

User guide: Completing the Student Data template

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This document provides instructions for education providers on how to complete the Student Data template.

Background

In early 2024, Ahpra made some improvements to the Student Data template to help ensure the accuracy of the data provided by education providers.

Changes to the template include:

- pop-up messages with helpful instructions,
- drop down lists of valid options e.g., full-time, or part-time, and
- data validation on format e.g., DD/MM/YYYY format.

General instructions

- When filling in the Student Data template include all current students enrolled in an approved programs of study, not just new student enrolments.
- Tell us by email if:
 - any students have completed or ceased their studies since your last data submission.
 - you are not running one of the approved programs of study listed for your institution.
 - if there is any data that you cannot supply (such as first given name), even if you have told us this before.
- Keep a record of the date and the email you sent the information from so we can follow up with you if we don't receive it.

Filling in the Student Data template

Step 1 – Prepare extracted data

After you have extracted the data from your database, you will need to prepare it before inserting into the Student Data template. Please make sure your data is complete, including:

- Commencement date: The field cannot be left blank; you must enter a date.
- Expected date of completion: A date must be provided with every data submission including if you are reporting that a student has completed or ceased their studies.

Format the data in your report as follows:

- Date of birth: The date of birth must be in a 'date' format e.g., DD/MM/YYYY
- Name of approved program of study: Enter the name of the approved program of study into the template exactly as provided on the approved program of study list.
- Actual Completion/Cessation Date: This actual completion/cessation date must be in 'date' format. e.g., DD/MM/YYYY

Step 2 – Copy and paste the extracted data

Copy and paste the formatted data into the Student Data template.

Note: When pasting data into the Student Data template, please 'Paste Values' to ensure it matches existing formatting.

If a field is green, it must be populated. If there is no data to populate into a green field, leave the field blank and email studentregistration@ahpra.gov.au.

Further Information or help

If you require further information or help, please email studentregistration@ahpra.gov.au.