Australian Government
Department of Education,
Skills and Employment

TERTIARY COLLECTION OF STUDENT INFORMATION (TCSI)

Thursday 31 March 2022

Agenda

1. How information in TCSI is used

2. The reporting requirements

3. Accessing TCSI

4. Using TCSI to report

5. Checking your data

6. Financials

7. Next steps

Search for a report, element or validation code

TCSI Support gives you quick access to all the information you need to report students, staff, and applications.

Higher education student
→

Higher education staff
→

TCSI Analytics
→

University apps and offers
→

VET Student Loans
→
?

Provider Information Request
TEQSA collection
→

Different types of HE data in TCSI

Different types of HE data in TCSI

Student

Staff

Offers

Higher Education Support Act (HESA) student data

PIR staff data

TEQSA Provider Information Request (PIR) student data

Apps and offers

Higher education staff data
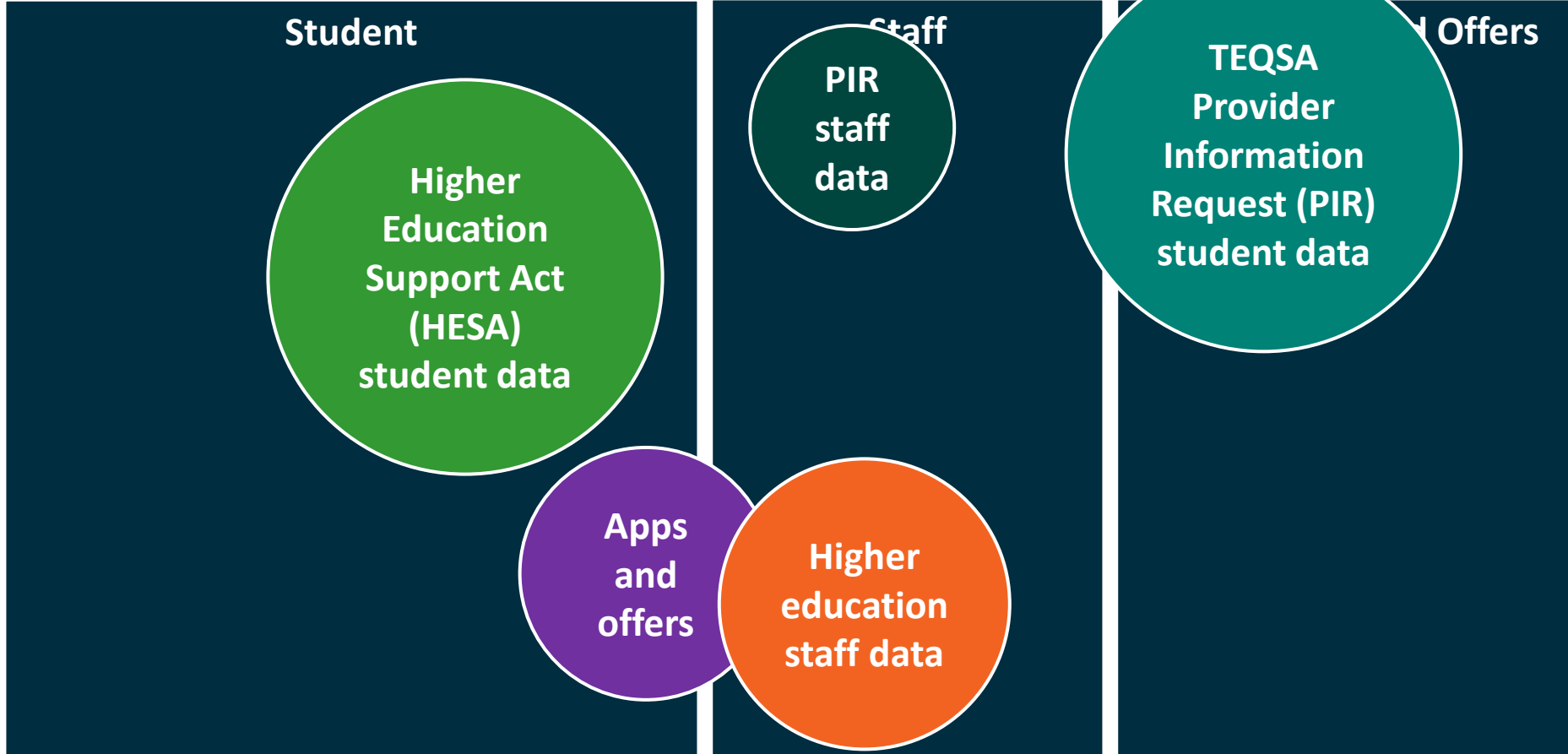
1. How information in TCSI is used

How information in TCSI is used

Statistical data

- To help inform TEQSA's risk-based approach to regulating the higher education sector

- To minimise the reporting burden on providers associated with regulatory processes, such as a renewal of registration
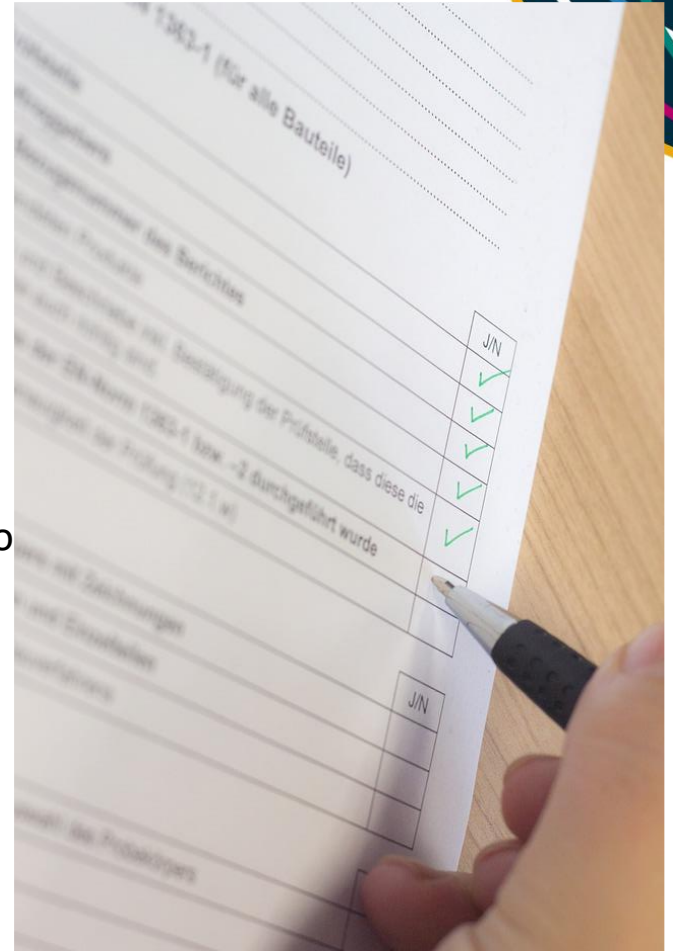
2. The reporting requirements

Reporting requirements

- **Scope**
  whether a record needs to be included in your reporting

- **Structure and reporting requirement**

  - **Element/Name -** name of data elements with links

  - **Reporting requirement -** whether an element needs to be included in your reporting

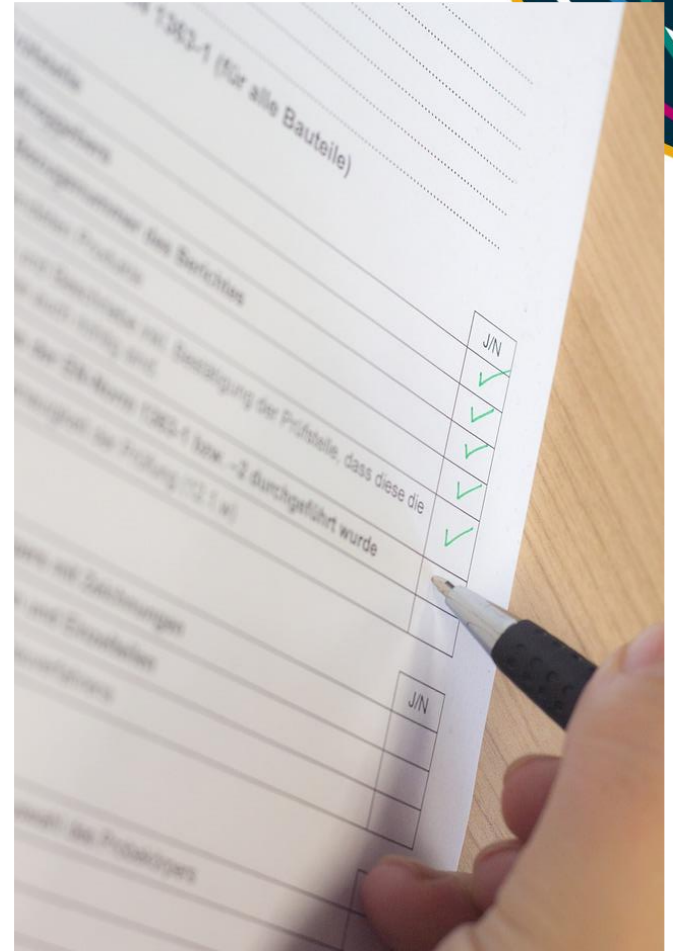https://www.tcsisupport.gov.au/reporting/pir/requirements

Reporting requirements

Element specifications
details of how to report each element

- Links available from packet pages

- Search for the element number in the search bar

3. Accessing TCSI

Accessing TCSI - PRODA

- **PRO**vider **D**igital **A**ccess (**PRODA**) is the only authentication solution for accessing TCSI

- It gives access to:
    - Submit data via **TCSI Data Entry**
    - View data reports in **TCSI Analytics**
    - Device keys for system-to-system **API reporting**

- https://www.tcsisupport.gov.au/support/proda

- There are other government service with logins separate to TCSI (e.g. HITS for financials)

Accessing TCSI - PRODA

- The PRODA 'director' role and attributes do not expire

- Access for 'personnel' can only be delegated for up to 12 months

- Delegations can be extended for:

  - Membership of the organisation

  - Each 'attribute' the member required (i.e. TCSI services)

- Directors can delegate the ability to delegate

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PRODA | *Provider Digital Access*

< Back

Manage Phil Test for TS HEP Private 3

Member details

PRODA RA (Individual)

Role

Member Status

Start Date (DD/MM/YYYY)

End Date (DD/MM/YYYY)

4. Using TCSI to report

Using TCSI to report

Submission methods

- Manual submission via TCSI Data Entry

- system-to-system (B2G APIs)

Validations

- Validations check the consistency of data reported in TCSI

- https://www.tcsisupport.gov.au/validations-download

Using TCSI to report

System to system solutions

- TCSI includes business to government application programming interfaces (B2G APIs)

- Speak to the vendor of your student management software to see if they have a reporting solution

- Building a new API solution is a significant undertaking and should be discussed directly with TCSIsupport@dese.gov.au

Using TCSI to report

- TCSI Data Entry is a web based solution for:

  - Reporting individual records (one at a time)

  - Uploading bulk files (.xlsx or .csv)

- Join us next week on Thursday 7 April for a TCSI Data Entry demonstration and training session
  https://www.tcsisupport.gov.au/support/training

Using TCSI to report

Testing TCSI Data Entry file uploads

- Don't use personal data

- Testing for file upload is arranged through TCSI Support by:

    1. Preparing a file/files for upload and emailing to TCSIsupport@dese.gov.au

    2. We will upload the files on your behalf and return the response file for your analysis

5. Checking your data

Checking your data

Viewing data reported in TCSI (TCSI Data Entry)

- Check the data in TCSI to make sure it is complete and accurate

Verify your data – due 30 June 2022

- A snapshot of your data will be converted into reports

- Providers need to check the reports to ensure the data is accurate, as **it cannot be changed after it is signed off**
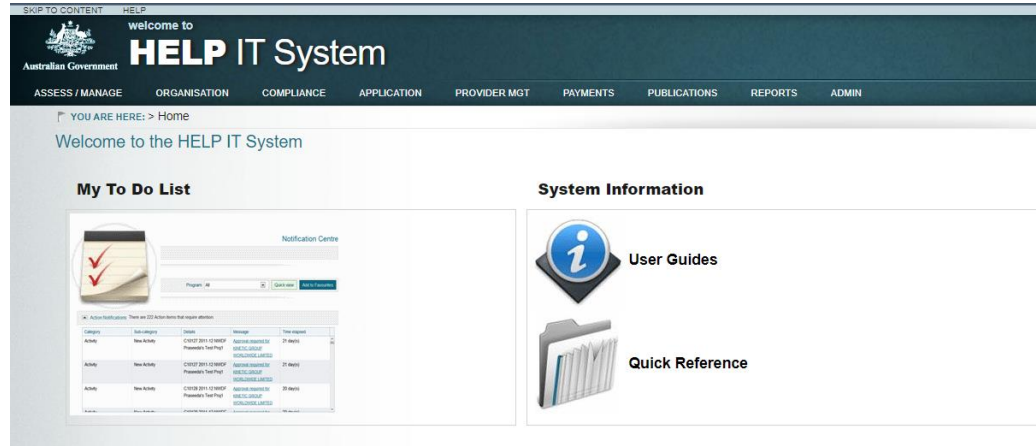
6. Reporting financials

Using HELP IT System (HITS)

Report your organisations financial data

- HITS user guide

- FEE-HELP@dese.gov.au

7. Next steps

Next steps

1. Organise PRODA (Directors, organisation, staff)

2. Read and understand the reporting requirements

3. Register for the TCSI Data Entry demo
    Register here for Thursday 7 April

4. Plan for resourcing
    (Start early so you can complete reporting
    before **30 June 2022**)

Contacts at:

TCSI Reporting questions	TCSIsupport@dese.gov.au
Administrative questions	collections@teqsa.gov.au
PIR Financial questions & HELP IT system (HITS)	FEE-HELP@dese.gov.au