



Australian Government



**Centrelink Student Collection
2005 onwards
Data Element Dictionary**

Data Matching Team
Centrelink
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Note: All Elements described are sourced from DEST specifications and may be subject to change by DEST. Centrelink aligns its Elements with those of DEST with the exception of Element 200, Unit of Study discontinuation date, which is a Centrelink requirement in the Centrelink Unit file. There are also minor variations with Elements 300, 415 and 421 in either the classification or coding notes.

ELEMENT NO. 200**Centrelink Unit File**

FIELD NAME	UNIT-DISCONTINUATION DATE	
ELEMENT NAME	UNIT OF STUDY DISCONTINUATION DATE	
DESCRIPTION	The day, month and year on which a student is discontinued or withdraws from a unit of study	
CODE FORMAT	Data Type:	Date
	Units:	CCYYMMDD, right justified (in each sub-field), with a leading zero (in each sub-field) if needed
	Width:	8 (1 four-digit and 2 two-digit sub-fields)
CODING DETAILS	CODE	MEANING
	CCYYMMDD	Unit of study discontinuation date in CCYYMMDD format
	00000000 or Blank	Still undertaking the unit of study
CODING NOTES	CCYYMMDD format	1 st 4 digits - Year sub-field (eg. 2005) 2 nd 2 digits - Month sub-field (eg. 07) 3 rd 2 digits - Day sub-field (eg. 09)

ELEMENT NO. 300

Centrelink Name File & Centrelink Unit File

ELEMENT NO. 300

FIRST YEAR: 1994

LAST YEAR:

FIELD NAME: RECORD-TYPE

ELEMENT NAME: Record type code

DESCRIPTION: A code which identifies the type of each record in each file

CODE FORMAT: Data Type: Character
Units: Code (alphanumeric)
Width: 1

CLASSIFICATION:

CODE	MEANING
1	Identification record
2	Data record
9	Trailer record

CODING NOTES: Required field

ELEMENT NO. 306

Centrelink Name File & Centrelink Unit File

ELEMENT NO. 306

FIRST YEAR: 1994

LAST YEAR:

FIELD NAME: INSTITUTION

ELEMENT NAME: Higher Education Provider code

DESCRIPTION: A code which uniquely identifies the Higher Education Provider

CODE FORMAT: Data Type: Character
Units: Units: Code (numeric)
Width: 4

CLASSIFICATION: **CODE** **MEANING**
1000 to 9999 Higher Education Provider code issued by DEST

CODING NOTES: Refer to Appendix A - Codes and Names Used for Higher Education Providers
Note: Codes 5000 to 5010 are reserved for Tertiary Admission Centres.

ELEMENT NO. 307

Centrelink Name File & Centrelink Unit File

ELEMENT NO. 307

FIRST YEAR:	1987
LAST YEAR:	
FIELD NAME:	COURSE
ELEMENT NAME:	Course code
DESCRIPTION:	A code which uniquely identifies each course within an Higher Education Provider
CODE FORMAT:	Data Type: Character Units: Code (alphanumeric), left justified, with trailing blanks if needed Width: 10
CLASSIFICATION:	CODE MEANING Any Data Code assigned by the Higher Education Provider
CODING NOTES:	Assign a code to each course which uniquely identifies it within the Higher Education Provider. The code should remain unchanged from year to year. Where appropriate, Higher Education Providers should consult with the relevant State coordinating authority about the codes to be used.

ELEMENT NO. 313

Centrelink Name File & Centrelink Unit File

ELEMENT NO. 313

FIRST YEAR:	1987				
LAST YEAR:					
FIELD NAME:	STUDENT-ID				
ELEMENT NAME:	Student identification code				
DESCRIPTION:	A code which uniquely identifies the student within the Higher Education Provider and remains constant from year to year				
CODE FORMAT:	Data Type: Character Units: Code (alphanumeric), left justified, with trailing blanks if needed Width: 10				
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>Any data</td><td>Code assigned by the Higher Education Provider</td></tr></tbody></table>	CODE	MEANING	Any data	Code assigned by the Higher Education Provider
CODE	MEANING				
Any data	Code assigned by the Higher Education Provider				
CODING NOTES:	<p>A student may make a number of separate course enrolments at an Higher Education Provider in the one year or over a number of years. Within the one Higher Education Provider, the identification code for the student must be constant across courses and over time. Where a student returns to an Higher Education 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 Higher Education Provider.</p> <p>Where an Higher Education Provider is amalgamated with another Higher Education Provider this may lead to the need for the identification code for some students to be changed. In such circumstances, DEST should be consulted so that any arrangements which may be required to ensure continuity of the identification code can be agreed on.</p>				

ELEMENT NO. 314

Centrelink Name File

ELEMENT NO. 314

FIRST YEAR:	2000				
LAST YEAR:					
FIELD NAME:	DATE-OF-BIRTH				
ELEMENT NAME:	Date of birth				
DESCRIPTION:	The day, month and year of birth of the student				
CODE FORMAT:	Data Type: Date Units: YYYYMMDD, right justified (in each sub-field), with a leading zero (in each sub-field) if needed Width: 8 (1 four digit sub-field and 2 two digit sub-fields)				
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>YYYYMMDD</td><td>Date of birth in YYYYMMDD format</td></tr></tbody></table>	CODE	MEANING	YYYYMMDD	Date of birth in YYYYMMDD format
CODE	MEANING				
YYYYMMDD	Date of birth in YYYYMMDD format				
CODING NOTES:	YYYYMMDD format: 1st 4 digits - Year sub-field (e.g. 1957) 2nd 2 digits - Month sub-field (e.g. 08) 3rd 2 digits - Day sub-field (e.g. 06)				

Provision of full details of date of birth is required for all **students**.
Where date of birth cannot be provided, report '19010101'.

ELEMENT NO. 315

Centrelink Name File

ELEMENT NO. 315

FIRST YEAR: 1989

LAST YEAR:

FIELD NAME: GENDER

ELEMENT NAME: Gender code

DESCRIPTION: A code which identifies the sex of a student

CODE FORMAT: Data Type: Character

Units: Code (alphanumeric)

Width: 1

CLASSIFICATION: **CODE MEANING**

F Female

M Male

CODING NOTES: The following additional codes are used in DEST datasets but were NOT reported by Higher Education Provider:

CODE	MEANING
U	No information

Higher Education Providers should make a determination of the gender of the **student** where the information has not been provided by the **student**.

ELEMENT NO. 333

Centrelink Unit File

ELEMENT NO. 333

FIRST YEAR:	1997				
LAST YEAR:					
FIELD NAME:	AOU				
ELEMENT NAME:	Academic organisational unit code				
DESCRIPTION:	A code assigned by the Higher Education Provider which uniquely identifies the academic organisational unit providing a unit of study or part of a unit of study				
CODE FORMAT:	Data Type: Character Units: Code (alphanumeric), left justified, with trailing blanks if need Width: 3				
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>Any data</td><td>Academic organisational unit code assigned by the Higher Education Provider</td></tr></tbody></table>	CODE	MEANING	Any data	Academic organisational unit code assigned by the Higher Education Provider
CODE	MEANING				
Any data	Academic organisational unit code assigned by the Higher Education Provider				
CODING NOTES:	The code assigned to each academic organisational unit must uniquely identify it within the Higher Education Provider and should remain unchanged over the years.				

ELEMENT NO. 339

Centrelink Unit File

ELEMENT NO. 339

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: EFTSL

ELEMENT NAME: Equivalent Full-Time Student Load

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

CODE FORMAT: Data Type: Integer
Units: Numeric, left justified, with trailing zeros if needed
Width: 10

CLASSIFICATION:

CODE	MEANING
0000000001	EFTSL value (e.g. 0.125 is coded 0125000000)
to	
1000000000	

CODING NOTES:

ELEMENT NO. 354

Centrelink Unit File

ELEMENT NO. 354

FIRST YEAR:	1989				
LAST YEAR:					
FIELD NAME:	UNIT-STUDY				
ELEMENT NAME:	Unit of study code				
DESCRIPTION:	A code which uniquely identifies a unit of study				
CODE FORMAT:	Data Type: Character Units: Code (alphanumeric), left justified, with trailing blanks if needed Width: 10				
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>Any data</td><td>Code assigned by the Higher Education Provider</td></tr></tbody></table>	CODE	MEANING	Any data	Code assigned by the Higher Education Provider
CODE	MEANING				
Any data	Code assigned by the Higher Education Provider				
CODING NOTES:	<p>The code assigned to each unit of study must uniquely identify it within the Higher Education Provider and must remain unchanged in each of the submissions of the Student Load/Liability File for a reference year.</p> <p>Where, for internal administration purposes, an Higher Education Provider uses more than one code for a single unit of study , only one of those unit of study codes should be reported.</p>				

ELEMENT NO. 355

Centrelink Unit File

ELEMENT NO. 355

FIRST YEAR:	1994										
LAST YEAR:											
FIELD NAME:	UNIT-STATUS										
ELEMENT NAME:	Unit of study completion status										
DESCRIPTION:	A code which identifies whether a student has completed, failed, withdrawn from, will commence later in the year or is still in the process of completing a unit of study										
CODE FORMAT:	Data Type: Character Units: Code (numeric) Width: 1										
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>1</td><td>Withdrew without penalty</td></tr><tr><td>2</td><td>Failed</td></tr><tr><td>3</td><td>Successfully completed all the requirements</td></tr><tr><td>4</td><td>Unit of study to be commenced later in the year or still in process of completing or completion status not yet determined</td></tr></tbody></table>	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
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:	DEST will only be analysing any data provided for this element on the Unit of Study Completion Status File.										

ELEMENT NO. 402

Centrelink Name File

ELEMENT NO. 402

FIRST YEAR: 2002

LAST YEAR:

FIELD NAME: STUDENT-SURNAME

ELEMENT NAME: Student surname

DESCRIPTION: The surname of the **student**

CODE FORMAT: Data Type: Character
Units: Text, left justified with trailing blanks if needed
Width: 30

CLASSIFICATION: **CODE MEANING**
Any data Text provided by the **student**

CODING NOTES:

ELEMENT NO. 403

Centrelink Name File

ELEMENT NO. 403

FIRST YEAR: 2002

LAST YEAR:

FIELD NAME: STUDENT-GIVEN1

ELEMENT NAME: Student given name - first

DESCRIPTION: The first given name of the **student**

CODE FORMAT: Data Type: Character
Units: Text, left justified with trailing blanks if needed
Width: 15

CLASSIFICATION: **CODE MEANING**
Any data Text provided by the **student**

CODING NOTES:

ELEMENT NO. 404

Centrelink Name File

ELEMENT NO. 404

FIRST YEAR: 2002

LAST YEAR:

FIELD NAME: STUDENT-OTHERNAM

ELEMENT NAME: Student given name - others

DESCRIPTION: The other given name or names of the **student**

CODE FORMAT: Data Type: Character

Units: Text, left justified with trailing blanks if needed

Width: 30

CLASSIFICATION: **CODE MEANING**

Any data Text provided by the **student**

CODING NOTES:

ELEMENT NO. 405

Centrelink Name File

ELEMENT NO. 405

FIRST YEAR: 1989

LAST YEAR:

FIELD NAME: STUDENT-TITLE

ELEMENT NAME: Student title

DESCRIPTION: The title used with a **student's** name

CODE FORMAT: Data Type: Character
Units: Text, left justified with trailing blanks if needed
Width: 15

CLASSIFICATION: **CODE MEANING**
Any data Text provided by the **student**

CODING NOTES:

ELEMENT NO. 415

Centrelink Name File & Centrelink Unit File

ELEMENT NO. 415

FIRST YEAR: 2002

LAST YEAR:

FIELD NAME: SUBMISSION/YEAR

ELEMENT NAME: Submission and Year code

DESCRIPTION: The submission and year to which data relate

CODE FORMAT: Data Type: Character

Units: YYYYs

Width: 5 (1 four digit year sub-field and 1 one digit sub-field)

CLASSIFICATION:

CODE MEANING

20041 to 99993 Submission/Year in CCYYS format

CODING NOTES:

YYYYS format: 1st 4 digits - Year sub-field (e.g. 2004)
2nd 1 digit - Submission sub-field coded as
"1" for Centrelink Submission 1,
"2" for Centrelink Submission 2,
"3" for Centrelink Submission 3

ELEMENT NO. 421

Centrelink Name File & Centrelink Unit File

ELEMENT NO. 421

FIRST YEAR: 2002

LAST YEAR:

FIELD NAME: END-SUBMISSION

ELEMENT NAME: Submission date

DESCRIPTION: A date indicating the year and submission to which a file relates

CODE FORMAT: Data Type: Date

Units: YYYYMMDD, right justified (in each sub-field), with
a leading zero (in each sub-field) if needed

Width: 8 (1 four digit sub-field and 2 two digit sub-fields)

CLASSIFICATION: **CODE MEANING**

Valid A date indicating the date the submission is extracted for
date Centrelink

CODING NOTES:

ELEMENT NO. 423

Centrelink Name File & Centrelink Unit File

ELEMENT NO. 423

FIRST YEAR: 1995

LAST YEAR:

FIELD NAME: INST-NAME

ELEMENT NAME: Higher Education Provider name

DESCRIPTION: The full name of an **Higher Education Provider**

CODE FORMAT: Data Type: Character
Units: Text, left justified with trailing blanks if needed
Width: 76

CLASSIFICATION: **CODE MEANING**
Any data Name assigned by the **Higher Education Provider**

CODING NOTES: Refer to Appendix A - Codes and Names Used For Higher Education
Higher Education Providers

ELEMENT NO. 472

Centrelink Name File & Centrelink Unit File

ELEMENT NO. 472

FIRST YEAR: 2002

LAST YEAR:

FIELD NAME: TOTAL DATA RECORDS

ELEMENT NAME: Total number of data records (Type 2 only)

DESCRIPTION: Total number of data records

CODE FORMAT: Data Type: Character

Width: 8 (numeric) with leading zeros if required

CLASSIFICATION: **CODE** **MEANING**

00000001 to Total number of data records

10000000

CODING NOTES: Only "Type 2" data records are to be shown

ELEMENT NO. 489

Centrelink Unit File

ELEMENT NO. 489

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: UNIT-STUDY-CENSUS- DATE

ELEMENT NAME: Unit of Study Census date

DESCRIPTION: A code which indicates the year, month and day which is the Census date of that **Unit of Study**

CODE FORMAT: Data Type: Date
Units: YYYYMMDD, right justified (in each sub-field), with a leading zero (in each sub-field) if needed
Width: 8 (1 four digit sub-field and 2 two digit sub-field)

CLASSIFICATION:

CODE	MEANING
YYYYMMDD	Unit of Study Census Date in YYYYMMDD format
D	

CODING NOTES:

YYYY format 1st 4 digits - Year sub-field (e.g. 2004)

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 must not occur less than 20% of the way through the period during which the unit of study is being undertaken.

Appendix A**Codes and Names used for Higher Education Institutions**

Name	Code
Australian Catholic University	3006
Australian National University	3033
Australian Maritime College	2239
Avondale College	2252
Batchelor Institute of Indigenous Tertiary Education	2246
Bond University	3003
Central Queensland University	2200
Charles Darwin University	3001
Charles Sturt University	3005
Curtin University	2236
Deakin University	3030
Edith Cowan University	2235
Flinders University	3029
Griffith University	3032
James Cook University	1019
La Trobe University	3020
Macquarie University	3025
Monash University	3035
Murdoch University	1034
Queensland University of Technology	3042
Royal Melbourne Institute of Technology	3034
Southern Cross University	3038
Swinburne University of Technology	2177
University of Adelaide	3010
University of Ballarat	2154
University of Canberra	2241
University of Melbourne	3036
University of Newcastle	3014
University of New England	3039
University of New South Wales	3013
University of Notre Dame	3044
University of Queensland	3019
University of South Australia	3027
University of Southern Queensland	2201
University of the Sunshine Coast	3043
University of Sydney – Main Campus	3040
University of Sydney – Cumberland College	2109
University of Sydney – Orange Agricultural College	2128
University of Tasmania	3009
University of Technology Sydney	3016
University of Western Australia	1055
University of Western Sydney	2114
University of Wollongong	1058
Victoria University of Technology	3007