



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

[Home](#)[About](#)[Reporting](#)[Help & support](#)[News](#)

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

**HESA approved
non-university**

**Higher
Education
Support Act
(HESA)
student data**

**PIR
staff
data**

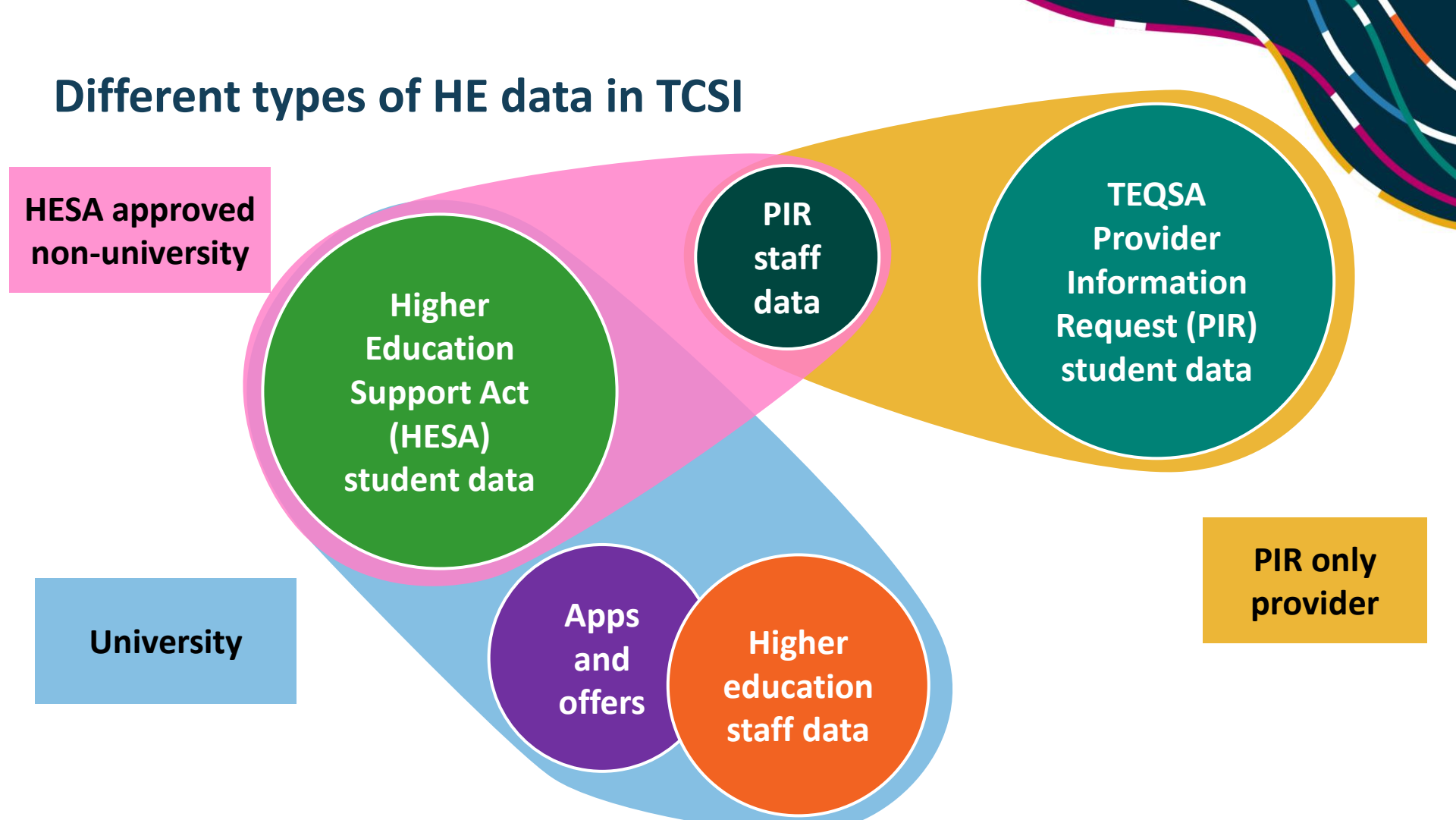
**TEQSA
Provider
Information
Request (PIR)
student data**

University

**Apps
and
offers**

**Higher
education
staff data**

**PIR only
provider**



Different types of HE data in TCSI

Student

**Higher
Education
Support Act
(HESA)
student data**

**Apps
and
offers**

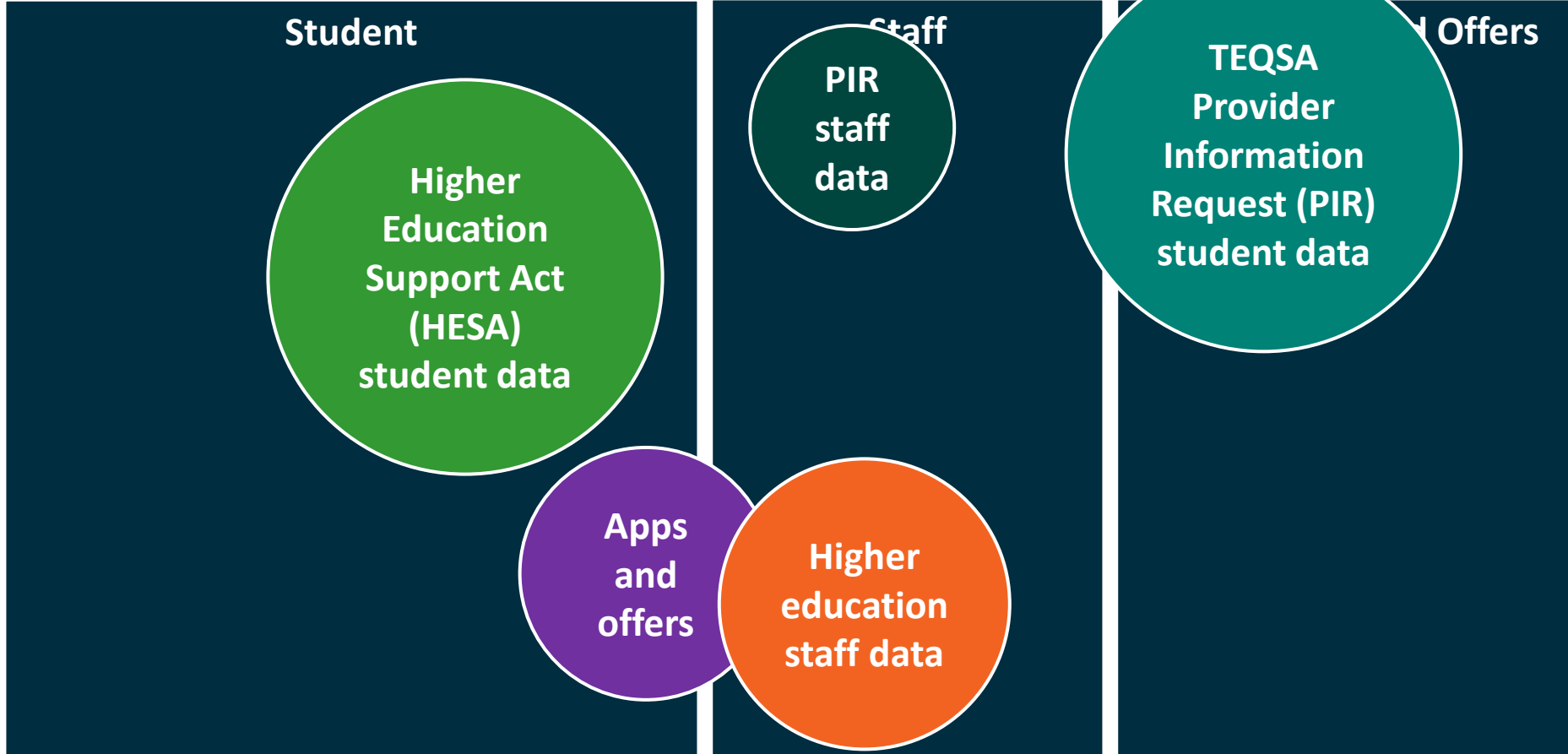
Staff

**PIR
staff
data**

**Higher
education
staff data**

Offers

**TEQSA
Provider
Information
Request (PIR)
student 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



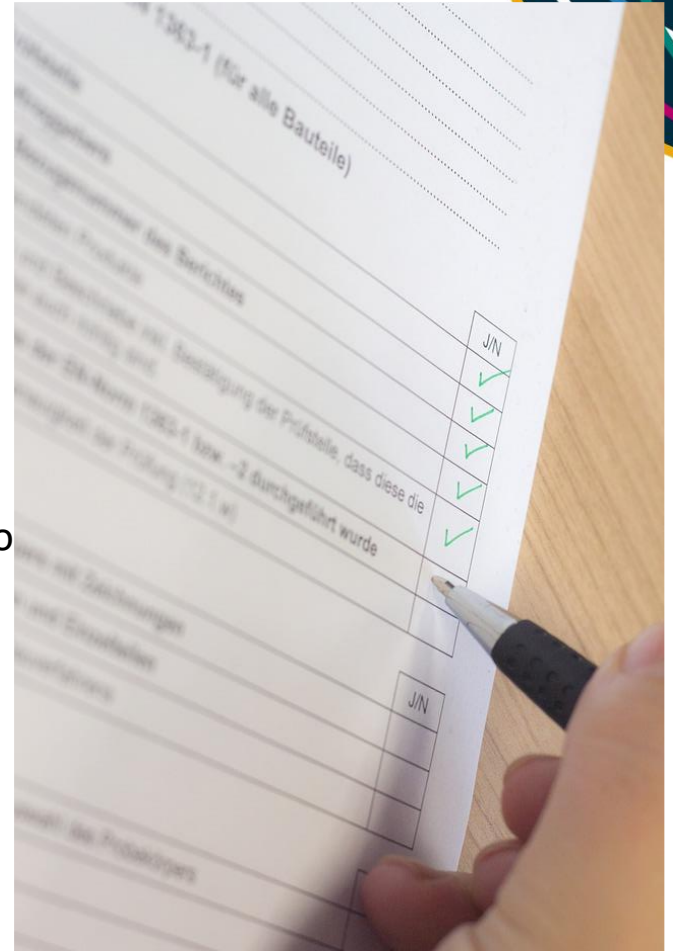


2. The reporting requirements

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>

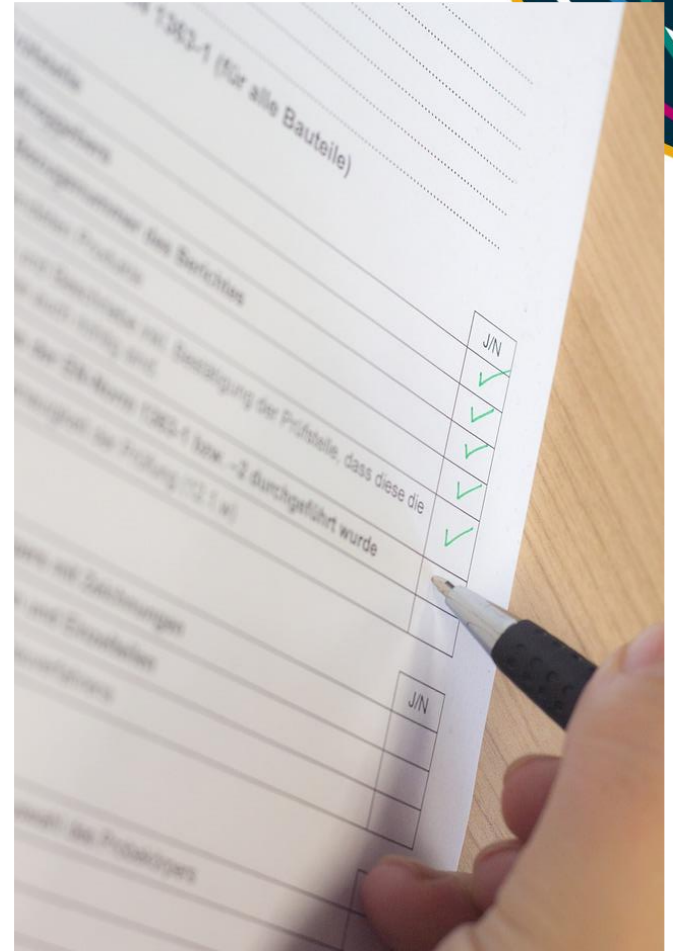


Reporting requirements

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)



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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)

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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Manage Phil Test for TS HEP Private 3

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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>

The screenshot shows the TCSI Data Entry web application. At the top, there is a header with the Australian Government logo and the text "TCSI Data Entry Your interface for uploading data to TCSI". Below the header is a navigation bar with links: Home, Upload, History, Records, and Notifications. The main content area has a large "Welcome, Phil Test" message. Below this are two main action buttons: "Upload" (with an upload icon) and "Records" (with a pencil icon). To the right of these buttons are two smaller icons: a circular arrow and a bell. Below the action buttons is a section titled "Recent Uploads (5 records)". This section includes a "Refresh" button and a table with columns: Status, File Type, File name, and a partially visible "D" column. The table shows one record: "Processed (1 errors)" with "UNIT ENROLMENT" as the file type and "4.1_VET-Unit-Enrolments-v2.1-7143.2.xlsx" as the file name.

TCSI Data Entry
Your interface for uploading data to TCSI

Home Upload History Records Notifications

Welcome, Phil Test

Upload
Submit course and student information

Records
View and edit records

Recent Uploads (5 records)

Refresh

Status	File Type	File name	D
Processed (1 errors)	UNIT ENROLMENT	4.1_VET-Unit-Enrolments-v2.1-7143.2.xlsx	2 1

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**

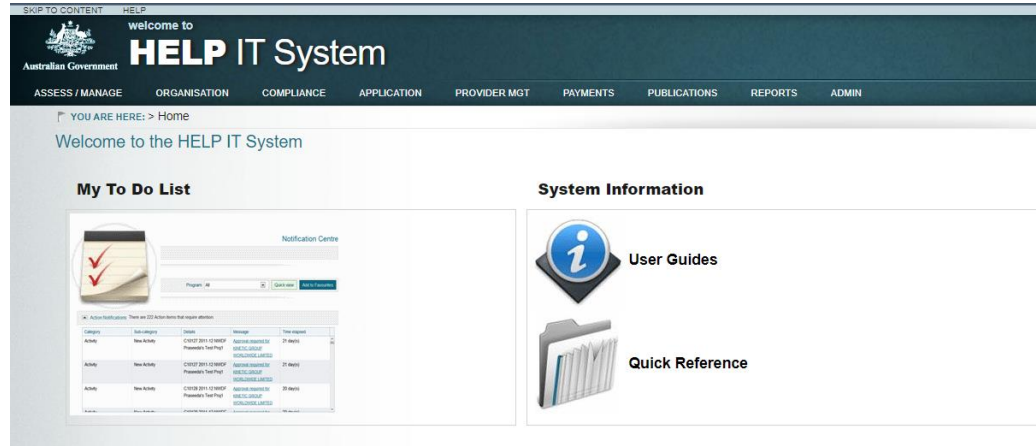




6. Reporting financials

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

