

APS Employment Database Specification

The APS Employment Database (APSED) is a database maintained by the PSMPC containing employment details for all employees employed under the Public Service (PS) Act 1999. The APSED replaced the CRP as the source of Commonwealth public sector employment data from 1 July 1999 (refer PSMPC Circular 1998/5).

Agency Heads must supply information required for APSED to the Public Service Commissioner to enable her to report annually to the Parliament on the state of the APS (PS Act 1999 s44). This includes employment details and diversity information.

The APSED maintains employment and diversity details for all employees employed under the PS Act 1999. This includes a full employment history. The items required for the database are derived from definitions contained in the PS Act 1999 and supporting documentation. A full definition of all items with explanatory notes and valid values is attached.

Implementation of the new Public Service Act 1999 has required changes to the original data specifications contained in Circular 1998/5. The new specifications use definitions and terminology consistent with the new Act.

Agencies are required to supply the PSMPC with the required details for employees as at 30 June 1999. Agencies are also required to supply change data at regular intervals. For example details of an employee's promotion will be supplied to the PSMPC with the appropriate movement code, and this movement will be added to the employee's record to build up a full employment history.

The file format required for data transfer to the PSMPC is unchanged. Documentation defining the file format is available on the APSED webpage. Software has been developed by the PSMPC to provide data encryption and file transfer via the internet, and is also available on the webpage.

This document should now be regarded by agencies as the standard reference document for the APSED database. A copy will be placed on the APSED webpage, and further explanatory notes to clarify issues will be progressively added.

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Data item: Australian Government Service Number (AGS number)

Data item number: 2

Definition

The AGS number issued for the current period of employment. A unique 8 digit identifier issued by an agency on behalf of the PSMPC to the APS employee.

Note that it is possible for APS employees to have had different AGS numbers for different periods of employment. The most recent previous one should be provided in data item number 3, Previous AGS number.

Valid values

Eight digit number.

Contact the APS Employment Database project team for new AGS numbers on 02 6272 3968

Data item: Previous Australian Government Service Number (AGS number)

Data item number: 3

Definition

The AGS number allocated to the APS employee for the most recent previous period of employment in the APS. It is possible for an APS employee to have more than one AGSN but only one can be current at any given point in time.

Valid values

Eight digit number.

Data item: Given names

Data item number: 4

Definition

The given names of the employee

Valid values

Text field

Data item: Surname

Data item number: 5

Definition

The surname of the APS employee

Valid values

Text field

Data item: Title

Data item number: 6

Definition

The title of the APS employee (eg. Mr, Mrs, Prof.)

Valid values

Text field

Data item: Date of birth

Data item number: 7

Definition

The date of birth of the APS employee

Valid values

DDMMYYYY (eg 05121999 for 5 December 1999)

Data item: Sex

Data item number: 8

Definition

The sex of the APS employee

Valid values

| <u>APSED code</u> | <u>Description</u> |
|-------------------|--------------------|
| M | Male |
| F | Female |

Data item: Aboriginal and/or Torres Strait Islander origin

Data item number: 9

Definition

Identifies whether the APS employee is of Aboriginal or Torres Strait Islander origin

Valid values

| <u>APSED code</u> | <u>Description</u> |
|-------------------|------------------------------------|
| 1 | Non indigenous |
| 2 | Indigenous |
| 7 | Chose not to give this information |

Data item: Country of birth

Data item number: 10

Definition

The country of birth of the APS employee. Based on the official Australian Bureau of Statistics Standard Australian Classification of Countries codes.

Valid values

See attachment A or the APS Employment Database Webpage at <http://www.psmpc.gov.au/apsedonline.htm>

Data item: Year of arrival in Australia

Data item number: 11

Definition

The year the APS employee first arrived as a resident in Australia, from another country, with the intention of staying for more than one year.

Only applicable to APS employees who were born outside Australia.

Valid values

| <u>APSED code</u> | <u>Description</u> |
|-------------------|---|
| YYYY | (eg 1970 for someone who was born overseas and arrived in Australia, to live, for the first time in 1970) |
| 9997 | Choose not to give this information |
| 9999 | Not applicable (born in Australia) |

Data item: APS employee’s first language spoken

Data item number: 12

Definition

The first language spoken by the APS employee

Valid values

| <u>APSED code</u> | <u>Description</u> |
|-------------------|------------------------------------|
| 1 | English only |
| 2 | English and another language |
| 3 | Language other than English |
| 4 | Chose not to give this information |

Data item: APS employee’s main first non-English language

Data item number: 13

Definition

The main first non-English language spoken by the APS employee

Only applicable to APS employees whose first language was ‘English and another language’ or a ‘language other than English’.

Valid values

| <u>APSED code</u> | <u>Description</u> |
|-------------------|---|
| 01 | Aboriginal or Torres Strait Island language |
| 02 | Arabic |
| 03 | Chinese |
| 04 | Croatian |
| 05 | Dutch |
| 06 | German |
| 07 | Greek |
| 08 | Italian |
| 09 | Macedonian |
| 10 | Polish |
| 11 | Serbian |
| 12 | Slovenian |
| 13 | Spanish |
| 14 | Turkish |
| 15 | Vietnamese |
| 17 | Cantonese |
| 18 | Mandarin |
| 95 | Other language |
| 97 | Chose not to give this information |
| 99 | Not applicable |

Data item: Mother's first language

Data item number: 14

Definition

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

Valid values

| <u>APSED code</u> | <u>Description</u> |
|-------------------|------------------------------------|
| 1 | English |
| 2 | English and another language |
| 3 | Language other than English |
| 4 | Language unknown |
| 7 | Chose not to give this information |

Data item: Father’s first language

Data item number: 15

Definition

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

Valid values

| <u>APSED code</u> | <u>Description</u> |
|-------------------|------------------------------------|
| 1 | English |
| 2 | English and another language |
| 3 | Language other than English |
| 4 | Language unknown |
| 7 | Chose not to give this information |

Data item: Disability

Data item number: 16 – 22

Definition

There is scope to provide up to seven disabilities

Valid values

| <u>APSED code</u> | <u>Description</u> |
|-------------------|------------------------------------|
| 11 | Disability |
| 12 | No disability |
| 97 | Chose not to give this information |

Explanatory notes

As there is currently no agreed standard in the APS to categorise types of disability in the workplace, employees will simply be asked to indicate whether they are disabled, not disabled, or choose not to indicate. The PSMPC will continue to research the issue of categorising types of disability, and agencies will be kept informed.

Data item: Education qualifications – highest level of attainment

Data item number: 23

Definition

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

Valid values

| <u>APSED code</u> | <u>Description</u> |
|-------------------|--|
| 01 | Doctorate |
| 02 | Masters |
| 03 | Postgraduate diploma – includes Graduate Certificates. |
| 04 | Bachelor degree |
| 05 | Undergraduate diploma – certain other qualifications are classified to this level on the basis that their entry requirements, duration of study and theoretical orientation are regarded as being equivalent to those of undergraduate diplomas, for example, Certificate in Psychiatric Nursing. |
| 06 | Associate Diploma – Advanced Certificates, Technician Certificates and Certificates of Technology are included in this level as they have broadly the same theoretical orientation as associate diplomas. |
| 07 | Skilled vocational qualification – the entry requirements is usually the completion of Year 10 or its equivalent. In addition, some courses may require a student to be concurrently employed in that specific field. The duration of study is two to four years, and typically involves some on-the-job training. |
| 08 | 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. |
| 09 | Year 12 (Higher school certificate) |
| 11 | Year 11 |
| 12 | Year 10 (Leaving or school certificate) |
| 13 | Less than year 10 |
| 97 | Chose not to give this information |

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Unchanged

Data item: Education qualifications – main fields of study (2 fields will be allowed)

Data item number: 24 and 25

Definition

The APS employee's main fields of study for the highest completed education qualification.

Valid values

| <u>APSED code</u> | <u>Description</u> |
|-------------------|--|
| 01 | Administration (eg. management, marketing, communication, tourism) |
| 02 | Accountancy |
| 03 | Economics |
| 04 | Finance/banking |
| 05 | Human Resource Management/Industrial Relations |
| 06 | Education |
| 07 | Information Technology |
| 08 | Legal |
| 09 | 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 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 Hospitality (eg. butchers, hairdressers and labourers) |
| 17 | Other (eg. Year 10 or 12 and other fields not covered above) |
| 97 | Chose not to give this information |

Data item: Education qualifications - Year completed

Data item number: 26

Definition

The year the APS employee completed the highest attained education qualification.

Valid values

| <u><i>APSED code</i></u> | <u><i>Description</i></u> |
|--------------------------|---|
| YYYY | The year the APS employee completed the highest attained education qualification (eg 1999 for an APS employee who attained their highest education qualification during 1999) |
| 9997 | Choose not to give this information |
| 0000 | Year of completion unknown |

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Unchanged

Data item: Education qualification – Australian or overseas qualification

Data item number: 27

Definition

Where the APS employee obtained their highest education qualification

Valid values

| <u>APSED code</u> | <u>Description</u> |
|-------------------|------------------------------------|
| 1 | Australia |
| 2 | Overseas |
| 7 | Chose not to give this information |

Data Item: Date of Engagement

Data item number: 28

Definition

The date on which the APS employee (ongoing or non-ongoing) was engaged in the APS for the current period of employment.

Valid values

DDMMYYYY (eg 05121999 for 5 December 1999)

Data item: APS Employment status

Data item number: 29

Definition

The employment category (ongoing/non-ongoing) under which the employee was engaged for the current period of employment.

Valid values

| <u>APSED code</u> | <u>Description</u> |
|-------------------|--|
| 01 | Ongoing employee (PS Act 1999 – s22(2)) |
| 09 | Non-ongoing – engagement for a specified term (PS Act 1999 – s22(2)(b)) |
| 10 | Non-ongoing – engagement for the duration of a specified task (PS Act 1999 – s22(2)(b)) |
| 11 | Non-ongoing – engagement for duties that are irregular or intermittent (PS Act 1999 – s22(2)(c)) |

Mapping old APSED codes (refer to PSMPC Circular 1998/5) to new codes (above)

| <i>Old code</i> | <i>Description</i> | <i>New Code (description above)</i> |
|-----------------|---------------------------------|-------------------------------------|
| 01 | Permanent | 01 |
| 02 | Section 44 - Fixed term SES | 09 |
| 03 | Section 82AC – Continuing | 01 |
| 04 | Section 82AD – Short term | 09 |
| 05 | Section 82AE - Fixed term | 09 |
| 06 | Section 82AF – Overseas | Not required |
| 07 | Section 82AG – Special Programs | 10 |
| 08 | Other non-permanent | 11 |

Explanatory note

Data on overseas locally engaged employees (PS Act 1999 - s74) will continue to be collected separately by the PSMPC from the relevant agencies.

Data Item: Standard hours worked

Data item number: 30

Definition

The regular number of hours the APS employee is paid to work in a standard week. It does not include flex time, overtime or short term (less than 90 days) fluctuations.

Valid values

| <u><i>APSED code</i></u> | <u><i>Description</i></u> |
|--------------------------|---|
| 01 – 50 | Regular hours worked per week – minutes are expressed as fractions of hours using 2 decimal places (eg. 36.75 for ordinary hours of duty) |

Data item: Classification Group – minimum
 Classification Group – maximum.

Data item number: 31 and 32

Definition

The Classification Groups are groupings of the ‘*Approved Classifications*’ as defined in Public Service Classification Rules 1999. Mapping of all current ‘*Approved Classifications*’ to the Classification Groups can be found in Schedule 1 of the Public Service Classification Rules 1999 (Department of Employment, Workplace Relations and Small Business Advice number 1999/19).

Available from http://www.dewrsb.gov.au/group_wr/prod_ser/advice/99advice.htm

Where agencies have broadbanded classification groups under section 7.4 of the Public Service Classification Rules 1999 the Classification Group – minimum (Data item 31) will show the minimum Classification Group of the broadband and the Classification Group – maximum (Data item 32) will show the maximum attainable Classification Group in the broadband. Where there is no broadband the minimum and maximum groups will be the same.

Valid values

| <i>APSED code</i> | <i>Description</i> | <i>Example mapping of approved classifications – see DEWRSB Advice 1999/19 for details</i> |
|-------------------|--------------------|--|
| 60 | APS Trainee | GAA |
| 01 | APS Group 1 | APS Level 1 |
| 02 | APS Group 2 | APS Level 2 |
| 03 | APS Group 3 | APS Level 3 |
| 04 | APS Group 4 | APS Level 4 |
| 05 | APS Group 5 | APS Level 5 |
| 06 | APS Group 6 | APS Level 6 |
| 07 | APS Group 7 | Executive Level 1 |
| 08 | APS Group 8 | Executive Level 2 |
| 09 | APS Group 9 | Senior Executive Band 1 |
| 10 | APS Group 10 | Senior Executive Band 2 |
| 11 | APS Group 11 | Senior Executive Band 3 |
| 51 | Agency Head | |

Data Item: Contact telephone number

Data item number: 33

Definition

A contact number for the APS Employment Database project team to contact to clarify information provided about the APS employee.

Valid values

10 digit number (eg. 0212345678)

Data Item: Postcode of workplace location

Data item number: 34

Definition

The postcode of the APS employee's workplace location. For home based employees, the postcode of their base office, not their home address

Valid values

All valid postcodes
9999 - Overseas

Data Item: Gross remuneration

Data item number: 35

Definition

The full-time equivalent value of the total of the APS employee's annual gross remuneration package. This includes:

- the total of standard allowances (eg. Senior Officer Allowance);
- the value of salary sacrificing (eg. for a motor vehicle); and
- the value of purchased leave (eg. 48/52).

Valid values

6 digit number (eg. 50789)

Explanatory notes

Where an APS employee is assigned duties at a higher classification level for 90 days or more the gross remuneration should reflect the salary at the higher level.

Data item: Movement code

Data item number: 36

Definition

A movement is defined as a change in the status of an employee. When a change is reported to the APS Employment Database a movement code will accompany that change to define the change for loading to the database. The APSED stores a history of the following data items for an employee:

Agency
 Classification
 Employment Status
 Hours
 Remuneration
 Postcode
 Maternity leave
 Operative status

Engagement (from outside the APS)

| <u>APSED code</u> | <u>Description</u> |
|-------------------|--|
| 104 | Engagement of APS employee (PS Act 1999 – s22(2)) |
| 105 | Engagement under Machinery of Govt changes (PS Act 1999 – s72(1)(c) & (d)) |

Return to APS

| <u>APSED code</u> | <u>Description</u> |
|-------------------|---|
| 204 | Return to APS (including returns under the PECTA Act 1999, MOPS Act 1984, s87(r) & 87(q) of the old PS Act) |

Movement from another agency

| <u>APSED code</u> | <u>Description</u> |
|-------------------|---|
| 301 | Movement to a higher classification – ongoing (promotion) |
| 302 | Movement at the same classification – ongoing (formerly transfer) |
| 303 | Movement from another agency due to machinery of government changes (PS Act 1999 – s72(1)(a)) |
| 305 | Movement to a lower classification level - ongoing |
| 310 | Movement to a higher classification – temporary assignment (formerly HDA) |
| 311 | Movement at the same classification – temporary assignment (formerly temporary transfer) |
| 312 | Return from temporary assignment |

Assignment within agency

| <u>APSED code</u> | <u>Description</u> |
|-------------------|--|
| 401 | Assignment to a higher classification level – ongoing (promotion) |
| 404 | Allocation of an operation classification (formerly advancement from training level) |
| 405 | Assignment to a lower classification level |
| 406 | Re-classification of level |
| 410 | Assignment to a higher classification level – temporary assignment (formerly HDA) |
| 412 | Return from temporary assignment |

Data item: Movement code (continued)

Separations

Ongoing Employees

| <u>APSED code</u> | <u>Description</u> |
|-------------------|--|
| 501 | Resignation from APS, where an employee initiates termination by submitting a resignation. |
| 502 | Termination of excess employee (PS Act 1999 – s29(3)(a)) (redundancy)) |
| 505 | Retired at or after age 55 (PS Act 1999 – s30) |
| 506 | SES Retirement (PS Act 1999 – s37) |
| 507 | Invalidity – employment of the APS employee terminated on the grounds of physical or mental incapacity (PS Act 1999 – s29(3)(d)) |
| 508 | Death |
| 514 | Compulsory move to a non-APS agency (machinery of government change) - (PS Act 1999 – s72(1)(b)) |
| 516 | Termination on any other grounds prescribed in PS Act 1999 – s29(3)(excluding parts (a) & (d)) |

Non-ongoing Employees

| <u>APSED code</u> | <u>Description</u> |
|-------------------|---|
| 511 | Completion of a non-ongoing engagement (those employed under PS Act 1999 – s22(2)(b)&(c)) |
| 516 | Termination on any other grounds as prescribed in PS Act 1999 – s29(4) and PS Regulations 1999 Chapter 7. |

Other movements

| <u>APSED code</u> | <u>Description</u> |
|-------------------|---------------------------------------|
| 601 | Employee takes maternity leave |
| 602 | Employee returns from maternity leave |
| 611 | Employee becomes inoperative |
| 612 | Employee becomes operative |
| 620 | Postcode change |
| 631 | Change in remuneration |
| 641 | Decrease in hours worked |
| 642 | Increase in hours worked |
| 650 | Movement not specified |

Data item: Movement code (continued)

Mapping old APSED codes (refer to PSMPC Circular 1998/5) to new codes (above)

| <i>Old code</i> | <i>Description</i> | <i>New Code (description above)</i> |
|-----------------|---|-------------------------------------|
| 100 | Engagement – Transfer of Functions to APS | 105 |
| 101 | Engagement – At the training level | 104 |
| 102 | Engagement – At the base level | 104 |
| 103 | Engagement – At the SES level | 104 |
| 104 | Engagement – Other | 104 |
| 201 | Re-engagement – Return to APS from Members of Parliament Act or Parliamentary Departments (Return to APS) | 204 |
| 202 | Re-engagement – Return to APS under mobility provisions (Return to APS) | 204 |
| 203 | Re-engagement – Holder of Public Office return to APS or into coverage (Return to APS) | 204 |
| 204 | Re-engagement – Other | 204 |
| 301 | Promotion from another agency | 301 |
| 302 | Transfer from another agency | 302 |
| 303 | Transfer of functions | 303 |
| 401 | Promotion within an agency | 401 |
| 402 | Voluntary assignment at a lower level (SES) | 405 |
| 403 | Involuntary assignment at a lower level (SES) | 405 |
| 404 | Advancement ie. GAA to APS 3 at the end of training | 404 |
| 405 | Reduction in classification | 405 |
| 500 | Movement to another agency | Not required |
| 501 | Resignation from APS | 501 |
| 502 | Voluntary redundancy | 502 |
| 503 | Involuntary redundancy | 502 |
| 504 | Inability to perform duties | 516 |
| 505 | Retired at or after age 55 | 505 |
| 506 | Retirement under section 76r (SES only) | 506 |
| 507 | Invalidity | 507 |
| 508 | Death | 508 |
| 509 | Abandonment of employment | 516 |
| 510 | Dismissal because of misconduct | 516 |
| 511 | Completed fixed term engagement | 511 |
| 512 | Contract completed | 511 |
| 513 | Termination of Probation | 516 |
| 514 | Compulsory move to a non-APS agency | 514 |
| 515 | Separation with mobility | Not required |
| 516 | Separation – other | 516 |

Data Item: Date of effect of movement

Data item number: 37

Definition

The commencement date of the movement (as defined in the movement codes – data item 36) for the APS employee.

Valid values

| <u>APSED code</u> | <u>Description</u> |
|-------------------|---|
| DDMMYYYY | The commencement date of the movement (eg 05129999 for a movement which commenced on the 5 December 1999) |

Data Item: Maternity leave indicator

Data item number: 38

Definition

Identifies if the APS employee is on the 12 weeks compulsory maternity leave.

Valid values

| <u>APSED code</u> | <u>Description</u> |
|-------------------|----------------------------|
| 1 | On maternity leave |
| 2 | Not on maternity leave |
| 9 | Not applicable – all males |

Data Item: Operative status

Data item number: 39

Definition

This data item will define the operative status of the APS employee.

Inoperatives are defined as Employees absent from the workplace on 90 continuous days or more on either:

- leave without pay; or
- compensation leave.

Valid values

| <u>APSED code</u> | <u>Description</u> |
|-------------------|--------------------|
| 1 | Operative |
| 2 | Inoperative |

Data item: Where was the APS employee prior joining the APS

Data item number: 40

Definition

Identifies what the APS employee was doing prior to the current period of employment in the APS

Valid values

| <u>APSED code</u> | <u>Description</u> |
|-------------------|--|
| 01 | Employed in Private sector |
| 02 | Employed in Commonwealth public sector (non APS) |
| 03 | Employed in State or Local Government public sector |
| 04 | Employed in a tertiary education institution (eg lecturer) |
| 05 | Self employed |
| 06 | Employed in other sectors |
| 07 | Attending an educational institution |
| 08 | Unemployed |
| 09 | Other |
| 97 | Chose not to give this information |

Data Item: DESID code

Data item number: 41

Definition

For Agencies that have not yet adopted the '*Approved Classifications*' as defined in Public Service Classification Rules 1999.

Valid values

Valid DESIDs contact the APS Employment Database project team on 02 6272 5289 to get the current list of DESIDs

Data Item: Date of completion (for temporary assignments/movements)

Data item number: 42

Definition

The date of completing for temporary movements (as defined in the movement codes – data item 36) for the APS employee.

Valid values

| <u>APSED code</u> | <u>Description</u> |
|-------------------|---|
| DDMMYYYY | The completion date of the movement (eg 05129999 for a movement which was completed on the 5 December 1999) |

Data item: Agency

Data item number: 43

Definition

The employing Agency of the APS employee. Agency is defined in the PS Act 1999 – s7 as:

- (a) a Department; or
- (b) an Executive Agency; or
- (c) a Statutory Agency.

The PSMPC maintains Agency codes. For allocation of new Agency codes contact the APS Employment Database project team on 02 6272 5289

Valid values

See attachment B or the APS Employment Database Webpage at <http://www.psmpc.gov.au/apsedonline.htm>