary Education Quality and Standards Agency Act 2011_ (TEQSA Act) are required to report data for all domestic, overseas, onshore and offshore students enrolled in or undertaking a course of study leading to a higher education award of the organisation.
Please note:

- Students must be reported if they have been enrolled and have been entitled to tuition in the reference year (including students that have ceased enrolment after the census date during the reference year).

- Students that are enrolled at the end of the reference year but commence study in the following year may be reported in the either the current year or following reference year. However, it is important that a single student's unit is not reported twice ("double counted") across years, where the student has only attempted the unit once.

The data reported in the Student submission provides:

- a profile of each student/course/unit of study combination for a reporting year

- the student load (equivalent full time student load or EFTSL) for all units of study undertaken in the reporting year

- the Unit of Study Completions Status (element 355 PIR) for every unit of study undertaken in the reporting year.

If a student is undertaking more than one course in the same reporting year there may be more than one record on the student submission for that student.

Unit of study completions

A student may have undertaken a unit of study more than once in a reporting year. For example, they may repeat a unit which they previously failed. Where repeats occur, completion status may differ between records with the same values for Unit of study code (element 354 PIR). This is acceptable provided they have different values for the Unit of study census date (element 489 PIR).

Timing

The Student submission is due by 31 August. Data can be submitted from 1 July - 31 August.
The submission date in the reporting schedule is the final deadline when data should be received by the department. Data can be submitted prior to the due date and early submission is encouraged. Student data must be submitted after the Course of Study submission.

Submission method

Submissions are made using the Higher Education Provider Client Assistance Tool (HEPCAT). More information about this process is in the HEPCAT user guide Part 2.

Structure

Information about the structure and elements in the Student submission is in the structure guidelines for the relevant reporting year.

Each record in the Student submission must have a unique combination of values for:

- Student identification code (element 313 PIR)

- Course code (element 307 PIR)

- Unit of study code (element 354 PIR)

- Unit of study census date (element 489 PIR)

These elements are the key identifiers for a student record.

Revisions

Generally revisions to course of study data must be coordinated through the department.
A revision can only be made to course information where a particular code has been reported incorrectly through a genuine administrative error. For example, if an incorrect value was reported for any of the key elements they can be revised to reflect the correct information.

Verification

You are required to verify your student data once a year. The verification is due by 31 August. Data can be verified once data has been successfully submitted. The due date in the reporting schedule is the final deadline when data should be verified. Data can be verified prior to the due date and early verification is encouraged.

More information

For more information about terms used in these guidelines see the glossary.

PIR Student (PSD) file structure

Version Details

Version:	1.0
First Year:	2015
Last Year:	-

Elements on the PIR Student (PSD) file

Element name	Element number	Position	Width	Data type
Student identification code	313	1-10	10	Alphanumeric
Course code	307	11-20	10	Alphanumeric
New basis for admission to current course	327	21-22	2	Numeric
Location code of permanent home residence	320	23-27	5	Alphanumeric
Course commencement date	328	28-33	6	Numeric
Mode of attendance code	329	34-34	1	Numeric
Type of attendance code	330	35-35	1	Numeric
Unit of study code	354	36-45	10	Alphanumeric
Unit of study completion status	355	46-46	1	Numeric
Citizen/resident indicator	358	47-47	1	Numeric
Tertiary entrance score	369	48-50	3	Numeric
Reporting year and period code	415	51-55	5	Numeric
Discipline code	464	56-61	6	Numeric
Campus postcode	477	62-66	5	Alphanumeric
Unit of study census date	489	67-74	8	Numeric
Student status code	490	75-77	3	Numeric
Highest educational participation prior to commencement	493	78-83	6	Numeric
Indicative tuition fee for a domestic or international fee–paying place	587	84-88	5	Numeric
Additional entrance criteria	537	89-89	1	Numeric
Course campus postcode	559	90-94	5	Alphanumeric
Type of operation of campus	569	95-96	2	Numeric
Principal mode of delivery of offshore course	570	97-98	2	Numeric

Element name	Element number	Position	Width	Data type
Offshore delivery indicator	571	99-100	2	Numeric
Equivalent full–time student load	339	101-110	10	Numeric