



Provider Data Verification User Guide

A guide to Data Verification using TCSI Analytics

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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 [*Higher Education Support ACT 2003 \(HESA\)*](#). 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 [Verification Reports](#).

Timing

Providers 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:

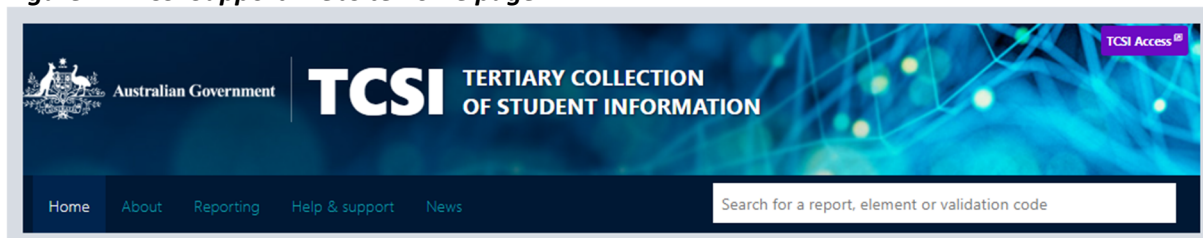
- [Higher Education Student Data Collection](#)
- [Higher Education Staff Data Collection](#)
- [University Applications and Offers Data Collection](#) not included in this formal verification process

Access to TCSI Analytics

To access TCSI Analytics click on the TCSI Access button in the banner of the [TCSI Support website](#), (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)

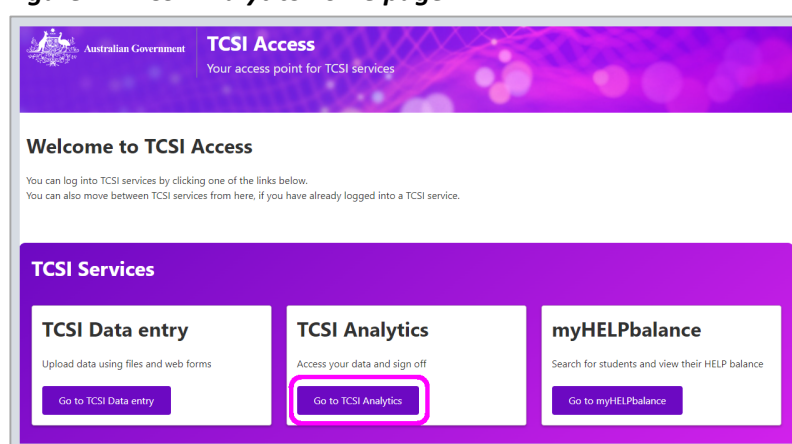
When a staff member accesses the verification screen, only the information that relates to the organisation that they are a member of is visible.

A step-by-step guide for setting up staff access is available at the [Access \(PRODA\)](#) page on the TCSI Support website.

Accessing the verification reports

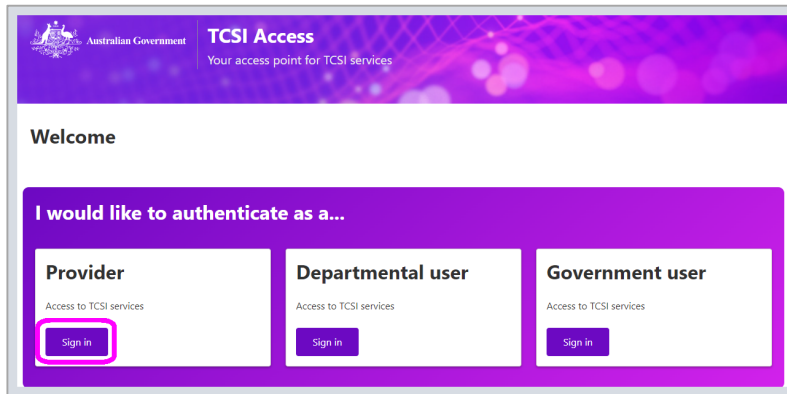
1. Click on the Go to TCSI Analytics button, (Figure 2).

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



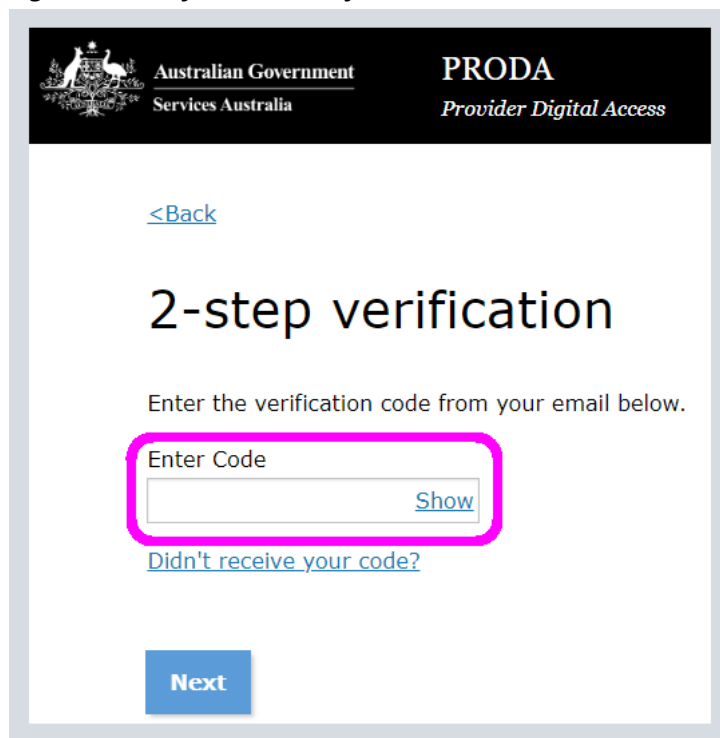
3. Login using your PRODA account username and password, (Figure 4).

Figure 4 – Enter PRODA credentials



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

Figure 5 – Verification code for PRODA access

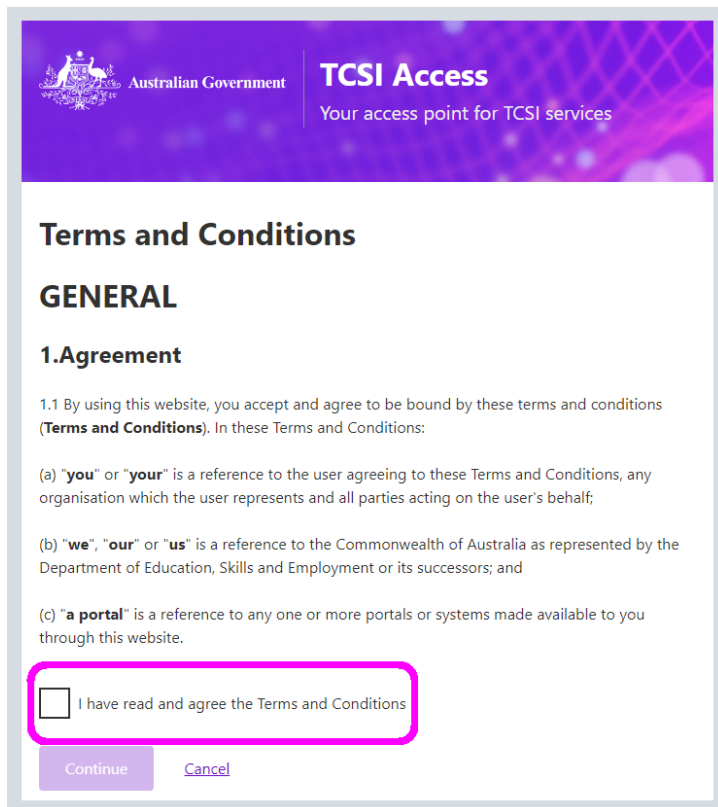


The screenshot shows the PRODA (Provider Digital Access) login page. At the top, there is a header with the Australian Government Services Australia logo on the left and the PRODA Provider Digital Access text on the right. Below the header, there is a '<Back' link. The main heading is '2-step verification'. Below this, it says 'Enter the verification code from your email below.' There is a text input field labeled 'Enter Code' with a 'Show' link to its right. Below the input field, there is a link that says 'Didn't receive your code?'. At the bottom, there is a blue 'Next' button.

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

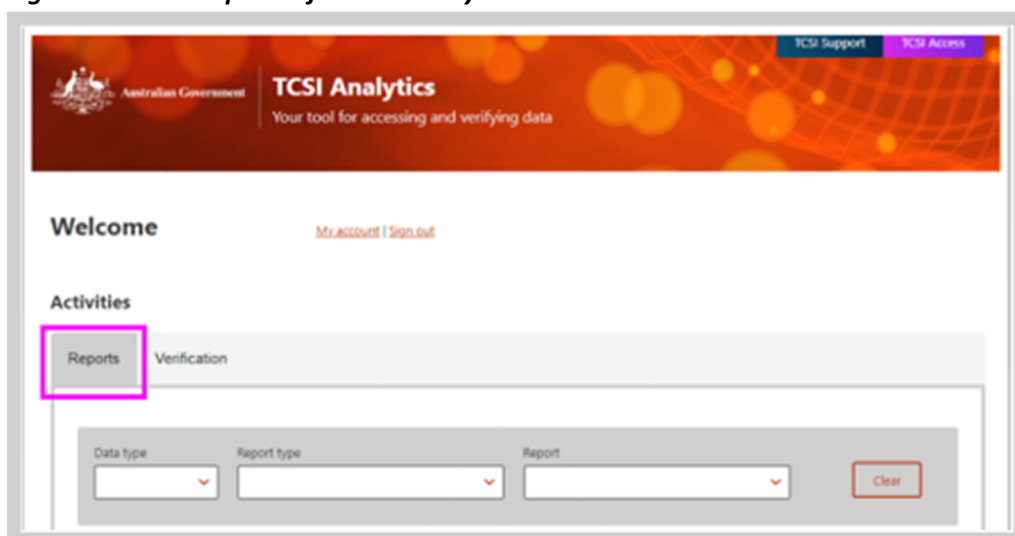
(c) "**a portal**" is a reference to any one or more portals or systems made available to you through this website.

☐ I have read and agree the Terms and Conditions

[Continue](#) [Cancel](#)

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



Australian Government | **TCSI Analytics**
Your tool for accessing and verifying data

[TCSI Support](#) [TCSI Access](#)

Welcome

[My account](#) | [Sign out](#)

Activities

Reports Verification

Data type Report type Report

[Clear](#)

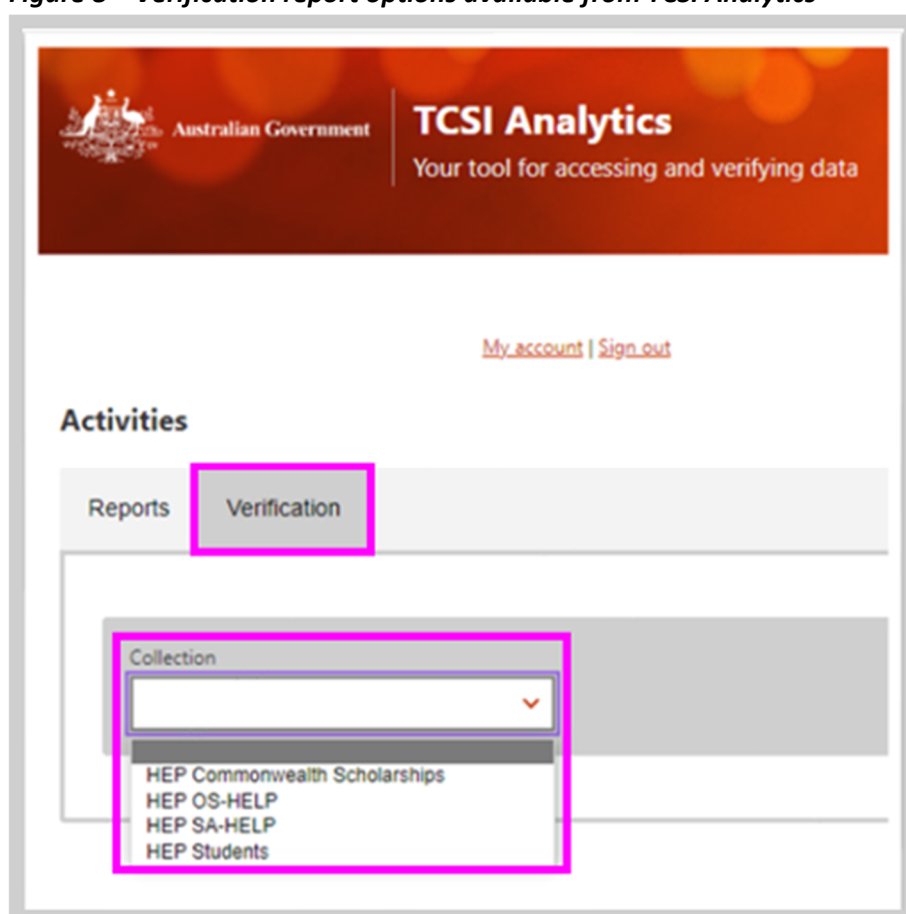
8. From the welcome screen you can select from the options provided in the drop-down menus, as listed in Table 1.

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	<p>The report types available for selection:</p> <p>Live Data Reports – these reports use real-time data and are generally presented in a summarised format.</p> <p>Unit Records – are real-time data presented in line-by-line format.</p> <p>Notification Reports – these reports list notifications received by the provider from data sent to TCSI.</p> <p>Verification Reports – are generated from unverified data sent to TCSI database.</p> <p>Verified Reports – are generated from verified data after a collection has been finalised by the department.</p>
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.

- 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



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).

Figure 9 – Reports for Student Collection

Reports Verification

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 off Request Reset

☐ Confirmed as accurate

Report	Status	Status date
Enrolment Verification Report	NOT VERIFIED	08/07/2022
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

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

Figure 10 – Collection components displayed on the verification screen

The screenshot shows a web interface for verifying data collections. At the top, there are two tabs: 'Reports' and 'Verification', with 'Verification' selected. Below the tabs, there is a 'Collection' dropdown menu showing 'HEP Students'. To the right of the dropdown, a table displays collection details:

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

Below the table, there are four buttons: 'Start verification' (orange), 'Refresh data' (light orange), 'Sign off' (light orange), and 'Request Reset' (light orange). Underneath the buttons is a checkbox labeled 'Confirmed as accurate'. At the bottom, there is a table with three columns: 'Report', 'Status', and 'Status date'.

Report	Status	Status date
Enrolment Verification Report	NOT VERIFIED	08/07/2022
EFTSL Verification Report	NOT VERIFIED	08/07/2022

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 ascending or descending order


The screenshot shows the 'Verification' tab in the TCSI Analytics interface. At the top, there are tabs for 'Reports' and 'Verification'. Below the tabs, a 'Collection' dropdown menu is set to 'HEP Students'. A summary box displays the following details: Collection: HEP Students, Year: 2021, Status: ACTIVATED, Due date: 08/08/2022, Data refresh started: 17/07/2022 11:41 PM, and Data refresh ended: 17/07/2022 04:31 PM. Below this, there are four buttons: 'Start verification', 'Refresh data', 'Sign off', and 'Request Reset'. A checkbox labeled 'Confirmed as accurate' is also present. At the bottom, a table lists reports with columns 'Report', 'Status', and 'Status date'.

Report	Status	Status date
Enrolment Verification Report	NOT VERIFIED	08/07/2022
FETSL Verification Report	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



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TCSI Analytics

Your tool for accessing and verifying data

Enrolment Verification Report | NOT VERIFIED | Data refresh: Started 16/07/2022 11:46:40 - Ended 16/07/2022 12:00:00

Study

Subscreen

DESE test HE University (0209)

- ☒ Select all
- ☒ A course of special interest
- ☒ Broad Field of Education
- ☒ Citizenship
- ☒ Disabilities
- ☒ Gender
- ☒ Indigenous Status
- ☒ Level of Course
- ☒ Mode Of Attendance

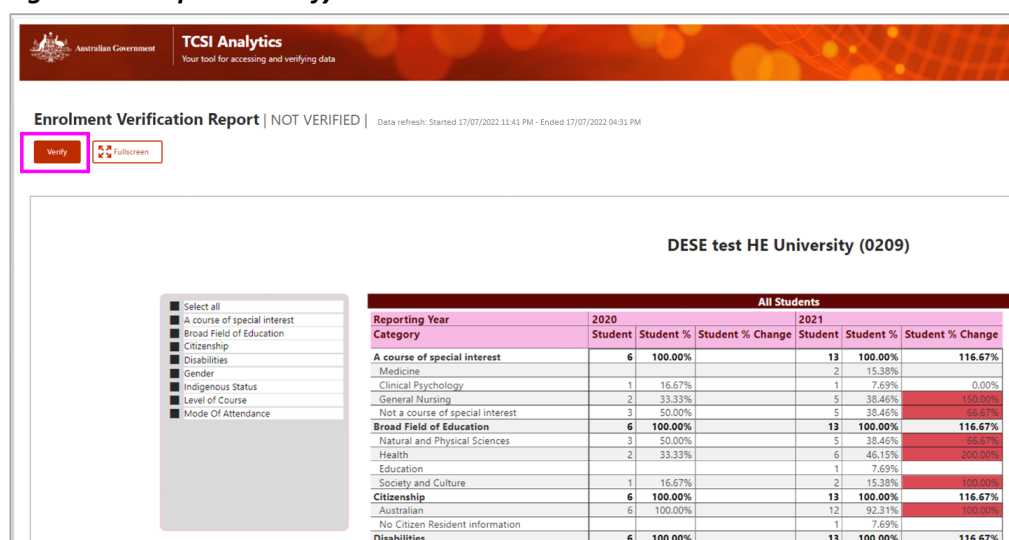
All Students							
Reporting Year	Category	2020			2021		
		Student	Student %	Student % Change	Student	Student %	Student % Change
A course of special interest	Medicine	6	100.00%		13	100.00%	116.67%
	Clinical Psychology	1	16.67%		1	7.69%	-55.56%
	General Nursing	2	33.33%		5	38.46%	15.38%
	Not a course of special interest	3	50.00%		5	38.46%	-23.08%
Broad Field of Education	Natural and Physical Sciences	6	100.00%		13	100.00%	116.67%
	Health	3	50.00%		5	38.46%	-23.08%
	Education	2	33.33%		6	46.15%	38.46%
	Society and Culture	1	16.67%		2	15.38%	-33.33%
Citizenship	Australian	6	100.00%		13	100.00%	116.67%
	Not Citizen Resident information	6	100.00%		12	92.31%	-7.69%
Disabilities		6	100.00%		13	100.00%	116.67%

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 VERIFIED.
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 VERIFIED when satisfied that the data in the report has been checked and confirmed accurate, (Figure 13).

Figure 13 – Reports - Verify button



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: 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 off Request Reset

☐ Confirmed as accurate

Report	Status	Status date
Enrolment Verification Report	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

Reports **Verification**

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 off Request Reset

☐ Confirmed as accurate

Report	Status	Status date
Enrolment Verification Report	NOT VERIFIED	08/07/2022
EFTSL Verification Report	NOT VERIFIED	08/07/2022

Figure 16 – Verification started – Status updated to Verifying

The screenshot shows a web interface with a 'Reports' tab and a 'Verification' sub-tab. A 'Collection' dropdown menu is set to 'HEP Students'. Below this, a summary box displays the following information:

Collection	HEP Students
Year	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

Below the summary box, there are four buttons: 'Start verification' (highlighted with a pink box), 'Refresh data', 'Sign off', and 'Request Reset'. A checkbox labeled 'Confirmed as accurate' is also present.

At the bottom, there is a table with the following data:

Report	Status	Status date
Enrolment Verification Report	NOT VERIFIED	08/07/2022
EFTSL Verification Report	NOT VERIFIED	08/07/2022

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

This screenshot is identical to Figure 16, but with the 'Enrolment Verification Report' link in the bottom table highlighted with a pink box.

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

Enrolment Verification Report | NOT VERIFIED | Data refresh: Started 17/07/2022 11:41 PM - Ended 17/07/2022 04:31 PM

Verify **Fullscreen**

DESE test HE University (0209)

Select all
☐ A course of special interest
☐ Broad Field of Education
☐ Citizenship
☐ Disabilities
☐ Gender
☐ Indigenous Status
☐ Level of Course
☐ Mode Of Attendance

All Students						
Reporting Year	2020			2021		
Category	Student	Student %	Student % Change	Student	Student %	Student % Change
A course of special interest	6	100.00%		13	100.00%	116.67%
Medicine				2	15.38%	
Clinical Psychology	1	16.67%		1	7.69%	0.00%
General Nursing	2	33.33%		5	38.46%	150.00%
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%
No Citizen Resident information				1	7.69%	
Disabilities	6	100.00%		13	100.00%	116.67%

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

Enrolment Verification Report | VERIFIED | Data refresh: Started 17/07/2022 11:41 PM - Ended 17/07/2022 04:31 PM

Verify **Fullscreen**

DESE test HE University (0209)

Select all
☐ A course of special interest
☐ Broad Field of Education
☐ Citizenship
☐ Disabilities
☐ Gender
☐ Indigenous Status
☐ Level of Course
☐ Mode Of Attendance

All Students						
Reporting Year	2020			2021		
Category	Student	Student %	Student % Change	Student	Student %	Student % Change
A course of special interest	6	100.00%		13	100.00%	116.67%
Medicine				2	15.38%	
Clinical Psychology	1	16.67%		1	7.69%	0.00%
General Nursing	2	33.33%		5	38.46%	150.00%
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%
No Citizen Resident information				1	7.69%	
Disabilities	6	100.00%		13	100.00%	116.67%

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).

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

The screenshot shows the 'Verification' tab in a software interface. At the top, there are two tabs: 'Reports' and 'Verification'. Below the tabs, there is a 'Collection' dropdown menu set to 'HEP Students'. A summary box displays the following information: Collection: HEP Students, Year: 2021, Status: VERIFYING (highlighted with a red box), Due date: 08/08/2022, Data refresh started: 14/07/2022 11:46 AM, and Data refresh ended: 14/07/2022 12:00 PM. Below this summary box are four buttons: 'Start verification', 'Refresh data' (highlighted with a red box), 'Sign off', and 'Request Reset'. There is also a checkbox labeled 'Confirmed as accurate'. At the bottom, there is a table with three columns: 'Report', 'Status', and 'Status date'. The table contains two rows: 'Enrolment Verification Report' with status 'VERIFIED' and status date '19/07/2022' (highlighted with a red box), and 'EFTSL Verification Report' with status 'NOT VERIFIED' and status date '08/07/2022'.

Report	Status	Status date
Enrolment Verification Report	VERIFIED	19/07/2022
EFTSL Verification Report	NOT VERIFIED	08/07/2022

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

This screenshot is identical to Figure 20, showing the 'Verification' tab. The 'Refresh data' button is highlighted with a red box. The table at the bottom shows the same data as in Figure 20.

Report	Status	Status date
Enrolment Verification Report	VERIFIED	19/07/2022
EFTSL Verification Report	NOT VERIFIED	08/07/2022

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).

Figure 22 - Status updated to Refreshing

The screenshot shows the 'Verification' tab with a dropdown menu set to 'HEP Students'. Below this, a table displays the following information:

Collection	HEP Students
Year	2021
Status	REFRESHING
Due date	08/08/2022
Data refresh started	14/07/2022 11:46 AM
Data refresh ended	14/07/2022 12:00 PM

Below the table are four buttons: 'Start verification', 'Refresh data', 'Sign off', and 'Request Reset'. A checkbox labeled 'Confirmed as accurate' is also present. At the bottom, a message states: 'The reports are currently unavailable as the data for the report is currently being refreshed. Please try again later.'

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

The screenshot shows the 'Verification' tab with a dropdown menu set to 'HEP Students'. Below this, a table displays the following information:

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

Below the table are four buttons: 'Start verification', 'Refresh data', 'Sign off', and 'Request Reset'. A checkbox labeled 'Confirmed as accurate' is also present. At the bottom, there is a table with the following data:

Report	Status	Status date
Enrolment Verification Report	NOT VERIFIED	08/07/2022
EFTSL Verification Report	NOT VERIFIED	08/07/2022

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

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

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

Report	Status	Status date
Enrolment Verification Report	VERIFIED	19/07/2022
EFTSL 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 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 Refresh data Sign off **Request Reset**

☒ Confirmed as accurate

Report	Status	Status date
Enrolment Verification Report	VERIFIED	19/07/2022
EETSL Verification Report	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

Reports Verification

COL0094: 'Request Reset' has been Requested.
[Dismiss](#)

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 accurate

Report	Status	Status date
Enrolment Verification Report	VERIFIED	19/07/2022
EETSL Verification Report	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).

Figure 28 - Collection status - Verified

The screenshot shows the 'Verification' tab with a collection named 'HEP Students' for the year '2021'. The status is 'VERIFIED', highlighted with a pink box. The due date is '08/08/2022'. Below this, there are buttons for 'Start verification', 'Refresh data', 'Sign off', and 'Request Reset'. A checkbox labeled 'Confirmed as accurate' is present. At the bottom, a table lists reports and their status.

Report	Status	Status date
Enrolment Verification Report	VERIFIED	19/07/2022
FETSL Verification Report	VERIFIED	19/07/2022

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

The screenshot shows the 'Verification' tab with a collection named 'HEP Students' for the year '2021'. The status is 'SIGNEDOFF', highlighted with a pink box. Above the collection details, there is an orange warning box with a triangle icon and the text: 'COL0095: 'Request Reset' has been rejected by the department.' with a 'Dismiss' link. The due date is '08/08/2022'. Below this, there are buttons for 'Start verification', 'Refresh data', 'Sign off', and 'Request Reset'. A checkbox labeled 'Confirmed as accurate' is present. At the bottom, a table lists reports and their status.

Report	Status	Status date
Enrolment Verification Report	VERIFIED	19/07/2022
FETSL Verification Report	VERIFIED	19/07/2022

Verification reports

Details of the reports to be verified for each provider can be accessed from [TCSI Analytics webpage](#) on TCSI Support under the Verification Reports section.

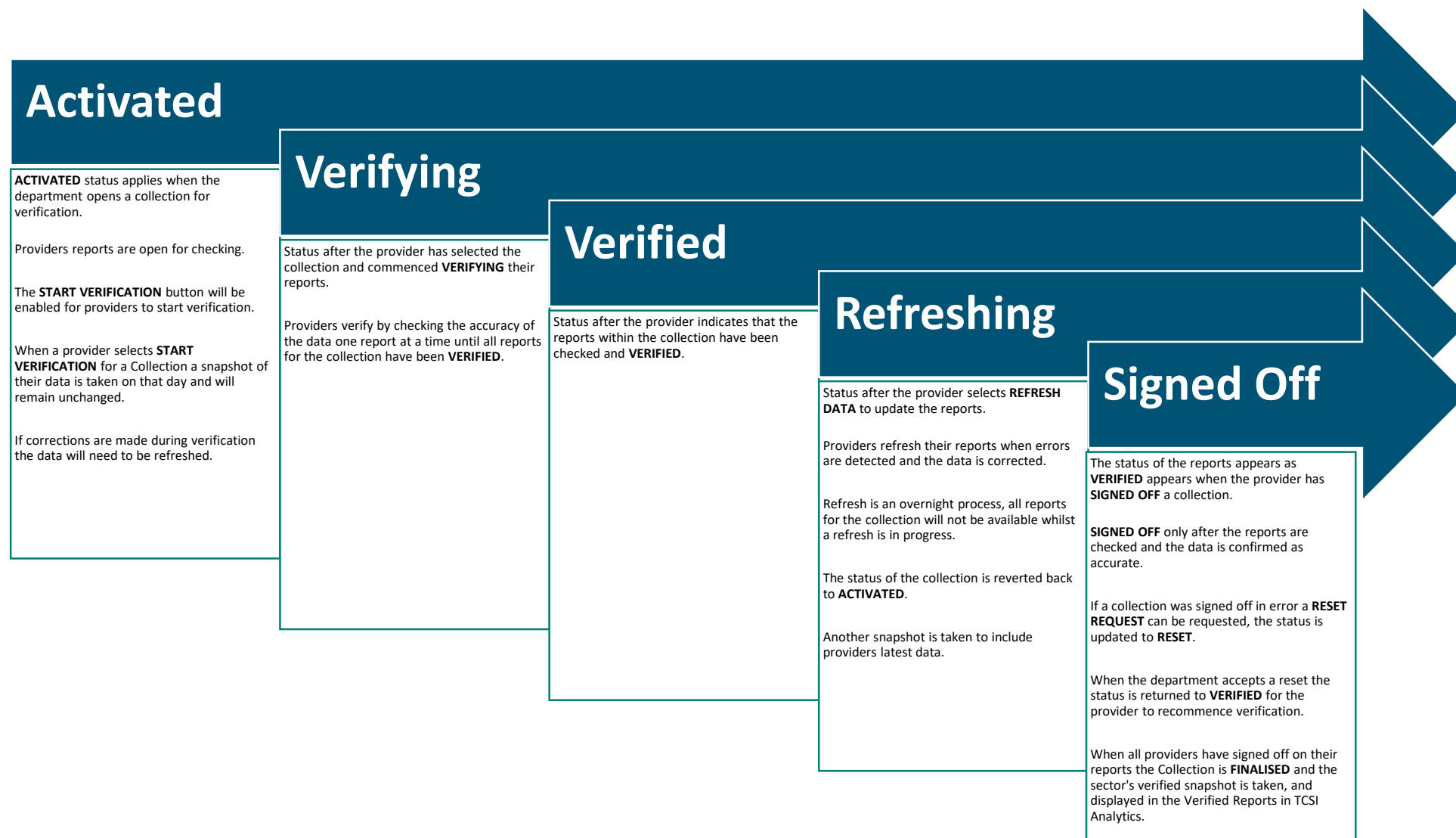
The verification process will generate all reports for the Student Collection regardless of the provider type. For Non-University (private) Higher Education Providers some reports will not contain data as your organisation does not provide this data type to TCSI, the reports can be ignored. Universities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

Table 4 – Report status

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.

Figure 30 Verification process



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.
- **Verified:** All reports within the collection have been verified by the provide.
- **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 end date.
- **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.

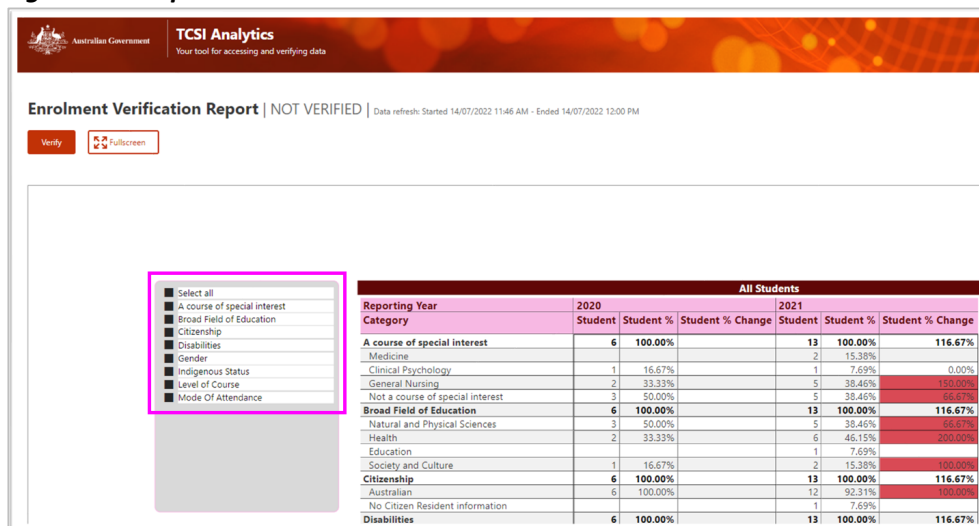
Table 5 – Collection, report status and processing functionality

Collection Status	Report Status	Start Verification button	Verification processing buttons			
			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 refreshed a collection, and the nightly refresh is completed						
Activated	Not verified	Enabled	Disabled	Disabled	Disabled	Disabled
Provider has signed off a collection						
Signed off	Verified	Disabled	Disabled	Disabled	Disabled	Enabled
Department has approved reset request for a signed off collection						
Verified	Verified	Disabled	Disabled	Enabled	Disabled	Disabled
Department has rejected reset request for a signed off collection						
Signed off	Verified	Disabled	Disabled	Disabled	Disabled	Disabled

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 slicer, (Figure 31).

Figure 31 - Report slicers



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			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%		99.01	50.91%	-11.69 %
New Zealand	3.00	1.43%				-25.00 %
Permanent Resident	12.38	5.89%				-16.16 %
Temporary Entry Permit	82.25	39.12%		8	4.12%	
Humanitarian Visa	2.50	1.19%				
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 %

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

Attribute: Australian

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
520003	01/01/2021	90	0.50	lyngf	02/01/2021
520003	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
lyul	01/02/2021	911	0.13	asdf	01/03/2021
lyul	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
12875	28/01/2021	875	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 Students						
Reporting Year	2020			2021		
Attribute/Category	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 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	100.00%	-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 %

2. Click Export, (Figure 36).

Figure 36 – Export to excel

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	100.00%	-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 %

Which data do you want to export?

Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. [Learn more](#)

Data with current layout

Export this data in the same layout you see now, but without any icons, colors, or other formatting you added.

Summarized data

Export the summarized data used to create your visual (for example, sums, averages, and medians).

Underlying data

Export the raw data used to calculate the data in your visual.

☐ The report author turned off this option

File format:

.xlsx (Excel 150,000-row max)▼

Export

Cancel

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).

Table 7 - Change variations identified in the following way

% 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	100.00%	-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 %
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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 %