

Department of Health

Health Services Payroll and  
Workforce Minimum  
Employee Dataset - Data Dictionary

October 2009 - Version 2.2

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## Contact Details

Queries relating to this document should be directed to:

Accounting and Financial Policy Unit, Telephone: 9096 7070, or refer to <http://www.dhs.vic.gov.au/ahs/finstrat.htm>

Matters relating to the transmission of data to the Department of Health including Login ID, please contact:

The AIMS Helpdesk, Telephone 9096 8595,

email <mailto:healthcollect.helpdesk@dhs.vic.gov.au>

or refer to <http://www.health.vic.gov.au/aims/>

# 1. Introduction

## 1.1 Background

The Hospital Minimum Payroll and Workforce Employee Dataset (MDS) Data Dictionary specifies the minimum consolidated payroll reporting requirements for Victorian public health services to the Department of Health (the department). It defines the MDS data elements, specifying their field names, descriptions and data type. The transmission process and reporting periods for submitting the MDS are also described. The data dictionary also details the data validation process, establishing a data quality management routine to ensure the MDS data is valid, consistent and comparable.

The MDS structure has been modified to align the payroll reporting requirements with the current financial reporting regime of the department. These changes allow for enhanced accuracy in reporting and improved verification capability.

MDS returns must be submitted to the department by all Victorian public health services in accordance with these specifications. Where the health services use a payroll bureau service, the contracted payroll provider submits the MDS returns on their behalf, and Hospitals or health services with an internal payroll function submit the MDS directly to the department. MDS payroll data is provided monthly, whilst workforce data is submitted bi-annually.

## 1.2 MDS Data Dictionary Components

The MDS data dictionary consists of:

- File specifications:
  - File specification matrix - Payroll data
  - File specification matrix - Workforce data
- Data transmission requirements
- FTE methodology
- Data integrity and validation procedures
- Reference tables (Appendices)

## 2 File Specification

### 2.1 File Specification Matrix – Payroll data

	Data Item In Row order	Format	(Minimum) Maximum Length *	Sample	Code Set/ Valid range
1	Reporting Period	String NNNNNN	(6) 6	040501	YYYYMM where Y is the reporting year and M is the reporting period i.e. 040501 = July 2004 Year Code Set = 0405 – 0910 ... Month Code Set = 01,02,03,04,05,06,07,08,09, 10,11,12
2	Agency Code	String NNNNN	(4) 5	11518	Agency ID according to Appendix A
3	Campus Code	String AAA AAN ANN NNN	(3) 3	A11	Campus ID according to Appendix A
4	Cost Centre	String ANNNN Or AAAAA	(5) 5	A0000	A,B,C,D,F,H,J,L,M,N,P,R,W,X, Y,Z 0000 – 9900 Or all Alphas – refer Appendix B
5	PCR Code	String NAAN[N] or AAN[N]	(3) 8	SM11	-Labour Category /Award/ PCR Mapping
6	FTE – Current Month	Decimal N.NN[N]	(4) 14	0.00	0.00 to 9999999999.99 inclusive
7	FTE – Current Month (including overtime)	Decimal N.NN[N]	(4) 14	23456.89	0.00 to 9999999999.99 inclusive
8	Basic Salary	Decimal N.NN[N]	(4) 14	23456.89	0.00 to 9999999999.99 inclusive
9	Sick Pay	Decimal N.NN[N]	(4) 14	23456.89	0.00 to 9999999999.99 inclusive
10	Overtime Recall Unrostered	Decimal N.NN[N]	(4) 14	23456.89	0.00 to 9999999999.99 inclusive
11	Overtime Rostered	Decimal N.NN[N]	(4) 14	23456.89	0.00 to 9999999999.99 inclusive
12	Penalties other than Public holidays	Decimal N.NN[N]	(4) 14	23456.89	0.00 to 9999999999.99 inclusive
13	Penalties Public holidays	Decimal N.NN[N]	(4) 14	23456.89	0.00 to 9999999999.99 inclusive
14	Allowances	Decimal N.NN[N]	(4) 14	23456.89	0.00 to 9999999999.99 inclusive
15	Work cover	Decimal N.NN[N]	(4) 14	23456.89	0.00 to 9999999999.99 inclusive
16	Departure Expenditure	Decimal N.NN[N]	(4) 14	23456.89	0.00 to 9999999999.99 inclusive
17	ADO	Decimal N.NN[N]	(4) 14	23456.89	0.00 to 9999999999.99 inclusive
18	Annual Leave	Decimal N.NN[N]	(4) 14	23456.89	0.00 to 9999999999.99 inclusive
19	Long Service Leave	Decimal N.NN[N]	(4) 14	23456.89	0.00 to 9999999999.99 inclusive

\* The decimal point is included in the field length

## **2.2 Payroll Dataset Field Definitions**

### **2.2.1 Reporting Period**

The reporting periods for the hospital payroll MDS is monthly on a July – June financial year basis. Month 01 equals the first month of the financial year (i.e. July); month 12 equals the last month of the financial year (i.e. June).

### **2.2.2 Agency**

All registered funded agencies delivering health services are required to provide payroll data in accordance with these specifications.

Each health service has an agency code. The code is issued by the department and used to distinguish health services. The agency codes and agency names are listed in Appendix A – Agency and Campus Codes.

### **2.2.3 Campus**

A health service campus is a sub-group of a health service agency. Under the new Chart of Accounts framework, entities allocate a campus code to enable reporting at campus level.

Campus codes and campus names are listed in Appendix A – Agency and Campus Codes.

### **2.2.4 Cost centre**

The department has issued a standard Cost Centre Listing. This listing mandates the numbering of all cost centres into specified ranges. Health Services are required to adopt this numbering for their chart of accounts. MDS data will need to be submitted at the cost centre level identified in Appendix B – Cost Centre Summary Groups.

Any queries when using this listing should be directed to the department. A copy of the standard cost centre listing is available at <http://www.health.vic.gov.au/accounts/>

### **2.2.5 Payroll Classification Register Codes (PCRs)**

The payroll classification register codes (PCRs) are based on the historical standard occupational classifications under the industrial awards and agreements that cover the Victorian public hospital sector. Each PCR code is uniquely allocated to an Award/Enterprise Bargaining Agreement (EBA). The Victorian Hospital Industrial Association (VHIA) maintains the PCR codes. A copy of the current Award-PCR mapping is available at <http://www.health.vic.gov.au/accounts/>

### **2.2.6 Full Time Equivalent (FTE) - Fields 6 and 7**

FTEs are calculated on a cash basis. Actual hours worked are divided by the relevant standard award hours to determine the FTE for the pay period. Section 3 - FTE Methodology details the method for calculating the FTE for a reporting period. Two FTE fields are to be completed, the first excluding overtime, the second including overtime hours in the FTE number.

### **2.2.7 Account Descriptions – Fields 8 to 19**

Health Services are required to use the standard summary account codes from the Common Chart of Accounts. The standard summary account codes for wages and salaries are listed in Appendix C - Account Descriptions and Wage Type Mapping. Accrual accounting principals are to apply to all amounts reported in these account fields and should include end of month adjustments. They should reflect year to date expenditure.

Queries relating to account descriptions or the Common Chart of Accounts should be directed to the department. A copy of the full account code structure is available at <http://www.health.vic.gov.au/accounts/>

## 2.3 File Specification Matrix – Workforce data

	Data Item In Row order	Format	(Minimum) Maximum Length *	Sample	Code Set/ Valid range
1	Reporting Period	String NNNNNN	(6) 6	040506	YYYYMM where Y is the reporting year and M is the reporting period i.e. 040506 = December 2004 Year Code Set = 0405 – 0910 ... Month Code Set = 06,12
2	Data ID	String AANNNNNNNAAAAAA	(15) 15	AI210926ABJAAFE	Encrypted unique identifier comprising of DOB, Gender and first 3 characters of first name
3	Agency Code	String NNNN[N]	(4) 5	11518	Agency ID according to Appendix A
4	Campus Code	String AAA, AAN,ANN, or NNN	(3) 3	A11	Campus ID according to Appendix A
5	PCR Code	String NAAN, AAN[N] or AANA	(3) 8	SM11	-Labour Category /Award/ PCR Mapping
6	Postcode	String NNNN	(4) 4	3000	Postcode
7	Qualification	String NNNNNNN	(7) 7	5010103	Qualification Mapping – Appendix E
8	DOB (Date Of Birth)	String NNNNNNNN	(8) 8	19600720	YYYYMMDD format
9	Gender	Integer N	(1) 1	1	Gender Mapping – refer field definition
10	Commencement Type	String A	(1) 1	H	Commencement type Mapping according to Appendix F
11	Departure Type	String A	(1) 1	D	Departure type Mapping – including ongoing according to Appendix F
12	Worked Hours (Excluding Overtime)	Decimal N.NN[N]	(4) 14	23456.89	0.00 to 9999999999.99 inclusive
13	Overtime Hours	Decimal N.NN[N]	(4) 14	23456.89	0.00 to 9999999999.99 inclusive
14	Entry Date	String NNNNNNNN	(8) 8	19771230	YYYYMMDD format
15	Position Date	String NNNNNNNN	(8) 8	20001015	YYYYMMDD format
16	Departure Date	String NNNNNNNN	(8) 8	20031230	YYYYMMDD format (Default = 19000101)

\* The decimal point is included in the field length

## **2.4 Workforce Dataset Field Definitions**

### **2.4.1 Reporting period**

Agencies are required to provide workforce data bi-annually each financial year as at the end of periods 06 (December) and 12 (June).

### **2.4.2 Data ID**

A fifteen character code is generated by the payroll system and allocated to every employee. This code is non identifiable and applies to each employee irrespective of the employing agency. The protocol for determining each ID is detailed in Appendix D – Data ID Protocols.

### **2.4.3 Agency**

All registered funded agencies delivering health services are required to provide workforce data in accordance with these specifications.

Each health service has an agency code. The code is issued by the department and used to distinguish health services. The valid agency codes and agency names are listed in Appendix A – Agency and Campus Codes.

### **2.4.4 Campus**

A health service campus is a sub-group of a health service agency. Under the department's Chart of Accounts, entities allocate a unique valid campus code to enable reporting at campus level.

Valid campus codes and campus names are listed in Appendix A – Agency and Campus Codes.

### **2.4.5 Payroll Classification Register Codes (PCRs)**

The payroll classification register codes (PCRs) are based on the standard occupational classifications under the industrial awards and agreements that cover the Victorian public hospital sector. Each PCR code is uniquely allocated to an Award/EBA. The VHIA maintains the PCR codes. A list of current valid PCR codes is available at <http://www.health.vic.gov.au/accounts/>

### **2.4.6 Postcode**

A four-digit number indicating the postcode of the employee's current address.

### **2.4.7 Qualifications**

The codes for the level of qualification and field of expertise of employees are derived from the Australian Bureau of Statistics, Australian Standard Classification of Education. The codes relevant to the qualifications for the hospital sector are listed in Appendix E –Australian Standard Classification of Education (Hospital Sector).

#### **2.4.8 Date of birth**

An eight-digit number indicating the employee's date of birth.

#### **2.4.9 Gender**

A single digit number indicating the gender of an employee: 1 = Male, 2 = Female, 3 = Indeterminate, 4 = Intersex, 5 = Data not collected / Unknown.

#### **2.4.10 Commencement type**

The codes for commencement type provide a broad indication of the type of employment entry points into the sector for an employee. The codes relevant for commencement type are included at Appendix F – Commencement & Departure Codes.

#### **2.4.11 Departure type with agency and/or with sector**

The codes for departure type provide a broad indication of the likely reasons for employees leaving employment in the sector. Where the employee is still in employment the code for Ongoing Employment ("X") should be used. The codes relevant for departure type are included at Appendix F – Commencement & Departure Codes.

#### **2.4.12 Worked Hours (Excluding Overtime)**

The total actual hours an employee worked at the campus for the reporting period.

#### **2.4.13 Overtime Hours**

The total overtime hours worked by the employee at the campus for the reporting period.

#### **2.4.14 Entry date**

Date the employee commenced working in the hospital sector. (N.B. where this information is not known the default date will be 01/07/2004 (20040701)).

#### **2.4.15 Position date**

Date the employee commenced at this campus. (N.B. Where this information is not known the default date will be 01/07/2004 (20040701)).

#### **2.4.16 Departure date**

Date the employee ceased employment with current employer.

### 3 FTE Methodology

Hours worked are represented by establishing the full time equivalent (FTE) of employees for each PCR at cost centre level. FTE is calculated on a cash basis and provided only for the current month.

To accommodate accrued days off, the FTE methodology uses a different calculation for full time staff and part time staff. The calculation for full time staff divides the employee’s paid hours by the employee’s base hours. For part time staff, the employee’s paid hours are divided by the award hours.

The calculation is as follows:

$$\begin{array}{rcl}
 \text{Full time employees} & \frac{\text{Actual paid hours}}{\text{Employee Base hours}} & \text{Full time FTE} \\
 & & + \\
 \text{Part time \& Casual employees} & \frac{\text{Actual Paid hours}}{\text{Standard Award Hours}} & \text{Part time \& Casual FTE} \\
 & & = \text{Total FTE}
 \end{array}$$

The following rules apply:

- FTE is based on cash transactions only (no accruals or reversals)
- FTE is based on nominated wage types only – refer to Appendix C Account Descriptions and Wage Type Mapping for list of nominated wage types.
- Standard Award Hours are defined by each award.
- FTE is calculated for each employee per pay period and reported monthly.
- Monthly FTE is the sum of the pay periods divided by the number of pays that fall in the month for the employee’s pay cycle.
- FTE is aggregated for individual PCRs in each cost centre.

## 4 Data Transmission

### 4.1 Transmission Process

#### 4.1.1 Data Provider / Agency

Before data can be transmitted through the MDS, a Login ID must be obtained from the Department. See contact details on page 3 of this document.

Log on to the Health Collect site located at: [www.healthcollect.vic.gov.au](http://www.healthcollect.vic.gov.au)

- Click on the appropriate HealthCollect Portal (in terms of the financial year the files relate to).
- The option for year selection is located the top left hand side of the screen.
- The portal relating to the prior financial year will remain active for a limited period after the end of the financial year (generally until 30 September) to enable those unable to meet the specified transmission times to provide the required data.
- Enter the username and password issued and remember that logon is case sensitive.
- Click on the "Hospital Workforce" tab
- Click on "Secure Data Exchange"
- Choose either "Payroll" or "Workforce" in the "Workforce File Upload" Section located on the right hand side of the screen
- Click on the "Browse" button to attach a single MDS file for an Agency (the file must include all records for each campus that belong to that agency) for a single reporting period. Select "Add File" for each file to be sent to the Department. Each file will be displayed under the "Add File" button
- Select "Upload File". A message will appear to indicate whether the files were successfully uploaded. At this stage of the process this does not necessarily mean that the transmission has been successfully completed, but simply that the files have been uploaded.
- An email will be automatically generated by the Portal to the person officially registered as the user of the system to indicate whether the transmission has been successful or not.
- If the transmission has been unsuccessful, log into the relevant HealthCollect portal again, following the link to Secure Data Exchange, select the displayed file and click on the "Get Selected Files" button, open it and read the report to see why the files were rejected.

- Correct the error/s and resubmit the file/s.

## 4.2 File Format

The data file is extracted from the payroll system and delivered in Windows (ANSI) Comma Separated Variable (CSV) format. Excel spreadsheet format files are not allowed. Import type indicators must be in upper case.

## 4.3 File Naming Conventions

The transmission file may be compressed but the CSV file name must consist of the following:

- Agency code (eg 3265 in the example below)
- Reporting period (eg July 04 coded as 040501 for payroll data / December 04 coded as 040506 for workforce data)
- Import type indicator:
  - PR (Payroll), or;
  - WF (Workforce)
- **3265040501PR.csv - (payroll example)**
- **3265040506WF.csv - (workforce example)**

The compressed file format must be PKZIP/WINZIP compatible.

## 4.4 Transmission Deadlines

Data must be transmitted to the department by the 10<sup>th</sup> day of the following month or the prior working day if this falls on a weekend or public holiday.

# 5 Data Integrity

## 5.1 Minimum Employee Dataset Audit

On an annual basis, the department will require each CEO to certify that the payroll and workforce data provided to the department in the previous financial year is consistent with the Agency's internal records.

## 5.2 Workforce System Validation

The department will validate each row and data field for every file. The validation checks are specific to the type of field. Checks include:

- No more than one distinct reporting date per file.
- Non-standard cost centres (payroll files only) or PCR codes.
- Spaces, nulls, grouping commas, periods (except in the Currency or Float fields), blank rows, headings, dollar signs, brackets, double quotes.
- Currency or float fields not entered to two decimal places.

- Data format not complying with the MDS field specification.
- Campus codes not mapped to the submitting Agency's code.
- Fields match their related data type.
- Mandatory fields exist.
- Fields are in their correct format.
- Fields related to reference tables:
  - Match the reference table values
  - Exist in reference tables
- Numerical value fields are within acceptable range.
- All Alpha Characters must be upper case.
- The field is not duplicated and no other row matches it.

Workforce files cannot contain duplicated data IDs **within a campus** of an agency. In instances where DOB, Gender, first three letters of first name, campus and postcode are the same for two or more staff members the postcode field for one employee should be amended to 0000 and incremented by 1 where more than two staff members are involved.

Where an employee changes PCR codes **within a campus** during the reporting period, only the PCR code at the end of the period (namely 31 December or 30 June) is to be reported, i.e. only one record for each employee is submitted. However, quantitative data i.e. Worked Hours (Ordinary) and Worked Hours (Overtime) need to be aggregated over the period for the employee.

## Appendix A: Agency and Campus Codes

Agency Name	Agency Code	Campus Name	Campus Code		
Albury Wodonga Health	3485	Wodonga	E66		
		Albury	E65		
Alexandra District Hospital	3491	Alexandra District Hospital	F01		
Alpine Health	5618	Alpine Health	F88		
Austin Health	3401	Austin Hospital	B03		
Bairnsdale Regional Health Service	6272	Bairnsdale Regional Health Service	E04		
Ballarat Health Services	7783	Ballarat Health Service	D01		
		Queen Elizabeth Campus	H07		
		Primary Care & Mental Health	CMH		
Barwon Health	10441	Sub Acute & Aged Care – Grace McKellar Centre	GMK		
		Acute Health – The Geelong Hospital	TGH		
		Centre Against Sexual Assault	BCA		
Bass Coast Regional Health	6884	Bass Coast Regional Health	B04		
Alfred Health	11519	Alfred Hospital	AAA		
		Caulfield General Medical Centre	CCC		
		Sandringham & District Memorial Hospital	DDD		
Beaufort and Skipton Health Service	3609	Beaufort and Skipton Health Service	G12		
Beechworth Health Service	3377	Beechworth Health Service	H46		
Benalla and District Memorial Hospital	3217	Benalla and District Memorial Hospital	E05		
Bendigo Health Care Group	3292	Bendigo Health Care Group	D02		
Bethlehem Hospital Inc.	3384	Bethlehem Hospital	A05		
Boort District Hospital	6103	Boort District Hospital	F06		
Casterton Memorial Hospital	6151	Casterton Memorial Hospital	CAS		
Central Gippsland Health Service	11269	Central Gippsland Health Service	D06		
Cobram District Hospital	6185	Cobram District Hospital	F12		
Cohuna District Hospital	3333	Cohuna District Hospital	F13		
Colac Area Health	3463	Colac Area Health	CAH		
Coleraine District Health Services	3500	Coleraine District Health Services	F14		
Dental Health Services Victoria	3386	Royal Dental Hospital	A11		
Djerriwarrh Health Services	10435	Djerriwarrh Health Services	E03		
		Melton	E02		
Dunmunkle Health Services	3150	Dunmunkle Health Services	F21		
East Grampians Health Service	3301	East Grampians Health Service	E01		
East Wimmera Health Service	10433	East Wimmera Health Service	E48		
Eastern Health	11518	Eastern Health Corporate	050		
		Box Hill Hospital	100		
		Central East Mental Health Service	150		
		Maroondah Hospital	200		
		Angliss Hospital	300		
		Edward Street Nursing Home	350		
		Healesville Hospital	400		
		Peter James Centre	500		
		Echuca Regional Health	3052	Echuca Regional Health	E18
		Edenhope and District Hospital	3340	Edenhope and District Hospital	F24
		Gippsland Southern Health Service	7230	Gippsland Southern Health Service	E68
Goulburn Valley Health	6333	Shepparton Hospital	SHE		
		Tatura Hospital	TAT		
		Waranga Hospital	WAR		
Hepburn Health Service	10434	Hepburn Health Service	E16		

Agency Name	Agency Code	Campus Name	Campus Code
Hesse Rural Health Service	6873	Hesse Rural Health Service	HRS
Heywood Rural Health	3512	Heywood Rural Health	HRH
Inglewood and District Health Service	6371	Inglewood and District Health Service	F37
Kerang District Health	3308	Kerang District Health	E24
Kilmore and District Hospital	3346	Kilmore and District Hospital	F46
Koroit and District Memorial Health Services Inc.	3594	Koroit and District Memorial Health Services Inc.	K01
Kooweerup Regional Health Service	3550	Kooweerup Regional Health Service	G48
Kyabram and District Health Service	6416	Kyabram and District Health Service	E26
Kyneton District Health Service	6418	Kyneton District Health Service	E27
Latrobe Regional Hospital	6430	Latrobe Regional Hospital	E44
Lorne Community Hospital	6448	Lorne Community Hospital	LCH
Maldon Hospital	3349	Maldon Hospital	F59
Mallee Track Health and Community Service	3476	Mallee Track Health and Community Service	E39
Mansfield District Hospital	6465	Mansfield District Hospital	F67
Maryborough District Health Service	3312	Maryborough District Health Service	E35
Mclvor Health and Community Services	6355	Mclvor Health and Community Services	F34
Melbourne Health	11520	Dialysis	DL9
		Royal Park (previously Melbourne Extended Care & Rehabilitation Services)	ME9
		Mental Health	PS9
		Royal Melbourne Hospital	RM9
		Victorian Infectious Diseases Research Laboratory	VD9
Mercy Public Hospitals Inc.	3388	Mercy Hospital for Women	MP1
		Mercy Werribee Hospital	MP2
		Mercy Werribee Mental Health	MP3
Mildura Base Hospital p/l	11616	Mildura Base Hospital	D11
Moyne Health Services	2403	Moyne Health Services	MHS
Mt Alexander Hospital	6526	Mt Alexander Hospital	H01
Nathalia District Hospital	3523	Nathalia District Hospital	G01
Northeast Health Wangaratta	6802	Northeast Health Wangaratta	D15
Northern Health	11517	The Northern Hospital	809
		Bundoora Extended Care Centre	819
		Craigieburn	829
		Coordinated Health Care	849
		Panch Health Service	859
		Corporate Office (201 Bell St, Preston)	869
		Broadmeadows Health Service	909
Numurkah District Health Service	7227	Numurkah District Health Service	G02
Mercy Public Hospitals Inc.	3388	O'Connell Family Centre (Grey Sisters) Inc.	L01
Omeo District Hospital	3355	Omeo District Hospital	G04
Orbost Regional Health	6582	Orbost Regional Health	G05
Otway Health and Community Services	2760	Otway Health and Community Services	OHS
Peninsula Health	3285	Aged Care	AGE
		Community Health	COM
		Frankston Hospital	FRA
		Psych	PSY

Agency Name	Agency Code	Campus Name	Campus Code
		Rosebud Hospital	ROS
Peter MacCallum Cancer Institute	3591	Peter MacCallum Cancer Institute	Z55
Portland District Health	6613	Portland District Health	PDH
Queen Elizabeth Centre	3380	Queen Elizabeth Centre	M11
Robinvale District Health Services	11258	Manangatang and District Hospital	F66
		Robinvale District Health Services	G13
Rochester and Elmore District Health Service	6648	Rochester and Elmore District Health Service	R01
Royal Children's Hospital	3392	Royal Children's Hospital	RC1
Royal Victorian Eye and Ear Hospital, The	3395	Royal Victorian Eye and Ear Hospital, The	A24
Royal Women's Hospital	3394	Royal Women's Hospital	RW1
Rural Northwest Health	11011	Rural Northwest Health	E57
Seymour District Memorial Hospital	6675	Seymour District Memorial Hospital	G19
South Gippsland Hospital	6691	South Gippsland Hospital	G24
South West Healthcare	11268	Warrnambool	SWH
		Corangamite	E08
Southern Health	3289	Kingston	250
		Acquired Brain Injury Program	450
		Cardinia CHS	800
		Dandenong CHS	810
		Doveton CCU	820
		Monash Link CHS	840
		Berwick-Wide CHS	860
		Hampton	900
		Dandenong	910
		Sandringham (transferred to Alfred)	920
		Clayton	930
		Casey	940
		Networked - all across all sites	950
		Cranbourne	960
		Springvale	970
		Moorabbin	980
St Vincent's Health	10694	Caritas Christi Hospice	A08
		St George's Health Service	H70
		St Vincent's Hospital	B45
Stawell Regional Health	3544	Stawell Regional Health	G26
Swan Hill District Hospital	6739	Swan Hill District Hospital	E49
Tallangatta Health Service	6748	Tallangatta Health Service	G29
Terang and Mortlake Health Service	3547	Terang and Mortlake Health Service	547
Timboon and District Health Care Service	3548	Timboon and District Health Care Service	TDH
Tweddle Child and Family Health Service	2410	Tweddle Child and Family Health Service	M12
Upper Murray Health and Community Services	3335	Upper Murray Health and Community Services	F15
West Gippsland Healthcare Group	6833	West Gippsland Healthcare Group	E58
West Wimmera Health Service	3592	West Wimmera Health Service	E37
Western District Health Service	10567	Western District Health Service	W01
Western Health	11515	Drug and Alcohol	DAW
		Hazeldean	HDW

Agency Name	Agency Code	Campus Name	Campus Code
		Reg Geary	RGW
		Sunshine Hospital	SHW
		Western Hospital	WHW
		Williamstown Hospital	WTW
Wimmera Health Care Group	3595	Wimmera Health Care Group	D17
Yarram and District Health Service	3324	Yarram and District Health Service	E77
Yarrawonga District Health Service	11271	Yarrawonga District Health Service	Y01
Yea and District Memorial Hospital	3554	Yea and District Memorial Hospital	G59
Darlingford Upper Goulburn Nursing Home Inc	3606	Darlingford Upper Goulburn Nursing Home Inc	K86
Glenview Community Care Inc	3360	Glenview Community Care Inc	G16
Lyndoch Warrnambool Inc	3580	Lyndoch Warrnambool Inc	J36
Red Cliffs & Community Aged Care Services Inc	11924	Red Cliffs & Community Aged Care Services Inc.	RR1
Victorian Institute of Forensic Mental Health	3194	Victorian Institute of Forensic Mental Health	VIF
Victorian Cytology Service.	2945	Victorian Cytology Service.	S39
Victorian Clinical Genetic Service	3019	Victorian Clinical Genetic Service	R95

## Appendix B: Cost Centre Summary Groups

Reporting for Agencies that have fully implemented Common Chart of Account reporting		All other Agencies	
Alpha Numeric	Cost Centre level 1		
A 0000	Acute Wards - Multi day	Acute & Sub-Acute	AAAAA
A 3000	Acute Wards - Same day	Aged Care / HACC	BBBBB
A 4000	Clinical Units	Mental Health	CCCCC
A 8000	Operating Theatres Suites	Primary Health	DDDDD
A 8500	Acute Inpatients	Other Programs	EEEEE
		Clinical Support / Infrastructure & Corporate.	FFFFF
B 0000	Emergency	Business Units	GGGGG
C 0000	Non-admitted Patient Services	Internally Managed SPF	HHHHH
	Other Acute Health Funded Services		
D 0000	Services		
F 0000	Sub Acute Services	Restricted SPF	JJJJJ
H 0000	Mental Health Other	Capital / Specific	KKKKK
H 8700	Mental Health Residential Care		
J 0000	Aged Care Residential Low Care		
J 2000	Aged Care Residential High Care		
J 5000	Home & Community Care (HACC)		
J 7000	Aged Care Other		
L 0000	Primary Health		
M 0000	Drug prevention services		
M 1000	Disability services		
M 1500	Public Health		
M 2000	Dental Health		
M 4000	Other Programs		
M 5000	Department Funded Research		
M 8500	Other Programs		
N 0000	Pharmacy		
N 2000	Allied Health Services		
N 8500	Clinical Services		
P 0000	Clinical Support		
R 0000	Infrastructure Services		
R 1000	Corporate Services		
W 0000	Balance Sheet		
X 0000	Capital		
Y 0000	Diagnostic Laboratory Services		
Y 1000	Medical Imaging Services		
Y 2000	Internal		
Z 0000	Restricted		

## Appendix C: Account Descriptions and Wage Type Mapping

Wage Type	Account Description	Roll up account code	Generic Description	FTE
A1	Basic	10000	Ordinary Hours	Y
A2	Basic	10000	Ordinary Hours - BACK PAY	N
A3	Basic	10000	Ordinary Hours - lump sum	N
A4	Basic	10000	Other Leave	Y
A5	Basic	10000	Others	N
A6	Basic	10000	Public Holiday	Y
A7	Basic	10000	Sabbatical Leave	Y
A8	Basic	10000	Training	Y
B1	Sick Pay	10100		Y
C1	Overtime/Recall - Unrostered	10200	Where Loading	Y*
C2	Overtime/Recall - Unrostered	10200	Where backpay	N
C3	Overtime/Recall - Unrostered	10200	Where Overtime on Termination	N
C4	Overtime/Recall - Unrostered	10200	Where insufficient meal break	N
C5	Overtime/Recall - Unrostered	10200	All Other - Unrostered	Y*
D1	Overtime - Rostered	10300	All - Rostered	Y*
E1	Penalties (other than public holiday)	10400	All Other	N
E2	Penalties (other than public holiday)	10400	Where penalty ADO & Back-pay	N
F1	Public Holiday Penalties	10500	Penalties 100% 150% 200%	N
F2	Public Holiday Penalties	10500	All Other	N
G1	Allowances	10600	Fixed Allowances	N
G2	Allowances	10600	Fixed Allowances - back pay	N
G3	Allowances	10600	Variable Allowances	N
G4	Allowances	10600	Variable Allowances - mileage, bonus & ex gratia payments	N
H1	Workcover	10700		Y
J1	Departure Expenditure	10800	All other termination payments not included elsewhere	N
M1	ADO	86000	Where payout & termination	N
M2	ADO	86000	All Other payments	Y
N1	Annual Leave	86000	Remuneration while on paid leave	Y
N2	Annual Leave	86000	Pay out of leave balances whilst still employed	N
N3	Annual Leave	86000	Lump sum payments	N
N4	Annual Leave	86000	Annual Leave loading	N
N5	Annual Leave	86000	Leave paid in advance (2)	Y
P1	Long Service Leave	86000	Pay out of leave balances whilst still employed	N
P2	Long Service Leave	86000	Lump sum payments on terminations	N
P3	Long Service Leave	86000	Leave paid in advance (2)	Y
P4	Long Service Leave	86000	Remuneration while on paid leave	Y

Note: Wage Type K1-K2 Fee for Service & L1-L3 Agency Expense data are not required for MDS purposes.

\* Overtime EFT should only be included in Payroll datafield "FTE – Current Month (including overtime)", otherwise, overtime is excluded from all EFT calculations.

## Appendix D: Data ID Protocols

### *Workforce Data ID Encryption/Decryption Algorithm*

As a requirement of the gathering of workforce data, information is needed on an individual basis. Due to privacy laws ruling out the use of data such as tax file numbers and other clearly identifiable identifiers, the following algorithm was constructed.

Two fields already supplied as part of the workforce data are 'Gender' and 'Date Of Birth'. The algorithm utilises these fields, but also requires the use of the first three characters of an individual's first name only.

All three pieces of data are then combined as follows.

19 FRA 1 20 11 65

Century Born – First 3 letters of Frank – 1 for male – Day of Birth – Month of Birth – Year of Birth.

Compressed the ID would like ... 19FRA1201165

At this point the encryption starts. All numeric values shall have an equivalent alphabetic value replace the numeric value, while all alphabetic characters are replaced with a numeric value but alphabetically reversed.

1	2	3	4	5	6	7	8	9	0
A	B	C	D	E	F	G	H	I	J

<b>A</b>	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	09	08	07	06	05	04	03	02	01

Using the top row of the two above tables, each value found in the original un-encrypted ID would be replaced with the value below. In the example above the encrypted Data ID would now become as follows

AI210926ABJAAFE

NOTE: should any name comprise of only two letters, the third expected character would be 00 (double zero). Alphabetic characters converting to a numeric value less than 10, ie R = 09, must have the zero included in the transmission of data as per example above. Single digit conversion will not be accepted. Gender codes are identified at clause 2.4.9.

If the 3<sup>rd</sup> character in the first name is a non-alpha character e.g. a hyphen, this can be treated in the same way as where there is a two character first name, where the third character is coded as "00". For example Joe would be coded as 17 12 22, while Jo would be coded 17 12 00 and a hyphenated Jo-Anne would also be coded as 17 12 00.

## Appendix E: Australian Standard Classification of Education (Hospital Sector)

The data field requirements for qualification codes combines two components, the level of education and the field of education classifications. The first character in the data-field identifies the highest level of an employee's educational standard attained. The remaining characters in the data-field refer to the Field of Education Classifications (Hospital Sector). The relevant field codes are listed below.

The data codes are combined as follows:

Level of Education	Field of Education
Single character	Six characters
N	NNNNNN

N = number

Thus an employee who has been awarded a Bachelor Degree in Nursing would be classified as 5060301. If the employee subsequently attains a Masters in Business Management, the qualification code would change to 7080301.

### Level of Education Classification

Code	Description
1	To VCE or equivalent
2	To TAFE – Certificate III
3	TAFE – Certificate IV
4	Diploma
5	Bachelor Degree
6	Postgraduate
7	Masters
8	Doctorate
0	Default / Not known

Australian Standard Classifications of Education (ASCED)	
Field of Education Classifications	
<p>This new set of classifications is to be used as from 2001. It replaces both the old Discipline list used for the classification of units and theses, and the Field of Study list used for the classification of courses and majors. Due to the absence of HECS bands at the Broad level, units of study can only be allocated a <b>narrow level</b> or detailed level code.</p>	
Level of Education 0 - 8	Field of Education Classifications
	<b><u>000000 Default / Not Known</u></b>
	<b><u>010000 Natural and Physical Sciences</u></b>
	<b><u>010100 Mathematical Sciences</u></b>
	010101 Mathematics
	010103 Statistics
	010199 Mathematical Sciences not elsewhere classified
	<b><u>010300 Physics and Astronomy</u></b>
	010301 Physics
	010303 Astronomy
	<b><u>010500 Chemical Sciences</u></b>
	010501 Organic Chemistry
	010503 Inorganic Chemistry
	010599 Chemical Sciences not elsewhere classified.
	<b><u>010700 Earth Sciences</u></b>
	010701 Atmospheric Sciences
	010703 Geology
	010705 Geophysics
	010707 Geochemistry
	010709 Soil Science
	010711 Hydrology
	010713 Oceanography
	010799 Earth Sciences, not elsewhere classified
	<b><u>010900 Biological Sciences</u></b>
	010901 Biochemistry and Cell Biology
	010903 Botany
	010905 Ecology and Evolution
	010907 Marine Science
	010909 Genetics
	010911 Microbiology

	<p>010913 Human Biology          010915 Zoology          010999 Biological Sciences not elsewhere classified</p> <p><a href="#">019900 Other Natural and Physical Sciences</a></p> <p>019901 Medical Science          019903 Forensic Science          019905 Food Science and Biotechnology          019907 Pharmacology          019909 Laboratory Technology          019999 Natural and Physical Sciences not elsewhere classified</p>
	<p><b><u>020000 Information Technology</u></b></p> <p><a href="#">020100 Computer Science</a></p> <p>020101 Formal Language Theory          020103 Programming          020105 Computational Theory          020107 Compiler Construction          020109 Algorithms          020111 Data Structures          020113 Networks and Communications          020115 Computer Graphics          020117 Operating Systems          020119 Artificial Intelligence          020199 Computer Science not elsewhere classified</p> <p><a href="#">020300 Information Systems</a></p> <p>020301 Conceptual Modelling          020303 Database Management          020305 Systems Analysis and Design          020307 Decision Support Systems          020399 Information Systems not elsewhere classified</p> <p><a href="#">029900 Other Information Technology</a></p> <p>029901 Security Science          029999 Information Technology not elsewhere classified</p>
	<p><b><u>030000 Engineering and Related Technologies</u></b></p> <p><a href="#">030100 Manufacturing Engineering and Technology</a></p> <p>030101 Manufacturing Engineering          030103 Printing          030105 Textile Making</p>

030107 Garment Making
030109 Footwear Making
030111 Wood Machining and Turning
030113 Cabinet Making
030115 Furniture Upholstery and Renovation
030117 Furniture Polishing
030199 Manufacturing Engineering and Technology, not elsewhere classified
<a href="#"><u>030300 Process and Resources Engineering</u></a>
030301 Chemical Engineering
030303 Mining Engineering
030305 Materials Engineering
030307 Food Processing Technology
030399 Process and Resources Engineering, not elsewhere classified
030399 Process and Resources Engineering, not elsewhere classified
<a href="#"><u>030500 Automotive Engineering and Technology</u></a>
030501 Automotive Engineering
030503 Vehicle Mechanics
030505 Automotive Electrics and Electronics
030507 Automotive Vehicle Refinishing
030509 Automotive Body Construction
030511 Panel Beating
030513 Upholstery and Vehicle Trimming
030515 Automotive Vehicle Operations
030599 Automotive Engineering and Technology, not elsewhere classified
<a href="#"><u>030700 Mechanical and Industrial Engineering and Technology</u></a>
030701 Mechanical Engineering
030703 Industrial Engineering
030705 Toolmaking
030707 Metal Fitting, Turning and Machining
030709 Sheetmetal Working
030711 Boilermaking and Welding
030713 Metal Casting and Patternmaking
030715 Precision Metalworking
030717 Plant and Machine Operations
030799 Mech. and Industrial Eng. and Tech not elsewhere classified
<a href="#"><u>030900 Civil Engineering</u></a>
030901 Construction Engineering
030903 Structural Engineering

030905 Building Services Engineering  
 030907 Water and Sanitary Engineering  
 030909 Transport Engineering  
 030911 Geotechnical Engineering  
 030913 Ocean Engineering  
 030999 Civil Engineering not elsewhere classified

031100 Geomatic Engineering  
 031101 Surveying  
 031103 Mapping Science  
 031199 Geomatic Engineering, not elsewhere classified

031300 Electrical and Electronic Eng. & Technology  
 031301 Electrical Engineering  
 031303 Electronic Engineering  
 031305 Computer Engineering  
 031307 Communications Technologies  
 031309 Communications Equipment Inst and Maintenance  
 031311 Powerline Installation and Maintenance  
 031313 Electrical Fitting, Electrical Mechanics  
 031315 Refrigeration and Air Conditioning Mechanics  
 031317 Electronic Equipment Servicing  
 031399 Electrical and Electronic Eng and Tech not elsewhere classified

031500 Aerospace Engineering and Technology  
 031501 Aerospace Engineering  
 031503 Aircraft Maintenance Engineering  
 031505 Aircraft Operation  
 031507 Air Traffic Control  
 031599 Aerospace Engineering and Technology, not elsewhere classified

031700 Maritime Engineering and Technology  
 031701 Maritime Engineering  
 031703 Marine Construction  
 031705 Marine Craft Operation  
 031799 Maritime Engineering and Technology, not elsewhere classified

039900 Other Engineering and Related Tech.  
 039901 Environmental Engineering  
 039903 Biomedical Engineering  
 039905 Fire Technology  
 039907 Rail Operations  
 039909 Cleaning  
 039999 Engineering and Related Technologies not elsewhere classified

**040000 Architecture and Building**040100 Architecture and Urban Environment

040101 Architecture  
040103 Urban Design and Regional Planning  
040105 Landscape Architecture  
040107 Interior and Environmental Design  
040199 Architecture and Urban Environment, not elsewhere classified

040300 Building

040301 Building Science and Technology  
040303 Building Construction Management  
040305 Building Surveying  
040307 Building Construction Economics  
040309 Bricklaying and Stonemasonry  
040311 Carpentry and Joinery  
040313 Ceiling, Wall and Floor Fixing  
040315 Roof Fixing  
040317 Plastering  
040319 Furnishing Installation  
040321 Floor Coverings  
040323 Glazing  
040325 Painting, Decorating and Sign Writing  
040327 Plumbing  
040329 Scaffolding and Rigging  
040399 Building not elsewhere classified

**050000 Agriculture, Environmental and Related Studies**050100 Agriculture

050101 Agricultural Science  
050103 Wool Science  
050105 Animal Husbandry  
050199 Agriculture not elsewhere classified  
For Agricultural economics use 091901 Economics.

050300 Horticulture and Viticulture

050301 Horticulture  
050303 Viticulture

050500 Forestry Studies

050501 Forestry Studies

[050700 Fisheries Studies](#)

050701 Aquaculture

050799 Fisheries Studies, not elsewhere classified

[050900 Environmental Studies](#)

050901 Land, Parks and Wildlife Management

050999 Environmental Studies, not elsewhere classified

[059900 Other Agriculture, Environmental and Related Studies](#)

059901 Pest and Weed Control

059999 Agriculture, Environmental and Related Studies, not elsewhere classified

**060000 Health**

[060100 Medical Studies](#)

060101 General Medicine

060103 Surgery

060105 Psychiatry

060107 Obstetrics and Gynaecology

060109 Paediatrics

060111 Anaesthesiology

060113 Pathology

060115 Radiology

060117 Internal Medicine

060119 General Practice

060199 Medical Studies not elsewhere classified

[060300 Nursing](#)

060301 General Nursing

060303 Midwifery

060305 Mental Health Nursing

060307 Community Nursing

060309 Critical Care Nursing

060311 Aged Care Nursing

060313 Palliative Care Nursing

060315 Mothercraft Nursing and Family and Child Health Nursing

060399 Nursing not elsewhere classified

For Veterinary Nursing use 061100 Veterinary Studies.

[060500 Pharmacy](#)

060501 Pharmacy

[060700 Dental Studies](#)

060701 Dentistry  
060703 Dental Assisting  
060705 Dental Technology  
060799 Dental Studies not elsewhere classified

060900 Optical Science

060901 Optometry  
060903 Optical Technology  
060999 Optical Science not elsewhere classified

061100 Veterinary Studies

061101 Veterinary Science  
061103 Veterinary Assisting  
061199 Veterinary Studies not elsewhere classified

061300 Public Health

061301 Occupational Health and Safety  
061303 Environmental Health  
061305 Indigenous Health  
061307 Health Promotion  
061309 Community Health  
061311 Epidemiology  
061399 Public Health not elsewhere classified

061500 Radiography

061501 Radiography

061700 Rehabilitation Therapies

061701 Physiotherapy  
061703 Occupational Therapy  
061705 Chiropractic and Osteopathy  
061707 Speech Pathology  
061709 Audiology  
061711 Massage Therapy  
061713 Podiatry  
061799 Rehabilitation Therapies not elsewhere classified

061900 Complementary Therapies

061901 Naturopathy  
061903 Acupuncture  
061905 Traditional Chinese Medicine  
061999 Complementary Therapies not elsewhere classified

069900 Other Health

	<p>069901 Nutrition and Dietetics          069903 Human Movement          069905 Paramedical Studies          069907 First Aid          069999 Health not elsewhere classified</p>
	<p><b><u>070000 Education</u></b></p> <p><u>070100 Teacher Education</u>          070101 Teacher Education: Early Childhood          070103 Teacher Education: Primary          070105 Teacher Education: Secondary          070107 Teacher-Librarianship          070109 Teacher Education: Vocational Education and Training          070111 Teacher Education: Higher Education          070113 Teacher Education: Special Education          070115 English as a Second Language Teaching          070117 Nursing Education Teacher Training          070199 Teacher Education not elsewhere classified</p> <p><u>070300 Curriculum and Education Studies</u>          070301 Curriculum Studies          070303 Education Studies</p> <p><u>079900 Other Education</u>          079999 Education not elsewhere classified</p>
	<p><b><u>080000 Management and Commerce</u></b></p> <p><u>080100 Accounting</u>          080101 Accounting</p> <p><u>080300 Business and Management</u>          080301 Business Management          080303 Human Resource Management          080305 Personal Management Training          080307 Organisation Management          080309 Industrial Relations          080311 International Business          080313 Public and Health Care Administration          080315 Project Management          080317 Quality Management</p>

<p>080319 Hospitality Management</p> <p>080321 Farm Management and Agribusiness</p> <p>080323 Tourism Management</p> <p>080399 Business and Management not elsewhere classified</p> <p><u>080500 Sales and Marketing</u></p> <p>080501 Sales</p> <p>080503 Real Estate</p> <p>080505 Marketing</p> <p>080507 Advertising</p> <p>080509 Public Relations</p> <p>080599 Sales and Marketing not elsewhere classified</p> <p><u>080700 Tourism</u></p> <p>080701 Tourism</p> <p><u>080900 Office Studies</u></p> <p>080901 Secretarial and Clerical Studies</p> <p>080903 Keyboard Skills</p> <p>080905 Practical Computing Skills</p> <p>080999 Office Studies not elsewhere classified</p> <p><u>081100 Banking, Finance and Related Fields</u></p> <p>081101 Banking and Finance</p> <p>081103 Insurance and Actuarial Studies</p> <p>081105 Investment and Securities</p> <p>081199 Banking, Finance and Related Fields not elsewhere classified</p> <p><u>089900 Other Management and Commerce</u></p> <p>089901 Purchasing, Warehousing and Distribution</p> <p>089903 Valuation</p> <p>089999 Management and Commerce, not elsewhere classified</p>
<p><b><u>090000 Society and Culture</u></b></p> <p><u>090100 Political Science and Policy Studies</u></p> <p>090101 Political Science</p> <p>090103 Policy Studies</p> <p><u>090300 Studies in Human Society</u></p> <p>090301 Sociology</p> <p>090303 Anthropology</p> <p>090305 History</p>

090307 Archaeology  
090309 Human Geography  
090311 Indigenous Studies  
090313 Gender Specific Studies  
090399 Studies in Human Society not elsewhere classified

090500 Human Welfare Studies and Services

090501 Social Work  
090503 Children's Services  
090505 Youth Work  
090507 Care for the Aged  
090509 Care for the Disabled  
090511 Residential Client Care  
090513 Counselling  
090515 Welfare Studies  
090599 Human Welfare Studies and Services not elsewhere classified

090700 Behavioural Science

090701 Psychology  
090799 Behavioural Science not elsewhere classified

090900 Law

090901 Business and Commercial Law  
090903 Constitutional Law  
090905 Criminal Law  
090907 Family Law  
090909 International Law  
090911 Taxation Law  
090913 Legal Practice  
090999 Law not elsewhere classified

091100 Justice and Law Enforcement

091101 Justice Administration  
091103 Legal Studies  
091105 Police Studies  
091199 Justice and Law Enforcement, not elsewhere classified

091300 Librarianship, Information Mgt & Curatorial Studies

091301 Librarianship and Information Management  
091303 Curatorial Studies

091500 Language and Literature

091501 English Language  
091503 Northern European Languages

091505 Southern European Languages  
 091507 Eastern European Languages  
 091509 Southwest Asian and North African Languages  
 091511 Southern Asian Languages  
 091513 Southeast Asian Languages  
 091515 Eastern Asian Languages  
 091517 Australian Indigenous Languages  
 091519 Translating and Interpreting  
 091521 Linguistics  
 091523 Literature  
 091599 Language and Literature not elsewhere classified

091700 Philosophy and Religious Studies  
 091701 Philosophy  
 091703 Religious Studies

091900 Economics and Econometrics  
 091901 Economics  
 091903 Econometrics

092100 Sport and Recreation  
 092101 Sport and Recreation Activities  
 092103 Sports Coaching, Officiating and Instruction  
 092199 Sport and Recreation, not elsewhere classified

099900 Other Society and Culture  
 099901 Family and Consumer Studies  
 099903 Criminology  
 099905 Security Services  
 099999 Society and Culture, not elsewhere classified

**100000 Creative Arts**

100100 Performing Arts

100101 Music  
 100103 Drama and Theatre Studies  
 100105 Dance  
 100199 Performing Arts not elsewhere classified

100300 Visual Arts and Crafts

100301 Fine Arts  
 100303 Photography  
 100305 Crafts

	<p>100307 Jewellery Making  100309 Floristry  100399 Visual Arts and Crafts not elsewhere classified</p> <p><a href="#">100500 Graphic and Design Studies</a>  100501 Graphic Arts and Design Studies  100503 Textile Design  100505 Fashion Design  100599 Graphic and Design Studies, not elsewhere classified</p> <p><a href="#">100700 Communication and Media Studies</a>  100701 Audio Visual Studies  100703 Journalism  100705 Written Communication  100707 Verbal Communication  100799 Communication and Media Studies not elsewhere classified</p> <p><a href="#">109900 Other Creative Arts</a>  109999 Creative Arts, not elsewhere classified</p>
	<p><b><u>110000 Food, Hospitality and Personal Services</u></b></p> <p><a href="#">110100 Food and Hospitality</a>  110101 Hospitality  110103 Food and Beverage Service  110105 Butchery  110107 Baking and Pastry-making  110109 Cookery  110111 Food Hygiene  110199 Food and Hospitality not elsewhere classified</p> <p><a href="#">110300 Personal Services</a>  110301 Beauty Therapy  110303 Hairdressing  110399 Personal Services not elsewhere classified</p>
	<p><b><u>120000 Mixed Field Programmes</u></b></p> <p><a href="#">120100 General Education Programmes</a>  120101 General Primary and Secondary Education Programmes  120103 Literacy and Numeracy Programmes  120105 Learning Skills Programmes</p>

120199 General Education Programmes, not elsewhere classified

120300 Social Skills Programmes

120301 Social and Interpersonal Skills Programmes

120303 Survival Skills Programmes

120305 Parental Education Programmes

120399 Social Skills Programmes, not elsewhere classified

120500 Employment Skills Programmes

120501 Career Development Programmes

120503 Job Search Skills Programmes

120505 Work Practices Programmes

120599 Employment Skills Programmes, not elsewhere classified

129900 Other Mixed Field Programmes

129999 Mixed Field Programmes, not elsewhere classified

## Appendix F: Commencement & Departure Codes

### Commencement Codes

Code	Commencement Type
A	Secondary School / First employment in sector
B	TAFE Graduate – Victorian
C	TAFE Graduate – Other Australian States
D	University Graduate – Victorian
E	University Graduate – Other Australian States
F	Transfer from Public Sector – Victorian
G	Transfer from Public Sector – Other Australian States
H	Transfer from Private Sector – Victorian
I	Transfer from Private Sector – Other Australian States
J	Re-entry to sector
K	Overseas entry
L	Other
Z	Default / Not Known

### Departure Codes

Code	Separation Reason	Separation Type
A	Resignation - Other VPS employment (job mobility within VPS)	Voluntary (Employee Initiated)
B	Resignation - Other (non-VPS) Vic public sector employment	Voluntary (Employee Initiated)
C	Resignation - C'wealth Government employment	Voluntary (Employee Initiated)
D	Resignation – Private sector employment	Voluntary (Employee Initiated)
E	Resignation - Other employment	Voluntary (Employee Initiated)
F	Resignation - Personal reasons	Voluntary (Employee Initiated)
G	Resignation – VDP	Voluntary (Employee Initiated)
H	Resignation - Unknown reason	Voluntary (Employee Initiated)
I	Retirement - Ill health	Voluntary (Employee Initiated)
J	Retirement - Early age retirement	Voluntary (Employee Initiated)
K	Retirement - Age retirement (age 65 or over)	Voluntary (Employee Initiated)
L	Retirement - Unknown reason	Voluntary (Employee Initiated)
M	Involuntary separation - End of contract	Involuntary
N	Involuntary separation - Machinery of government change	Involuntary

O	Involuntary separation - Redeployment	Involuntary
P	Involuntary separation - Retrenchment/TDP	Involuntary
Q	Involuntary separation - Retrenchment/TSP	Involuntary
R	Involuntary separation - Dismissal	Involuntary
S	Involuntary separation - Death	Involuntary
T	Involuntary separation - Unknown reason	Involuntary
U	Secondment out	[To be excluded from calculation of separation rates]
V	Secondment end	[To be excluded from calculation of separation rates]
Z	Default / Not Known	

### Ongoing Employment

Code	Employment Type
X	Ongoing Employment



