

Provider Data Verification User Guide

A guide to Data Verification using TCSI Analytics

Contents

Overview	1
Purpose	2
Timing	2
Access to TCSI Analytics	3
Accessing the verification reports	3
Verification process	11
Verification reports	20
Status and actions	22
Report slicers	24
Data Drill-through	24
Exporting reports	25
Percentage change in data	27

Overview

TCSI Analytics Portal allows Higher education providers to view their data reported to TCSI and provides a self-service interface to enable providers to verify the accuracy of this data. The Provider Data Verification (PDV) interface is based on the previous HEIMS Online process.

TCSI Analytics Portal enables providers to directly access:

- Unit Records real-time data presented in line-by-line format
- Notifications list of notifications created from data sent to TCSI. (To be included in a future release)
- Live data Reports use real-time data and are generally presented in a summarised format.
- Verification Reports generated from unverified data sent to TCSI database.
- Verified Reports generated from verified data after a collection has been finalised.

The PDV process allows providers to meet their data verification obligations legislated under the <u>Higher Education Support ACT 2003 (HESA)</u>. Verification is the final stage for providers to certify that the data reported to TCSI throughout the year is complete and accurate.

While a comprehensive set of Real Time and Scheduled Validations are undertaken to support the reporting of quality data, these validations cannot identify every possible data integrity issue. Verification confirms that student debts accurately reflect the amount of assistance received, ensures provider payments are correctly reconciled and the data included in the department's publications are accurate.

Data received in TCSI's transactional database is displayed in a set of verification reports grouped into Collections e.g., Student. When verification has been activated by the department and the reports become available the reports will continue to be refreshed nightly with latest data received until the provider indicates they are ready to start the verification process in TCSI Analytics. The dataset taken before starting verification is known as the unverified data snapshot.

Once all reports within a Collection have been checked and confirmed accurate, the Collection is verified, and the reports can then be signed off by the provider. Signing off will create the providers verified dataset.

Purpose

The purpose of this document is to assist higher education providers to formally verify their data using the verification interface and reports provided in the TCSI Analytics Portal. The verification process formally confirms the accuracy of data sent to TCSI's transactional database through APIs or via TCSI Data Entry Portal.

The verification reports in TCSI Analytics displays static data, i.e., data which has been fixed at a particular point in time for funding, statistics, and publications purposes.

The list of reports that must be verified and details on how to interpret each of the reports can be found on the TCSI Support website from the TCSI Analytics webpage <u>Verification Reports</u>.

Timing

Provides are required to confirm the accuracy of their data within the required timeframes each year. With the introduction of TCSI the verification timeframes have changed. The verification of student data has moved from twice a year occurrence in September and April to an annual process.

For information about the reporting requirements, timeframes and how to make corrections can be accessed from the overview pages for each data collection:

- Higher Education Student Data Collection
- Higher Education Staff Data Collection
- <u>University Applications and Offers Data Collection</u> not included in this formal verification process

Access to TCSI Analytics

To access TCSI Analytics click on the TCSI Access button in the banner of the <u>TCSI Support website</u>, (Figure 1).

It is recommended to use one of the following web browsers when accessing TCSI services - Google Chrome, Microsoft Edge Chromium or Firefox.

Figure 1 – TCSI Support Website home page



Providers will need to ensure that their staff and organisation are set up in PRODA to access TCSI Analytics.

A staff member can access the 'Verification' screen in TCSI Analytics if the user is a member of an organisation registered with PRODA with access to the TCSI service and has at least one of the TCSI attributes for verification.

- TCSI Analytics Verify (Provides the ability to verify a dataset)
- TCSI Analytics Signoff (Provides the ability to sign-off a verified dataset)

When a staff member accesses the verification screen, only the information that relates to the organisation that they are a member of is visible.

A step-by-step guide for setting up staff access is available at the <u>Access (PRODA)</u> page on the TCSI Support website.

Accessing the verification reports

1. Click on the Go to TCSI Analytics button, (Figure 2).

Figure 2 – TCSI Analytics home page



2. Click on the Sign in button on the Provider tile to access TCSI services as a provider, (Figure 3).

Figure 3 – TCSI Analytics home page – sign into access TCSI Services

Australian Government	TCSI Access Your access point for TCSI services	
Velcome		
a and a state of the		
would like to au	uthenticate as a	
Provider	Departmental user	Government user
Provider Access to TCSI services	Departmental user	Government user

3. Login using your PRODA account username and password, (Figure 4).

Figure 4 – Enter PRODA credentials

	Australian Government Services Australia	PRODA Provider Digital Access	
	Login		
	If you have already created	l your PRODA account,	login below.
ſ	Username		
	Forgot your username?		
	Password		
	Forgot your password?	Show	
	Login		

4. Enter the verification code sent to the email address linked to your PRODA account, (Figure 5).

Figure 5 – Verification code for PRODA access

Australian Government Services Australia	PRODA Provider Digital Access
<u><back< u=""></back<></u>	
2-step ver	ification
Enter the verification cod	e from your email below.
Enter Code	Show
Didn't receive your code?	
Next	

5. Select the organisation that your PRODA account is linked to.

6. The terms and conditions that apply to TCSI must be reviewed and confirmed by ticking the check box to provide your confirmation and agreement, once checked click on **Continue** (Figure 6).

Figure 6 - Terms and Conditions to access TCSI Analytics Portal

Australian Government TCSI Access Your access point for TCSI services
Terms and Conditions
GENERAL
1.Agreement
1.1 By using this website, you accept and agree to be bound by these terms and conditions (Terms and Conditions). In these Terms and Conditions:
(a) "you" or "your" is a reference to the user agreeing to these Terms and Conditions, any organisation which the user represents and all parties acting on the user's behalf;
(b) " we ", " our " or " us " is a reference to the Commonwealth of Australia as represented by the Department of Education, Skills and Employment or its successors; and
(c) "a portal" is a reference to any one or more portals or systems made available to you through this website.
I have read and agree the Terms and Conditions
Continue <u>Cancel</u>

7. When logged in successfully the TCSI Analytics welcome screen will appear and your organisations reports - Unit records, Notifications and Live reports will be listed under the Reports tab including Verification and Verified reports for a collection that has been activated, (Figure 7).

Figure 7 – Menu options for TCSI Analytics welcome screen

Antralian Concession	TCSI Analytics Your tool for accessing and verifying data	TCU Support SCU Assess
Welcome	My account Suprimat	
Reports Verification		
Date type Rep	Aspon	- Cear

8. From the welcome screen you can select from the options provided in the drop-down menus, as listed in Table 1.

Table 1 – Welcome screen options

Verification	Commences
Data type	Select the data type that applies to the information that your organisation sends to TCSI i.e., HEP for Higher Education or VET for VET Student Loans.
Report type	 The report types available for selection: Live Data Reports – these reports use real-time data and are generally presented in a summarised format. Unit Records – are real-time data presented in line-by-line format. Notification Reports – these reports list notifications received by the provider from data sent to TCSI. Verification Reports – are generated from unverified data sent to TCSI database. Verified Reports – are generated from verified data after a collection has been finalised by the department.
Report	To be used to select one individual report displayed in the list.
Clear	Use this button to clear the filters and re-display the full set of reports.

9. When a Collection has been activated to view the Verification Reports click on the Verification tab and select the relevant Collection as shown in (Figure 8).

Figure 8 – Verification report options available from TCSI Analytics

Australian Gov	ernment TCSI Analytics Your tool for accessing and verifying data
	My account Sign.out
Activities	
Reports Verifica	ition
Collection	~
HEP Commonwea HEP OS-HELP	aith Scholarships

10. The dropdown list will display the available Collections when the department has opened a Collection, all relevant reports for the Collection will be displayed, (Figure 9).

ports	Verification				
Collectio	on				
HEP S	Students	~			
Collectic Year Status Due date Data refi Data refi	on e íresh started íresh ended	HEP Students 2021 ACTIVATED 08/08/2022 17/07/2022 11:41 PM 17/07/2022 04:31 PM			
Start verification Refresh data Sign off Confirmed as accurate					
C	onfirmed as accura	ste			
Co	onfirmed as accura	ste		Status	<u>Status date</u>
Report Enrolme	onfirmed as accura	ste ort		Status NOT VERIFIED	Status date 08/07/2022
Ca Report Enrolme EFTSL Ve	onfirmed as accura ent Verification Rep erification Report	ate ort		Status NOT VERIFIED NOT VERIFIED	Status date 08/07/2022 08/07/2022
Report Enrolme EFTSL Ve CGS Clus	onfirmed as accura int Verification Rep erification Report sters by Course Let	ort vel Verification Report		Status NOT VERIFIED NOT VERIFIED NOT VERIFIED	Status date 08/07/2022 08/07/2022 08/07/2022 08/07/2022
Report Enrolme EFTSL Ve CGS Clus HECS-HI	onfirmed as accura ont Verification Regord erification Regord sters by Course Let ELP Verification Re	ort vel Verification Report Rort		Status NOT VERIFIED NOT VERIFIED NOT VERIFIED NOT VERIFIED	Status date 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022
CGS Clus HECS-HEL	onfirmed as accura int Verification Rep erification Report sters by Course Let ELP Verification Rep	ste ort vel Verification Report Rort vrt		Status NOT VERIFIED NOT VERIFIED NOT VERIFIED NOT VERIFIED NOT VERIFIED	Status date 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022
Report Enrolme EFTSL Ve CGS Clus HECS-HI FEE-HEL HDR EFT	onfirmed as accura ent Verification Report sters by Course Let ELP Verification Report SLP Verification Report	ste ort vel Verification Report port ort ort		Status NOT VERIFIED NOT VERIFIED NOT VERIFIED NOT VERIFIED NOT VERIFIED NOT VERIFIED	Status date 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022
Report Enrolme EFTSL Ve CGS Clus HECS-HI HDR EFT Course C	onfirmed as accura int Verification Reg erification Report sters by Course Le ELP Verification Ree P Verification Reg ISL Verification Reg Completions (All SI	tte ort vel Verification Report Rort ort ort out out		Status NOT VERIFIED NOT VERIFIED NOT VERIFIED NOT VERIFIED NOT VERIFIED NOT VERIFIED NOT VERIFIED	Status date 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022
Report Enrolme EFTSL Ve CGS Clut HECS-HI HDR EFT Course C	onfirmed as accura int Verification Rep erification Report sters by Course Ler ELP Verification Rep P Verification Report ISL Verification Report Completions (All SI Completions (HDR	ste ort vel Verification Report port ort ort out sort sort students) Verification Report Students) Verification Report		Status NOT VERIFIED NOT VERIFIED NOT VERIFIED NOT VERIFIED NOT VERIFIED NOT VERIFIED NOT VERIFIED	Status date 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022
Report Enrolme EFTSL V/ CGS Clur HECS-HI HDR EFT Course C Course C	onfirmed as accura int Verification Rep erification Report sters by Course Le ELP Verification Rep P. Verification Rep Completions (All St Completions (HDR Completions (Indig	tte ort ort vel Verification Report rt vel Verification Report rt sort sort sort sort sort students) Verification Report enous Students) Verification Report		Status NOT VERIFIED NOT VERIFIED NOT VERIFIED NOT VERIFIED NOT VERIFIED NOT VERIFIED NOT VERIFIED NOT VERIFIED	Status date 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022
Report Enrolme EFTSL Ve CGS Clurin HECS-HI HDR EFT-HEL COurse C Course C Course C Course C	onfirmed as accura int Verification Report erification Report sters by Course Ler ELP Verification Report ELP Verification Report ISL Verification Report Completions (All St Completions (Indig Completions (Indig Completions (Spec	ste ort vel Verification Report Rort cort cort cort cudents) Verification Report Students) Verification Report enous Students) Verification Report ial Course) Verification Report		Status NOT VERIFIED NOT VERIFIED NOT VERIFIED NOT VERIFIED NOT VERIFIED NOT VERIFIED NOT VERIFIED NOT VERIFIED NOT VERIFIED NOT VERIFIED	Status date 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022 08/07/2022

Figure 9 – Reports for Student Collection

11. The components displayed on the verification screen for a collection, and their purpose are explained in Table 2 (Figure 10).

Collection			
HEP Students	~		
Collection	HEP Students		
Year	2021		
Status	ACTIVATED		
Due date	08/08/2022		
Data refresh started	17/07/2022 11:41 PM		
Data refresh ended	17/07/2022 04:31 PM		
Start verification	Refresh data Sign o	Request Reset	
Report		Status	Status date

Figure 10 – Collection components displayed on the verification screen

Table 2 – Verification screen components
--

Components	Purpose
Name of the Collection	Displays the name of the collection selected.
Verification Year	Displays the applicable reporting year.
Status	Displays the latest status for the collection selected.
Due date	Displays the deadline to signing off on the collection.
Data refresh started date	Displays the latest refresh request.
Data refresh end date	Displays the latest refresh completed.
Start Verification button	To start verifying the collection and create the data snapshot.
Refresh data button	To request a refresh of data for a collection.
Sign off button	To sign off on a collection once the data is confirmed accurate.
Request reset button	To request a reset of the signed off status for a collection.
Confirmed as accurate check box	To certify that the data is accurate for the collection.

12. The list of reports provided for a Collection can be sorted into ascending or descending order by clicking on the arrow beside the table headings of Reports, Status and Status date, (Figure 11).

Figure 11 – Sorting reports into	o ascending or descending order
----------------------------------	---------------------------------

Reports Verification			
Collection			
HEP Students	~		
Collection	HEP Students		
Year	2021		
Status	ACTIVATED		
Data refresh started	17/07/2022 11:41 PM		
Data refresh ended	17/07/2022 04:31 PM		
Start verification	Refresh data Sign off Request Reset		
Confirmed as acc	urate		
Report1		Status	Status date
Enrolment Verification Re	eport	NOT VERIFIED	08/07/2022
		NOT VERIFIED	08/07/2022

- 13. The Student Collection has a range of reports based on the data providers have sent to TCSI. Other Collections may only have one report, such as SA-HELP and OS-HELP. To verify a Collection, click on the first report to be assessed and progress until all reports for the collection have been checked and verified.
- 14. Details are provided at the top of each report to confirm the verification status, when the data was last refreshed and a Fullscreen option, (Figure 12) and Table 5 Report components.

Figure 12 – Verification reports

				-	1	-		1.757
nrolment V	erification Report NOT VE	RIFIED they which there in attraction to an a	una salengest sale	(PA)	1			
and the second				- 7				
100	and the second se							
- The second second								
				DE	SE test HE Un	iversit	ty (0209	9)
	Select all				All Stu	dents		
	 Select all A course of special interest 	Reporting Year	2626		All Shu	2021		
	Select all A course of special interest Broad Pails of Education	Reporting Year Cetegory	2020 Student	Student %	Student % Change	2021 Student	Student %	Student % Char
	Salect all A course of special interact Broad Fails of (dycation Cotoanship Cotoanship Cotoanship	Reporting Year Category A course of special interest	2020 Student	Student %	Student % Change	2021 Student	Student %	Student % Char
	E bener el a course el special interest en una Facto el futucitico Cotaming Cotaming Cotaming Cotaming	Reporting Year Category A course of special interest Matcore	2020 Student	Student % 100.00%	Student % Change	2021 Student	Student %	Student % Char 116.6
	Select al A course of special interest E success of ducation Coloring Coupling Coupling Conden Cond	Reporting Year Category A course of special interest Mations Canada Psychology	2020 Student	Student % 100.00%	All Student % Change	2621 Student 13	Student % 100.00% 15.10% 7.67%	Student % Char 116.6
	Select of A course of special interest Encode Vector Modulation Colorentia Colorentia Conder Indigenous Dates Elected Course	Reporting Year Category A course of special interest Medicine Concer Psychology General Naming	2020 Student	Student % 100.00%	All Student % Change	2021 Student	Student % 100.00% 15.50% 7.67% 16.40%	Student % Char 116.6
	Select of A course of special interest Insue Nets of Accuston Counting Counting Counting Independentiation Low of Course Mode Of Attendents	Reporting Year Category A server of special interest Metore Cased Psychology Serverst Psychology Serverst Psychology Total a disease of special interest	2020 Student 1 1	Student % 100.00% 16.87% 15.37% 10.00%	All Student % Change	2521 Student 13 2 1	Student % 100.00% 15.30% 7.47% 15.46%	Student X Char 116.4
	Select of A course of special interest I much help of focustion Charanhop Costoliton Select Indigenese Batte Level 2 Course Mode Of Attendence	Reporting Year Criegory A course of special interest Mathica Crimest Proceedings General Proceedings Not a Januar of Popular Interest Broad Fluctures of Special Interest	2030 Student 1 3	Student % 100.00% 16.2.7% 16.2.7% 16.20% 100.00%	All Stu	2521 Student 13 2 1 1 1 1 13	Student % 100.00% 15.30% 7.67% 15.47% 15.47% 15.47% 10.00%	Student % Char 116.0 10 10 116.0 116.0
	Select of A course of special interest Broad Hels of Socates Counting Count	Reporting Year Category A course of special interest Methods Conset Fractures Second Fractures Not a law of special interest Reset Field of Education Nature and Physical Second	2030 Student	Student % 100.00% 15.57% 15.57% 15.57% 16.00%	All Student % Change	2621 Student 13 2 1 1 1 13	Student % 100.00% 15.30% 16.40% 16.40% 10.00%	Budent % Cha
	Select of A course of special interest I much help of Discatter Charanhap Charanhap Charanhap Selection Indigenese Batte I well Course I Mode Ch Attendence	Reporting Year Criegory A source of special interest Methods General Psychology General Neural Annual Psychol Interest Not a Januard Psychol Sciences National and Psychol Sciences National	2030 Student 4	Student % 100.00% 15.5.7% 15.5.7% 15.5.7% 15.5.7% 16.5.7% 100.00% 100.00%	Als Student % Change	2521 Student 13 2 3 1 13 13 13	Student % 100.00% 15.00% 7.67% 86.65% 100.00% 100.00% 46.17%	Shudent % Char 116.4 110
	Select of A course of special interest Broad Hells of Socialism Cotaming Co	Reporting Year Category A course of special interest Methon Canver Repherega Server Market of special interest Reveal Full of Education Nature of Payrox Sciences Haath Education	2620 Student 1 3 4	Student % 100.00% 15.27% 15.27% 15.27% 16.27% 100.00% 15.27% 15.27%	AS Ste	2521 Student 13 2 3 1 13 13 13 13	Student % 100.00% 15.00% 7.67% 18.45% 100.00% 16.45% 7.67%	Dudent % Char 1164 20 20 20 20 20 20 20 20 20 20 20 20 20
	Select of A course of special interest I much help of Discation Charantop Counting Counting Counting I count I	Reporting Year Congory A course of special interest Matica General Psychology General Neurise of Special Interest Not a Source of Special Interest Natural and Psychol Sciences Natural and Psychol Sciences	2020 Student 1 3 4 4 2 2	Student % 100.00% 16.0% 16.0% 100.00% 100.00% 101.0% 10.0%	Als Student % Change	2021 2021 5hedent 19 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Student % 199.00% 15.30% 7.60% 18.40% 100.00% 16.40% 46.10% 7.60% 15.30%	Student % Char 116.0 31 31 31 31 4 31 31 4 31 31 31 31 31 31 31 31 31 31 31 31 31
	Select of A course of special interest Error 4 Hell of Dauateon Columbia Dauation Selection Independent State Errorigeneies Error 4 Ender Error 4 Ender Ender Error 4 Ender Ender Error 4 Ender	Reporting Year Category A course of special interest Meticon Canval Frychrong Samet Neinig Broad Fluid of Education Restar and Payne Sciencis Health Restar and Payne Sciencis Health Restart and Chine Sciencing	2020 Student	Student % 100.00% 15.27% 10.00% 100.00% 100.00% 11.17% 15.57%	A3 Stu	2021 2021 Shedent 19 2 7 7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Student % 198.00% 15.35% 7.67% 16.45% 18.45% 100.00% 15.45% 7.69% 15.35% 100.00%	Student % Chai 116.0 20 216.0 216.0 20 21.0 20 21.0 20 21.0 20 21.0 20 21.0 20 21.0 20 21.0 20 20 20 20 20 20 20 20 20 20 20 20 20
	Select all A Course of special interant I much Hels of Discussion Charantog Costolion Costolion Indigenous Rate Indigenous Rate I Mode Ch Attendence	Reporting Year Congory A course of special interest Madica Consol Psycholaga General Psycholaga Serveri Marka of Security Natural and Psychol Sciences Hearth Countrol Sciences and Collines Sciences and Collines	2020 Student 1 3 4 4 2 2 2 2 1 1 6 6	Student % 100.00% 15.17% 15.07% 15.07% 10.07% 10.07% 11.17%	All Student % Change	2021 Shudent 13 2 2 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Student % 15.00% 7.67% 38.40% 18.40% 106.00% 46.17% 7.60% 15.00% 15.00% 15.00%	Student % Chan 116.0 12 12 136.0 116.0 116.0 116.0
	Solive of A course of special interest France Freisr of Dacation Charanha Solivenha Solivenha Solivenha Holdgenick Station Land Polarie Mode Of Attendence	Reporting Year Category A course of special interest Medicin Carve of Psychologia Second Neuropa Not a invess of special interest Read Floid of Socialism Not a interpsychic Second Health Boody and Physical Second Boody and Collece Category Australian Not Category	2020 Student 1 3 3 4 4 3 2 7 4 8 3 2 7 1 8 8 1 8 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Student % 100.00% 15.17% 100.00% 100.00% 100.00% 100.00% 15.17% 100.00%	All Stee	2021 Student 13 2 2 2 1 3 3 1 3 1 3 1 3 1 3 1 3 1 3	5tudent % 100.00% 7.675 18.40% 100.00% 16.40% 16.40% 16.40% 16.30% 10.00% 16.30% 16.30% 16.30% 16.30%	Dudent % Char 116.6

Table 3 – Report components

Components	Purpose
Title	Displays the name of the selected report.
Status	Two statuses are provided to match the current state, either Not verified or Verified.
Last data refresh date	Two dates are provided, the latest refresh request and latest completed refresh dates.
Verify button	Clicking this button will update the status to VERFIED.
Fullscreen button	Displays the report in full screen view, ESC key will return to the report view screen.

15. The Verify button enables the user to update the status to VERFIED when satisfied that the data in the report has been checked and confirmed accurate, (Figure 13).

Figure 13 – Reports - Verify button

Australian Government	TCSI Analytics Your tool for accessing and verifying data		None of the local division of the local divi	-0		Ý	X	SAA
Enrolment verifica	tion Report NOT VERIFIE	D Data refresh: Started 17/07/2022 11:41 PM - End	ed 17/07/2022 04:31 P	М				
Verify								
				DES	SE test HE Un	iversi	ty (0209))
	Select all				All Stu	dents		
	A course of special interest	Reporting Year	2020			2021		
	Broad Field of Education	Category	Student	Student %	Student % Change	Student	Student %	Student % Change
	Citizenship							
	Disabilities	A course of special interest	6	100.00%		13	100.00%	116.67%
	Gender	Medicine				2	15.38%	
	Indigenous Status	Clinical Psychology	1	16.67%		1	7.69%	0.00%
	Level of Course	General Nursing	2	33.33%		5	38.46%	150.00%
	Mode Of Attendance	Not a course of special interest	3	50.00%		5	38.46%	66.67%
		Broad Field of Education	6	100.00%		13	100.00%	116.67%
		Natural and Physical Sciences	3	50.00%		5	38.46%	66.67%
		Health	2	33.33%		6	46.15%	200.00%
		Education				1	7.69%	
		Society and Culture	1	16.67%		2	15.38%	100.00%
		Citizenship	6	100.00%		13	100.00%	116.67%
		Australian	6	100.00%		12	92.31%	100.00%
		Australian No Citizen Resident information	6	100.00%		12	92.31% 7.69%	100.00%

Verification process

16. When a collection has been activated by the department the relevant reports of unverified data are generated and these reports will continue to be refreshed nightly until the provider selects *Start verification*, (Figure 14).

Figure 14 – Verification activated

Reports Verification Collection HEP Students Collection Year Status	HEP Students 2021 ACTIVATED			
Due date	08/08/2022			
Data refresh started	17/07/2022 11:41 PM			
Data refresh ended	17/07/2022 04:31 PM			
Start verification	Refresh data Sign c	ff Request Reset		
Report			Status	Status date
Enrolment Verification Re	port		NOT VERIFIED	08/07/2022
EFTSL Verification Report			NOT VERIFIED	08/07/2022

- 17. To commence verification, select *Start verification*, (Figure 15) This stops the nightly refresh process; a snapshot of unverified data is taken on the day the provider starts verification. The status for the Collection moves from *Activated* to *Verifying*, (Figure 16).
- 18. When *Start Verification* has been selected the department knows that you have commenced verifying and the data in your reports will remain static at this point in time, even though the provider may update data.

Figure	15 –	Start	verification
--------	------	-------	--------------

ports Verification			
Collection HEP Students]		
Collection Year Status Due date Data referen statund	HEP Students 2021 ACTIVATED 08/08/2022		
Data refresh ended	17/07/2022 04:31 PM		
Confirmed as accu	Refresh data Sign off Request Reset		
<u>Report</u>		Status	Status date
Enrolment Verification Re	<u>port</u>	NOT VERIFIED	08/07/2022
EFTSL Verification Report		NOT VERIFIED	08/07/2022

ports Verification			
Collection			
HEP Students	~		
Collection	UED Chudente		
Vear	2021		
Status	VERIFYING		
Due date	08/08/2022		
Data refresh started	17/07/2022 11:41 PM		
Data refresh ended	17/07/2022 04:31 PM		
	Refresh data Sign off Request Reset		
		•	
Confirmed as accu	rate		
Report		Status	Status date
Enrolment Verification Re	port	NOT VERIFIED	08/07/2022

Figure 16 – Verification started – Status updated to Verifying

19. To start checking the reports for a collection, click on the report name from the list to view the report, (Figure 17).

Figure 17 – Verification started – Accessing report

eports	Verification					
Collection			,			
HEP Stud	dents	~				
Collection		HEP Students				
Year		2021				
Status		VERIFYING				
Due date		08/08/2022				
Data refres	h started	17/07/2022 11:41	PM			
Data refres	h ended	17/07/2022 04:31	PM			
Start ver	rification	Refresh data	Sign off	Request Reset		
Conf	irmed as accurat	e				
Report					<u>Status</u>	Status date
Enrolment V	/erification Repo	t			NOT VERIFIED	08/07/2022
EFTSL Verifie	cation Report				NOT VERIFIED	08/07/2022

20. When a report has been checked and confirmed to be accurate the verify button is selected, (Figure 18).

Figure 18 – Verification report – NOT VERIFIED status

Australian Government	TCSI Analytics Your tool for accessing and verifying data		Service.			Q	X	ЫЩ
	cation Banart I NOT VERI							
chroiment vernit	Lation Report NOT VERI	FIED Data refresh: Started 17/07/2022 11:41 PM - End	ed 17/07/2022 04:31 PM	Λ				
Verify]							
				DES	SE test HE Un	iversi	ty (0209	9)
	Select all				All Stu	dents		
	A course of special interest	Reporting Year	2020			2021		
	Broad Field of Education	Category	Student	Student %	Student % Change	Student	Student %	Student % Chan
	Citizenship							
	Citizenship Disabilities	A course of special interest	6	100.00%		13	100.00%	116.0
	Citizenship Disabilities Gender	A course of special interest Medicine	6	100.00%		13 2	100.00% 15.38%	116.6
	Citizenship Disabilities Gender Indigenous Status	A course of special interest Medicine Clinical Psychology	6	100.00% 16.67%		13 2 1	100.00% 15.38% 7.69%	116. ¢
	Citizenship Disabilities Gender Indigenous Status Level of Course	A course of special interest Medicine Clinical Psychology General Nursing	6 1 2	100.00% 16.67% 33.33%		13 2 1 5	100.00% 15.38% 7.69% 38.46%	0.1 0.1 150.1
	Citizenship Disabilities Gender Indigenous Status Level of Course Mode Of Attendance	A course of special interest Medicine Clinical Psychology General Nursing Not a course of special interest	6 1 2 3	100.00% 16.67% 33.33% 50.00%		13 2 1 5 5	100.00% 15.38% 7.69% 38.46% 38.46%	0.0 116.6 150.0 66.0
	Citizenship Disabilities Gender Indigenous Status Level of Course Mode Of Attendance	A course of special interest Medicine Clinical Psychology General Nursing Not a course of special interest Broad Field of Education	6 1 2 3 6	100.00% 16.67% 33.33% 50.00% 100.00%		13 2 1 5 5 13	100.00% 15.38% 7.69% 38.46% 38.46% 100.00%	116.6 0.0 150.0 66.0 116.6
	Citizenship Disabilitis Gender Indigenous Status Level of Course Mode Of Attendance	A course of special interest Medicine Clinical Psychology General Nursing Not a course of special interest Broad Field of Education Natural and Physical Sciences	6 1 2 3 6 3	100.00% 16.67% 33.33% 50.00% 100.00% 50.00%		13 2 1 5 5 13 5	100.00% 15.38% 7.69% 38.46% 38.46% 100.00% 38.46%	116.6 0.0 150.0 66.0 116.6 66.0
	Citizenship Disabilities Gender Indigenous Status Level of Course Mode Of Attendance	A course of special interest Medicine Clinical Psychology General Nursing Not a course of special interest Broad Field of Education Natural and Physical Sciences Health	6 1 2 3 6 3 2	100.00% 16.67% 33.33% 50.00% 100.00% 50.00% 33.33%		13 2 1 5 5 13 5 6	100.00% 15.38% 7.69% 38.46% 38.46% 100.00% 38.46% 46.15%	116.6 0.0 1500 66.1 116.6 66.0 200.0
	Citzenship Disabilities Gender Indigenous Status Level of Course Mode Of Attendance	A course of special interest Medicine Clinical Psychology General Nursing Not a course of special interest Broad Field of Education Natural and Physical Sciences Health Education	6 1 3 6 3 2	100.00% 16.67% 33.33% 50.00% 100.00% 50.00% 33.33%		13 2 1 5 5 13 5 6 1 1	100.00% 15.38% 7.69% 38.46% 38.46% 100.00% 38.46% 46.15% 7.69%	116.6 0.0 150,0 66,1 116,6 65,0 200,0
	Citzenship Disabilities Gender Indigenous Status Evel of Course Mode Of Attendance	A course of special interest Medicine Cinical Psychology General Nursing Not a course of special interest Broad Field of Education Natural and Physical Sciences Health Education Society and Culture	6 1 2 3 6 3 2 2 1	100.00% 16.67% 33.33% 50.00% 100.00% 50.00% 33.33% 16.67%		13 2 1 5 5 13 5 6 6 1 1 2	100.00% 15.38% 7.69% 38.46% 38.46% 100.00% 38.46% 46.15% 7.69% 15.38%	116.0 0.0 1500 66.1 116.0 66.0 200.0 100.0
	Citzenship Disabilities Gender Indigenous Status Level of Course Mode Of Attendance	A course of special interest Medione Clinical Psychology General Nursing Nota course of special interest Broad Field of Education Natural and Physical Sciences Health Education Society and Culture Citizenship	6 1 3 6 3 2 2 1 1 6	100.00% 16.67% 33.33% 50.00% 100.00% 33.33% 16.67% 100.00%		13 2 1 5 5 13 5 6 1 1 2 2 13	100.00% 15.38% 7.69% 38.46% 38.46% 38.46% 46.15% 46.15% 7.69% 15.38%	116.6 0./ 150.0 66./ 200.0 100.0 116.6
	Citzenhip Dizabilities Gender Indigenous Status Level of Course Mode Of Attendance	A course of special interest Medicine Clinical Psychology General Nursing Not a course of special interest Broad Field of Education Natural and Physical Sciences Health Education Society and Culture Citizenship Australian	6 1 2 3 6 3 2 2 1 1 6 6 6	100.00% 16.67% 33.33% 50.00% 100.00% 33.33% 16.67% 100.00% 100.00%		13 2 1 5 5 13 5 6 1 1 2 13 12	100.00% 15.38% 7.69% 38.46% 38.46% 100.00% 46.15% 7.69% 15.38% 100.00% 92.31%	1116.6 0.0. 150.0 66.0 1116.6 200.0 100.0 110.0 100.0
	Citzenship Disabilities Gender Indigenous Status Level of Course Mode Of Attendance	A course of special interest Medione Clinical Psychology General Nursing Nota course of special interest Broad Field of Education Natural and Physical Sciences Health Education Society and Culture Citizenship Australian No Citizen Resident information	6 1 2 3 6 3 2 2 1 1 6 6	100.00% 16.67% 33.33% 50.00% 50.00% 50.00% 33.33% 16.67% 100.00%		13 2 1 5 5 6 6 6 2 2 13 12 12 12	100.00% 15.38% 7.69% 38.46% 38.46% 100.00% 38.46% 46.15% 7.69% 100.00% 92.31% 7.69%	116.0 0.0 1500.0 66.1 16.0 66.1 2000.0 100.0 1100.0 116.0

21. When VERIFY has been selected the Verify button will be disabled as the report status has been updated to VERIFIED, (Figure 19).

Figure 19 – Verification report – VERIFIED status

-	TCSI Analytics	-						
Enrolment V	Verification Report VERIFIED	The second second states and the second second	111 Jan 11 Per					
				DE	5E test HE Ur	iversi	ty (0209	9)
	C. C				All Sta	feeta		
	A course of special interest	Reporting Year	2020			2025		
	Erond Field of Education	Category	Student	Student %	Student % Change	Student	Student %	Student % Chang
	Desking	A course of special interest		100.00%		13	100.00%	116.67
	Getder	Madene				1 2	111.000	
	Indoenour Datus	Clinical Psychology		16.67%		+	7.69%	8.00
	Level of Course	- General Nursing		33.33%			138.46%	114.0
	Mode Of Attendance	Not a course of special interest		50.00%		- 5	30.40%	1.564
		Broad Field of Education	6	100.00%		13	100.00%	116.67
		Natural and Physical Sciences	3	\$0.00%		3	38.465	10.5
		Health	2	10.11%		. 0	45,105	5 IN 1
		Another				. 8	7,60%	-
		Society and Culture	1	16.67%		2	11.24%	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
		Citizenahip		100.00%		13	100.00%	116.67
		Autobian		100.00%		- 52	92.31%	00.0
	<u>U</u>	No Ottan Resident Information	1.00				7.89%	i nal
		and the second s		and the second second			the second second second	

22. The status of the collection is then updated on the verification screen to VERIFYING and the status of the report is VERIFIED, (Figure 20).

ports Verification			
Collection			
HEP Students	~		
Collection	HEP Students		
Year	2021		
Status	VERIFYING		
Due date	08/08/2022		
Data refresh started	14/07/2022 11:46 AM		
Data refresh ended	14/07/2022 12:00 PM		
	Refresh data Sign off Request Reset		
Confirmed as accu	rate		
Report		Status	Status date
Enrolment Verification Re	port	VERIFIED	19/07/2022

Figure 20 - Verification screen – Collection status VERIFYING and Report status VERIFIED

23. If you find an inaccuracy in one of your reports, you can update the data in TCSI and when satisfied that the relevant data is correct, you can select *Refresh data* to refresh your reports to include the updates. All reports linked to the collection will be refreshed, (Figure 21).

It is advisable to only select *Refresh data* if corrections are made or additional data has been provided after verification commenced.

Figure 21 - Refresh data to include updates

orts Verification			
Collection			
HEP Students	`		
Collection	HEP Students		
Year	2021		
Status	VERIFYING		
Due date	08/08/2022		
Data refresh started	14/07/2022 11:46 AM		
Data retresh ended	14/07/2022 12:00 PM		
Start verification	Refresh data Sign off Request Reset		
<u>Report</u>		<u>Status</u>	<u>Status date</u>
Report Enrolment Verification Re	201	<u>Status</u> VERIFIED	<u>Status date</u> 19/07/2022

24. The status of *Refreshing* will appear when you select *Refresh data*. The refreshing of reports is a nightly process, whilst the refresh is in progress your reports will no longer be available for the applicable collection until the overnight refresh is completed, (Figure 22).

HEP Students	~				
Collection	HEP Students				
Year	2021				
Status	REFRESHING				
Due date	08/08/2022				
Data refresh started	14/07/2022 11:46 AN	1			
Data refresh ended	14/07/2022 12:00 PM	l			
			_		
Start verification	Refresh data S	ign off	Request Reset		

Figure 22 - Status updated to Refreshing

25. After the refresh is completed, the next day the status will revert to *Activated*, and the Collection is returned to the *Start verification*, your reports are available for re-checking. The initial snapshot taken when verification first started is updated, this latest snapshot will remain static even when further updates are made during verification, (Figure 23).

Figure 23 – Status – Reverted back to Activated

Collection HEP Students Collection HEP Students Year 2021 Status ACTIVATED Due date 08/08/2022 Data refresh started 17/07/2022 11:41 PM Data refresh started 17/07/2022 04:31 PM Start verification Refresh data Sign off Request Reset	verification			
Collection HEP Students Vear 2021 Status ACTIVATED Due date 06/08/2022 Data refresh started 17/07/2022 11:41 PM Data refresh ended 17/07/2022 04:31 PM Start verification Refresh data Sign off Report Status Status dat Encomment Verification Report NOT VERIFIED 08/07/2022				
HEP Students Collection HEP Students Year 201 Status ACTIVATED Due date 08/08/2022 Data refresh started 17/07/2022 11:41 PM Data refresh ended 17/07/2022 04:31 PM Start verification Refresh data Sign off Report Status Status dat Encommet Verification Report NOT VERIFIED 08/07/2022	Collection			
Collection HEP Students Year 2021 Status ACTIVATED Due date 08/08/2022 Data refresh started 17/07/2022 11:41 PM Data refresh ended 17/07/2022 10:43 PM Start verification Refresh data Sign off Confirmed as accurate Status Status Report Status Status dat Enrolment Verification Report NOT VERIFIED 08/07/2022	HEP Students	~		
Collection HEP Students Year 2021 Status ACTIVATED Due date 08/08/2022 Data refresh started 17/07/2022 11:41 PM Data refresh ended 17/07/2022 04:31 PM Statt verification Refresh data Sign off Request Reset Status dat Confirmed as accurate Status Report Status Enrolment Verification Report NOT VERIFIED				
Year 2021 Status ACTIVATED Due date 08/08/2022 Data refresh started 17/07/2022 11:41 PM Data refresh ended 17/07/2022 04:31 PM Start verification Refresh data Sign off Confirmed as accurate Status Report Status Status dat Enrolment Verification Report NOT VERIFIED 08/07/2022	Collection	HEP Students		
Status ACTIVATED Due date 08/08/2022 Data refresh started 17/07/2022 11:41 PM Data refresh ended 17/07/2022 04:31 PM Start verification Refresh data Start verification Refresh data	Year	2021		
Due date 08/08/2022 Data refresh started 17/07/2022 11:41 PM Data refresh ended 17/07/2022 04:31 PM Start verification Refresh data Start verification Refresh data Confirmed as accurate Status Report Status Status Status dat Enrolment Verification Report NOT VERIFIED	Status	ACTIVATED		
Data refresh started 17/07/2022 11:41 PM Data refresh ended 17/07/2022 04:31 PM Start verification Refresh data Start verification Refresh data Confirmed as accurate Report Status Status Status data Enrolment Verification Report NOT VERIFIED	Due date	08/08/2022		
Data refresh ended 17/07/2022 04:31 PM Start verification Refresh data Sign off Request Reset Confirmed as accurate Status Status Status data Report Status Status data Enrolment Verification Report NOT VERIFIED 08/07/2022	Data refresh started	17/07/2022 11:41 PM		
Start verification Refresh data Sign off Request Reset Confirmed as accurate Status Status Status dat Report Status Status Og/07/2022	Data refresh ended	17/07/2022 04:31 PM		
Start verification Refresh data Sign off Request Reset Confirmed as accurate Status Status Status data Report Status Status Og/07/2022 Enrolment Verification Report NOT VERIFIED 0g/07/2022				
Start verification Refresh data Sign off Request Reset Confirmed as accurate Status Status Status dat Enrolment Verification Report NOT VERIFIED 08/07/2022				
Confirmed as accurate Report Status Enrolment Verification Report NOT VERIFIED 08/07/2022	Start verification	Refresh data Sign off Request Reset		
Confirmed as accurate Report Status Enrolment Verification Report NOT VERIFIED 08/07/2022				
Continued as accurate Report Status Status dat Enrolment Verification Report NOT VERIFIED 08/07/2022	Conformation			
Report Status Status dat Enrolment Verification Report NOT VERIFIED 08/07/2022	Confirmed as accu	rate		
Report Status Status dat Enrolment Verification Report NOT VERIFIED 08/07/2022				
Keppert Status Status gat Enrolment Verification Report NOT VERIFIED 08/07/202				
Enrolment Verification Report 08/07/202	Report		Status	Status date
	Enrolment Verification Re	pert	NOT VERIFIED	08/07/2022
NOT VERICIED 00/07/2022	PETER NUMBER OF DESIGN			00/07/2022

26. The last step is to sign off. Once you are confident that your reports are accurate and you have selected to verify all reports within the collection, the status will update to **VERIFIED**, (Figure 24).

27. The confirmed as accurate check box and sign off button will be disabled if all reports in the collection have not been verified, the status is Not Verified. (Figure 24).

Figure 24 – Report status – Not Verified	
--	--

Start verification Refresh data Sign off Request Reset		
Confirmed as accurate		
Report	Status	Status date
Enrolment Verification Report	VERIFIED	19/07/2022
EFTSL Verification Report	NOT VERIFIED	08/07/2022
CGS Clusters by Course Level Verification Report	NOT VERIFIED	08/07/2022
HECS-HELP Verification Report	NOT VERIFIED	08/07/2022
FEE-HELP Verification Report	NOT VERIFIED	08/07/2022
HDR EFTSL Verification Report	NOT VERIFIED	08/07/2022
Course Completions (All Students) Verification Report	NOT VERIFIED	08/07/2022
Course Completions (HDR Students) Verification Report	NOT VERIFIED	08/07/2022
Course Completions (Indigenous Students) Verification Report	NOT VERIFIED	08/07/2022
Course Completions (Special Course) Verification Report	NOT VERIFIED	08/07/2022
Unit of Study Completions Verification Report	NOT VERIFIED	08/07/2022

28. To *Sign off* will require ticking the checkbox indicating that your data is confirmed to be accurate and then selecting *Sign off.* The collection will then be updated to *SIGNED OFF*, (Figure 25).

Figure 25 – Sign off - Collection

Reports Verification			
Collection			
HEP Students	~		
Collection	HEP Students		
Year	2021		
Status	SIGNEDOFF		
Due date	08/08/2022		
Data refresh started	17/07/2022 11:41 PM		
Data refresh ended	17/07/2022 04:31 PM		
Start verification R	effesh data Sign off Request Reset		
<u>Report</u>		<u>Status</u>	<u>Status date</u>
Enrolment Verification Re	port	VERIFIED	19/07/2022
FETSI Verification Report		VERIFIED	19/07/2022

29. Signing off on your verified data stops any further requests for a refresh and the data in your reports will remain unchanged unless a *Reset Request* is submitted and accepted. A snapshot of your **Verified** data is taken and stored in the TCSI database. This snapshot is an aggregation of data signed off by each provider in their individual reports. After signing off only the *Request Reset* button is enabled, (Figure 26).

Figure 26 – Collection signed off

Reports Verificati	n		
Collection HEP Students	~		
Collection	HEP Students		
Year	2021		
Status	SIGNEDOFF		
Due date	08/08/2022		
Data refresh started	17/07/2022 11:41 PM		
Data refresh ended	17/07/2022 04:31 PM		
Start verification	Refresh data Sign off Request Reset		
✓ Confirmed as a	ccurate		
Report		Status	Status date
Enrolment Verification	Report	VERIFIED	19/07/2022
EFTSL Verification Rep	ort	VERIFIED	19/07/2022

- 30. If you realise that your data is not accurate after *Signed off*, you can submit a request to have the collection Reset, (Figure 26).
- 31. The department may accept or reject the request. When a Request Reset has been submitted all buttons are disabled, no further actions can be performed until the request has been processed. (Figure 27).

Figure 27 - Request Reset approved

eports Verification			
COL0094: Dismiss	Request Reset' has been Requested.		
Collection			
HEP Students	~		
Collection Year Status Due date Data refresh started Data refresh ended	HEP Students 2021 SIGNEDOFF 08/08/2022 17/07/2022 11:41 PM 17/07/2022 04:31 PM Refresh data Sign off Request Reset		
Confirmed as acc	urate		
Report		Status	Status date
Enrolment Verification Re	eport	VERIFIED	19/07/2022
EFTSL Verification Report	1	VERIFIED	19/07/2022

32. If accepted, the status of the collection will be reset to *Verified* and you will need to recommence checking your reports. This may require refreshing your data to include latest updates. (Figure 28).

ports Verification			
Collection			
HEP Students	~		
Collection	HEP Students		
Year	2021		
Status	VERIFIED		
Due date	08/08/2022		
Data refresh started	17/07/2022 11:41 PM		
Data refresh ended	17/07/2022 04:31 PM		
Start verification	Refresh data Sign off Request Reset		
Confirmed as acc	urate		
Report		Status	<u>Status date</u>
Enrolment Verification R	eport	VERIFIED	19/07/2022
EETCI Mariferentian Dearer		VERIFIED	19/07/2022

Figure 28 - Collection status - Verified

33. If the department rejects the **Reset request** the status for the collection will remain as **Signed off** and no further actions or changes can be made, your data is final, (Figure 29).

Figure 29 - Request Reset rejected

ports Verification			
COL0095: Dismiss	Request Reset' has been rejected by the	department.	
Collection			
HEP Students	~		
Collection	HEP Students		
Status	SIGNEDOFF		
Due date	08/08/2022		
Data refresh started	17/07/2022 11:41 PM		
Data refresh ended	17/07/2022 04:31 PM		
Start verification	Refresh data Sign off Request Reset		
Confirmed as acc	urate		
<u>Report</u>		Status	<u>Status date</u>
Enrolment Verification R	eport	VERIFIED	19/07/2022

Verification reports

Details of the reports to be verified for each provider can be accessed from <u>TCSI Analytics webpage</u> on TCSI Support under the Verification Reports section.

The verification process will generate all reports for the Student Collection regardless of the provider type. For Non-University (private) Higher Education Providers some reports will not contain data as your organisation does not provide this data type to TCSI, the reports can be ignored. Universities (Table A and B Higher Education Providers) will need to assess and signed off on all reports for the Student Collection to complete verification.

As providers progress through the verification process, the status of their reports will move from not verified to verified, as listed in Table 6.

Report Status	Purpose
Not Verified	This status is displayed when the provider is yet to commence verification and the verify button has not been selected.
Verifying	This status is displayed when the provider has started to verify the reports in a collection
Verified	This status is displayed when the Verify button has been selected for a report. When all reports in a collection have been verified the provider can sign off the collection.

Table 4 – Report status

Activated Verifying ACTIVATED status applies when the department opens a collection for verification. Verified Providers reports are open for checking. Status after the provider has selected the collection and commenced VERIFYING their reports. The START VERIFICATION button will be Refreshing enabled for providers to start verification. Status after the provider indicates that the Providers verify by checking the accuracy of reports within the collection have been the data one report at a time until all reports When a provider selects START checked and VERIFIED. for the collection have been VERIFIED. VERIFICATION for a Collection a snapshot of **Signed Off** their data is taken on that day and will Status after the provider selects REFRESH remain unchanged. DATA to update the reports. If corrections are made during verification Providers refresh their reports only when the data will need to be refreshed. errors are detected and the data is The status of the reports appears as corrected. VERIFIED appears when the provider has SIGNED OFF a collection. When a refresh is selected all reports linked to the collection will be refreshed. SIGNED OFF only after the reports are checked and the data is confirmed as Refresh is an overnight process, all reports accurate. for the collection will not be available whilst a refresh is in progress. If a collection was signed off in error a RESET **REQUEST** can be requested, the status is The status of the collection is reverted back updated to RESET. to ACTIVATED. When the department accepts a reset the Another snapshot is taken to include status is returned to VERIFIED for the providers latest data. provider to recommence verification. When all providers have signed off on their reports the Collection is FINALISED and the sector's verified snapshot is taken, and displayed in the Verified Reports in TCSI Analytics.

Status and actions

The list of statuses and actions that occur during verification:

- Activated: The department has activated the collection and the reports are ready for checking. Whilst the status is activated the reports continue to be refreshed nightly. Once you have selected Start verification you have commenced the verification process for that collection, and the reports will remain static.
- **Verifying:** Verification is currently in progress. The verification process has been activated and the reports are ready to be assessed. If updates are required, you will need to refresh the report by selecting Refresh data to ensure any changes sent to TCSI are included in the reports and latest snapshot.
- **Refresh data**: The reports are updated overnight with latest data sent to TCSI. This action takes another snapshot to include data received prior to the refresh start date.
- **Verified:** All reports within the collection have been verified by the provider.
- **Signed off:** Data confirmed as accurate and is now final. This action has frozen all reports in the collection.
- **Request Reset:** If a collection has been signed off when it shouldn't have, or additional data has been provided that needs to be included in the reports, a Reset Request is required. This action will lock the collection and the relevant reports will not be available at this time. During this process no changes to the collection can be made until the department either accepts or rejects the reset request.
- Accept Reset: When the department accepts a Reset Request the collection status is reverted to Verified to allow the provider to restart verification. Once the reports are re-verified and Signed-Off the Request Reset button is enabled for further reset requests if required.
- **Reject Reset:** If the request for a reset is rejected by the department the Request Reset button is disabled and the collection remains locked. At this stage no further changes can be made to the reports as the department is in the process of finalising the collection for all providers.
- **Finalised:** The department will finalise the Collection after the verification period for providers has concluded. The collection is then closed, and the data is confirmed as verified. When a collection is finalised a sector snapshot is taken and stored, being an aggregation of the data signed off by each provider.

As a provider progresses through the verification process the collection, the report status will change and the processing buttons will either be enabled or disabled based on the actions performed. Table 7 outlines the processing changes that occur.

Collection	Report	Start	Ve	rification proc	essing button	IS				
Status	Status Verification Status button		Verify (Reports)	Refresh	Sign Off	Request Reset				
Department activated a collection, and the provider is yet to start verification										
Activated	Not verified	Enabled	Disabled	Disabled	Disabled	Disabled				
Provider started verification and yet to verify report(s)										
Verifying	Not verified	Disabled	Enabled	Enabled	Disabled	Disabled				
Provider has verified report(s)										
Verifying	Verified	Disabled	Disabled	Enabled	Disabled	Disabled				
Provider refresh	ned a collection	, and the nightly rej	fresh is complet	ted						
Activated	Not verified	Enabled	Disabled	Disabled	Disabled	Disabled				
Provider has sig	ned off a collec	tion								
Signed off	Verified	Disabled	Disabled	Disabled	Disabled	Enabled				
Department ha	s approved rese	et request for a sign	ed off collectio	n						
Verified	Verified	Disabled	Disabled	Enabled	Disabled	Disabled				
Department ha	s rejected reset	request for a signe	d off collection							
Signed off	Verified	Disabled	Disabled Disabled		Disabled	Disabled				

 Table 5 – Collection, report status and processing functionality

Report slicers

Slicers are available for several reports to narrow down the data to be displayed. One or more categories can be displayed for each report. Selections within a slicer are generally available as multiple selections. Click on the down arrow to display the selection available within the sliver, (Figure 31).

Figure 31 - Report slicers

Australian Government	TCSI Analytics Your tool for accessing and verifying dat			-0		0		
						-		
nrolment Verific	ation Report NOT VE	RIFIED Data refresh: Started 14/07/2022 11:46 AM - I	Ended 14/07/2022 12:0	IO PM				
Verify 53 Fullscreen								
	Select all				All Stu	dents		
	A course of special interest	Demosting Vers	2020 2021					
		Reporting tear	2020			2021		
	Broad Field of Education	Category	Student	Student %	Student % Change	2021 Student	Student %	Student % Cha
	Broad Field of Education Citizenship	Category	Student	Student %	Student % Change	2021 Student	Student %	Student % Cha
	Broad Field of Education Citizenship Disabilities	Category A course of special interest	Student 6	Student %	Student % Change	2021 Student 13	Student %	Student % Cha
	Broad Field of Education Citizenship Disabilities Gender	A course of special interest Medicine	Student 6	Student % 100.00%	Student % Change	2021 Student 13 2	Student % 100.00% 15.38%	Student % Cha
	Broad Field of Education Citizenship Disabilities Gender Indigenous Status	Category A course of special interest Medicine Clinical Psychology	Student 6	Student % 100.00% 16.67%	Student % Change	2021 Student 13 2 1	Student % 100.00% 15.38% 7.69%	Student % Cha
	Broad Field of Education Citizenship Disabilities Gender Indigenous Status Level of Course	Category A course of special interest Medicine Clinical Psychology General Nursing	5tudent 6	Student % 100.00% 16.67% 33.33%	Student % Change	2021 Student 13 2 1 5	Student % 100.00% 15.38% 7.69% 38.46%	Student % Cha 116. 0 150
	Broad Field of Education Citizenship Oriabilities Gender Indigenous Status Level of Course Mode Of Attendance	A course of special interest Medicine Clinical Psychology General Nursing Not a course of special interest	5tudent 6 1 2 3	Student % 100.00% 16.67% 33.33% 50.00%	Student % Change	2021 Student 13 2 1 5 5	Student % 100.00% 15.38% 7.69% 38.46% 38.46%	Student % Cha 116. 0 150 66
	Proad Field of Education Citizenship Disabilities Gender Indigenous Status Level of Course Mode Of Attendance	Acourse of special interest Medicine Clinical Psychology General Nursing Not a course of special interest Broad Field of Education	5tudent 6 1 2 3 6 6	Student % 100.00% 16.67% 33.33% 50.00% 100.00%	Student % Change	2021 Student 13 2 1 5 5 5 13	Student % 100.00% 15.38% 7.69% 38.46% 38.46% 100.00%	Student % Cha 116. 0. 150 66 116.
l	Broad Field of Education Citizenship Disabilities Gender Indigenous Status Level of Course Mode Of Attendance	Account of special interest Bread Field of Education Natural and Physical Sciences	5tudent 6 1 2 3 6 3 3	Student % 100.00% 16.67% 33.33% 50.00% 100.00% 50.00%	Student % Change	2021 Student 13 2 1 5 5 5 13 5	Student % 100.00% 15.38% 7.69% 38.46% 38.46% 100.00% 38.46%	Student % Cha 116. 0. 150 66 116. 86
	Broad Field of Education Criteenship Crisabilities Gender Indigenous Status Level of Course Mode Of Attendance	Accourse of special interest Medicine Cinical Psychology General Nursing Not a course of special interest Broad Field of Education Natural and Physical Sciences Health	5tudent 6 1 2 3 6 6 6 3 2	Student % 100.00% 16.67% 33.33% 50.00% 100.00% 50.00% 33.33%	Student % Change	2021 Student 13 2 1 5 5 5 13 5 6	Student % 100.00% 15.38% 7.69% 38.46% 100.00% 38.46% 46.15%	Student % Cha 116. 0 150 65 116. 65 200
	Rroad Field of Education Citizenship Disabilities Gender Indigenous Status Level of Course Mode Of Attendance	Keporting tear Category A course of special interest Medicine Clinical Psychology General Nursing Not a course of special interest Bread Field of Education Natural and Physical Sciences Health Education	5tudent 6 1 2 3 6 3 6 3 2	Student % 100.00% 16.67% 33.33% 50.00% 100.00% 50.00% 33.33%	Student % Change	2021 Student 13 2 1 5 5 5 13 5 6 1	Student % 100.00% 15.38% 7.69% 38.46% 100.00% 38.46% 46.15% 7.69%	Student % Cha 116. 0. 150 66. 116. 200.
	Broad Field of Education Citizenship Disabilities Gender Indigenous Status Level of Course Mode Of Attendance	Aceporting rear Category A course of special interest Medicine Clinical Psychology General Nursing Not a course of special interest Broad Field of Education Natural and Physical Sciences Health Education Society and Culture	Student 6 1 3 6 3 6 3 2 2 1 1	Student % 100.00% 16.67% 33.33% 50.00% 100.00% 33.33% 16.67%	Student % Change	2021 Student 13 2 1 1 5 5 5 13 5 6 1 1 2	Student % 100.00% 15.38% 7.69% 38.46% 38.46% 100.00% 38.46% 46.15% 7.69% 15.38%	Student % Cha 116. 0. 150. 66. 116. 86. 200. 100.
	Broad Field of Education Criteenship Disabilities Gender Indigenous Status Level of Course Mode Of Attendance	Keporting rear Category A course of special interest Medicine Clinical Psychology General Nursing Not a course of special interest Bread Field of Education Natural and Psychol Sciences Health Education Society and Culture Citizenship	Student 6 1 2 3 3 6 3 3 2 2 1 1 6 6	Student % 100.00% 16.67% 33.33% 50.00% 50.00% 33.33% 16.67% 100.00%	Student % Change	2021 Student 13 2 1 5 5 13 5 6 1 1 2 13 5 13 5 13 13 13 13 13 13 13 13 13 13	Student % 100.00% 15.38% 7.69% 38.46% 100.00% 38.46% 46.15% 7.69% 15.38% 100.00%	Student % Cha 116.1 150. 866. 1166. 200. 100. 116.1
	Broad Field of ducation Citeenship Diabilities Gender Indigenous Status Level of Course Mode Of Attendance	Aceporting rear Category A course of special interest Medicine Clinical Psychology General Nursing Not a course of special interest Broad Field of Education Natural and Physical Sciences Health Education Sciety and Culture Citizenship Australian	Student 6 1 2 3 6 3 6 3 6 3 6 3 6 3 6 6 6 6 6	Student % 100.00% 16.67% 33.33% 50.00% 100.00% 33.33% 16.67% 100.00% 100.00%	Student % Change	2021 Student 13 2 1 5 5 13 5 6 1 1 2 13 12 12	Student % 100.00% 15.38% 7.69% 38.46% 38.46% 46.15% 7.69% 15.38% 100.00% 92.31%	Student % Cha 116./ 0. 150 66. 200 100. 116./ 100.
	Proce Field of Education Criterently Disabilities Gender Indigenous Status Level of Course Mode Of Attendance	Action of the second se	2020 Student 1 2 3 6 3 2 2 1 6 6 6	Student % 100.00% 16.67% 33.33% 50.00% 100.00% 33.33% 16.67% 100.00%	Student % Change	2021 Student 13 2 1 5 5 13 5 6 1 1 2 13 12 12 12 12 12	Student % 100.00% 15.38% 7.69% 38.46% 38.46% 46.15% 7.69% 15.38% 100.00% 92.31% 7.69%	Student % Cha 116./ 00 66. 116./ 200/ 1000 116./ 1000

Data Drill-through

A drill-through report is available to display the data that made up the count in the report. To display the drill-through report:

- 1. Right click on the count required; and Select 'Drill through'; and Select 'Detail Report'.
- 2. The drill-through report is displayed, (Figure 32).

Figure 32 – Drill-through

	All Students								
Reporting Year	2020	2020				2021			
AttributeCategory	EFTSL	EFTSL %	EFTSL % Change	EFTSL	EFTSL %	EFTSL %	Change		
Campus Postcode	210.25	100.00%		194.38	100.00%		-7.55 %		
Australia	210.25	100.00%		194.38	100.00%		-7.55 %		
Citizen Resident	210.25	100.00%		194.38	100.00%		-7.55 %		
Australian	110.13	52.38%		97.75	00003		-11.69 %		
New Zealand	3.00	1.43%			Show as a table	e	-25.00 %		
Permanent Resident	12.38	5.89%		1	nclude		-16.16 %		
Temporary Entry Permit	82.25	39.12%		8	-xclude		Detelle		
Humanitarian Visa	2.50	1.19%			Unii through	- (Details		
Course Of Study Type	210.25	100.00%		194.00	.opy	2	-7.55 %		
Bachelor's Pass	48.13	22.89%		63.00	32.41%		30.91 %		
Associate Degree	157.75	75.03%		123.88	63.73%		-21.47 %		
Undergraduate short course	4.38	2.08%		7.50	3.86%	<u>i</u> .	71.43 %		
Discipline Code	210.25	100.00%		194.38	100.00%		-7.55 %		
Natural and Physical Sciences	31.38	14.92%		24.50	12.60%		-21.91 %		

The drill-through generally contains the following;

Table 6 - Drill-through functions

Function	Purpose
	Used to return to the summary report
You have drilled through on	Lists each filter applied to generate the count on the summary report i.e., Year, Category.

Figure 33 – Drill-through report

You have drilled through on: Year: 2021 Value: Citizen Resident 26 records selected							
E307 - Course Code	E534 - Course Of Study Commencement Date	E333 - AOU Code	E339 - EFTSL	E354 - Unit Of Study Code	E489 - Unit Of Study Census Date		
0001	01/01/2021	123	0.20	COURSE101	01/04/2021		
0001	01/01/2021	123	0.20	COURSE102	01/04/2021		
0001	01/01/2021	123	0.20	COURSE103	01/04/2021		
0001	01/01/2021	123	0.20	COURSE104	01/04/2021		
0001	01/01/2021	123	0.20	COURSE107	01/04/2021		
B12632	01/01/2020	235	0.50	345	01/02/2021		
\$20003	01/01/2021	po	0.50	lkjhgf	02/01/2021		
\$20003	01/01/2019	AOU	0.13	Unit101	01/04/2021		
B12632	10/01/2020	345	0.50	456	01/02/2021		
B12632	10/01/2020	456	0.50	567	02/03/2021		
B12632	01/01/2020	234	0.50	BC1	01/06/2021		
B12632	01/01/2020	345	0.50	BC2	01/06/2021		
B12632	01/01/2020	345	0.50	bc4	01/06/2021		
B12632	10/01/2020	234	2.00	345	01/02/2021		
B12632	10/01/2020	456	0.50	567	02/03/2021		
tyui	01/02/2021	911	0.13	asdf	01/03/2021		
tyui	01/02/2021	999	0.50	asdf	01/03/2021		
DOC789	01/01/2021	123	0.10	DOC123	01/03/2021		
DOC789	01/01/2021	123	0.10	DOC123	01/03/2021		
128TS	28/01/2021	BTS	0.13	SPOOKS	07/04/2021		

Exporting reports

All reports and drill-throughs can be exported as xlsx files which the user can either open or save as required. To export data.

- 1. Click on the table of data to be exported
- 2. select the more options icon (...) to display the available options, (Figure 19)
- 3. Excel .xlsx option has a download limit of 150,000 rows
- 4. CSV has a download limit of 30,000 rows

Figure 34 - How to export reports	

			All Stu	dents			
Reporting Year	2020			2021	2021		
AttributeCategory	EFTSL	EFTSL %	EFTSL % Change	EFTSL	EFTSL %	EFTSL % Change	
Campus Postcode	210.25	100.00%		194.38	100.00%	-7.55 %	
Australia	210.25	100.00%		194.38	100.00%	-7.55 %	
Citizen Resident	210.25	100.00%		194.38	100.00%	-7.55 %	
Australian	110.13	52.38%		97.25	50.03%	-11.69 %	
New Zealand	3.00	1.43%		2.25	1.16%	-25.00 %	
Permanent Resident	12.38	5.89%		10.38	5.34%	-16.16 %	
Temporary Entry Permit	82.25	39.12%		81.38	41.86%	-1.06 %	
Humanitarian Visa	2.50	1.19%		3.13	1.61%	25.00 %	
Course Of Study Type	210.25	100.00%		194.38	100.00%	-7.55 %	
Bachelor's Pass	48.13	22.89%		63.00	32.41%	30.91 %	
Associate Degree	157.75	75.03%		123.88	63.73%	-21.47 %	
Undergraduate short course	4.38	2.08%		7.50	3.86%	71.43 %	
Discipline Code	210.25	100.00%		194.38	100.00%	-7.55 %	
Natural and Physical Sciences	31.38	14.92%		24.50	12.60%	-21.91 %	

1. Select Export data, (Figure 35).

Figure 35 - Export data

			All Stu	dents			本 小 口 平 四 四		
Reporting Year	2020			2021				C: Export data	
AttributeCategory	EFTSL	EFTSL %	EFTSL % Change	EFTSL	EFTSL %	EFTSL % Change		Show as a table	8
Campus Postcode	210.25	100.00%		194.38	100.00%	-7.55 %		Get insights	
Australia	210.25	100.00%		194.38	100.00%	-7.55 %		11 Sort descendin	g
Citizen Resident	210.25	100.00%		194.38	100.00%	-7.55 %		✓ ↓ ∮ Sort ascending	
Australian	110.13	52.38%		97.25	50.03%	-11.69 %		Sort by	
New Zealand	3.00	1.43%		2.25	1.16%	-25.00 %			
Permanent Resident	12.38	5.89%		10.38	5.34%	-16.16 %			
Temporary Entry Permit	82.25	39.12%		81.38	41.86%	-1.06 %			
Humanitarian Visa	2.50	1.19%		3.13	1.61%	25.00 %			
Course Of Study Type	210.25	100.00%		194.38	100.00%	-7.55 %			
Bachelor's Pass	48.13	22.89%		63.00	32.41%	30.91 %			
Associate Degree	157.75	75.03%		123.88	63.73%	-21.47 %			
Undergraduate short course	4.38	2.08%		7.50	3.86%	71.43 %			
Discipline Code	210.25	100.00%		194.38	100.00%	-7.55 %			
Natural and Physical Sciences	31.38	14.92%		24.50	12.60%	-21.91 %		1	

2. Click Export, (Figure 36).

Figure 36 – Export to excel

	All Students									
Reporting Year		2020	2021							
AttributeCategory		EFTSL EFTSL % E	FTSL % Change EFTS	L EFTSL %	EFTSL % Chang					
Campus Postcode	Which data do you wa	int to export?		\bigotimes	-7.55					
Australia				\cup	-7.55					
Citizen Resident	Export your data in the format the	hat suits your needs. If yo	u have a lot of data, the nur	mber of	-7.55					
Australian	rows you export might be limite	d depending on the file ty	ype you select. Learn more		-11.69					
New Zealand					-25.00					
Permanent Resident					-16.16					
Temporary Entry Perr		9	2A		-1.06					
Humanitarian Visa			0e		25.00					
Course Of Study Type					-7.55					
Bachelor's Pass	Data with current layout	Summarized data	Underlying data		30.91					
Associate Degree	Export this data in the same	Export the summarized da	ata Export the raw data	used to	-21.47					
Undergraduate short	layout you see now, but	used to create your visual	(for calculate the data in	your	71.43					
Discipline Code	other formatting you added.	example, sums, averages, medians).	and visual,		-7.55					
Natural and Physical			The report auth off this option	or turned	-21.91					
Reporting Year										
AttributeCategory	File format:				FTSL % Change					
Campus Postcode	xlsx (Excel 150,000-row max)∽				18.78 %					
Australia					18.78 9					
Citizen Resident					18.78 %					
Australian			Export	Cancel	6.29 9					
New Zealand					12.50 9					
Permanent Resident					118.18 9					
Temporary Entry Perr					34.60 %					
Humanitarian Visa		2.001 2.71%1	0.7	5 0.85%	-62.50 9					

Percentage change in data

Most reports will compare data for the selected year with data reported for the previous year. Where there is a significant percentage change, the system automatically highlights the differences as these changes may be an indicator of incorrectly reported data or issues that require further investigation before signing off, (Figure 37).

% Change	Variation Colour	Purpose
Less than 10%		Low
Between 10% and 30%		Intermediate
Greater than 30%		High

Figure 37 – Change variation

	All Students								
Reporting Year	2020			2021					
AttributeCategory	EFTSL	EFTSL %	EFTSL % Change	EFTSL	EFTSL %	EFTSL % Change			
Campus Postcode	210.25	100.00%		194.38	100.00%	-7.55 %			
Australia	210.25	100.00%		194.38	100.009	-7.55 %			
Citizen Resident	210.25	100.00%		194.38	100.00%	-7.55 %			
Australian	110.13	52.38%		97.25	50.03%	-11.69 %			
New Zealand	3.00	1.43%		2.25	1.16%	-25.00 %			
Permanent Resident	12.38	5.89%		10.38	5.34%	-16.16 %			
Temporary Entry Permit	82.25	39.12%		81.38	41.86%	-1.06 %			
Humanitarian Visa	2.50	1.19%		3.13	1.619	25.00 %			
Course Of Study Type	210.25	100.00%		194.38	100.00%	-7.55 %			
Bachelor's Pass	48.13	22.89%		63.00	32.419	30.91 %			
Associate Degree	157.75	75.03%		123.88	63.73%	-21.47 %			
Undergraduate short course	4.38	2.08%		7.50	3.86%	71.43 %			
Discipline Code	210.25	100.00%		194.38	100.00%	-7.55 %			
Natural and Physical Sciences	31.38	14.92%		24.50	12.60%	-21.91 %			