



Australian Government

TCSI TERTIARY COLLECTION
OF STUDENT INFORMATION

2022 Staff Verification Webinar

PIR and HEP Providers

Monday, 5 December 2022

Agenda

- When is Staff data verified
- What Staff reports are verified
- Which PRODA roles apply to verification
- How to access TCSI Analytics
- How is Staff data verified
- TCSI Analytics report functions

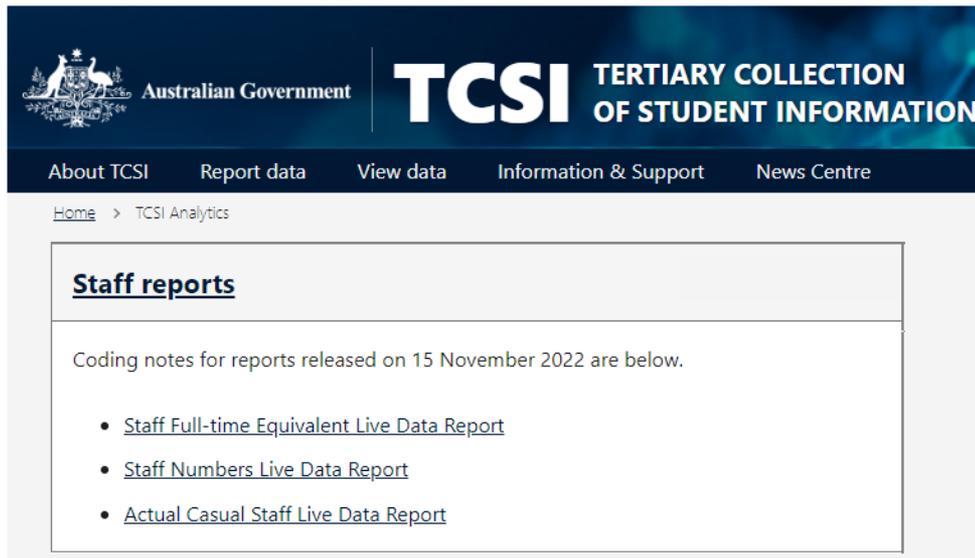
Verification in TCSI

Reports to be verified by 16 December 2022

- 2022 Staff Full-time Equivalent
- 2022 Staff Numbers
- 2021 Actual Casual Staff

Coding notes

- How to read each report
- Details what data is counted and excluded
- <https://www.tcsisupport.gov.au/view-data/TCSI-Analytics>



The screenshot shows the TCSI website interface. At the top left is the Australian Government logo. To its right is the TCSI logo and the text 'TERTIARY COLLECTION OF STUDENT INFORMATION'. Below this is a navigation menu with links: 'About TCSI', 'Report data', 'View data', 'Information & Support', and 'News Centre'. The main content area shows a breadcrumb trail 'Home > TCSI Analytics' and a section titled 'Staff reports'. Under this section, it states 'Coding notes for reports released on 15 November 2022 are below.' and lists three reports:

- [Staff Full-time Equivalent Live Data Report](#)
- [Staff Numbers Live Data Report](#)
- [Actual Casual Staff Live Data Report](#)

Verification in TCSI Analytics

- Access can be assigned in [PRODA](#) for:
 - TCSI Analytics – Read
 - TCSI Analytics – Verify
 - TCSI Analytics – Signoff

<https://www.tcsisupport.gov.au/support/proda>



Accessing TCSI Analytics for verification

- [TCSI Support website](https://www.tcsisupport.gov.au)
TCSI Access button
- Log into PRODA using account credentials
- Accept terms & conditions

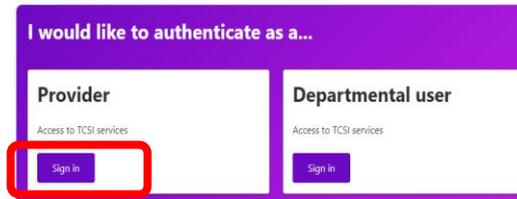
<https://www.tcsisupport.gov.au/view-data/TCSI-Analytics>



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

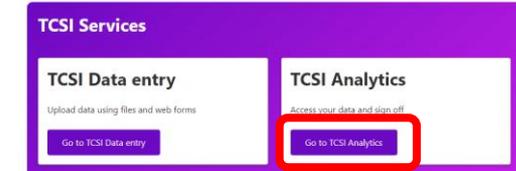


Welcome



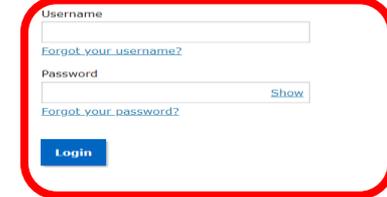
Welcome to TCSI Access

You can log into TCSI services by clicking one of the links below.
You can also move between TCSI services from here, if you have already logged into a TCSI service.



Login

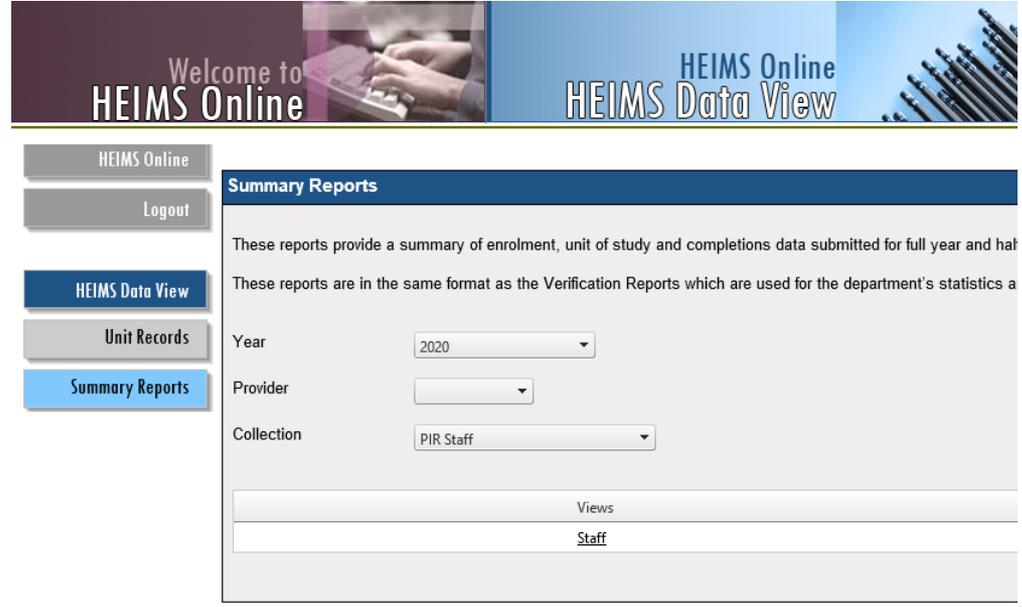
If you have already created your PRODA account, login below.

The image shows the PRODA login form. It includes fields for 'Username' and 'Password', with links for 'Forgot your username?' and 'Forgot your password?'. A 'Login' button is at the bottom. A red box highlights the entire login form area.

Access to Historical Staff Data

Staff data submitted with HEPCAT

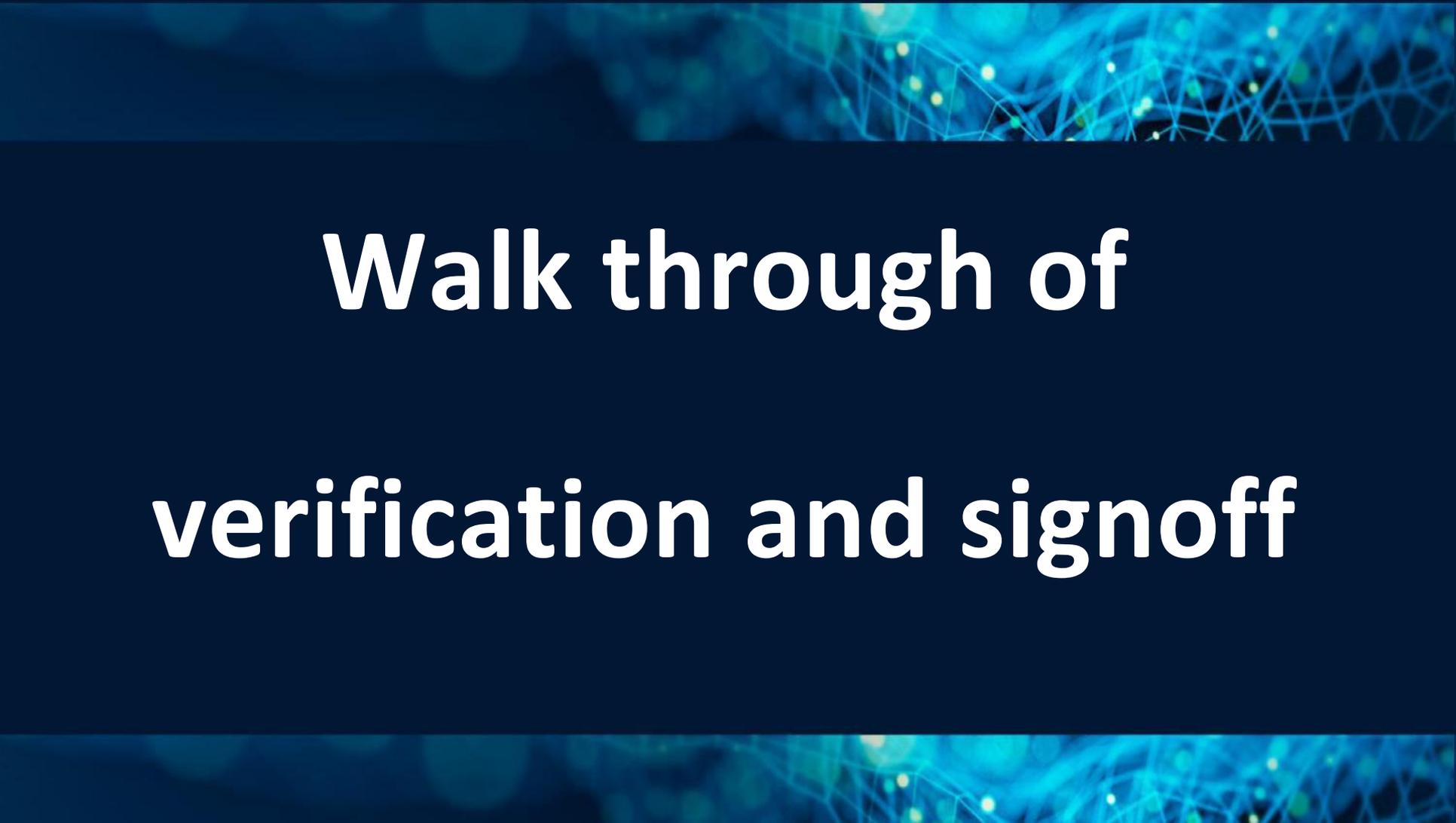
- Not migrated to TCSI
- Available in HEIMS Online
 - Active HEIMS credentials
 - Format and file structures



The screenshot displays the HEIMS Online interface. At the top, there is a banner with the text "Welcome to HEIMS Online" and "HEIMS Online HEIMS Data View". Below the banner, there is a navigation menu with buttons for "HEIMS Online", "Logout", "HEIMS Data View", "Unit Records", and "Summary Reports". The "Summary Reports" button is highlighted. The main content area is titled "Summary Reports" and contains the following text: "These reports provide a summary of enrolment, unit of study and completions data submitted for full year and half year." and "These reports are in the same format as the Verification Reports which are used for the department's statistics a". Below the text, there are three dropdown menus: "Year" (set to 2020), "Provider", and "Collection" (set to PIR Staff). At the bottom, there are two tabs: "Views" and "Staff".

HEIMS Access Form

[Access to department systems: HEIMS Administration, HEIMS Online and HEPCAT \(tcsisupport.gov.au\)](https://tcsisupport.gov.au)



Walk through of verification and signoff

Verification Overview

ACTIVATED status applies when the department opens a collection for verification.

Providers reports are open for checking.

The **START VERIFICATION** button will be enabled for providers to start verification.

When a provider selects **START VERIFICATION** for a collection a snapshot of their data is taken on that day.

Verifying

Status after the provider has selected the collection and commenced **VERIFYING** their reports.

Providers verify by checking the accuracy of the data one report at a time.

Verified

Status after the provider indicates that the reports within the collection have been checked and **VERIFIED**.

Refreshing

Status after the provider selects **REFRESH DATA** to update the reports.

Providers refresh their reports when errors are detected and the data is corrected.

Refresh is an overnight process, all reports for the collection will not be available whilst a refresh is in progress.

Another snapshot is taken to include providers latest data.

Signed off

The report Status appears as **VERIFIED** when the provider has **SIGNED OFF** the collection.

RESET REQUEST updates the status to **RESET** and is used when the sign off was performed in error. The status will return to **VERIFIED** when the department accepts the reset request.

When all providers have signed off on their reports the Collection is **FINALISED**, and a final snapshot taken.

Welcome PDV Signoff

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

Activities

[Reports](#)[VFH Recredit](#)[Update Student Details](#)[Activate](#)[Reset](#)[Monitor](#)[Finalise](#)

Data type

HEP
PIR

Report type

Live Summary Data
Live Unit Records
Verified Report
Verification Report

Report

EFTSL Live Data Report
HECS-HELP Live Data Report
FEE-HELP Live Data Report
Commonwealth Scholarships Live Data Report
Unit of Study Completions Live Data Report
HECS-HELP Payment Status Live Data Report
Adjusted HELP Live Data Report
Provider Notifications Report
Unit of Study Unit Records
Commonwealth Scholarship Unit Records
Course of Study Unit Records
CGS Clusters by Course Level Live Data Report

[Clear](#)

Live Summary Data

[Actual Casual Staff Live Data Report](#)

Live Summary Data

[Adjusted HELP Live Data Report](#)

Live Summary Data

[CGS Clusters by Course Level Live Data Report](#)

Welcome PDV Signoff [My account](#) [Sign out](#)

Activities

Reports

Verification

Data type

Report type

Report

Clear

Report Type

Report

Live Summary Data

[Staff Numbers Live Data Report](#)

Live Summary Data

[Staff Full-time Equivalent Live Data Report](#)

Live Summary Data

[Actual Casual Staff Live Data Report](#)

[Return to home](#)

My access details

User Name

PDV Signoff

User RA**Provider Name****Provider Code****Roles**

- TCSI Analytics - Read (Provider Read reports)
- TCSI Analytics - Signoff (Provider Sign-off data within a collection)

Welcome PDV Signoff [My account](#) | [Sign out](#)

Activities

Reports

Verification

Data type

Report type

Report

Clear

Report Type**Report**

Live Summary Data

[Staff Numbers Live Data Report](#)

Live Summary Data

[Staff Full-time Equivalent Live Data Report](#)

Live Summary Data

[Actual Casual Staff Live Data Report](#)



Welcome PDV Signoff [My account](#) | [Sign out](#)

Activities

Reports

Verification

Collection *

- HEP Casual Staff Actuals
- HEP Full Time Staff
- PIR Casual Staff Actuals
- PIR Full Time Staff

Activities

Reports

Verification

Collection *

Full Time Staff

Collection	Full Time Staff
Year	2022
Status	ACTIVATED
Due date	16/12/2022
Data refresh started	22/11/2022
Data refresh ended	23/11/2022

Start verification

Refresh data

Sign off

Request Reset

Confirmed as accurate

Report

Status

Status date

[Full Time Staff Verification Report](#)

ACTIVATED

16/12/2022

[Staff Numbers Verification Report](#)

ACTIVATED

16/12/2022

Activities

Reports

Verification

Collection *

Full Time Staff

Collection	Full Time Staff
Year	2022
Status	ACTIVATED
Due date	16/12/2022
Data refresh started	22/11/2022
Data refresh ended	23/11/2022

Start verification

Refresh data

Sign off

Request Reset

Confirmed as accurate

Report

[Full Time Staff Verification Report](#)

[Staff Numbers Verification Report](#)

Status

Status date

ACTIVATED

16/12/2022

ACTIVATED

16/12/2022

Activities

Reports

Verification

Collection *

Casual Staff Actuals

Collection

Casual Staff Actuals

Year

2021

Status

ACTIVATED

Due date

16/12/2022

Data refresh started

22/11/2022

Data refresh ended

23/11/2022

Start verification

Refresh data

Sign off

Request Reset

Confirmed as accurate

Report

Status

Status date

[Casual Staff Actuals Report](#)

ACTIVATED

16/12/2022

Actual Casual Staff Verification Report | NOT VERIFIED | Data refresh: Started 22/11/2022 15:07 PM - Ended 23/11/2022 02:31 AM

Verify

 Fullscreen

Reporting Year

All 

Provider Type

All 

Attribute

All 

Actual Casual Staff Verification Report

Category

Actual Casual Staff Verification Report

Attribute Category	2021
Gender	300.00
Male	100.00
Female	200.00
Indeterminate / Intersex / Unspecified	10.00
Classification	300.00
Lecturer	25.00
Below Lecturer	105.00
Non-Academic	170.00
Organisational Unit	300.00
Academic Organisational Unit	250.00
Academic Support Services	15.00
Student Services	15.00
Public Services	2.00
General Services	18.00
Function	300.00
Teaching only	260.00

Actual Casual Staff Verification Report | NOT VERIFIED | Data refresh: Started 22/11/2022 15:07 PM - Ended 23/11/2022 02:31 AM

Verify

Fullscreen

Reporting Year

All

Provider Type

All

Attribute

All

Actual Casual Staff Verification Report

Category

Actual Casual Staff Verification Report

Attribute Category	2021
Gender	300.00
Male	100.00
Female	200.00
Indeterminate / Intersex / Unspecified	10.00
Classification	300.00
Lecturer	25.00
Below Lecturer	105.00
Non-Academic	170.00
Organisational Unit	300.00
Academic Organisational Unit	250.00
Academic Support Services	15.00
Student Services	15.00
Public Services	2.00
General Services	18.00
Function	300.00
Teaching only	260.00

Actual Casual Staff Verification Report

VERIFIED

Data refresh: Started 22/11/2022 15:07 PM - Ended 23/11/2022 02:31 AM

Verify

Fullscreen

Reporting Year

All

Provider Type

All

Attribute

All

Actual Casual Staff Verification Report

Category

Actual Casual Staff Verification Report

Attribute Category	2021
Gender	300.00
Male	100.00
Female	200.00
Indeterminate / Intersex / Unspecified	10.00
Classification	300.00
Lecturer	25.00
Below Lecturer	105.00
Non-Academic	170.00
Organisational Unit	300.00
Academic Organisational Unit	250.00
Academic Support Services	15.00
Student Services	15.00
Public Services	2.00
General Services	18.00
Function	300.00
Teaching only	260.00

Activities

Reports **Verification**

Collection *
Casual Staff Actuals

Collection	Casual Staff Actuals
Year	2022
Status	VERIFYING
Due date	23/11/2022
Data refresh started	22/11/2022
Data refresh ended	23/11/2022

[Start verification](#) [Refresh data](#) [Sign off](#) [Request Reset](#)

Confirmed as accurate

<u>Report</u>	<u>Status</u>	<u>Status date</u>
Casual Staff Actuals Report	VERIFYING	16/12/2022

Activities

Reports **Verification**

Collection *
Casual Staff Actuals

Collection	Casual Staff Actuals
Year	2021
Status	VERIFYING
Due date	16/12/2022
Data refresh started	22/11/2022
Data refresh ended	23/11/2022

Confirmed as accurate

<u>Report</u>	<u>Status</u>	<u>Status date</u>
Casual Staff Actuals Report	VERIFYING	16/12/2022

Activities

Reports

Verification

Collection *

Casual Staff Actuals

Collection

Casual Staff Actuals

Year

Status

Due date

Data refresh started

Data refresh ended

REFRESHING

22/11/2022

23/11/2022

Start verification

Refresh data

Sign off

Request Reset

Confirmed as accurate

The reports are currently unavailable as the data for the report is currently being refreshed. Please try again later.

Activities

Reports

Verification

Collection *

Casual Staff Actuals

Collection

Casual Staff Actuals

Year

2022

Status

ACTIVATED

Due date

16/12/2022

Data refresh started

22/11/2022

Data refresh ended

23/11/2022

Start verification

Refresh data

Sign off

Request Reset

Confirmed as accurate

Report

Status

Status date

[Casual Staff Actuals Report](#)

ACTIVATED

16/12/2022

Activities

Reports

Verification

Collection *

Casual Staff Actuals

Collection

Casual Staff Actuals

Year

2022

Status

VERIFIED

Due date

16/12/2022

Data refresh started

22/11/2022

Data refresh ended

23/11/2022

Start verification

Refresh data

Sign off

Request Reset

Confirmed as accurate

Report

Status

Status date

[Casual Staff Actuals Report](#)

VERIFIED

16/12/2022

Activities

Reports

Verification

Collection *

Casual Staff Actuals

Collection	Casual Staff Actuals
Year	2021
Status	SIGNEDOFF
Due date	16/12/2022
Data refresh started	22/11/2022
Data refresh ended	23/11/2022

Start verification

Refresh data

Sign off

Request Reset

X

Confirmed as accurate

Report

Status

Status date

[Casual Staff Actuals Report](#)

SIGNEDOFF

16/12/2022

Activities

Reports

Verification



COL0094: 'Request Reset' has been Requested.

[Dismiss](#)

Collection	Casual Staff Actuals
Year	2021
Status	SIGNEDOFF
Due date	16/12/2022
Data refresh started	22/11/2022
Data refresh ended	23/11/2022

Start verification

Refresh data

Sign off

Request Reset



Confirmed as accurate

Report

Status

Status date

[Casual Staff Actuals Report](#)

SIGNEDOFF

16/12/2022

Activities

Reports

Verification

Collection *

Casual Staff Actuals

Collection

Casual Staff Actuals

Year

2021

Status

VERIFIED

Due date

16/12/2022

Data refresh started

22/11/2022

Data refresh ended

23/11/2022

Start verification

Refresh data

Sign off

Request Reset

Confirmed as accurate

Report

Status

Status date

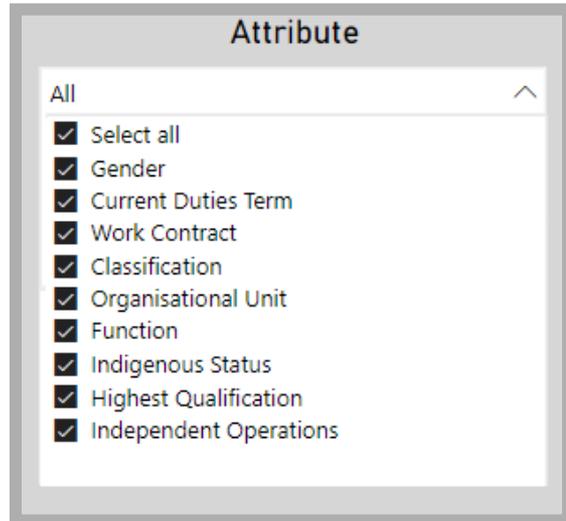
[Casual Staff Actuals Report](#)

VERIFIED

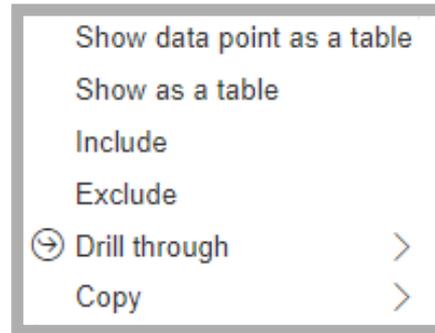
16/12/2022

Functions within the reports & User Guide

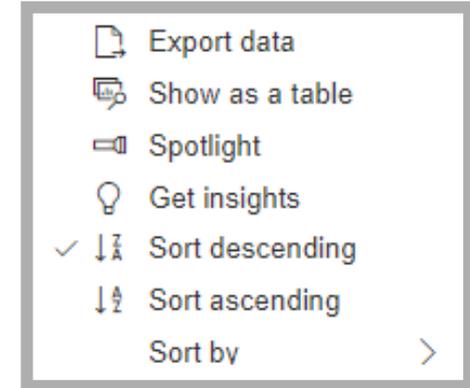
- Report slicers



- Data Drill-through



- Export data



Provider Data Verification User Guide for instructions

Welcome PDV Signoff [My account](#) | [Sign out](#)

Activities

[Reports](#)[Verification](#)

Data type

Report type

Report

[Clear](#)**Report Type****Report**

Verified Report

[Staff Numbers Verified Report](#)

Verified Report

[Staff Full-time Equivalent Verified Report](#)

Verified Report

[Actual Casual Staff Verified Report](#)

Recap of verification process

ACTIVATED status applies when the department opens a collection for verification.

Providers reports are open for checking.

The **START VERIFICATION** button will be enabled for providers to start verification.

When a provider selects **START VERIFICATION** for a collection a snapshot of their data is taken on that day.

Verifying

Status after the provider has selected the collection and commenced **VERIFYING** their reports.

Providers verify by checking the accuracy of the data one report at a time.

Verified

Status after the provider indicates that the reports within the collection have been checked and **VERIFIED**.

Refreshing

Status after the provider selects **REFRESH DATA** to update the reports.

Providers refresh their reports when errors are detected and the data is corrected.

Refresh is an overnight process, all reports for the collection will not be available whilst a refresh is in progress.

Another snapshot is taken to include providers latest data.

Signed off

The report Status appears as **VERIFIED** when the provider has **SIGNED OFF** the collection.

RESET REQUEST updates the status to **RESET** and is used when the sign off was performed in error. The status will return to **VERIFIED** when the department accepts the reset request.

When all providers have signed off on their reports the Collection is **FINALISED**, and a final snapshot taken.

Contact us at:



TCSIsupport@dese.gov.au

