APS Employment Database Manual and Specifications

Version 4.2

Updated November 2013

Contact and Acknowledgement Information

Enquiries or suggestions about the APSED Specification are welcome and should be directed to: *APSED@apsc.gov.au*.

Electronic copies are available at: *http://www.apsc.gov.au*.

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Overview

The Australian Public Service Employment Database (APSED) contains employment, diversity and education details for all people who are employed in the Australian Public Service (APS) under the authority of the *Public Service Act 1999* (PS Act) (s22 and s72).

APSED is maintained by the Australian Public Service Commission (the Commission) and provides the statistical basis for the annual *State of the Service Report* and other analyses of APS staffing trends.

Agencies are required under s41 of the PS Act to provide employment information to APSED and this is done through data provided from agencies' human resources (HR) systems. The Commission urges agencies to automate procedures where possible in order to increase efficiency and reduce the resource requirements associated with APSED reporting. As an alternative to automating processes Microsoft Excel templates are available as a substitute.

This document has been developed to assist agencies with APSED reporting and describes in detail the codes, definitions, intended usages and interpretations that are needed for APS-wide data comparability. Where possible the definitions are derived from the PS Act and supporting documentation or more global definition sources such as the Australian Bureau of Statistics.

It is important to note that APSED is a dynamic system and therefore the information contained in this document may change.

An electronic version of this document, along with other resources is available from http://www.apsc.gov.au/about-the-apsc/apsed. If you have any questions you can contact APSED by emailing apsed@apsc.gov.au.

This edition includes a change to the timing of agencies' reporting to APSED.

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APSC

APSED data is loaded

Errors found?
— Yes → Agency is contacted by APSC with APSED data queries
— No → APSED data is loaded

APSC receives and decrypts data and checks it against records on APSED

APSED

Data is extracted from APSED for analysis and reporting

Reporting to the Commission

HR systems

APS agencies use a variety of HR information system software vendors and many use outsourced payroll services. Different HR information systems use different mechanisms for APSED reporting with differing levels of compliance with the APSED specifications. Agencies should consider systems compliance with APSED reporting requirements when procuring HR Information systems or payroll services contracts.

Agencies should note that the Commission can potentially provide information about HR Information system compliance with APSED specifications under specific and transparent circumstances. Please contact APSED by emailing apsed@apsc.gov.au if you require more information.

What to report

Agencies are required to collect and report employment related data as defined in the specification section of this document, except where null responses are appropriate. This currently involves collecting information that covers a range of topics including personal particulars, Equal Employment Opportunity (EEO) data, educational qualifications and employment details for all people who are employed under the authority of the PS Act (s22 and s72) as well as for all agency heads.

It is essential that the reporting process is kept consistent across agencies to ensure that whole of APS reporting is accurate and meaningful. This means that, while agencies are free to collect additional items for their own purposes, the data provided to the Commission must be in accordance with the definitions contained within this document.

All information collected for the purposes of updating and maintaining APSED must be treated in accordance with the *Privacy Act 1988* (the Privacy Act). Compliance with the Privacy Act is the responsibility of the Commission and each agency. In particular, agencies should be aware of their obligation to advise employees that they are disclosing personal information about their employees to the Commission for inclusion into APSED. For further information see the Office of the Australian Information Commissioner's website at www.oaic.gov.au. To assist agencies in ensuring that they comply with the Privacy Act when providing information to the Commission, the Commission has prepared a document *Your Privacy and APSED* which is available on our website at http://www.apsc.gov.au/about-the-apsc/apsed/privacy .

Agencies should keep copies of all files sent to the Commission, to assist in resolving queries and for recordkeeping.

File types

Two types of data files are used to update and maintain APSED; movement files (sometimes referred to as change files) and snapshot files. In general, both file types contain the same data items but differ in their purpose.

Movement files

Movement files are used to document changes in employment history (for example engagements, promotions and maternity leave) for all people employed under the PS Act on a month-by-month basis. Changes in employment characteristics every month are recorded through the use of movement codes (see data item 36). Movement files contain a record for every movement which is relevant to updating and maintaining employee records in APSED[1] that has been processed in an agency's HR system during the month. Therefore, if an employee undertakes multiple 'movements' within a reference period, the corresponding movement files will contain multiple records for that employee. Conversely if an employee has no 'movements' during the reference period they will not appear in the movement file.

Movement File requirements

1   Ensure that the movement file for the previous reference period has been created and sent.

2   Prepare file according to specifications.

3   Check header record. Ensure that the dates in the header record accurately reflect the reference period.

4   Eyeball file for format–especially dates.

5   Check movement codes by roughly checking for the correct number of engagements, separations and promotions in the file.

6   Check one record in detail - make sure the formats and codes are correct, that the columns are in the right place and that the correct movement code has been selected.

7   The data verification tool (available at http://www.apsc.gov.au/apsed) is designed to assist agencies in checking data before sending it to APSED. Please note that the verification tool only checks for invalid values – it does not check the data in relation to an employees' data on APSED.

8   Encrypt data using the File Transfer Application, unless your agency uses Fedlink

9   Email encrypted file using correct naming convention.

10   Be prepared to answer queries from the Commission about the file.

The following checklist may be useful for ensuring that data is checked before being sent to the Commission.

Month	File created (date)	Reference Dates	Header record checked	File checked	Encrypted (if not on Fedlink)	Email sent	Queries received from Commission	Queries answered (date)
July								
August								

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[1] 'Relevant' movements are actions that can be expressed through the use of movement codes as outlined in data item 36 of this document.

Month	File created (date)	Reference Dates	Header record checked	File checked	Encrypted (if not on Fedlink)	Email sent	Queries received from Commission	Queries answered (date)
September								
October								
November								
December								
January								
February								
March								
April								
May								
June								

Snapshot files

Snapshot files are used to verify that the information stored in APSED, as provided by your agency in the monthly movement files, is correct and current at 31 December and 30 June every year. Snapshot files contain a single record for every person employed by a particular agency on a particular day (for example as at 30 June). Snapshot records should contain:

- All known reportable information for APS employees.

- Details of the last 'relevant' APSED movement undertaken by the employee.

- Employee's classification level for APSED purposes on the day of the snapshot. For employees on temporary assignment, the temporary classification level is also required.

- Inoperative employees.

- Employees on secondment **to** another agency

Snapshot files should NOT include:

- Employees who have gone on a temporary assignment to another APS agency (they should be reported by the other agency).

- Details that are not reportable to APSED due to the 90 day rule (see 90 day rule section page 6).

- People not employed under the PS Act.

- Multiple records for individual employees.

- Employees on secondment **from** another agency.

Snapshot file requirements

1   Ensure all movements have been entered and processed in your system up to and including the snapshot date.

2   Create file according to specifications.

3   Check header record. Ensure that the dates in the header record accurately reflect the reference period.

4   Make sure the correct number of people appear on the file - this should equal the total number of people working in your agency on that day under the authority of the PS Act.

5   Eyeball file for format - especially dates.

6   Check that both ongoing and non-ongoing employees have been included and that all postcodes in your organisation are represented.

7   Check one record in detail make sure the formats and codes are correct, that the columns are in the right place and that the correct movement code has been selected.

8   Check that the 90 day rule has been applied correctly for periods where an employee is inoperative.

9   Encrypt data using the File Transfer Application unless your agency is on Fedlink.

10 Email encrypted file using correct naming convention.

11 Be prepared to answer queries from the Commission about the file.

Frequency of reporting

Movement files must be sent to the Commission within 5 working days of the end of the month. Where this is a problem an alternative reporting structure can be arranged by negotiation with the Commission. Smaller agencies may have no movements to report for a particular month. If this is the case, they should send an empty movement file with the correct reference period.

Snapshot files are required from every agency as at 30 June and as at 31 December. Additional snapshots may be requested when problems have arisen with data from a particular agency.

The 30 June and 31 December snapshots must be supplied to the Commission within 10 working days of the snapshot date. APSED will send an email reminder to all agency contacts advising of the date when snapshots are due.

File creation

Most agencies have HR systems that are capable of generating automated APSED files. This can be achieved by mapping APSED codes to agencies' pre-existing HR action-reason codes. While Commission employees are available to help agencies with APSED movement code mapping, agencies are responsible for ensuring that codes are correctly mapped. Correct mapping will result in fewer errors and hence fewer queries to agencies. Every agency should undertake regular checks to ensure that their codes are mapped correctly.

For agencies where the file creation process is not automated, an interface spreadsheet is available from the APSED website (www.apsc.gov.au/apsed).

File format

Files can be created in a variety of formats, including txt, csv and xml.

The first record (row) in every file is known as the header record. The header record contains information about the file such as the file type, agency, reference dates and number of records in the file. (refer to page 11 for further detail)

Following the header row are the employee records. Employee records consist of 43 fields (36 data items and 7 blank fields). The default value for each field in the employee record should be null (left blank) where there is no appropriate value. Each row represents the data for one employee.

The file specification section of this document outlines the descriptions, definitions and usage guidelines for each data item. More technical data structure requirements such as field formats and field length are outlined in *Appendix 1—Data structure requirements*.

Sending files to the Commission

- · Files containing employee data are classified as 'Staff-in-confidence', so they need to be sent via a secure method. Files should be sent to apsed@apsc.gov.au. Agencies on Fedlink (an Australian Government secure Virtual Private Network) can email files directly to the Commission. You can check your whether your agency is on Fedlink at the following link: http://www.fedlink.cybertrust.com.au/

- Non-Fedlink Agencies need to encrypt files using the APSED encryption tool. Please contact the APSED team if you are unsure as to whether you are on Fedlink.

Please use the following naming convention in the 'subject' line when emailing files to APSED.

1. Agency name/initials

2. then the month of the file

3. followed by the word 'change' or 'snap'.

For example "ATO January snap" indicates a January snapshot file from the Australian Taxation Office or "Employment June change" indicates the June movement file from the Department of Employment.

Where electronic transfer is not possible, the Commission will come to alternative arrangements with the agency. For more information regarding the installation or use of the encryption tool contact APSED by emailing APSED@apsc.gov.au.

What happens to the files once they reach the Commission

When files reach the Commission, the file is decrypted and a number of data checking procedures occur. Data rows are checked against a number of business rules that check the current details of an employee's record. If the data row complies with the business rules it is automatically processed and incorporated into the employee's record on APSED while those records that do not comply go to error. APSED staff undertake a range of automated and manual processes to try and remedy the identified errors. When the incoming data does not fit with the information that is stored in APSED, a query is sent to the relevant agency. Querying an agency is done via email or telephone. Agencies will be notified when recurrent problems emerge and the Commission will work in partnership with an agency to resolve these problems.

Using the data specifications

The data specification section of this document is used to describe the who, what, why, and how of the data items.

The layout of the specifications uses common headings to describe each data item. The common headings and a description of the information that each heading represents is outlined below.

Data item number	The sequential number assigned to each data item. The data item number corresponds to the column in which the data item should appear.
Data item	The descriptive title of the data item.
Definition	The APSED definition for the data item.
Valid values	Indicates acceptable values for the field. Where appropriate, this includes a list of all current codes and code definitions. The default value for all fields should be null.
Usage	Specifies the final end-of-the-day use for the data item.
Explanatory notes	Additional explanation, requirements and/or constraints applicable to the data item.

Header record specifications

The header record is the first row in any snapshot or movement file. It gives information about the file.

1—Record type

Indicates if the file is a snapshot or movement file.

Valid values

APSED code	Description
1	Snapshot
3	Movement

2—Agency name

The name of the agency (or sub-agency).

Valid values

Text field.

3—Agency code

A three digit code unique to each agency or sub-agency. Contact APSED for your agency's code.

Valid values

Numeric. Agency codes as assigned by the Commission. Agency codes can be obtained from the Commission upon request by emailing apsed@apsc.gov.au.

4—Start date

The date of the snapshot, or the start date of the period of data in the movement file.

Valid values

Numeric. DDMMYY format

5—End date

The date of the snapshot or the end date of the period of data in the movement file.

Valid values

Numeric. DDMMYY format

6—Number of records

The number of data rows in the file.

Valid values

Numeric. If there were no reportable moves in the period simply put a '0' in this field.

Data row specifications

This field assists the processing of files at the Commission.

1—Record type

Definition

Indicates if the record is part of a snapshot or movement file.

Valid values

APSED code	Description
2	Snapshot
4	Movement

Usage

This field assists the processing of files at the Commission.

Explanatory Note:

Although this field is not technically a data item (as it is required for data structure rather than for reporting) it has been included with the data items for continuity.

2—Current Australian Government Staff Number (AGSN)

Definition

An AGSN is a unique identifier issued to an employee by an agency on behalf of the Commission.

Valid values

Eight-digit number with no hyphens or spaces (some older AGSNs only have 7 active digits). Note, AGSNs are generated according to a specific process that enables validity checks.

Usage

AGSNs are used to identify employees. They are the basic unit used in the analysis of APSED data.

Explanatory notes
1. ComSuper defines AGSN regulations for ComSuper contributors (CSS and PSS members). ComSuper regulations are available at: http://www.comsuper.gov.au/
2. The Commission has developed guidelines regarding AGSN **Usage** for non-ComSuper members. Commission guidelines are available at:http://www.apsc.gov.au/about-the-apsc/apsed/agsn-numbers-guidelines.
3. AGSNs can be issued to non-APS employees for superannuation purposes. However non-APS employees with AGSNs should never be reported to APSED.
4. AGSNs are not able to be 'recycled'. Once an AGSN has been assigned to a person it must not be reused for another employee under any circumstance.
5. Employees who have concurrent occupancy are required to have a different AGSN for each engagement under the PS Act. Concurrent occupancy is the only circumstance in which a person can have multiple current AGSNs at a given point in time.
6. All AGSNs **must** originate from the Commission. For new AGSNs contact the Commission by emailing apsed@apsc.gov.au.
7. Where an employee does not need to be issued a new AGSN as per ComSuper rules, the Commission would like to see employees retain the same AGSN for their entire career, regardless of breaks in service. Contact APSED for employees' previous AGSNs.

3—Not in use

4—Given names

Definition

The complete given name(s) of the APS employee.

Valid values

Text field

Usage

The name fields are used in conjunction with AGSN to validate the identification of employees. Name fields are also used to track employees across different periods of service, and to provide individuals access to their own record on APSED.

Explanatory notes
1. Names should be given in full written format.
2. Agencies should take care as no edit checks are performed on this field. Information is added and updated as sent.

5—Surname

Definition

The surname of the APS employee.

Valid values

Text field

Usage

Used for addressing important correspondence (for example the State of the Service employee survey). The name fields are also used in conjunction with AGSN to validate the identification of employees.

Explanatory notes
1. Names should be given in full written format.
2. Agencies should take care as no edit checks are performed on this field. Information is added and updated as sent.

6—Title

Definition

The courtesy title of the APS employee (eg. Mr, Ms, Dr)

Valid values

Text field. Permits up to four characters.

Usage

Used for addressing important correspondence (for example the State of the Service employee survey).

Explanatory note

The APSED validation tool checks titles against Gender. For example, if the title is "Mr" then the gender must be "Male"

Title	Description
Mr	The gender must not be female
Sir	
Mrs	The gender must not be male
Ms	
Miss	

7—Date of birth

Definition

The date of birth of the APS employee

Valid values

Numeric in the DDMMYYYY format. (for example 31122000 for 31 December 2000 or 1012000 for 1 January 2000)

Must be a valid date.

Usage

Used to calculate the age of the APS employee.

Equal Employment Opportunity (EEO) data

EEO data forms a significant component of APSED reporting and is collected to enable the monitoring and evaluation of diversity in the APS as directed under the PS Act s41 and s76. EEO data in APSED focuses on four areas of diversity identified as a concern by the Australian Public Service Commissioner. These areas are: gender, disability, non-English speaking background and Indigenous status.

For APSED purposes, EEO data is self-reported, and provided by employees on a voluntary basis. Each of the EEO questions has an option of 'chose not to give'. The 'chose not to give' value should only be selected when the employee has made an informed choice in selecting that value and should not be used as a default under any circumstance.

Agencies should ensure that they collect EEO information from employees upon engagement. Employees should periodically be given the opportunity to update their EEO details. EEO details should be sent to APSED in conjunction with movement and snapshot records.

In some circumstances, APS employees may be contacted directly by APSED staff to confirm their EEO details.

8—Gender

Definition
The gender of the employee.

Please note that 'Indeterminate/Intersex/Unspecified' is for the small number of people in Australia who fall outside male/female or will change their gender in their lifetime. It is not to be used as a system default when the employee has not told the agency their gender. For more information please see the Australian Government Guidelines on the Recognition of Sex and Gender at www.ag.gov.au/Publications.

Valid values

APSED code	Description
M	Male
F	Female
X	Indeterminate/Intersex/Unspecified

Usage

Used in Equal Employment Opportunity (EEO) analysis.

9—Indigenous status

Definition

Determines if the APS employee is an Australian Aboriginal or Torres Strait Islander.

For the purpose of APSED, "an Aboriginal or Torres Strait Islander person is a person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander and is accepted as such by the community in which he or she lives". [2]

Valid values

APSED code	Description
1	Non indigenous
2	Indigenous
7	Chose not to give this information

Usage

Used in EEO analysis.

Explanatory note

The indigenous status should be used for people who are indigenous to Australia or Torres Strait Islands and does not include people who are indigenous to other areas of the world such as New Zealand. The 'Chose not to give this information' value should only be selected when the employee has made an informed choice in selecting that value and should not be used as a default under any circumstance.

10—Country of birth

Definition

The country of birth of the APS employee as defined by the Australian Bureau of Statistics' - Standard Australian Classification of Countries (1998). See www.abs.gov.au and navigate to ABS catalogue number 1269.0.

Valid values

See *Appendix 2—ABS country codes*

Note that valid values may change as ABS updates their classification periodically. Agencies are responsible for ensuring that their data is mapped to the latest classification.

Usage

Used to derive Non English Speaking Background (NESB) status for EEO analysis.

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[2] The definition Department of Aboriginal Affairs, *Report on a Review of the Administration of the Working Definition of Aboriginal and Torres Strait Islanders* (1981), Commonwealth of Australia, Canberra, cited in J Gardiner-Garden, *The Definition of Aboriginality: Research Note 18, 2000–01* (2000) Parliament of Australia, 2.

11—Year of arrival in Australia

Definition

The year the APS employee first arrived as a resident in Australia from another country with the intention of staying for one or more years.
This field is only applicable for APS employees who were born outside of Australia.

Valid values

APSED code	Description
YYYY	(for example 1970 for someone who was born overseas and arrived in Australia to live for the first time in 1970)
9997	Chose not to give this information
9999	Not applicable

Usage

Used to derive NESB status for EEO analysis.

Explanatory note

The 'chose not to give' value should only be selected when the employee has made an informed choice in selecting that value and should not be used as a default under any circumstance.

12—First language spoken

Definition

The primary language(s) spoken by the APS employee as a child when learning to speak.

Valid values

APSED code	Description
1	English only
2	English and another language
3	Language other than English
4	Chose not to give this information

Usage

Used to derive NESB status for EEO analysis.

Explanatory note

The 'chose not to give' value should only be selected when the employee has made an informed choice in selecting that value and should not be used as a default under any circumstance.

13—Main first non-English language

Definition

The primary non-English language spoken by the APS employee when they were first learning to speak.

This field is only applicable for APS employees whose answer to data item 12 is 'English and another language' or 'Language other than English'.

Valid values

APSED code	Description	APSED code	Description
1	Aboriginal or Torres Strait Island language	21	French
2	Arabic	22	Hindi
3	Chinese	23	Hungarian
4	Croatian	24	Indonesian
5	Dutch	25	Japanese
6	German	26	Khmer
7	Greek	27	Korean
8	Italian	28	Maltese
9	Macedonian	29	Other Iranic
10	Polish	30	Persian
11	Serbian	31	Portuguese
12	Slovenian	32	Russian
13	Spanish	33	Samoan
14	Turkish	34	Sinhalese
15	Vietnamese	35	Tagalog
17	Cantonese	36	Tamil
18	Mandarin	95	Other language
19	Dari	97	Chose not to give this information
20	Filipino	99	Not applicable

Usage

Used to derive NESB status for EEO analysis.

Explanatory note

This field is used to gather information on the language environment in which the employee grew up. Therefore, this field should not be used to indicate if a person has learned a non-English language since first learning to speak. The 'chose not to give' value should only be selected when the employee has made an informed choice in selecting that value and should not be used as a default under any circumstance.

14—Mother's first language

Definition

The first language spoken by the APS employee's mother.

Valid values

APSED code	Description
1	English
2	English and another language
3	Language other than English
4	Language unknown
7	Chose not to give this information

Usage

Used to derive NESB status for EEO analysis.

Explanatory note

The 'chose not to give' value should only be selected when the employee has made an informed choice in selecting that value and should not be used as a default under any circumstance.

15—Father's first language

Definition

The first language spoken by the APS employee's father.

Valid values

APSED code	Description
1	English
2	English and another language
3	Language other than English
4	Language unknown
7	Chose not to give this information

Usage

Used to derive NESB status for EEO analysis.

Explanatory note

The 'chose not to give' value should only be selected when the employee has made an informed choice in selecting that value and should not be used as a default under any circumstance.

16—Disability status

Definition

Identifies if the APS employee has a disability.

For data collection purposes, all APS agencies use the Australian Bureau of Statistics *Disability, Ageing and Carers: Summary of Findings 2003* definition, according to which '… a person has a disability if they report that they have a limitation, restriction or impairment, which has lasted, or is likely to last, for at least 6 months and restricts everyday activities. This includes:

§ loss of sight (not corrected by glasses or contact lenses

§ loss of hearing where communication is restricted, or an aid to assist with, or substitute for, hearing is used

§ speech difficulties

§ shortness of breath or breathing difficulties causing restriction

§ chronic or recurrent pain or discomfort causing restriction

§ blackouts, fits, or loss of consciousness

§ difficulty learning or understanding

§ incomplete use of arms or fingers

§ difficulty gripping or holding things

§ incomplete use of feet or legs

§ nervous or emotional condition causing restriction

§ restriction in physical activities or in doing physical work

§ disfigurement or deformity

§ mental illness or condition requiring help or supervision

§ long-term effects of head injury, stroke or other brain damage causing restriction

§ receiving treatment or medication for any other long-term conditions or ailments and still restricted

§ any other long-term conditions resulting in a restriction'

Valid values

APSED code	Description
11	Disability
12	No disability
97	Chose not to give this information

Usage

Used to derive the employee's disability status for EEO analysis.

Explanatory notes

There is currently no agreed standard in the APS to categorise types of disability in the workplace. Therefore employees are simply asked to indicate whether they have a disability, do not have a disability or choose not to indicate. The Commission will continue to research the issue of categorising types of disability. Data items 17-18 will be used if the Commission begins to collect information on disability type.

The 'chose not to give' value should only be selected when the employee has made an informed choice in selecting that value and should not be used as a default under any circumstance.

17—Not in use

18—Not in use

19—Not in use

Employment data

20—Temporary assignment classification group

Definition

APS classification group refers to '*Approved Classifications*' as defined in sections 5b and 5c of the *Public Service Classification Rules 2000*. See www.comlaw.gov.au/Details/F2013C00113).

Valid values

APSED code	APSED classification name	Example/s of approved classifications
60	APS Trainee	APS Trainee, Cadet APS, Apprentice APS
65	APS Graduate	Graduate APS only
1	APS 1	APS 1
2	APS 2	APS Level 2
3	APS 3	APS Level 3, Customs Level 1
4	APS 4	APS Level 4, Customs Level 2
5	APS 5	APS Level 5, APS Meat Inspector 3
6	APS 6	APS Level 6, Customs Level 3
7	Executive Level 1	Executive Level 1, Medical Officer Class 2
8	Executive Level 2	Antarctic Medical Practitioner Level 2, Customs Level 5
9	Senior Executive Band 1	Senior Executive Band 1 only
10	Senior Executive Band 2	Senior Executive Band 2 only
11	Senior Executive Band 3	Senior Executive Band 3 only
12	Senior Executive Band 1 equivalent	Medical Officer Class 5, Chief Research Scientist Grade 1
13	Senior Executive Band 2 equivalent	Medical Officer Class 6, Chief Research Scientist Grade 2
14	Senior Executive Band 3 equivalent	Chief of Division Grade 3
51	Agency Head	Agency Head

Usage

Used to determine the classification level of the APS employee only if that employee is on temporary assignment, either within their home agency or from another agency. If the employee is not on temporary assignment, these fields should be left blank.

Explanatory notes
1. All periods of temporary assignment should be reported in snapshot files, where they overlap a reporting date (e.g. 30 June).
2. The 90 day rule no longer applies to temporary assignment.
3. Only SES as defined in the *Public Service Classification Rules 2000* should be reported against codes 9, 10, and 11. SES equivalents should be reported against codes 12, 13, and 14. For example, a Medical Officer Class 5 was in AP

21—Not in use

22—Email address

Definition

The current work email address of the employee.

Valid values

Will generally contain a combination of the employee's given name, surname, an '@' symbol and a form of the agency's name followed by '.gov.au'. Generic agency contact email addresses are not valid.

Usage

Used to contact employees for surveys (for example the State of the Service employee survey), to verify employee provided data such as EEO and educational qualification data, and provide related APS information.

23—Educational qualifications – highest level of attainment

Definition

The highest level of educational qualification completed by the APS employee.

Valid values

APSED code	Description
1	**Doctorate**
2	**Masters**
3	**Postgraduate diploma/Graduate certificates**
4	**Bachelor degree** includes Honours.
5	**Undergraduate diploma** or any other qualifications that is considered comparable in terms of entry requirements, duration of study and theoretical content for example a Certificate in Psychiatric Nursing.
6	**Associate diploma, Advanced certificates, Technician certificates and Certificates of technology** are all included in this level as they have broadly the same theoretical orientation as associate diplomas.
7	**Skilled vocational qualification** – the entry requirement is usually the completion of Year 10 or equivalent. In addition, some courses may require a student to be concurrently employed in a related field. The duration of study is usually two to four years, and typically involves some on-the-job training.
8	**Basic vocational qualification** – often requires Year 10 completion, however many courses have no formal entry requirements. The duration of study ranges from one semester to one year of full-time study or its equivalent.
9	**Year 12** (High school certificate)
11	**Year 11**
12	**Year 10** (Leaving or school certificate)
13	**Less than year 10**
97	**Chose not to give this information**

Usage

Used to determine the employee's educational background. Educational background is used in analysis of APS staffing trends.

Explanatory note

The 'chose not to give' value should only be selected when the employee has made an informed choice in selecting that value and should not be used as a default under any circumstance.

24—Educational qualifications – main field of study - first

25—Educational qualifications – main field of study - second

Definition

The APS employee's main field(s) of study for the highest educational qualification completed. Field of study refers to the subject matter covered in the course that led to the highest educational qualification. Employees can indicate up to two main fields of study.

Valid values

APSED code	Description
1	Administration (eg. management, marketing, communication, tourism)
2	Accountancy
3	Economics
4	Finance/Banking
5	Human Resource Management/Industrial Relations
6	Education
7	Information Technology
8	Legal
9	Medical (eg. doctors, nurses and physiotherapy)
10	Social Sciences (eg. social work, behavioural sciences, psychology, sociology)
11	Science (eg. mathematics, veterinary, geography, biochemistry)
12	Engineering, Architecture, and/or Surveying
13	Arts (eg. history, archaeology, anthropology, English, languages, music, fine arts, philosophy, political science)
14	Business (eg. business management, bookkeeping, secretarial studies, office management)
15	Agriculture/Forestry
16	Trades, Labour and/or Hospitality (eg. butchers, hairdressers and labourers)
17	Other
97	Chose not to give this information

For a more detailed list of field of study see *Appendix 3—Education codes – fields of study.*

Usage

Used to determine the employee's educational background. Educational background is used in analysis of APS staffing trends.

Explanatory note

The 'chose not to give' value should only be selected when the employee has made an informed choice in selecting that value and should not be used as a default under any circumstance.

26—Educational qualifications – year of completion

Definition

The year the APS employee completed their highest attained educational qualification.

Valid values

APSED code	Description
YYYY	The year the APS employee completed their highest attained educational qualification (for example 2000 for an APS employee who attained their highest educational qualification during 2000)
9997	Chose not to give this information
0000	Year of completion unknown by the employee

Usage

Used to determine the employee's educational background. Educational background may be used in reporting.

Explanatory note

Expected completion dates (i.e. in the future) are not valid as the education fields relate only to completed qualifications. The 'chose not to give' value should only be selected when the employee has made an informed choice in selecting that value and should not be used as a default under any circumstance.

27—Educational qualifications – Australian or overseas qualification

Definition

Identifies if the APS employee obtained their highest educational qualification in Australia or overseas.

Valid values

APSED code	Description
1	Australia
2	Overseas
7	Chose not to give this information

Usage

Used to determine the employee's educational background. Educational background is used in analysis of APS staffing trends.

Explanatory note

The 'chose not to give' value should only be selected when the employee has made an informed choice in selecting that value and should not be used as a default under any circumstance.

28—Date of engagement

Data item number: 28

Definition

The date that the APS employee was first engaged under the authority of the PS Act under their current AGSN.

Valid values

DDMMYYYY (for example 31122000 for 31 December 2000 or 1012000 for 1 January 2000)

Usage

Can be used to calculate length of service.

29—APS employment status

Definition

Employment status is used to define the basis for engagement of the APS employee as defined in the PS Act s22(2). Please note that employees engaged under Machinery of Government changes (s72) must also have an employment status aligned to one of those under s22(2) (a), (b), or (c).

Valid values

APSED code	Description
1	Ongoing employee (PS Act – s22(2)(a))
9	Non-ongoing – engagement for a specified term (PS Act – s22(2)(b))
10	Non-ongoing – engagement for the duration of a specified task (PS Act – s22(2)(b))
11	Non-ongoing – engagement for duties that are irregular or intermittent (PS Act – s22(2)(c))

Usage

Used to distinguish between ongoing and non-ongoing employees for reporting purposes.

Explanatory notes
1. Employment status reflects the status of the employee in the Australian Public Service **not** the status of an employee in a particular APS agency. For example, when an ongoing APS employee goes on a temporary assignment to a different agency (temporary transfer), the employment status of the employee needs to remain as ongoing, as the employee is still ongoing in the APS, even if they are non-ongoing in a particular agency.
2. APSED requires notification when employment status changes. This may be done by separating the employee on one day and then engaging the employee using the new basis for engagement on the subsequent day.
3. Data on locally engaged employees working overseas (PS Act – s74) should not be sent to APSED.

30—Standard hours worked

Definition

The 'regular' number of hours that the APS employee is paid to work in a 'standard' week. Standard hours should refer to a 'typical' period rather than to a specified reference period.

For non-ongoing employees whose basis for engagement is for a specified task (10) (see data item 29) then the standard hours field should reflect the anticipated number of hours to be worked averaged across the whole year or for contracts that last for less than a year, the anticipated number of hours averaged across the intended length of the contract.

For non-ongoing employees whose basis for engagement is for duties that are irregular or intermittent (11) (see data item 29) then the standard hours field should have a default value of 1.00 hours.

Valid values

APSED code	Description
1.00 – 50.00	Regular hours worked per week – minutes are expressed as fractions of hours using 2 decimal places (eg. 36.75 for standard full time work)

Usage

Used to distinguish between part time and full time employees. For reporting purposes, full time work is considered to be 35+ hours per week.

Explanatory notes
1. Standard hours should not include any variation in hours as a result of flextime, overtime or short-term fluctuations.
2. This field does not permit values of less than one. If an employee regularly works less than one hour per week, please round standard hours up to one hour per week for this field.

31—Not in use

32—APS classification group

Definition

APS classification group refers to *'Approved Classifications'* as defined in sections 5b and 5c of the *Public Service Classification Rules 2000* (see www.comlaw.gov.au/Details/F2013C00113).

This is base classification rather than acting classification (see data item 20).

Valid values

APSED code	APSED classification name	Example/s of approved classifications
60	APS Trainee	APS Trainee, Cadet APS, Apprentice APS
65	APS Graduate	Graduate APS only
1	APS 1	APS 1
2	APS 2	APS Level 2
3	APS 3	APS Level 3, Customs Level 1
4	APS 4	APS Level 4, Customs Level 2
5	APS 5	APS Level 5, APS Meat Inspector 3
6	APS 6	APS Level 6, Customs Level 3
7	Executive Level 1	Executive Level 1, Medical Officer Class 2
8	Executive Level 2	Antarctic Medical Practitioner Level 2, Customs Level 5
9	Senior Executive Band 1	Senior Executive Band 1 only
10	Senior Executive Band 2	Senior Executive Band 2 only
11	Senior Executive Band 3	Senior Executive Band 3 only
12	Senior Executive Band 1 equivalent	Medical Officer Class 5, Chief Research Scientist Grade 1
13	Senior Executive Band 2 equivalent	Medical Officer Class 6, Chief Research Scientist Grade 2
14	Senior Executive Band 3 equivalent	Chief of Division Grade 3
51	Agency Head	Agency Head

Usage

Used to determine the classification level of the APS employee.

Explanatory notes
1. Data in field 32 should **not** include acting classification level. This should be reported in field 20.
2. When separating from the APS, an employee's classification field should reflect the duties being performed at the time. For example, if the employee was on temporary assignment then their base classification should be reported in field 32, and their acting classification should be reported in field 20.
3. Only SES as defined in the *Public Service Classification Rules 2000* should be reported against codes 9, 10, and 11. SES equivalents should be reported against codes 12, 13, and 14.

33—*Not in use*

34—Postcode of workplace location

Definition

The postcode at the employee's workplace. For home-based employees use the postcode at the employee's base office and not the employee's home address.

Valid values

All valid postcodes (see Australia Post website http://www.auspost.com.au).

9999 - Overseas

Usage

Used to determine the workplace location of the employee.

35—Not in use

36—Movement code

Definition

Movement codes are used to indicate changes to certain employment characteristics of APS employees. More specifically, movement codes are used to record changes in an employee's

- § agency
- § classification
- § employment status
- § hours
- § remuneration
- § postcode
- § maternity leave
- § operative status

Only movements/actions that can be expressed through the use of the movement codes should be reported to APSED.

Movement codes are classified according to functionality groups (for example movements in the 500s represent separation movements).

Valid values

Engagement (from outside the APS)

| APSED code | Valid for | | Description |
	Ongoing	Non ongoing	
104	√	√	Engagement of APS employee under the authority of the PS Act s22 (2)

| 105 | √ | √ | Engagement of APS employee due to Machinery of Government changes (PS Act s72(1)(c) & (d)) |

Movement from another agency

APSED code	Valid for		Description
	Ongoing	Non ongoing	
301	√	X	Promotion from another agency - ongoing assignment to a higher classification level (Australian Public Service Commissioner's Directions 2013 clause 2.2)
302	√	X	Transfer from another agency at the same classification - ongoing assignment. Includes PS Act s26&27
303	√	√	Transfer from another agency due to Machinery of Government changes (PS Act s72(1)(a))
305	√	X	Transfer from another agency to a lower classification level – ongoing assignment
311	√	X	Temporary assignment from another agency—includes movements previously advised as 310 and 315
312	√	X	Return from temporary assignment in another agency

Assignment within agency

APSED code	Valid for		Description
	Ongoing	Non ongoing	
401	√	X	Promotion within an agency - ongoing assignment to a higher classification (Australian Public Service Commissioner's Directions 2013 clause 2.2)
404	√	X	Allocation of an operation classification within an agency (formerly advancement from training level). To be used when a graduate or trainee is allocated a non-training classification level. This allocation does not require a 'competitive selection process' to have occurred but is dependent upon the successful completion of training requirements. See Public Service Classification Rules 2000 section 11
405	√	X	Ongoing assignment to a lower classification level within an agency (includes PS Act s23(4))
408	√	√[3]	Allocation of a higher classification level within a broadband within a agency.[4] The procedures that determine advancement within a broadband should be specified in the agency's certified agreement, award or AWA. This type of advancement is often linked to a fixed-term performance review that can be either optional or compulsory in nature. There is no requirement for any 'competitive selection process' in this advancement process. Even if an external 'competitive selection process' results in an employee within the broadband being selected, the subsequent allocation of a higher classification remains an advancement within the broadband

Separations

APSED code	Valid for		Description
	Ongoing	Non ongoing	
500	√	X	Ongoing transfer to APS agency
501	√	√	Resignation from APS, where the employee initiates termination by submitting a resignation
503	√	X	Termination of excess employee (PS Act s29(3)(a)) (voluntary redundancy)
504	√	X	Termination of excess employee (PS Act s29(3)(a)) (involuntary redundancy)
505	√	√	Retired at or after age 55 (PS Act s30)
506	√	X	SES Retirement – only applicable for employees who are substantively at the SES classification level (PS Act s37)
507	√	X	Invalidity – employment terminated on the grounds of physical or mental incapacity (PS Act s29(3)(d))
508	√	√	Death
511	X	√	Completion of a non-ongoing engagement (PS Act s22(2)(b)& (c))
514	√	√	Compulsory move to a non-APS agency (Machinery of Government change - PS Act s72(1)(b))
518	√	X	Termination on the ground that an employee lacks or has lost an essential qualification for performing his or her duties. (PS Act s29 (3)(b))
519	√	X	Termination on the ground of non – performance or unsatisfactory performance of duties (PS Act s29 (3)(c))

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[3] It is highly unusual for a non-ongoing employee to undergo broadband advancement.
[4] Applicable to all agencies that use broadband classification groups regardless of whether they have 'approved broadband classification groups' under section 9.4 of the Public Service Classification Rules 2000 (see data item 31 and 32).

APSED code	Valid for Ongoing	Valid for Non ongoing	Description
520	√	X	Termination resulting from failure to satisfactorily complete an entry level training course (PS Act s29 (3)(e))
521	√	X	Termination resulting from failure to meet a condition of engagement imposed under subsection 22 (6) of PS Act (PS Act s29 (3)(f)) (i.e. probation, citizenship, formal qualifications, security and character clearances, health clearances)
522	√	X	Termination resulting from a breach of code of conduct (PS Act s29 (3)(g))
556	√	X	Commences temporary assignment to another agency – sent by the home (losing) agency.
566	√	X	Return to home agency from temporary assignment - sent by the temporary transfer (losing) agency.
599	X	√	Early termination of non-ongoing employment (PS Act s29 (4))

Other movements

APSED code	Valid for Ongoing	Valid for Non ongoing	Description
601	√	√	Employee takes maternity-related leave (not valid for males)
602	√	√	Employee returns from maternity-related leave (not valid for males)
611	√	√	Employee becomes inoperative (see **Definition** data item 39)
612	√	√	Employee becomes operative
620	√	√	Postcode change
641	√	√	Change in hours worked

Usage

Used to update an employee's record in APSED.

Explanatory notes

General information

1. APSED should not receive notification when an employee goes on an assignment (temporary or ongoing) at level within their agency.
2. Changes to postcode or standard hours (620 and 641 movements) can be made in conjunction with any movement code. When updating a field in conjunction with another movement always send the lowest numerical movement code possible because APSED can only receive one movement per employee per day. For example, if an employee gets a promotion (401 movement) that entails a change to their postcode (620 movement), only the promotion movement should be sent to APSED and their postcode field can be updated within the promotion movement.
3. APSED should not receive engagement movements for people who are deceased (e.g. for estate payment purposes) under any circumstance.

Non-ongoing engagements

Contract renewal of non-ongoing employees:

1. If a contract is extended at the same level, there is no break in service and the duties are essentially the same then APSED does not need to receive any notification. Only send the termination (511 movement) when the employee actually stops working or a change in employment conditions occurs.
2. APSED needs to receive notification when a non-ongoing employee changes classification level, agency, or permanency status. This should be done by terminating the first contract using a 511 movement code and then engaging the employee (104) at the changed level on the next day.

Temporary assignments
1. Note the 90 day rule no longer applies to temporary assignments.

Transfer movements
1. Movements between agencies (represented by movement codes in the 300s) should always be sent by the 'gaining' agency (for movement code 500 see point 5 below).
2. For temporary transfers between APS agencies (311 movements) the 'losing' agency should not report a movement to APSED.
3. Employees who are on temporary assignment at another APS agency should not appear on the substantive agency's snapshot.
4. When an employee takes a temporary transfer to a non-APS agency then the agency should send 611 (employee becomes inoperative) and 612 (employee becomes operative) movements to indicate the period of the transfer.
5. The 500 movement code (ongoing transfer to APS agency) is a separation code rather than a transfer code and is therefore sent by the 'losing' agency.
6. When an APS employee takes a temporary transfer to another APS agency and subsequently the transfer becomes an ongoing transfer (through a competitive selection process), the gaining agency should report an ongoing transfer movement (301, 302 or 305 movement code) for the date of the ongoing transfer.

Separation movements
1. For termination movements, the postcode and standard hours fields should reflect the employee's circumstances on their last day of employment. The fields mentioned above should not be set to zero. This is also true when an employee becomes inoperative.
2. Employees who separate while inoperative should use a date of effect that reflects the date that they actually separated (for example resignation date) rather than the date that they last worked.

Maternity leave
1. For APSED purposes, maternity-related leave should not be confused with leave under provisions of the *Maternity Leave (Commonwealth Employees) Act 1973*. APSED is trying to measure the amount of time spent away from work due to having a baby. Agencies do not need to advise APSED when the employee changes the type of leave she is on. All maternity-related leave should be reported in one block. For each period of maternity-related leave, APSED should receive only two moves: a movement code of 601 with a date of effect when the employee begins maternity-related leave; and a movement code of 602 and the date of effect when the employee returns to work without the intention of going on maternity-related leave until another pregnancy, if applicable.

37—Date of effect of movement

Definition

Defines the date that a movement is undertaken by the APS employee.

Valid values

APSED code	Description
DDMMYYYY	The commencement date of the movement (for example 31122000 for 31 December 2000 or 1012000 for 1 January 2000).

Must be a valid date.

Usage

Used to record the date on which a change in an employment characteristic has occurred.

Explanatory notes

1. For engagement and transfer movements (movements in the 300s), the date of effect should reflect the first day of employment for the employee.
2. For separation movements, the date of effect should reflect the last day of employment for the employee.
3. Movements signifying a return from temporary assignment in another agency (312) should be given a date of effect that reflects the date of return from temporary assignment (i.e. the day after the last day of the assignment).
4. Employees who separate while inoperative should use a date of effect that reflects the date that they actually separated (for example the resignation date) rather than the date that they last worked.

38—Maternity leave indicator

Definition

Identifies if the APS employee is on any form of maternity-related leave.

APSED does not monitor paternity leave.

Valid values

APSED code	Description
1	On maternity-related leave (not applicable for males)
2	Not on maternity-related leave (not applicable for males)
9	Not applicable – all males

Usage

Used in conjunction with movement codes (see movement codes 601 and 602 in data item 36) to monitor maternity leave.

Explanatory notes

For APSED purposes, maternity-related leave should not be confused with leave under provisions of the *Maternity Leave (Commonwealth Employees) Act 1973*. APSED is trying to measure the amount of time spent away from work due to having a baby. Agencies do not need to advise APSED when the employee changes the type of leave she is on. All maternity-related leave should be reported in one block. For each period of maternity-related leave, APSED should receive only two moves: a movement code of 601 with a date of effect when the employee begins maternity-related leave; and a movement code of 602 and the date of effect when the employee returns to work without the intention of going on maternity-related leave until another pregnancy, if applicable.

Employees should not be reported as inoperative when they are on maternity-related leave.

39—Operative status

Definition

The operational status of the APS employee. The inoperative status should be to indicate an employee is on any of the following leave:

§ Leave without pay as prescribed in Clause 7.4 in the *Australian Public Service Commissioner's Directions 2013*

§ Discretionary leave without pay

§ Compensation leave

Valid values

APSED code	Description
1	Operative
2	Inoperative

Usage

Used in conjunction with movement codes (see movement codes 611 and 612 in data item 36) to determine whether the employee is operational at a given point in time.

Explanatory note

1. When an employee becomes inoperative, their standard hour fields and classification level (data items 30 and 32) should remain the same level as when the employee was operative. Under no circumstance should these fields be set to zero.
2. An employee does not become inoperative when they go on maternity leave, long service leave or temporary transfer within the APS.
3. Inoperative employees should still appear on snapshot files.
4. The 90 day rule applies - only report on an employee as inoperative if the employee anticipates being away from the APS workforce for 90 or more continuous days.
5. The 90 day rule still applies for employees' operative status. The rule restricts the number of short term inoperative movements entered into APSED by stopping agencies from reporting these movements that last for a period of fewer than 90 days. The 90 day rule affects both snapshot and movement records and applies where an employee becomes inoperative in the APS (see inoperative definition in the data item specifications - data item 39).
6. The 90 day rule does not apply for periods of leave without pay when they are associated with a period of maternity leave. That is, if a period of maternity leave is extended by the use of LWOP (or any other leave), regardless of the length of LWOP, this counts as maternity-related leave and is reportable to APSED. If this short term LWOP crosses a reporting period, it should be reflected in the 'Maternity Leave Indicator' as the employee being on maternity leave (a value of '1' in data item 38).
7. An employee on a graduated return to work is operative, and their Operative Status should be '1'.

The 90 day rule (Inoperative status)

Temporary assignment

The 90 day rule no longer applies to data for employees on temporary assignment and has not applied since 2008.

Leave without pay not associated with a period of maternity leave

The 90 day rule still applies for employees' operative status. This rule reduces the number of short-term inoperative related movements entered into APSED by stopping agencies from reporting these movements that last for a period of fewer than 90 days. The 90 day rule affects both snapshot and movement records and applies where an employee becomes inoperative in the APS (see inoperative definition in the data item specifications - data item 39).

Leave without pay associated with a period of maternity leave

The 90 day rule does not apply for periods of leave without pay when they are associated with a period of maternity leave. That is, if a period of maternity leave is extended by the use of LWOP (or any other leave), regardless of the length of LWOP, this counts as maternity-related leave and is reportable to APSED. If this short term LWOP cross a reporting period, it should be reflected in the 'Maternity Leave Indicator' as the employee being on maternity leave (a value of '1' in data item 38). 601 –to 602.

40—Where was the APS employee prior to joining the APS

Definition

Identifies the primary workforce status of the APS employee before being engaged in the APS. Where an employee has been employed in the APS, separated, and then returned to the APS, their previous workforce status should reflect their most recent type of non-APS employment.

Valid values

APSED code	Description
1	Employed in Private sector
2	Employed in Commonwealth public sector (non-APS)
3	Employed in State or Local government public sector
5	Self employed
7	Student
8	Unemployed (looking for work)
10	Not in labour force (not looking for work)
11	Employed by a Non Government Organisation (NGO) /Charity
97	Chose not to give this information

Usage

Used for reporting purposes to determine previous workforce status trends of APS employees.

Explanatory note

The 'chose not to give' value should only be selected when the employee has made an informed choice in selecting that value and should not be used as a default under any circumstance.

41—APS Job Family code

Definition

This field is used to collect information on the different occupational groupings that exist in the APS workforce, based on the APS Job Family Model. Although the completion of this field is not compulsory, the Commission strongly encourages agencies who have adopted the APS Job Family Model to complete the field for their employees.

Valid values

APS Job Family Codes are found here:

http://www.apsc.gov.au/about-the-apsc/apsed/remuneration-survey/job-family-model-coding

42—Not in use

43—Agency

Definition

Agency is defined in the PS Act 1999 s7 as:

· a Department; or

· an Executive Agency; or

· a Statutory Agency.

However, for APSED administrative purposes some APS agencies have been divided into two or more separate entities and thus APSED incorporates some entities that are not formally agencies.

Valid values

Agency codes as assigned by the Commission. Agency codes can be obtained from the Commission upon request by emailing apsed@apsc.gov.au.

Usage

Links the APS employee to a specific agency at a given point in time.

Explanatory notes
1. The agency field should reflect the APS agency that is paying the APS employee.
2. For the allocation of new Agency codes contact the Commission by emailing apsed@apsc.gov.au.

Appendix 1— Data structure requirements

The correct format for the header record

Item Number	Corresponding Excel Column Letter	Field Description	Field Type	Maximum Length
1	A	Record type (1 for snapshot, 3 for movement)	Numeric	1
2	B	Agency name	Alpha	25
3	C	Agency code	Numeric	3
4	D	Reference period - start	DDMMYYYY	17
5	E	Reference period - finish	DDMMYYYY	17
6	F	Total number of employee records sent	Numeric	5

The correct format for each employee record

Item Number	Corresponding Excel Column Letter	Field Description	Field Type	Maximum Length
1	A	Record type (value = 2 for snapshot, 4 for movement)	Numeric	1
2	B	AGS number	Numeric	8
3	*C*	*Blank field*		
4	D	Given names	Alpha	30
5	E	Surname	Alpha	20
6	F	Title	Alpha	4
7	G	Date of birth	DDMMYYYY	8
8	H	Gender	Alpha	1
9	I	Indigenous status	Numeric	1
10	J	Country of birth	Numeric	4
11	K	Year of arrival in Australia	Numeric	4
12	L	First language spoken	Numeric	1
13	M	Main first non-English language	Numeric	2
14	N	Mother's first language	Numeric	1
15	O	Father's first language	Numeric	1
16	P	Disability status	Numeric	2
17	*Q*	*Blank field*		
18	*R*	*Blank field*		
19	*S*	*Blank field*		
20	T	Temporary assignment classification group	Numeric	2
21	*U*	*Blank field*		
22	V	Email address	Alpha	100
23	W	Educational qualifications - highest level of attainment	Numeric	2
24	X	Educational qualifications - main fields of study (first field)	Numeric	2
25	Y	Educational qualifications -	Numeric	2

Item Number	Corresponding Excel Column Letter	Field Description	Field Type	Maximum Length
		main fields of study (second field)		
26	Z	Educational qualifications - year completed	Numeric	4
27	AA	Educational qualifications - Australian or overseas qualifications	Numeric	1
28	AB	Date of engagement	DDMMYYYY	8
29	AC	APS employment status	Numeric	2
30	AD	Standard hours worked	Numeric (2 decimal places)	5 (2:2)
31	*AE*	*Blank Field*		
32	AF	Classification group - maximum	Numeric	2
33	*AG*	*Blank Field*		
34	AH	Postcode of workplace location	Numeric	4
35	*AI*	*Blank Field*		
36	AJ	Movement code	Numeric	4
37	AK	Date of Effect of movement	DDMMYYYY	8
38	AL	Maternity leave indicator	Numeric	1
39	AM	Operative status	Numeric	1
40	AN	Where was the APS employee prior to joining the APS	Numeric	2
41	AO	APS Job Family Code	Numeric	6
42	*AP*	*Blank field*		
43	AQ	Agency	Numeric	4

Appendix 2— ABS country codes

Code	Country	Code	Country	Code	Country
0	Inadequately described	1607	Ross Dependency (New Zealand)	3207	Greece
1	At sea	2102	England	3208	Moldova
2	Not elsewhere classified	2103	Isle of Man	3211	Romania
3	Not stated	2104	Northern Ireland	3212	Slovenia
9997	Chose not to give this information	2105	Scotland	3214	Montengro
1101	Australia	2106	Wales	3215	Serbia
1102	Norfolk Island	2107	Guernsey	3216	Kosovo
1199	Australian External Terr, nec	2108	Jersey	3301	Belarus
1201	New Zealand	2201	Ireland	3302	Czech Republic
1301	New Caledonia	2301	Austria	3303	Estonia
1302	Papua New Guinea	2302	Belgium	3304	Hungary
1303	Solomon Islands	2303	France	3305	Latvia
1304	Vanuatu	2304	Germany	3306	Lithuania
1401	Guam	2305	Liechtenstein	3307	Poland
1402	Kiribati	2306	Luxembourg	3308	Russian Federation
1403	Marshall Islands	2307	Monaco	3311	Slovakia
1404	Micronesia, Federated States of	2308	Netherlands	3312	Ukraine
1405	Nauru	2311	Switzerland	4101	Algeria
1406	Northern Mariana Islands	2401	Denmark	4102	Egypt
1407	Palau	2402	Faroe Islands	4103	Libya
1501	Cook Islands	2403	Finland	4104	Morocco
1502	Fiji	2404	Greenland	4105	Sudan
1503	French Polynesia	2405	Iceland	4106	Tunisia
1504	Niue	2406	Norway	4107	Western Sahara
1505	Samoa	2407	Sweden	4108	Spanish North Africa
1506	Samoa, American	2408	Aland Islands	4201	Bahrain
1507	Tokelau	3101	Andorra	4202	Gaza Strip and West Bank
1508	Tonga	3102	Gibraltar	4203	Iran
1511	Tuvalu	3103	Holy See	4204	Iraq
1512	Wallis and Futuna	3104	Italy	4205	Israel
1513	Pitcairn Islands	3105	Malta	4206	Jordan
1599	Polynesia (excludes Hawaii), nec	3106	Portugal	4207	Kuwait
1601	Adelie Land (France)	3107	San Marino	4208	Lebanon
1602	Argentinian Antarctic Territory	3108	Spain	4211	Oman
1603	Australian Antarctic Territory	3201	Albania	4212	Qatar
1604	British Antarctic Territory	3202	Bosnia and Herzegovina	4213	Saudi Arabia
1605	Chilean Antarctic Territory	3203	Bulgaria	4214	Syria
1606	Queen Maud Land (Norway)	3204	Croatia	4215	Turkey
		3205	Cyprus	4216	United Arab Emirates
		3206	Former Yugo Rep of Macedonia	4217	Yemen
				5101	Burma (Myanmar)
				5102	Cambodia

Code	Country	Code	Country	Code	Country
5103	Laos	8208	French Guiana	9102	Burkina Faso
5104	Thailand	8211	Guyana	9103	Cameroon
5105	Vietnam	8212	Paraguay	9104	Cape Verde
5201	Brunei Darussalam	8213	Peru	9105	Central African Republic
5202	Indonesia	8214	Suriname	9106	Chad
5203	Malaysia	8215	Uruguay	9107	Congo
5204	Philippines	8216	Venezuela	9108	Congo, Democratic Republic of
5205	Singapore	8299	South America, nec		
5206	East Timor	8301	Belize	9111	Cote d'Ivoire
6101	China (ex SARs and Taiwan)	8302	Costa Rica	9112	Equatorial Guinea
6102	Hong Kong (SAR of China)	8303	El Salvador	9113	Gabon
6103	Macau	8304	Guatemala	9114	Gambia
6104	Mongolia	8305	Honduras	9115	Ghana
6105	Taiwan	8306	Mexico	9116	Guinea
6201	Japan	8307	Nicaragua	9117	Guinea-Bissau
6202	Korea, DPR (North)	8308	Panama	9118	Liberia
6203	Korea, Republic of (South)	8401	Anguilla	9121	Mali
7101	Bangladesh	8402	Antigua and Barbuda	9122	Mauritania
7102	Bhutan	8403	Aruba	9123	Niger
7103	India	8404	Bahamas	9124	Nigeria
7104	Maldives	8405	Barbados	9125	Sao Tome and Principe
7105	Nepal	8406	Cayman Islands	9126	Senegal
7106	Pakistan	8407	Cuba	9127	Sierra Leone
7107	Sri Lanka	8408	Dominica	9128	Togo
7201	Afghanistan	8411	Dominican Republic	9201	Angola
7202	Armenia	8412	Grenada	9202	Botswana
7203	Azerbaijan	8413	Guadeloupe	9203	Burundi
7204	Georgia	8414	Haiti	9204	Comoros
7205	Kazakhstan	8415	Jamaica	9205	Djibouti
7206	Kyrgyzstan	8416	Martinique	9206	Eritrea
7207	Tajikistan	8417	Montserrat	9207	Ethiopia
7208	Turkmenistan	8418	Netherlands Antilles	9208	Kenya
7211	Uzbekistan	8421	Puerto Rico	9211	Lesotho
8101	Bermuda	8422	St Kitts and Nevis	9212	Madagascar
8102	Canada	8423	St Lucia	9213	Malawi
8103	St Pierre and Miquelon	8424	St Vincent and the Grenadines	9214	Mauritius
8104	United States of America			9215	Mayotte
8201	Argentina	8425	Trinidad and Tobago	9216	Mozambique
8202	Bolivia	8426	Turks and Caicos Islands	9217	Namibia
8203	Brazil	8427	Virgin Islands, British	9218	Reunion
8204	Chile	8428	Virgin Islands, United States	9221	Rwanda
8205	Colombia	8431	St Barthelemy	9222	St Helena
8206	Ecuador	8432	St Martin (French part)	9223	Seychelles
8207	Falkland Islands	9101	Benin	9224	Somalia

Code	Country
9225	South Africa
9226	Swaziland
9227	Tanzania
9228	Uganda
9231	Zambia
9232	Zimbabwe
9299	Southern and East Africa, nec

Appendix 3—Education codes – field of study

1—Administration

BUSINESS AND MANAGEMENT
- Business Management
- Personal Management Training
- Organisation Management
- International Business
- Public and Health Care Administration
- Project Management
- Quality Management
- Hospitality Management
- Farm Management and Agribusiness
- Tourism Management
- Business and Management, n.e.c.

SALES AND MARKETING
- Sales
- Real Estate
- Marketing
- Advertising
- Public Relations
- Sales and Marketing, n.e.c.

TOURISM
- Tourism

COMMUNICATION AND MEDIA STUDIES
- Audio Visual Studies
- Journalism
- Written Communication
- Verbal Communication
- Communication and Media Studies, n.e.c.

2—Accountancy

ACCOUNTING
- Accounting

3—Economics

ECONOMICS AND ECONOMETRICS
- Economics
- Econometrics

4—Finance/Banking

BANKING, FINANCE AND RELATED FIELDS
- Banking and Finance
- Insurance and Actuarial Studies
- Investment and Securities
- Banking, Finance and Related Fields, n.e.c.

5—Human Resource Management/Industrial Relations
- Human Resource Management
- Industrial Relations

6—Education

TEACHER EDUCATION
- Teacher Education: Early Childhood
- Teacher Education: Primary
- Teacher Education: Secondary
- Teacher-Librarianship
- Teacher Education: Vocational Education and Training
- Teacher Education: Higher Education
- Teacher Education: Special Education
- English as a Second Language Teaching
- Nursing Education Teacher Training
- Teacher Education, n.e.c.

CURRICULUM AND EDUCATION STUDIES
- Curriculum Studies
- Education Studies

OTHER EDUCATION

· Education, n.e.c

7—Information Technology

COMPUTER SCIENCE

· Formal Language Theory
· Programming
· Computational Theory
· Compiler Construction
· Algorithms
· Data Structures
· Networks and Communications
· Computer Graphics
· Operating Systems
· Artificial Intelligence
· Computer Science, n.e.c.

INFORMATION SYSTEMS

· Conceptual Modelling
· Database Management
· Systems Analysis and Design
· Decision Support Systems
· Information Systems, n.e.c.

OTHER INFORMATION TECHNOLOGY

· Security Science
· Information Technology, n.e.c.

8—Legal

LAW

· Business and Commercial Law
· Constitutional Law
· Criminal Law
· Family Law
· International Law
· Taxation Law
· Legal Practice

· Law, n.e.c.

JUSTICE AND LAW ENFORCEMENT

· Justice Administration
· Legal Studies
· Police Studies
· Justice and Law Enforcement, n.e.c.

9—Medical (e.g. doctors, nurses and physiotherapy)

OTHER NATURAL AND PHYSICAL SCIENCES

· Medical Science
· Forensic Science
· Pharmacology

MEDICAL STUDIES

· General Medicine
· Surgery
· Psychiatry
· Obstetrics and Gynecology
· Pediatrics
· Anesthesiology
· Pathology
· Radiology
· Internal Medicine
· General Practice
· Medical Studies, n.e.c.

NURSING

· General Nursing
· Midwifery
· Mental Health Nursing
· Community Nursing
· Critical Care Nursing
· Aged Care Nursing
· Palliative Care Nursing

· Mothercraft Nursing and Family and Child Health Nursing
· Nursing, n.e.c.

PHARMACY

· Pharmacy

DENTAL STUDIES

· Dentistry
· Dental Assisting
· Dental Technology
· Dental Studies, n.e.c.

OPTICAL SCIENCE

· Optometry
· Optical Technology
· Optical Science, n.e.c.

PUBLIC HEALTH

· Occupational Health and Safety
· Environmental Health
· Indigenous Health
· Health Promotion
· Community Health
· Epidemiology
· Public Health, n.e.c.

RADIOGRAPHY

· Radiography

REHABILITATION THERAPIES

· Physiotherapy
· Occupational Therapy
· Chiropractic and Osteopathy
· Speech Pathology
· Audiology
· Massage Therapy
· Podiatry
· Rehabilitation Therapies, n.e.c.

COMPLEMENTARY THERAPIES

· Naturopathy
· Acupuncture
· Traditional Chinese Medicine
· Complementary Therapies, n.e.c.

OTHER HEALTH

· Nutrition and Dietetics
· Human Movement
· Paramedical Studies
· First Aid
· Health, n.e.c.

10—Social sciences (e.g. social work, behavioural sciences, psychology, sociology)

STUDIES IN HUMAN SOCIETY

· Sociology
· Anthropology
· History
· Archaeology
· Human Geography
· Indigenous Studies
· Gender Specific Studies
· Studies in Human Society, n.e.c.

HUMAN WELFARE STUDIES AND SERVICES

· Social Work
· Children's Services
· Youth Work
· Care for the Aged
· Care for the Disabled
· Residential Client Care
· Counseling
· Welfare Studies
· Human Welfare Studies and Services, n.e.c.

BEHAVIOURAL SCIENCE

· Psychology
· Behavioural Science, n.e.c.

OTHER SOCIETY AND CULTURE

· Family and Consumer Studies
· Criminology
· Security Services
· Society and Culture, n.e.c.

11—Science (e.g. mathematics, veterinary, geography, biochemistry)

MATHEMATICAL SCIENCES

· Mathematics
· Statistics
· Mathematical Sciences, n.e.c.

PHYSICS AND ASTRONOMY

· Physics
· Astronomy

CHEMICAL SCIENCES

· Organic Chemistry
· Inorganic Chemistry
· Chemical Sciences, n.e.c.

EARTH SCIENCES

· Atmospheric Sciences
· Geology
· Geophysics
· Geochemistry
· Soil Science
· Hydrology
· Oceanography
· Earth Sciences, n.e.c.

BIOLOGICAL SCIENCES

· Biochemistry and Cell Biology
· Botany
· Ecology and Evolution
· Marine Science
· Genetics
· Microbiology
· Human Biology
· Zoology
· Biological Sciences, n.e.c.

OTHER NATURAL AND PHYSICAL SCIENCES

· Food Science and Biotechnology
· Laboratory Technology
· Natural and Physical Sciences, n.e.c.

ENVIRONMENTAL STUDIES

· Land, Parks and Wildlife Management
· Environmental Studies, n.e.c.

VETERINARY STUDIES
- Veterinary Science
- Veterinary Assisting
- Veterinary Studies, n.e.c.

12—Engineering, architecture and surveying

MANUFACTURING ENGINEERING AND TECHNOLOGY
- Manufacturing Engineering
- Manufacturing Engineering and Technology, n.e.c.

PROCESS AND RESOURCES ENGINEERING
- Chemical Engineering
- Mining Engineering
- Materials Engineering
- Food Processing Technology
- Process and Resources Engineering, n.e.c.

MECHANICAL AND INDUSTRIAL ENGINEERING AND TECHNOLOGY
- Mechanical Engineering
- Industrial Engineering

CIVIL ENGINEERING
- Construction Engineering
- Structural Engineering
- Building Services Engineering
- Water and Sanitary Engineering
- Transport Engineering
- Geotechnical Engineering
- Ocean Engineering
- Civil Engineering, n.e.c.

GEOMATIC ENGINEERING
- Surveying
- Mapping Science
- Geomatic Engineering, n.e.c.

ELECTRICAL AND ELECTRONIC ENGINEERING AND TECHNOLOGY
- Electrical Engineering
- Electronic Engineering
- Computer Engineering
- Communications Technologies

AEROSPACE ENGINEERING AND TECHNOLOGY
- Aerospace Engineering
- Aircraft Maintenance Engineering
- Aerospace Engineering and Technology, n.e.c.

MARITIME ENGINEERING AND TECHNOLOGY
- Maritime Engineering
- Maritime Engineering and Technology, n.e.c.

OTHER ENGINEERING AND RELATED TECHNOLOGIES
- Environmental Engineering
- Biomedical Engineering
- Engineering and Related Technologies, n.e.c.

ARCHITECTURE AND URBAN ENVIRONMENT
- Architecture
- Urban Design and Regional Planning
- Landscape Architecture
- Interior and Environmental Design
- Architecture and Urban Environment, n.e.c.

BUILDING
- Building Science and Technology
- Building Construction Management
- Building Surveying
- Building Construction Economics

13—Arts (e.g. History, archaeology, anthropology, English, languages, music, fine arts, philosophy, political science)

POLITICAL SCIENCE AND POLICY STUDIES
- Political Science
- Policy Studies

LIBRARIANSHIP, INFORMATION MANAGEMENT AND CURATORIAL STUDIES
- Librarianship and Information Management
- Curatorial Studies

LANGUAGE AND LITERATURE
- English Language
- Northern European Languages
- Southern European Languages
- Eastern European Languages
- Southwest Asian and North African Languages
- Southern Asian Languages

- Southeast Asian Languages
- Eastern Asian Languages
- Australian Indigenous Languages
- Translating and Interpreting
- Linguistics
- Literature
- Language and Literature, n.e.c.

PHILOSOPHY AND RELIGIOUS STUDIES

- Philosophy
- Religious Studies

PERFORMING ARTS

- Music
- Drama and Theatre Studies
- Dance
- Performing Arts, n.e.c.

VISUAL ARTS AND CRAFTS

- Fine Arts
- Photography
- Crafts
- Jewellery Making
- Floristry
- Visual Arts and Crafts, n.e.c.

GRAPHIC AND DESIGN STUDIES

- Graphic Arts and Design Studies
- Textile Design
- Fashion Design
- Graphic and Design Studies, n.e.c.

OTHER CREATIVE ARTS

- Creative Arts, n.e.c.

14—Business (e.g. Business management, bookkeeping, secretarial studies, office management)14

OFFICE STUDIES

- Secretarial and Clerical Studies
- Keyboard Skills
- Practical Computing Skills
- Office Studies, n.e.c.

OTHER MANAGEMENT AND COMMERCE

- Purchasing, Warehousing and Distribution
- Valuation
- Management and Commerce, n.e.c.

15—Agriculture, forestry

AGRICULTURE

- Agricultural Science
- Wool Science
- Animal Husbandry
- Agriculture, n.e.c.

HORTICULTURE AND VITICULTURE

- Horticulture
- Viticulture

FORESTRY STUDIES

- Forestry Studies

FISHERIES STUDIES

- Aquaculture
- Fisheries Studies, n.e.c.

OTHER AGRICULTURE, ENVIRONMENTAL AND RELATED STUDIES

- Pest and Weed Control
- Agriculture, Environmental and Related Studies, n.e.c.

16—Trades labour and hospitality (e.g. Butchers, hairdressers and labourers)

MANUFACTURING ENGINEERING AND TECHNOLOGY

- Printing
- Textile Making
- Garment Making
- Footwear Making
- Wood Machining and Turning
- Cabinet Making
- Furniture Upholstery and Renovation
- Furniture Polishing

AUTOMOTIVE ENGINEERING AND TECHNOLOGY

- Automotive Engineering
- Vehicle Mechanics
- Automotive Electrics and Electronics
- Automotive Vehicle Refinishing
- Automotive Body Construction
- Panel Beating
- Upholstery and Vehicle Trimming
- Automotive Vehicle Operations

- Automotive Engineering and Technology, n.e.c.

MECHANICAL AND INDUSTRIAL ENGINEERING AND TECHNOLOGY
- Toolmaking
- Metal Fitting, Turning and Machining
- Sheetmetal Working
- Boilermaking and Welding
- Metal Casting and Patternmaking
- Precision Metalworking
- Plant and Machine Operations
- Mechanical and Industrial Engineering and Technology, n.e.c.

ELECTRICAL AND ELECTRONIC ENGINEERING AND TECHNOLOGY
- Communications Equipment Installation and Maintenance
- Powerline Installation and Maintenance
- Electrical Fitting, Electrical Mechanics
- Refrigeration and Air Conditioning Mechanics
- Electronic Equipment Servicing
- Electrical and Electronic Engineering and Technology, n.e.c.

MARITIME ENGINEERING AND TECHNOLOGY
- Marine Construction

BUILDING
- Bricklaying and Stonemasonry
- Carpentry and Joinery
- Ceiling, Wall and Floor Fixing
- Roof Fixing
- Plastering
- Furnishing Installation
- Floor Coverings
- Glazing
- Painting, Decorating and Sign Writing
- Plumbing
- Scaffolding and Rigging
- Building, n.e.c.

FOOD AND HOSPITALITY
- Hospitality
- Food and Beverage Service
- Butchery
- Baking and Pastry making
- Cookery
- Food Hygiene
- Food and Hospitality, n.e.c.

PERSONAL SERVICES
- Beauty Therapy
- Hairdressing
- Personal Services, n.e.c.

17—Other (e.g. Year 10 or 12 and fields not covered above)

AEROSPACE ENGINEERING AND TECHNOLOGY
- Aircraft Operation
- Air Traffic Control

MARITIME ENGINEERING AND TECHNOLOGY
- Marine Craft Operation

OTHER ENGINEERING AND RELATED TECHNOLOGIES
- Fire Technology
- Rail Operations
- Cleaning

SPORT AND RECREATION
- Sport and Recreation Activities
- Sports Coaching, Officiating and Instruction
- Sport and Recreation, n.e.c.

GENERAL EDUCATION PROGRAMMES
- General Primary and Secondary Education Programmes
- Literacy and Numeracy Programmes
- Learning Skills Programmes
- General Education Programmes, n.e.c.

SOCIAL SKILLS PROGRAMMES
- Social and Interpersonal Skills Programmes
- Survival Skills Programmes
- Parental Education Programmes
- Social Skills Programmes, n.e.c.

EMPLOYMENT SKILLS PROGRAMMES
- Career Development Programmes
- Job Search Skills Programmes
- Work Practices Programmes
- Employment Skills Programmes, n.e.c.

OTHER MIXED FIELD PROGRAMMES
- Mixed Field Programmes, n.e.c.

97—Chose not to give this information