Provider Information Request – Requirements for reporting in 2021

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Overview of reporting requirements

The Provider Information Request (PIR) is a request for information under Section 28 of the *Tertiary Education Quality and Standards Agency Act 2011* (TEQSA Act). This document sets out the reporting requirements for the Provider Information Request (PIR) for implementation in 2021.

All data is reported in data packets, as described in this document. Each packet comprises data elements. Detailed specifications for each data element is available from https://heimshelp.education.gov.au/resources/TCSI.

Some data packets include 'extensions', which enable providers to report more than one value for a data element or a group of data elements. These groups may be time-based and allow the reporting of changes in the characteristic of a course, student, etc. through time.

Reporting method
All data can be reported through:

- an application programming interface (API) from each provider's student management system to the Government or
- TCSI Data Entry.

Providers can report new and revised data as soon as the data is available. The system can receive information about past events and some events that are planned to occur (e.g. the establishment of a course in the following year).

Revisions
All corrections and updates to data that have already been reported must be made before the reporting deadline.

Compliance with due dates
Late reporting may result in a breach of the TEQSA Act and can affect registration. It is important that providers allocate enough time to prepare, validate and submit data before the applicable deadline.

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

Contact TCSI Support

If you need assistance with any reporting issues please contact us at TCSI.Support@humanservices.gov.au.

Courses of study group

PIR Course of study packet

Version Details

Version:	1.0
First Year:	2021
Last Year:	-

About

The PIR course of study packet is used to report data on what courses of study are offered by each provider. The data collected through a PIR course of study packet is referenced by one or more PIR course packets.

Scope

Providers are required to report a PIR course of study packet for each course of study in which they intend to admit one or more students.

Initial reporting requirement

Element	Required reporting	Deadline
*E533: Course of study code	Required for all in-scope courses of study	Before the first course admission is reported for the course of study
*E310: Course of study type		
*E455: Combined course of study indicator		
E394: Course of study name		
E350: Course of study load	Required for all in-scope courses of study, except: • higher doctorates • cross-institutional programs • non-award courses	

*These elements must be reported together when a new PIR course of study packet is created

Uniqueness

Each PIR course of study packet:
• must have a value for the course of study code (E533) that is unique to the provider
• should have a value for the course of study name (E394) that is unique to the provider.

Revising data

A provider can correct data already in a PIR course of study packet after the initial packet is reported, with the following limitations:
• the course of study type (E310) cannot be changed from a higher degree by research course ('02' or '03') to a non-higher degree by research course if the PIR course of study packet has linked data
• a PIR course of study packet cannot be deleted if it is linked to an active course record.

All revisions made to elements in the PIR course of study packet will apply to all enrolment records linked to the course of study, including historical enrolment and completion records. Revisions

should therefore only be made where data has been incorrectly reported through a genuine administrative error. Where there is an actual change to a course of study, it should not be made by revising an existing course of study but instead by creating a new course of study record.

Courses group

PIR Course packet

Version Details

Version:	1.0
First Year:	2021
Last Year:	-

About

The PIR course packet is used to report data on the courses offered by each provider. Each PIR course packet must be linked to an established PIR course of study packet. The data collected through a PIR course packet may be referenced by one or more:

- PIR course on campus packets
- PIR course admission packets
- PIR exit awards packets.

Scope

Providers are required to report a PIR course packet for each course in which they intend to admit or complete one or more students.

Initial reporting requirements

Element	Required reporting	Deadline
*UID3: Course of study resource key *or* *E533: Course of study code	Required for all in-scope courses	Before the first course admission is linked to the course
*E609: Course effective from date		
*E307: Course code		
*E596: Standard course duration		
E308: Course name		
E610: Course effective to date	Optional	n/a
Extension: course fields of education		
*E461: Field of education code	Required for all in-scope courses	Before the first course admission is linked to the course
*E462: Field of education supplementary code		

*These elements must be reported together when a new PIR course packet is created

Uniqueness

Each PIR course packet must have a value for E307 (course code) that is unique to the provider.

Revising and adding data

A provider can update, correct or add data already submitted through a PIR course packet after the initial packet is reported, as per the table below.

Element	Revisions required
UID3: Course of study resource key *or* E533: Course of study code	Corrections only
E609: Course effective from date	
E307: Course code	
E596: Standard course duration	Update to current value
E308: Course name	
E610: Course effective to date	Optional update to current value
Extension: course fields of education	
E461: Field of education code	Corrections only. Changes through time are reported by creating a PIR course fields of education packet
E462: Field of education supplementary code	

A PIR course packet cannot be deleted if it is linked to an active course admission.

If there is an actual change through time (not a data correction) for the field of education codes (E461/E462) for a course, these are to be reported by creating a new PIR course fields of education packet, which enables the start date of that change to be reported.

PIR Course fields of education packet

Version Details

Version:	1.0
First Year:	2021
Last Year:	-

About

The PIR course fields of education (CFE) packet is used to report changes through time to the fields of education for a given course. The first PIR CFE packet for a course is created as part of the PIR course packet. A provider may create as many additional PIR CFE packets as necessary to report changes to the fields of education for a course through time.

Scope

Providers are required to create a PIR CFE packet only when there is a change to E461 or E462 for a course.

Initial reporting requirements

Element	Required reporting	Deadline
*E461: Field of education code		
*E462: Field of education supplementary code	Required if there is a change through time to E461 or E462 for an existing course	31 March 2021 for any change to E461 or E462 that occurs in 2020.
*E609: Field of education effective from date		

*These elements must be reported together when a new PIR CFE packet is created

Uniqueness

Each PIR CFE packet must have a value for E609 (field of education effective from date) that is unique for the course.

Revising data

Providers can correct data submitted in a PIR CFE packet, with the following limitations:
- the field of education effective from date (E609) for the first PIR CFE packet cannot be amended as this is a system generated date that remains linked to the course effective from date (E609)
- only the PIR CFE packets at the end of the time series can be deleted
- a field of education effective from date (E609) cannot be amended in a way that would create a gap or overlap in the time series of CFE data for a course.

Deleting a course will delete PIR CFE packets linked to the course.

Campuses group

PIR Campus packet

Version Details

Version:	1.0
First Year:	2021
Last Year:	-

About

The PIR campus packet is used to report data on the campuses from which providers deliver their courses. The data collected through a PIR campus packet is referenced by one or more PIR course on campus packets.

Scope

Providers are required to report a PIR campus packet for each campus from which it delivers one or more courses that are within the scope of the PIR course on campus packet.

Initial reporting requirement

Element	Required reporting	Deadline
*E525: Campus suburb	Required for all in-scope campuses	Before the first course on campus is linked to the campus
*E644: Campus country code		
*E609: Campus effective from date		
E559: Campus postcode	Required for all in-scope campuses in Australia	
E610: Campus effective to date	Optional	n/a

*These elements must be reported together when a new PIR campus packet is created

Uniqueness

Each PIR campus packet must:
- for campuses in Australia, have a combination of campus suburb (E525) and the campus postcode (E559) that is unique to the provider
- for campuses not in Australia, have a combination campus country code (E644) and campus suburb (E525) that is unique to the provider.

Revising data

A provider can update or correct the data already in a PIR campus packet after the initial packet is reported, as per the following table.

Element	Revisions required
E525: Campus suburb	Corrections only
E644: Campus country code	
E609: Campus effective from date	
E559: Campus postcode	Update to current value
E610: Campus effective to date	Optional update to current value

A PIR campus packet cannot be deleted if it is linked to an active course on campus record.

Courses on campus group

PIR Course on campus packet

Version Details

Version:	1.0
First Year:	2021
Last Year:	-

About

The PIR course on campus packet is used to report which courses are delivered from which campuses and to provide data on the features of the courses as delivered at each campus. Each PIR course on campus packet must be linked to an established PIR campus packet and an established PIR course packet.

Scope

Providers are required to report a PIR course on campus packet for every:
- undergraduate course[1] that is undertaken by domestic students at an Australian campus
- postgraduate course work course that is undertaken by domestic students at an Australian campus
- all courses delivered at an offshore campus.

Initial reporting requirement

Element	Required reporting	Deadline
*UID2: Campus resource key *or* E525/E644/E559: Unique campus combination	Required for all in-scope courses	Before a student is admitted to the course on campus
*UID5: Courses resource key or E307: Course code		
*E609: Course on campus effective from date		
E597: CRICOS code	Required for in-scope courses with a CRICOS code	
E569: Campus operation type	Required for in-scope courses with offshore delivery	
E570: Principal mode of offshore delivery code		
E571: Offshore delivery code		
E610: Course on campus effective to date	Required if the provider ceases to deliver the course at an offshore campus	Within 7 days of the last day of delivery of the course on the campus

*These elements must be reported together when a new PIR course on campus packet is created

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[1] This does not include enabling courses

Uniqueness

Each PIR course on campus packet must have a combination of campus (UID2 or E525/E644/E559) and course (UID5 or E307) that is unique to the provider.

Revising and adding data

A provider can update, correct or add to the data already in a PIR course on campus packet after the initial packet is reported, as per the table below.

Element	Revisions required
UID2: Campus resource key *or* E525/E644/E559: Unique campus combination	Corrections only
UID5: Courses resource key or E307: Course code	
E609: Course on campus effective from date	
E597: CRICOS code	Update to current value
E569: Campus operation type	
E570: Principal mode of offshore delivery code	
E571: Offshore delivery code	
E610: Course on campus effective to date	

Students group

PIR Student packet

Version Details

Version:	1.0
First Year:	2021
Last Year:	-

About

The PIR student packet is used to report key identity, address and demographic data for students at the provider. The data collected through a PIR student packet is referenced by one or more PIR course admission packets.

Scope

Providers 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.

Initial reporting requirement

Element	Required reporting	Deadline
*E313: Student identification code	Required for all in-scope students	Before the first course admission is linked to the student
*E314: Date of birth		
E315: Gender code	Required for all in-scope students	31 March 2021 for any student who has a unit enrolment with a census date in 2020
E316: Aboriginal and Torres Strait Islander code		
E346: Country of birth code		
E348: Language spoken at home code		
E658: Residential address country code		
E661: Term address country code		
E320: Residential address postcode	Required for all domestic students who are residing in Australia	
E319: Term address postcode	Required for all in-scope students who have a term address in Australia	
E347: Year of arrival in Australia	Required if the student was not born in Australia but ever resided in Australia	
E572: Year left school	Required if student is a domestic student	
E612: Level left school		
E573: Highest educational attainment code parent 1	Required if student is a domestic undergraduate student	
E574: Highest educational attainment code parent 2		
E402: Student family name	Optional	n/a
E403: Student given name - first		
E404: Student given name - others		

Element	Required reporting	Deadline
E410: Residential address street		
E469: Residential address suburb		
E470: Residential address state		
E584: Unique student identifier		
Extension: disability		
E615: Disability code	Required if the student reports that they have a disability	31 March 2021 for any student who has a unit enrolment with a census date in 2020
Extension: citizenship		
E358: Citizen resident code	Required for all in-scope students	31 March 2021 for any student who has a unit enrolment with a census date in 2020

*These elements must be reported together when a new PIR student packet is created

Uniqueness

Each PIR student packet must have a student identification code (E313) that is unique to the provider.

Revising and adding data

A provider can revise any data already in a PIR student packet after the initial packet is reported as per the table below.

A PIR student packet cannot be deleted if it is linked to an active course admission.

If there is an actual change through time (not a data correction) to the citizen resident code (E358) for a student, that change is to be reported by creating a PIR citizenship packet so that dates are reported to indicate the timing of the change.

If the student reports having more than one disability, additional disability codes (E615) can be reported through the disability packet. If there is an actual change (not a data correction) to a student's disability, this change is also reported using the PIR disability packet so that dates are reported to indicate the timing of the change.

Element	Revisions required
E313: Student identification code	Corrections only
E314: Date of birth	
E658: Residential address country code	Update to current value
E315: Gender code	
E316: Aboriginal and Torres Strait Islander code	
E346: Country of birth code	Corrections only
E348: Language spoken at home code	Update to current value
E661: Term address country code	
E319: Term address postcode	
E402: Student family name	

Element	Revisions required
E403: Student given name - first	
E404: Student given name - others	
E410: Residential address street	
E469: Residential address suburb	
E470: Residential address state	
E320: Residential address postcode	
E347: Year of arrival in Australia	Corrections only
E572: Year left school	Update to current value
E612: Level left school	
E573: Highest educational attainment code parent 1	
E574: Highest educational attainment code parent 2	
	Corrections only
E584: Unique student identifier	
Extension: disability	
E615: Disability code	Corrections only Changes through time are reported by creating a PIR disability packet
Extension: citizenship	
E358: Citizen resident code	Corrections only Changes through time are reported by creating a PIR citizenship packet

PIR Disability packet

Version Details

Version:	1.0
First Year:	2021
Last Year:	-

About

The PIR disability packet is used to report disability codes (E615) for a student and changes through time in line with a student's disabilities. A PIR disability packet for a student will be created as part of the PIR student packet if the provider reports a value for the disability code (E615) when the PIR student packet is established. In this case, the disability effective from date (E609) is automatically generated based on the date the PIR student packet was first reported. Providers may amend this date. A provider may create as many PIR disability packets as necessary to add disability codes (E615) for a student.

Scope

Providers may report a PIR disability packet only when a student notifies the provider that:

- they have a disability but this was not reported through the original PIR student packet
- they have two or more disabilities, or
- there has been a change to their disability status.

Initial reporting requirements

Element	Required reporting	Deadline
*E615: Disability code	Required if reporting a new PIR disability packet	n/a
*E609: Disability effective from date		
E610: Disability effective to date	Optional	n/a

*These elements must be reported together when a new PIR disability packet is created

Uniqueness

Each PIR disability packet must have a value for the disability code (E615) that is unique to the student on any given date, as determined by disability effective dates (E609 and E610).

Revising data

A provider can update or correct any data already in a PIR disability packet after the initial packet is reported as per the following table.

Element	Revisions required
E615: Disability code	Corrections only
E609: Disability effective from date	
E610: Disability effective to date	Update to current value

PIR Citizenship packet

Version Details

Version:	1.0
First Year:	2021
Last Year:	-

About

The PIR citizenship packet is used to report changes through time to the citizen resident code (E358) for a student. A PIR citizenship packet for a student will be created as part of the PIR student packet if the provider reports a value for the citizen resident code (E358) when that packet is established. In this case, the citizenship effective from date (E609) is automatically generated based on the date the PIR student packet was first reported. Providers may amend this date. A provider may create as many additional PIR citizenship packets as necessary to report changes to a student's citizenship or residency status through time.

Scope

Providers are required to report a PIR citizenship packet only when the student's citizen resident code (E358) was not reported through the original PIR student packet or when a student notifies the provider that there has been a change to their citizenship or residency status.

Initial reporting requirements

Element	Required reporting	Deadline
*E358: Citizen resident code	Required if reporting a new citizen resident code for the student	31 March 2021 for any: • student who has a unit enrolment with a census date in 2020 • changes in citizenship that occur in 2020
*E609: Citizenship effective from date		

*These elements must be reported together when a new PIR citizenship packet is created

Uniqueness

Each PIR citizenship packet must have a value for citizenship effective from date (E609) that is unique for the student.

Revising data

Providers can correct the data submitted in a PIR citizenship packet and the system-generated citizenship effective from date (E609) for the first reported citizen resident code (E358), with the following limitations:
* only the PIR citizenship packets at the end of the time series can be deleted
* a citizenship effective from date (E609) cannot be amended in a way that would create a gap or overlap in the time series of citizenship data for a student.

The value for the citizen resident code (E358) is to be correct as at the citizenship effective from date (E609).

First reported address packet

Version Details

Version:	1.0
First Year:	2021
Last Year:	-

About

The first reported address packet is used to make corrections to the student's first reported residential address data. The initial values for all data elements in the first reported address packet are automatically generated by the system from the first time residential address data reported through the student packet as per the table below. The values in the first reported address packet are not affected by any revisions made to address data in the student packet.

First reported data from student packet	Stored in first reported address packet
E410: Residential address street	E787: First residential address street
E469: Residential address suburb	E789: First residential address suburb
E470: Residential address state	E791: First residential address state
E320: Residential address postcode	E790: First residential address postcode
E658: Residential address country code	E659: First residential address country code

Scope

Providers are required to revise the data in the first reported address packet only when the provider becomes aware that the stored data values do not correctly reflect a student's original residential address.

Initial reporting requirements

Not applicable.

Uniqueness

Not applicable.

Revising data

A provider can correct the data in a first reported address packet after the initial packet is created by the system.

Course admissions group

PIR Course admission packet

Version Details

Version:	1.0
First Year:	2021
Last Year:	-

About

The PIR course admission packet is used to report the admission of students into courses and provide data on aspects of the student's admission and engagement in the course. Each PIR course admission packet must be linked to an established PIR student packet and established PIR course packet. The data collected through a PIR course admission packet may be referenced by one or more PIR unit enrolment packets.

Scope

Providers are required to report a PIR course admission packet each time a student is admitted to a course of the provider where the student may need to enrol in units of study to complete the course.

Initial reporting requirement

Element	Required reporting	Deadline
*UID8 or: Student resource key *or* *E313: Student identification code *UID5 or: Course resource key *or* *E307: Course code *E534: Course of study commencement date	Required for all in-scope course admissions	Before the first unit enrolment is linked to the course admission, or 31 March 2021 for a course admission linked to a unit enrolment that has a census date in 2020, whichever is sooner.
E620: Highest attainment code	Required for all in-scope domestic students	31 March 2021 for a course admission linked to a unit enrolment that has a census date in 2020
E632: Australian tertiary admission rank	Required for recent school leavers in an undergraduate course who have an Australian tertiary admission rank	
E605: Selection rank	Required for recent school leavers in an undergraduate course who have a selection rank	
E330: Type of attendance code	Required for students in a HDR course	
E599: Course outcome code	Required if the student is no longer enrolled in the course or has formally deferred	31 March 2021 for a student who ceases to be enrolled in a course in 2020
E591: HDR thesis submission date E594: HDR primary field of research code	Optional	n/a

Element	Required reporting	Deadline
E595: HDR secondary field of research code		
E592: Course outcome date	Required if a course of study is completed	31 March 2021 for a student who completes the course in 2020
Extension: basis for admission		
E327: Basis for admission code	Required for all in-scope course admissions	31 March 2021 for a course admission linked to a unit enrolment that has a census date in 2020
Extension: course prior credit		
E560: Credit used value^	Required if credit is used	31 March 2021 for credit applied to the student's course in 2020
E561: Credit basis code^		
E566: Credit provider code	Required if E561 has study at an Australian provider as a credit basis	
Extension: specialisation		
E463: Specialisation code	Required on completion of an award course	31 March 2021 for a student who completes the course in 2020

*These elements must be reported together when a new PIR course admission packet is created

^These elements, if reported, must be reported together

Uniqueness

Each PIR course admission packet must have a unique combination of values for:

- student (UID8 or E313)
- course (UID5 or E307)
- course of study commencement date (E534).

The combination of student (UID8 or E313), course (UID5 or E307) and course of study commencement date (E534) must also be unique across all PIR course admissions packets for the provider.

Revising and adding data

A provider can revise any data already in a PIR course admission packet after the initial packet is reported as per the table below.

Element	Revisions required
UID8 or: Student resource key *or* E313: Student identification code	Corrections only
UID5 or: Course resource key *or* E307: Course code	
E534: Course of study commencement date	
E620: Highest attainment code	Corrections only. Value is to be correct as at the course of study commencement date (E534)
E632: Australian tertiary admission rank	
E605: Selection rank	
E330: Type of attendance code	Update to current value
E599: Course outcome code	
E591: HDR thesis submission date	Corrections only. Value is to be correct as at the first thesis submission date (E591)
E594: HDR primary field of research code	Update to current value
E595: HDR secondary field of research code	
E592: Course outcome date	
Extension: basis for admission	
E327: Basis for admission code	Corrections only. Value is to be correct as at the course of study commencement date (E534). Additional codes are reported by creating a PIR basis for admission packet
Extension: course prior credit	
E560: Credit used value	Corrections only. Additional codes are reported by creating a PIR course prior credit packet
E561: Credit basis code	
E566: Credit provider code	
Extension: specialisation	
E463: Specialisation code	Update to current value until course outcome date (E592). Then corrections only, with values to be as at the course outcome date (E592). Additional codes are reported by creating a PIR specialisation packet

A PIR course admission packet cannot be deleted if it is linked to an active unit enrolment or exit award record.

The course identifier (UID5 or E307) should only be amended when data has been incorrectly reported through a genuine administrative error. The course identifier must not be revised as a result of a student transferring between courses. A new PIR course admissions packet is to be created in this instance.

If a student has:
- more than one basis for admission into the course, the additional basis for admission code (E327) is to be reported through the PIR basis for admission packet
- credit applied towards the requirements of the course on more than one occasion, the additional credit values and codes (E560, E561 and E566) are to be reported through the PIR course prior credit packet
- more than one specialisation for the course, the additional specialisations (E463) are to be reported through the PIR specialisation packet.

PIR Basis for admission packet

Version Details

Version:	1.0
First Year:	2021
Last Year:	-

About

The PIR basis for admission packet is used to report basis for admission codes (E327) for the student's admission into a course. A PIR basis for admission packet for a course admission will be created as part of the PIR course admission packet if the provider reports a value for the basis for admission code (E327) when the PIR course admission packet is established. Otherwise, a provider may create one or two PIR basis for admission packets later to report up to two basis for admission codes (E327) for a course admission.

Scope

Providers are required to report a PIR basis for admission packet only when the basis for admission code (E327) was not reported through the original PIR course admission packet or when there are two basis for admission codes (E327) that apply to the course admission record.

Initial reporting requirement

Element	Reporting requirement	Deadline
E327: Basis for admission code	Required for all in-scope course admissions	31 March 2021 for a student admitted to the course in 2020

Uniqueness

Each PIR basis for admission packet must have a value for basis for admission code (E327) that is unique for the student's course admission.

Revising data

A provider can correct the data in a PIR basis for admission packet after the initial packet is reported. The value on a PIR basis for admission packet is to be correct as at the course of study commencement date (E534).

PIR Course prior credit packet

Version Details

Version:	1.0
First Year:	2021
Last Year:	-

About

The PIR course prior credit packet is used to report the credit values and codes (E560, E561 and E566) when credit is applied towards the requirements of the course for the student. A PIR course prior credit packet for a course admission will be created as part of the PIR course admission packet if the provider reports credit values and codes (E560, E561 and E566) when the PIR course admission packet is established. A provider may create as many additional PIR course prior credit packets as necessary to add additional credits that are applied to a course for the student.

Scope

Providers are required to report a PIR course prior credit packet only when credit is applied to a course for a student and:
- credit is received from more than one source of credit (E561 or E566); or
- credit was not reported as part of the original PIR course admission packet.

Initial reporting requirements

Element	Required reporting	Deadline
*E560: Credit used value	Required if credit is used	31 March 2021 for credit applied to the student's course in 2020
*E561: Credit basis code		
E566: Credit provider code	Required if E561 has study at an Australian provider as a credit basis	

*These elements must be reported together when a new PIR course prior credit packet is created

Uniqueness

Not applicable.

Revising data

A provider can update or correct the data in a PIR course prior credit packet after the initial packet is reported. All values on a PIR course prior credit packet are to be correct as at the current date or the course outcome date (E592), whichever date is earlier.

PIR Specialisation packet

Version Details

Version:	1.0
First Year:	2021
Last Year:	-

About

The PIR specialisation packet is used to report specialisation codes (E463) for the student's course. A PIR specialisation packet for a student in a course will be created as part of the PIR course admission packet if the provider reports a value for the specialisation code (E463) when that PIR course admission packet is established. Otherwise, a provider may create up to four PIR specialisation packets later to report up to four specialisation codes (E463) for a student in a course.

Scope

Providers are required to report a PIR specialisation packet only when the specialisation code (E463) was not reported through the original PIR course admission packet or when two or more specialisation codes (E463) apply to a student in a course.

Initial reporting requirement

Element	Reporting requirement	Deadline
E463: Specialisation code	Required if a specialisation is known or on completion and has not been reported through the PIR course admissions packet	31 March 2021 for a student who completes the course in 2020

Uniqueness

Each PIR specialisation packet must have a value for specialisation code (E463) that is unique for the student in the course.

Revising data

A provider can update or correct the data in a PIR specialisation packet after the initial packet is reported. The value on a PIR specialisation packet is to be correct as at the current date or the course outcome date (E592), whichever date is earlier.

Course admission shortcut

PIR Exit awards packet

Version Details

Version:	1.0
First Year:	2021
Last Year:	-

About

The PIR exit awards packet is used to report a higher education award course completion for a student who has a course admission record with the provider but it is not for the course that has been completed. Each PIR exit awards packet must be linked to an established PIR course admission packet and an established PIR course packet.

Scope

Providers may report a PIR exit awards packet for each student who is to be granted a higher education award where the course leading to the award is related to, but does not exactly match, the course on the course admission record the provider has for the student.

Initial reporting requirement

Element	Reporting requirement	Deadline
*UID15: Course admission resource key *or* E313/E307/E534: Unique course admission combination	Required for all in-scope exit awards	31 March 2021 for a student who completes the course in 2020
*UID5: Course resource key *or* E307: Course code		
*E599: Course outcome code		
*E592: Course outcome date		

*These elements must be reported together when a PIR exit awards packet is created

Uniqueness

Each PIR exit awards packet must have a unique combination of the values for:
- course admission identifier (UID15 or combination of E313/E307)
- course identifier (UID5 or E307)
- course outcome date (E592).

Reporting notes

The course identifier (UID5 or E307) in the PIR exit awards packet must be the course for which the award is being granted. The course admission identifier (UID15 or E313/E307/E534) is the related course admission. If the student is not continuing with the course in the related course admission record, the course outcome code (E599) on that PIR course admission packet must be revised to indicate that the student has 'transferred to complete a related course'. If the student is continuing the related course admission, the exit award should be reported as 'completed but continuing a related course'.

Revising data

A provider can correct the data in a PIR exit awards packet after the initial packet is reported. All values on an PIR exit award packet are to be correct as at the course outcome date (E592).

Unit enrolments group

PIR Unit enrolment packet

Version Details

Version:	1.0
First Year:	2021
Last Year:	-

About

The PIR unit enrolment packet is used to report a student's enrolment in units of study. Each PIR unit enrolment packet must be linked to an established course admission packet.

Scope

Unit enrolments are only reportable if the student remains enrolled after the census date. A separate PIR unit enrolment packet is required for each occasion that a student undertakes a unit of study with the provider where:

- the provider delivers teaching resources
- the provider sets or charges tuition fees, or
- the unit of study is undertaken by a domestic student as part of a formal overseas exchange program and will count as credit towards a course with the provider and for which the overseas provider is not charging tuition fees,

except for units of study:

- undertaken by overseas students in Australia as part of a formal exchange program where the student is not being charged tuition fees by the provider
- for English language intensive courses for overseas students (ELICOS)
- for which the cost of resources are met by another Australian provider
- involving work experience undertaken as a requirement of a course but which does not count as credit towards the course's total credit requirements
- leading to the award of a higher doctorate
- for cross-institutional programs where the provider is not meeting the cost of the resources for the unit of study (these unit enrolments are to be reported by the provider that is meeting the cost of the resources)
- where the student has been granted an exemption or deferral
- undertaken by a domestic student as part of a formal overseas exchange program that will not count as credit towards a course with the provider.

Initial reporting requirement

Element	Required reporting	Deadline
*UID15: Course admission resource key *or* E313/E307/E534: Unique course admission combination	Required for all in-scope unit enrolments	31 March 2021 for a unit enrolment with a census date in 2020
*E354: Unit of study code		
*E464: Discipline code		
*E622: Unit of study year-long indicator		
*E489: Unit of study census date		
*E600: Unit of study commencement date		
*E355: Unit of study status code		
*E601: Unit of study outcome date		
E329: Mode of attendance code		
E339: EFTSLE		
E384: Amount charged		
E490: Student status code		
E660: Delivery location – country code		
E477: Delivery location – postcode	Required if the unit enrolment will be delivered in Australia	

*These elements must be reported together when a PIR unit enrolment packet is created

Uniqueness

There cannot be multiple PIR unit enrolment packets with the same combination of values for:

- student (UID8 or E313)
- unit of study code (E354)
- unit of study census date (E489)

A student can study the same unit of study more than once, so long as the the commencement and outcome dates do not overlap.

Reporting notes

Each PIR unit enrolment packet must only contain units of study that contribute to the academic requirements of the course indicated by the course admission identifier (UID15 or combination of E313/E307/E534). Where a student is undertaking units of study with the provider that cannot be counted as credit towards the course or units of study undertaken after the academic requirements of the course have been met, the unit enrolment is to be reported for a separate course admission that identifies the course as a non-award course.

Revising and adding data

A provider can update or correct any data already in a PIR unit enrolment packet after the initial packet is reported, as per the following table.

Element	Revisions required
UID15: Course admission resource key *or* E313/E307/E534: Unique course admission combination	Corrections only
E354: Unit of study code	
E464: Discipline code	
E622: Unit of study year-long indicator	
E489: Unit of study census date	
E600: Unit of study commencement date	

Element	Revisions required
E355: Unit of study status code	Update to current value
E601: Unit of study outcome date	
E329: Mode of attendance code	Corrections only
E339: EFTSL	
E384: Amount charged	
E490: Student status code	
E660: Delivery location – country code	
E477: Delivery location - postcode	

Full-time staff group

Full-time staff packet

Version Details

Version:	1.0
First Year:	202
Last Year:	-

About

The full-time staff packet is used to report demographic characteristics and work classification data for each person who is a member of staff at a higher education provider. Each full-time staff packet contains:

- demographic data for the member of staff as at the last reference date
- the primary work classification data for the member of staff on the first reference date for the year in which a full-time staff packet was reported for that person.

Scope

Higher education providers are required to report a full-time staff packet for each person who, at the reference date, is:

- a member of staff
- has an effective substantive appointment, or
- has current duties which require them to undertake full-time work or fractional full-time work in either:
  - an organisational unit of the provider including academic units, academic support services, student services, a public services or a general institution services, or
  - an independent operation that is a controlled entity.

Data is to be reported for each staff member whose duties relate solely to higher education or to both higher education and vocational education and training, with the full-time equivalence expended in relation to work undertaken in both types of work sector being reported.

Data is not to be reported for members of staff:

- whose duties relate solely to vocational education and training, or
- in any independent operation which is not a controlled entity.

Reporting deadlines

The reference date for the 2021 Staff Collection is 31 March 2021. All full-time staff data for this reference date is to be reported by 30 June 2021.

Initial reporting requirement

Element	Required reporting
*E401: Person identification code	Required for all in-scope staff members
*E314: Date of birth	
E315: Gender code	
E316: Aboriginal and Torres Strait Islander code	
E346: Country of birth code	
E348: Language spoken at home code	
E501: Highest qualification code	Required if staff member has an academic classification (E408)
E502: Highest qualification place code	Required if staff member has a known highest qualification (E501)
Extension: work classifications	
*E415: Reporting year	Required for all in-scope staff members
*E505: Appointment term	
*E506: Work contract code	
*E507: Current duties term	
*E408: Staff work level code	
*E510: Organisational unit code	
*E511: Work sector code	
*E412: Function code	
*E513: FTE at reference date	
E423: FTE annual salary current duties	Required if staff member has a non-academic classification (E408)

*These elements must be reported together when a full-time staff packet is created

Uniqueness

Each full-time staff packet must have a person identification code (E401) that is unique to the provider.

Revising and adding data

A provider can update and correct any data already in a full-time staff packet after the initial packet is reported as per the table below, noting that the full-time staff packet should always contain:

- demographic data for the member of staff as at the last reference date
- work classification data for the member of staff as at the reference date for the reporting year (E415).

Element	Required reporting
E401: Person identification code	Corrections only
E314: Date of birth	
E315: Gender code	Update to current value
E316: Aboriginal and Torres Strait Islander code	
E346: Country of birth code	Corrections only
E348: Language spoken at home code	Update to current value
E501: Highest qualification code	
E502: Highest qualification place code	
Extension: work classifications	
E415: Reporting year	Corrections only
E505: Appointment term	Corrections only with value to be correct as at the reference date for the reporting year.
E506: Work contract code	
E507: Current duties term	
E408: Staff work level code	
E510: Organisational unit code	
E511: Work sector code	
E412: Function code	
E513: FTE at reference date	
E423: FTE annual salary current duties	

If a member of staff has more than one work classification on the first reference date for a reporting year, additional work classifications can be reported through the work classifications packet.

New work classification packet/s are also to be reported each year that a person is a member of staff on a reference date.

Work classifications packet

Version Details

Version:	1.0
First Year:	2021
Last Year:	-

About

The work classifications packet is used to report data where a person has been a member of staff for more than one year. The work classification packet is also used to report second and further work classifications where a member of staff has more than one work classification on the reference date for a given year. A provider may create as many additional work classifications packets as necessary to cover all of the work classifications that may apply to the member of staff on the reference date.

Scope

Providers are required to report one or more work classifications packets for each person for whom a full-time staff packet has been reported on a reference date if the person:

- has more than one work classification on that reference date, or
- is member of staff on more than one reference date.

Reporting deadlines

The reference date for the 2021 Staff Collection is 31 March 2021. All full-time staff data, with all applicable work classifications, for this reference date is to be reported by 30 June 2021.

Initial reporting requirement

Element	Reporting requirement
*E415: Reporting year	Required for all in-scope staff members
*E505: Appointment term	
*E506: Work contract code	
*E507: Current duties term	
*E408: Staff work level code	
*E510: Organisational unit code	
*E511: Work sector code	
*E412: Function code	
*E513: FTE at reference date	
E423: FTE annual salary current duties	Required if staff member has a non-academic classification (E408)

*These elements must be reported together when a work classifications packet is created

Uniqueness

Each work classifications packet for each staff member must have a unique combination of the values for:

- reporting year (E415)
- appointment term (E505)
- current duties term (E507)
- organisational unit code (E510)
- work sector code (E511)
- function code (E412).

Revising data

Providers can correct any data submitted in the work classifications packet, noting that that work classifications packet must always contain data values that indicate the person's status as at the reference date for the reporting year (E415).

Casual staff actuals group

Casual staff actuals packet

Version Details

Version:	1.0
First Year:	2021
Last Year:	-

About

The casual staff actuals packet is used to report data on staffing resources engaged on a contract basis by a provider throughout the year. Data for casual staff actuals is collected at the organisational unit level.

Scope

Higher education providers are required to report a casual staff actuals packet for each organisational unit that engaged people on a casual work contract basis at any point during the prior calendar year. Data is to be reported in relation to casual staff whose work duties related solely to higher education or to both higher education and vocational education and training, with the full-time equivalence expended in relation to work undertaken in both types of work sector being reported.

Data is not to be reported for staff:
- who were members of staff appointed for a limited term with a full-time or fractional full-time work contract
- whose duties relate solely to vocational education and training, or
- in any independent operation which is not a controlled entity.

Reporting deadlines

The casual staff actuals for the whole of calendar year 2020 must be reported by 30 June 2021.

Initial reporting requirement

Element	Reporting requirement
*E415: Reporting year	All in-scope organisational units
*E514: Actual full-time equivalence prior year	
*E315: Gender code	
*E509: Current duties classification group code	
*E510: Organisational unit code	
*E511: Work sector code	
*E412: Function code	

*All elements must be reported together when a casual staff actuals packet is created

Uniqueness

Each casual staff actuals packet must have a unique combination of the values for:
- reporting year (E415)
- work sector code (E511)
- organisational unit code (E510)
- function code (E412)
- current duties classification group code (E509)
- gender code (E315).

Revising and adding data

A provider can correct any data already in a casual staff actuals packet after the initial packet is reported, noting that the packet must always contain the aggregate casual staffing resources for the full year up to, and including, the last day of the reporting year (E415).

Casual staff estimates group

Casual staff estimates packet

Version Details

Version:	1.0
First Year:	2021
Last Year:	-

About

The casual staff estimates packet is used to report an estimate of the staffing resources that are likely to be engaged on a contract basis by a provider throughout the year. Data for casual staff estimates are collected at the institutional level.

Scope

Higher education providers are required to report an estimate of the resources that are likely be engaged on a casual work contract basis throughout the year. Data is to be reported in relation to estimated casual staff whose work duties will relate solely to higher education or to both higher education and vocational education and training.

Data is not to be reported for staff:
- who are members of staff appointed for a limited term with a full-time or fractional full-time work contract
- whose duties relate solely to vocational education and training, or
- in any independent operation which is not a controlled entity.

Reporting deadlines

The estimate of casual staff FTE for the whole of calendar year 2021 must be reported by 30 June 2021.

Initial reporting requirement

Element	Reporting requirement
*E415: Reporting year	All in-scope institutions
*E515: Estimated casual FTE reference year	

*All elements must be reported together when a casual staff estimates packet is created

Uniqueness

Each casual staff estimates packet must have a unique reporting year (E415) for the provider.

Revising and adding data

A provider can correct any data already in a casual staff estimates packet after the initial packet is reported, noting that the packet must always contain the estimate for the reporting year (E415).