Data Specification - TAFE Sector

2023

This resource describes the data required by the VPSC in the annual Workforce Data Collection.

Contact us at workforce.data@vpsc.vic.gov.au if you need further assistance.

## Your data file

The data described below needs to be placed into a .csv (comma separated variable) file.

An Excel template file and other guidance materials can be found at:

<https://vpsc.vic.gov.au/resources/data-collection-tafe-sector/>

In your data file please ensure that:

* the column headers are kept in your file for upload
* the column headers exactly match the headers in the Excel template file provided. For example, there should be no additional spaces, characters etc. The headers are case sensitive

## Data requirements

### Which employees to include in your data file

Please provide data for:

1. All Active Employees of your organisation who were employed and paid for the final full pay period in June 2023
2. All Separated Employees that ceased employment with your organisation during the 12 months from the first pay period of July 2022 until the end of the last full pay period in June 2023.

Active Employees has the same meaning as in [Financial Reporting Direction](https://www.dtf.vic.gov.au/Publications/Government-Financial-Management-publications/Financial-Reporting-Policy/Financial-reporting-directions-and-guidance) 29C and includes employees on WorkCover leave receiving make up pay.

### Which employees not to include in your data file

Please do not provide data for:

* **casual employees who were not employed and paid for work during the final full pay period in June 2023**
* people added to the payroll in the last full pay period in June 2023 solely for the purpose of paying outstanding entitlements
* volunteers, employment agency staff, contractors, consultants, or board members.

## Data description

Each row in your data file should contain the following information for each employee.

Separation dates and reasons should be included for staff who left during the year.

Use column I to show whether staff were employed and paid for work in the last full pay period of June 2023.

All information to be correct as at:

* the last full pay period of June 2023
* or at the time of separation for separated staff (where possible)

The following section provides the specific requirements for each data point.

|  |  |  |
| --- | --- | --- |
| Column header | Definition | Format |
| Occupation category | Nature of employee’s occupation, either:* P = PACCT staff, including casuals, employed under the Professional, Administrative, Clerical, Computing and Technical award/certified agreement.
* E = Executive staff, employed on a TAFE Executive Officer Contract.
* T = Teaching staff, including casuals, employed under the Victorian TAFE Teaching Staff Agreement (MEA 2018).
* O = All Other staff, excluding teachers, PACCT, Middle Managers (who should be reported as either PACCT or Teachers) or Executives. **Academic higher education staff must be classified as ‘Other staff’**
 | Either:PETO |
| ANZSCO | Australian and New Zealand Standard Classification of Occupations (ANZSCO) 2022 Australian Version.[ANZSCO guidance for TAFE](https://vpsc.vic.gov.au/wp-content/uploads/2016/05/ANZSCO-advice-TAFE.xlsx)Or use the [ABS website ANZSCO search](https://www.abs.gov.au/statistics/classifications/anzsco-australian-and-new-zealand-standard-classification-occupations/latest-release)Academic/Higher Education employees should be allocated the relevant ANZSCO code (e.g., 242111-University Lecturer) | A valid 6-digit ANZSCO code |
| Industry / vocational area of delivery | The Industry Group in which the teacher does most of their work.The subject matter delivered should form the basis for the industry rather than the audience. | A valid code.See [list of industry group codes](https://vpsc.vic.gov.au/html-resources/teaching-staff-by-industry-group/) |
| Classification by pay point | Employee’s classification based on the various agreements and awards (e.g., PACCT1.1, EM1, L2.2).Academic/Higher Education employees should be allocated the “Higher Ed” code. | A valid code.[See list of codes](https://vpsc.vic.gov.au/wp-content/uploads/2020/05/TAFE-Classification-by-pay-point.xlsx) |
| Teacher / trainer qualification | Please provide the code for the highest AQF level qualification held. This is the highest AQF level qualification that the institution recognises as matching the requirements of 2018 TAFE Teaching Staff Agreement.Required for Teaching staff only.Possible codes are:4 = Certificate IV in Training and Assessment (TAE)5 = Approved AQF 5 teaching qualification6 = Approved AQF 6 or above teaching qualificationU = Unknown | Either:456U |
| Job title | The job title stored on your system. | Free textDo not use commas |
| Annual base salary or executive TRP | The full-time annual salary specified in the relevant Award/Agreement for a non-executive employee’s classification and not their actual earnings. For non-executive employees, exclude employer contribution to superannuation. Include any packaged or salary sacrificed component.**For executive employees**, report the total remuneration package (TRP), including superannuation and other benefits, that they are contracted for.Figures must be gross, for a complete pay year, and calculated at 1 FTE.If a person is hired to a position where the FTE salary is $50,000 per annum, regardless of the actual time worked (whether part-time/full-time or over 6- or 12-month period), the base salary is $50,000.**This field is only required for ongoing and fixed-term staff only.** | A number greater than 0No dollar signs or commasE.g., Report $50,000 as 50000 |
| Hourly rate of pay | Required for casual staff only. The rate of pay specified in the relevant award/agreement or other industrial instrument applicable to the employee, expressed as an hourly rate.Casual Teachers – record the applicable casual rate for the work typically performed by the employee. | A number greater than 0No dollar signs or commasInclude decimal placesE.g., Report $25.99 as 25.99 |
| FTE | Full Time Equivalent (FTE) is the proportion of a full-time week that the employee is normally contracted to work, excluding overtime. A full working week equals 1 FTE. (E.g., 38 hours in a 38-hour week or 40 hours in a 40-hour week).  A part time working week is less than 1 FTE. E.g., 4 days in a working week (30.2 hours in a 38-hour week) is an FTE of 0.8. The FTE for casuals should be based on the number of hours worked in the last pay cycle of the reporting period. A full-time staff member with a purchased leave arrangement is 1 FTE. Do not include those with 0 FTE  | A number with two decimal places Must be greater than 0 and less than or equal to 1 E.g., If a casual worked 7.6 hours in a 76-hour pay cycle (38-hour week) their FTE is 0.1 |
| Leave without pay status | Please indicate the employee’s status in relation to leave without pay. Select one of the following:* 1 = Parental leave (associated with Maternity or Family Leave without pay)
* 2 = Sick leave / temporary ill-health retirement without pay
* 3 = Workcover leave (excluding employees receiving make-up pay)
* 4 = Secondment (where the host organisation is paying the employee)
* 5 = Other purposes (other reasons for leave without pay, such as unpaid recreational leave)
* 6 = Unspecified (where you don’t know why they are on leave without pay)
* **9 = Not on leave without pay i.e., Active employee**
 | Either:1234569 |
| Date of birth | Employee’s date of birth.E.g., 09 February 1975 = 09/02/1975 | DD/MM/YYYY formatUse forward slash / as separator |
| Gender | Employee’s gender.Man (M) or Woman (W), Self-described (S), or Prefer not to say (P) | Either:MW SP |
| Employment types | Nature of employee’s employment contract: * Ongoing (O)
* Fixed term (T)
* Casual (C)

If an employee separates during the year, report the employment type used immediately before separation. This field does not record full or part time status. Ongoing employees are entitled to either paid sick leave, or paid holiday leave, or both and are not employed on a fixed term contract or casual basis. Fixed term employees are contracted to work for a specific period. Casual employees are not ‘ongoing’ or ‘fixed term’ employees. They do not have a written agreement on the minimum number of days that they will work. They are usually paid a higher rate of pay to compensate for lack of permanency and leave entitlements. Casuals may be fulltime or part-time, according to the hours they have agreed to work.  **Do not include volunteers, employment agency staff, contractors, consultants or board members in your file.** | Either:OTC |
| Postcode – work  | Postcode of the primary or ‘base’ work location.Report the postcode of where employees work, not where the organisation is centrally located.If an employee works in a range of locations, report the postcode where the employee spends most of their time.For field staff, use the postcode of the relevant depot. | A valid Australian postcodeE.g., For Point Cook report 3030 |
| Postcode – home | Postcode of home address. | A valid postcode |
| Total hours of unused annual leave balance at year end | The number of hours of annual leave accrued by the employee at the end of the reporting period.This is the ‘unused’ annual leave balance, not leave taken.Includes leave carried over from earlier years of service.Ongoing and fixed term staff only. | A numberMust be in hoursMust not be blank Wherever data is not collected populate cell with a 0 |
| Total hours of sick and carers leave taken in the last 12 months | Must include both:* absence, resulting from an employee being too ill to work, and where the illness or injury is due to a cause which does not entitle the employee to workers’ compensation. If the employee is absent on sick leave, pending a Workcover claim, it should be included as sick leave taken
* any leave taken to care for or respond to emergency situations involving an immediate family or household member (Carer/family leave taken).

If a person has not taken sick or carers leave, enter 0.This is sick and carers leave taken, not unused sick leave.The reporting period for this data field must be for the 12 months prior to the June 2023 collection. | A number Must be in hoursMust not be blank Wherever data is not collected populate cell with a 0 |
| Total hours of carers/family leave taken in the last 12 months | Absence, resulting from an employee having to take time off to care for or respond to emergency situations involving an immediate family or household member.* Carers/family leave hours must be included in the ‘total sick and carers leave taken’ figure (Item 16 above).
* If a person has not taken any carers leave, enter 0.
* This is carers leave taken, not unused carers leave.
* The reporting period for this data field must be for the 12 months prior to the June 2023 collection.
 | A number greater than or equal to 0Must be in hoursMust not be blank Wherever data is not collected populate cell with a 0 |
| Total hours of paid special leave taken (COVID-19) in the last 12 months | Special paid leave granted for COVID-19 related purposes in accordance with the Government’s employment guidance for employers and employees issued in the guidance notes, [Coronavirus (COVID-19) guidance note – Victorian Public Service / Victorian Public Sector](https://www.vic.gov.au/victorian-public-sector-workforce-industrial-relations-framework-managing-coronavirus-pandemic) | A number greater than or equal to 0Must be in hoursMust not be blankWherever data is not collected populate cell with a 0 |
| Date commenced current organisation | Employee’s commencement date with current organisation.In cases of re-employment following resignation/termination, provide the commencement date for the most recent period of continuous employment.E.g., 09 February 1975 = 09/02/1975 | DD/MM/YYYY formatUse forward slash / as separatorMust not be a date after the last full pay period of June 2023 |
| Separation date | Date an employee ceased paid employment during the reporting period.Include date if separated on or during the last day of the last full pay period of June 2023.Not required for casuals.Must be reported for all separated staff. Leave blank for current employees.The reporting period for this data field must be for the 12 months prior to the June 2023 collection. | DD/MM/YYYY format.Use forward slash / as separatorMust not be a date after the last full pay period of June 2023.E.g., 09 February 1975 = 09/02/1975 |
| Separation reason | Indicate the reason an employee has ceased employment with the agency.* Must be reported for all separated staff.
* Leave blank for current employees.
* The reporting period for this data field must be for the 12 months prior to the June 2023 collection.
 | A valid code.See [list of separation reasons.](https://vpsc.vic.gov.au/html-resources/separation-reason-codes/) |
| Aboriginal and/or Torres Strait Islander | Indicate whether the staff member identifies as an Aboriginal or Torres Strait Islander:* Neither Aboriginal nor Torres Strait Islander (A)
* Aboriginal and/or Torres Strait Islander (B)
* Prefer not to say (C)
* No response (N)
 | Either:ABCN |
| Disability | Indicate whether an employee has shared disability information:* No disability (A)
* With disability (B)
* Prefer not to say (C)
* No response/Not collected (N)
 | Either:ABCN |
| Executive classification | Please indicate the classification of your Chief Executive Officer and all Executives with significant management responsibility and a Total Remuneration Package (TRP) of $207,116 or higher:* Senior Executive Service-1 (SES-1)
* Senior Executive Service-2 (SES-2)
* Senior Executive Service-3 (SES-3)

If an executive role has not been classified yet (further to the Victorian Independent Remuneration Tribunal guidelines), please apply the classification based on their TRP as follows:* SES-1 = $144,666 to 207,115 **– CEOs only**
* SES-1 = $207,116 to $267,445
* SES-2 = $267,446 to $384,540
* SES-3 = $384,541 or higher

Leave this field blank for non-executive employees.  | Either:SES-1SES-2SES-3 |
| Employee record number | Employee ID or payroll number as stored on your system.This number will assist resolve issues if records contain errors. | As stored on your system. |
| End of table |  |  |