
Tertiary Collection of Student Information (TCSI) Project

VET Student Loans file template user guide

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1. What's this guide about?

The Transforming the Collection of Student Information (TCSI) project is delivering a business to Government interface that enables automated reporting from education providers' student management systems.

The project will also deliver an internet portal for providers who are unable to connect to the interface. This portal is called TCSI Data Entry.

Uploading files to TCSI Data Entry allows you to create and update many records at once. This guide describes how to add, edit and delete records using file upload.

Check out the [Reporting](#) page for information on the scope of each collection and guidance on reporting for any of the elements.

2. Structuring your files

The department supplied templates will meet the requirements for file upload. You can work in these templates or generate your own files, so long as they follow these rules:

- File name can only have alphanumeric, underscore, hyphen and period characters
- Only 1 sheet (tab) is allowed per file
- The text in the column titles must match the column titles in the template
- All columns in the template must be included in your file (you can change the order)
- Additional columns cannot be added to your file
- Rows can be in any order
- File must be less than five megabytes (5MB).

3. File Parts

Files are made up of the following parts:

- Information type
- Identifying elements
- Reportable elements

In our templates, the columns for each part are grouped together and colour is used to identify the different parts of a file, for example, identifying elements are shaded yellow. The examples below use the same formatting as in the templates so you can find them easily.

4. Information type

A record may contain several types of information. Each type of information attached to a record must be reported on a separate line in the file and identified with that record's [Identifying Elements](#).

Each row in the file **must** include the identifying elements of the record and the correct information type for that row.

The information types for each file are listed at [Appendix A](#).

Information Type	E313 Student Identification Code	E314 Date of birth	E402 Student family name	...	E615 Disability Code	...	E358 Citizen resident code	E609 Citizenship effective from date
Student	E013843	1986-09-12	Smith					
Citizenship	E013843						1	2018-02-23
Citizenship	E013843						8	2014-03-14
<i>Information type</i>	<i>Identifying element</i>	<i>Reportable elements</i>						

Figure 1: Examples of Information Type

5. Identifying elements

A record is created in TCSI when you first report a unique combination of values in the identifying elements columns.

If you have previously reported the same combination of identifying elements in TCSI, the record in your file upload will update the record in our system.

You cannot leave any identifying element columns blank in your file.

E313 Student Identification Code	E307 Course Code	E534 Course of Study Commencement Date
<i>This links the course Admission to the student</i>	<i>This links the Course Admission to the Course</i>	<i>This is the date the student commenced the course/course of study</i>

Figure 2: Example of identifying elements for a Course Admission

Note that you **cannot** update identifying elements as part of a file submission.

If you accidentally created a record with incorrect identifiers, you can update identifiers, one record at a time, through the "Records" section of TCSI Data Entry. Alternatively, records with incorrect identifiers can be deleted and re-reported.

The identifying elements for each file are listed at [Appendix A](#).

6. Reportable elements: Single active values

Single Active Value data elements can only have one value stored in the database.

To report these values, fill in the cell with the relevant information. You can leave them blank if they are not required as part of the submission.

To update or correct a single active value, simply submit another file with the correct value in the relevant cell.

To delete a value you have previously submitted, submit another file and leave the cell that you want deleted blank.

For example, the figure below shows a selection of Single Active Value elements from the Student Packet, alongside the Identifying Element E313.

E313 Student Identification Code	E314 Date of Birth	E402 Student Family Name	E403 Student given first name	E404 Student given name others	E410 Residential Address Street
E123456	1986-09-12	Smith	Tamar	Rachel	21 Soway Way
<i>Identifying Element</i>	<i>Single Active Values</i>				

Figure 3: Examples of Single Active Value Elements

The single active value elements for each file are listed at [Appendix A](#).

7. Extensions

Extensions allow you to manage elements with multiple true values or important history, for example, when a student's citizenship status changes during their study.

Extensions are identified in the file template using different colours to the identifying elements and single true value elements.

The extensions and extension types for each file are listed at [Appendix A](#).

7.1 Full History extension

The full history extension allows you to report changes in an element over time. The date of a change is important for funding and entitlement calculations and informs how publications are prepared.

To report the full history of an element against a set of identifying elements, you:

1. Insert a new row in the file
2. Copy only the identifying elements onto the new row
3. Select the information type
4. Enter the data required for the extension

You can only report one element per record in the single active values section. Make sure one row is filled out and all other rows for the record are blank.

In the example below, a student's citizenship status have changed during their study so the citizenship extension on the student file has been used twice.

Student E013843 was first reported as a permanent humanitarian visa holder in 2014 and was reported as being an Australian Citizen from 2018. The student will need to be reported with these two extensions **every time** the identifying element (E313) is used in a student file.

Information type	E313 Student Identification Code	E314 Date of birth	E402 Student family name	...	E615 Disability Code	...	E358 Citizen resident code	E609 Citizenship effective from date
Student	E013843	1986-09-12	Smith					
Citizenship	E013843						1	2018-02-23
Citizenship	E013843						8	2014-03-14
<i>Information Type</i>	<i>Identifying Element</i>	<i>Single Active Values</i>			<i>Extensions attached to the Identifying Element</i>			

Figure 4: Adding a full history extension

7.2 Full History – multiples

This extension is just like the full history extension only there can be multiple active values at the same time.

They are reported in the same way as full history extensions, but with the addition of an 'effective from date' (element E610) which is required to apply an end-date value.

7.3 Multiple Current Values

Some elements will be reported with more than one current value per record.

For example, a student might be admitted to a course for two different reasons.

To report multiple current values against a set of identifying elements, you:

1. Insert a new row in the file;
2. Copy only the identifying elements onto the new row; and then
3. Select the information type
4. Enter the data required for the extension.

Information Type	E313 Student Identification Code	E307 Course Code	E534 Course of study commencement date	E330 Type of attendance code	...	E327 Basis for admission code	E560 Credit used value	E561 Credit basis code
Course admission	E013843	BIZ102	2020-09-18	1				
Basis for admission	E013843	BIZ102	2020-09-18			31		
Basis for admission	E013843	BIZ102	2020-09-18			34		
Course prior credits	E013843	BIZ102	2020-09-18				0.25	0200
Course prior credits	E013843	BIZ102	2020-09-18				0.25	0200
Course prior credits	E013843	BIZ102	2020-09-18				0.125	0400
<i>Information type</i>	<i>Identifying elements Repeat every row</i>			<i>Single Active Values – one value per record</i>		<i>Extensions attached to the identifying elements</i>		

Figure 5: Adding multiple current values extensions to a VET Course Admission file

7.4 Important note on accidental deletions

When reporting extensions for records which already exist in the system, you must include all previously reported extensions.

Leaving out an extension will cause that information to be deleted from the TCSI database.

This does not apply for campus course fees and full time staff extensions.

8. Deleting whole records

A delete file is use to delete whole records.

The delete file must contain the name of the record type you are deleting and all of the identifying elements of the record you are deleting.

To use the department's delete file template:

1. Select a record type by using the drop down list in the first column
2. Enter identifying elements into the white cells (all the unrelated columns will be grey)
3. Upload your file to TCSI Data Entry.

The example file below has been prepared to delete different types of record using a single delete file.

Information group to be deleted	E307 Course Code	E313 Student Identification Code	E534 Course of Study Commencement Date	E354 Unit of Study Code
Course	APB264	RC865		
Course admission	BSCI89	E013658	2018-02-23	
<i>Group to be deleted (select ↓)</i>				
<i>This is where you pick/list the record type</i>	<i>These are the Identifying elements needed to identify the record being deleted</i>			

Figure 6. Deletion File Template

Place all linked records in a delete file to delete them together. For example, you can delete a student and all their linked course admissions and unit enrolments by placing all records in a single delete file.

The order of rows in your file does not matter. The system will process the file in an order that prevents records being orphaned.

9. Response File

TCSI Data Entry returns a response file for every file that is processed. The response file gives you details on which records were successful, and provides detail on any errors (fatal and warnings).

9.1 What's in a response file?

Column in response file	What is it for?
New/Existing Record	<p>Tells you if the set of identifying elements in your file is new to the government database or if they already exist.</p> <p>This column will also show "incomplete" for any rows where you left an identifying element blank.</p>
Attempted action	<p>Indicates whether a row is attempting to create a new record, update an existing record, or was identical to a record in the government database (no update).</p> <p>The response from a delete file will have the 'delete' attempted action.</p>
Outcome	<p>A status for each row, whether it was successful, failed, or led to no action.</p>
Error code	<p>A unique code for each error which you can use to lookup error resolution wording and guides on the TCSI support website.</p>
Severity	<p>Categorises errors into fatal (stopped the attempted action) and warning (might be a data quality issue for investigation)</p>
Error Description	<p>Provides a detailed description of why the system generated an error for the row.</p>
Copy of your original record	<p>This is a copy of all the columns in the originally submitted file. The rows are filled with the values you reported so you can check the data that you submitted.</p>

The row you reported will be copied for each error that is generated, so there is one error per line. This allows you to sort and filter errors in Excel.

10. Appendix A: File parts and elements for VET Student Loans providers

10.1 Curriculum

File	Identifying Elements	Information Type	Input type	Elements
1.1 Course	E307	Course	Single Active Value	E308, E596, E609, E610
1.2 Delivery location	E625	Delivery location	Single Active Value	E627, E678, E630, E660, E477, E609 and E610

10.2 Student

File	Identifying Elements	Information Type	Input type	Elements
2.1 Student	E313	Student	Single Active Value	E314, E402, E403, E404, E410, E469, E470, E658, E320, E416, E488, E584, E315, E316, E346, E347, E348, E572, E612, E661 and E319
		Disability	Full history – multiples	E615, E609 and E610
		Citizenship	Full history	E358 and E609
2.2 Revise first reported address	E313	Address revision	Single Active Value	E787, E789, E791, E659 and E790

10.3 Course admission

File	Identifying Elements	Information type	Input type	Elements
3.1 Course admission	E313, E307 and E534	Course admission	Single Active Value	E330, E620, E575, E576, E599 and E592
		Basis for admission	Multiple current values	E327
		Course Prior Credit	Multiple current values	E560 and E561

10.4 Unit enrolment and loans

File	Identifying Elements	Information Type	Input type	Elements
4.1 Unit enrolment	E313, E307, E534, E354 and E489	Unit enrolment	Single Active Value	E625, E464, E622, E600, E355, E601, E619, E329, E490, E446, E339, E384, E381, E529 and , E558 and <u>E577</u>

10.5 Deletion

File	Identifying Elements	Information type	Input type	Elements
5.1 Deletion	All identifying elements	N/A	N/A	N/A