



Australian Government

TCSI TERTIARY COLLECTION
OF STUDENT INFORMATION

TCSI PIR Provider 2022 Student Data Submission

Tuesday 17 October 2023

Target audience

Tertiary Education Quality and Standards Agency Act (TEQSA) providers reporting student data as part of the Provider Information Request (PIR) collection.

For any Higher Education providers reporting under the *Higher Education Support Act (HESA)*, see you at the next TCSI webinar!

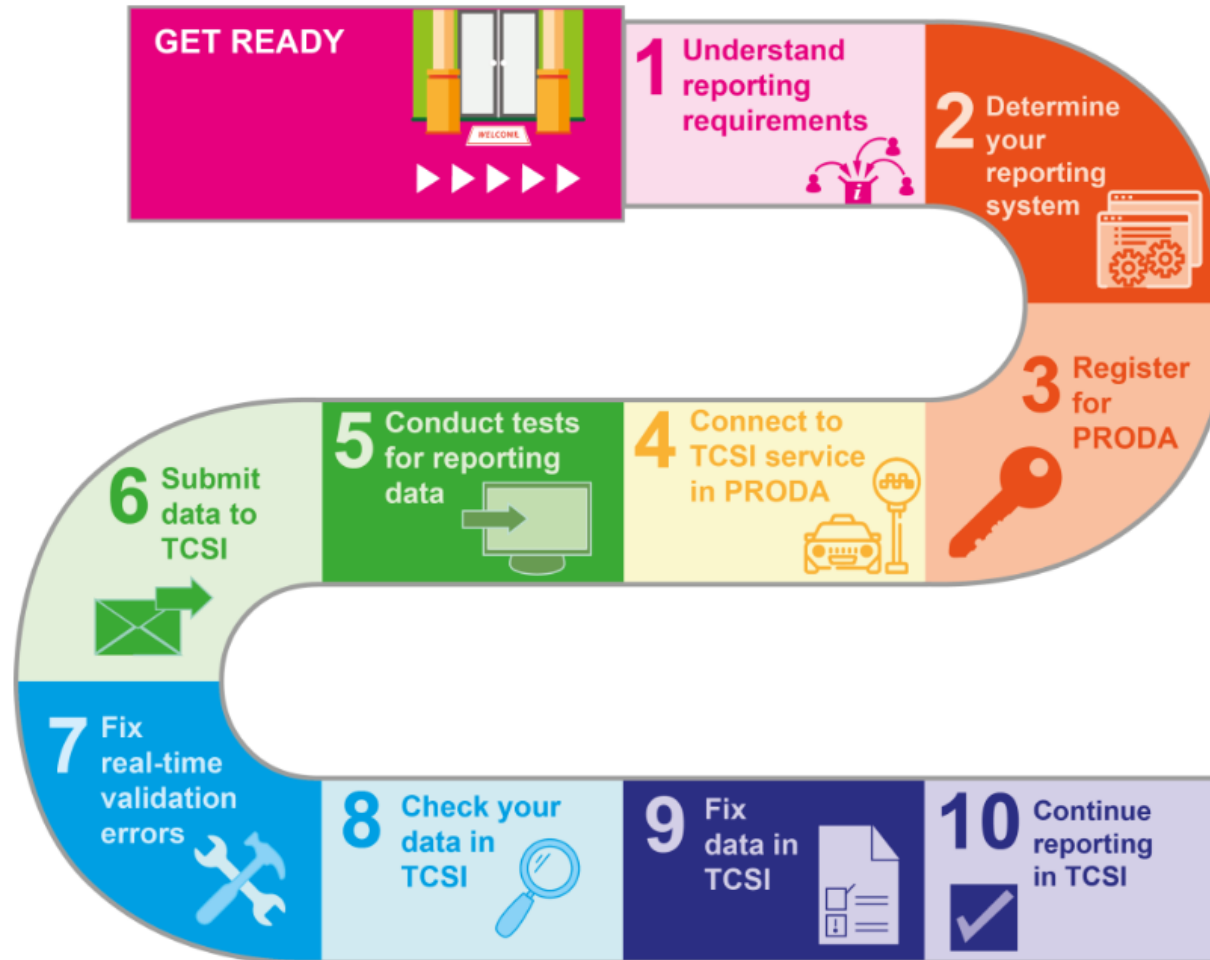
Agenda

- Overview of the reporting process in TCSI
- How to set up PRODA access for TCSI Data Entry and TCSI Analytics
- How to create a file for upload in TCSI Data Entry
- How to read a response file
- Demo of TCSI Data Entry Records Screen
- How to view data in TCSI Analytics



Overview of PIR reporting requirements

Reporting the TEQSA Provider Information Request



[How to report the TEQSA Provider Information Request | TCSI Support](#)

Provider Information Request reporting requirements

- [PIR Reporting requirements](#) are available on the TCSI Support website.
- The PIR student collection is highlighted in the corresponding screenshot
- The due date for in scope PIR student data from 2022 is **17 November 2023**

Report data

- Report a collection
- What do I report?
- How do I report?
- Correct my validation errors
- Using TCSI Data Entry
- Test my data solution

Provider Information Request 2023

Select a year: 2023

The Provider Information Request (PIR) is a request for information under Section 28 of the *Tertiary Education Quality and Standards Agency Act 2011* (TEQSA Act). This document sets out the reporting requirements for the Provider Information Request (PIR) for implementation in 2023.

All data is reported in data packets, as described in this document. Each packet comprises data elements. Detailed specifications for each data element is available from the [TCSI Support Data Element Dictionary](#).

Some data packets include 'extensions', which enable providers to report more than one value for a data element or a group of data elements. These groups may be time-based and allow the reporting of changes in the characteristic of a course, student, etc. through time.

Reporting method

All data can be reported through:

- an application programming interface (API) from each provider's student management system to the Government or
- [TCSI Data Entry](#).

Providers can report new and revised data as soon as the data is available. The system can receive information about past events and some events that are planned to occur (e.g. the establishment of a course in the following year).

Revisions

Please ensure you are confident that your data is accurate before submitting to TCSI. Records should only require updates to capture changes in student details

Courses of study group (PIR) 2022

- Course of study packet (PIR) 2022

Courses group (PIR) 2022

- Course packet (PIR) 2022
- Course fields of education packet (PIR) 2022

Campuses group (PIR) 2022

- Campus packet (PIR) 2022

Courses on campus group (PIR) 2022

- Course on campus packet (PIR) 2022

Students group (PIR) 2022

- Student packet (PIR) 2022
- First reported address packet (PIR) 2022
- Disability packet (PIR) 2022
- Citizenship packet (PIR) 2022

Course admissions group (PIR) 2022

- Course admission packet (PIR) 2022
- Basis for admission packet (PIR) 2022
- Course prior credit packet (PIR) 2022
- Specialisation packet (PIR) 2022

Course admission shortcuts (PIR) 2022

- Exit awards packet (PIR) 2022

Unit enrolments group (PIR) 2022

- Unit enrolment packet (PIR) 2022

Full-time staff group (PIR) 2023

- Full-time staff packet (PIR) 2023
- Work classifications packet (PIR) 2023

Casual staff actuals group (PIR) 2022

- Casual staff actuals packet (PIR) 2022

Casual staff estimates group 2023

- Casual staff estimates packet 2023

Provider Information Request reporting requirements

- Each packet in the [PIR Reporting requirements](#) contains key reporting information such as:
 - Scope
 - Deadlines
 - Data elements

Report data

- Report a collection
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Unit enrolment packet (PIR) 2022

Version Details

Version: 1.00

The PIR unit enrolment packet is used to report a student's enrolment in units of study. Each PIR unit enrolment packet must be linked to an established course admission packet.

Scope

Unit enrolments are only reportable if the student remains enrolled after the census date. A separate PIR unit enrolment packet is required for each occasion that a student undertakes a unit of study with the provider where:

- the provider delivers teaching resources
- the provider sets or charges tuition fees, or
- the unit of study is undertaken by a domestic student as part of a formal overseas exchange program and will count as credit towards a course with the provider and for which the overseas provider is not charging tuition fees.

A PIR unit enrolment packet is not required for units of study:

- undertaken by overseas students in Australia as part of a formal exchange program where the student is not being charged tuition fees by the provider
- for English language intensive courses for overseas students (ELICOS)
- for which the cost of resources is met by another Australian provider
- involving work experience undertaken as a requirement of a course but which does not count as credit towards the course's total credit requirements

Courses of study group (PIR) 2022

Course of study packet (PIR) 2022

Courses group (PIR) 2022

Course packet (PIR) 2022

Course fields of education packet (PIR) 2022

Campuses group (PIR) 2022

Campus packet (PIR) 2022

Courses on campus group (PIR) 2022

Course on campus packet (PIR) 2022

Students group (PIR) 2022

Student packet (PIR) 2022

First reported address packet (PIR) 2022

Disability packet (PIR) 2022

Citizenship packet (PIR) 2022

Course admissions group (PIR) 2022

Course admission packet (PIR) 2022

Basis for admission packet (PIR) 2022

Course prior credit packet (PIR) 2022

Specialisation packet (PIR) 2022

Course admission shortcuts (PIR) 2022

Exit awards packet (PIR) 2022

Unit enrolments group (PIR) 2022

Unit enrolment packet (PIR) 2022

Full-time staff group (PIR) 2023

Full-time staff packet (PIR) 2023

Work classifications packet (PIR) 2023

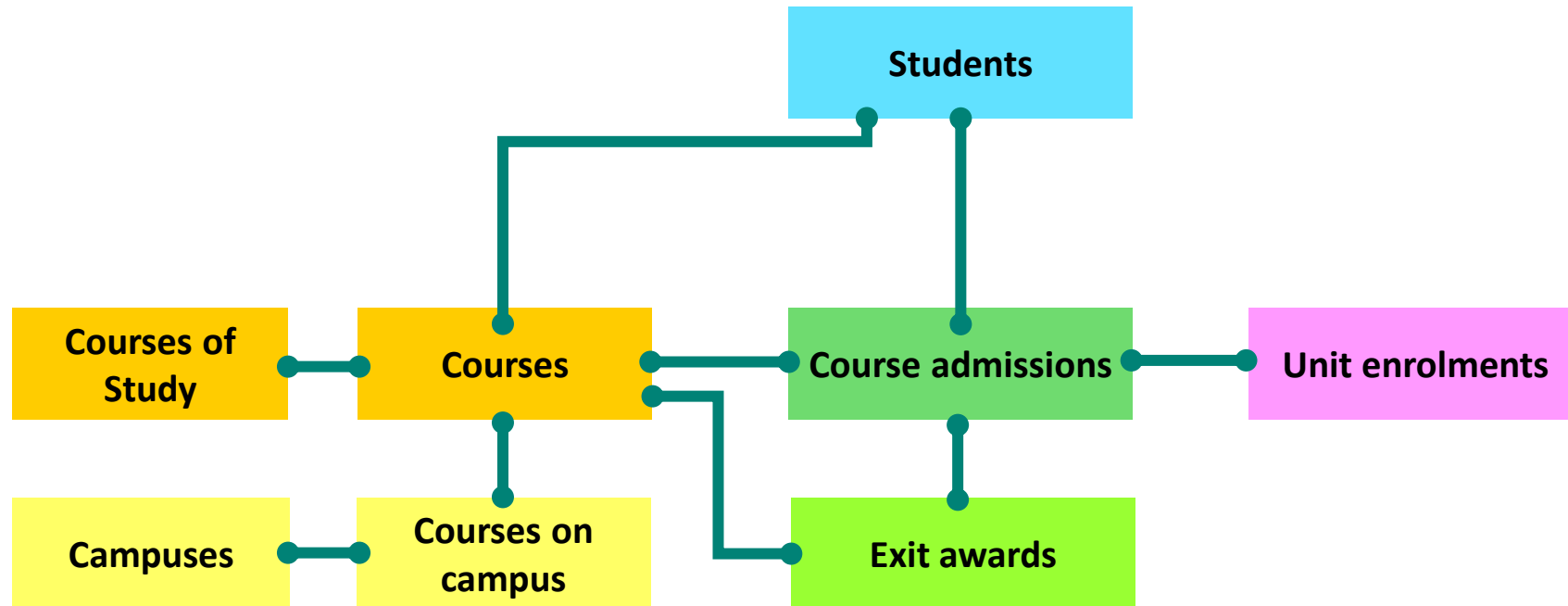
Casual staff actuals group (PIR) 2022

Casual staff actuals packet (PIR) 2022

Casual staff estimates group 2023

Casual staff estimates packet 2023

PIR Student - Data Framework guide





PRODA: Accessing TCSI Services

How do I get PRODA access?

Get your PRODA access sorted by following these steps:

1. Register Your Organisation
2. Add staff members
3. Connect your Student Management Software (APIs)
 - For providers reporting using a Student Management Software.

Registering your organisation

1. Confirm your Australian Business Number in [HITS](#) (HELP Information Technology System)
2. An Authorised Contact at your organisation will need to create an Individual PRODA account and register your organisation in PRODA.
(The Authorised Contact will be referred to as 'Director' in PRODA).
3. Add the TCSI service to your organisation.

Manage my organisation

Organisation Details

Organisation Name	TCSI
PRODA RA (Organisation)	8. 5
Status	Active
ABN	38 57
Contact Email Address	Update Email
Contact Phone Number	Not supplied. Update Phone

Remove Organisation

Members

Subsidiary Organisations

Service Provider

Name	Status
PRODA	Active
Tertiary Collection of Student Information	Active

1 10 2 records found

Add Service Provider

Adding Staff members

1. Identify staff within your organisation who require PRODA access. Type of staff who may require PRODA access include:
 - Access TCSI Data Entry, TCSI Analytics
 - Manage the connection between your Student Management System and TCSI
 - Manage staff members access within PRODA.
2. Identified staff create their own individual PRODA accounts.
3. Add staff members to your PRODA organisation.

Delegating PRODA and TCSI Attributes

PRODA Attributes

- **Owner-Access** - Provides extensive control, including the ability to manage devices, personnel, services and subsidiary organisations for your organisation in PRODA.
- **Employee-Management** - Add, remove and update the end dates of members of the organisation in PRODA
- **Device-Management** - Manage devices on behalf of the organisation in PRODA. Consider assigning this to a technical staff member co-ordinating with your SMS developer
- **Service Link** – Provides the ability to add or remove services available within PRODA



Delegating PRODA and TCSI Attributes

TCSI Attributes

- **TCSI Analytics – Read:** Provides read only access to TCSI Analytics
- **TCSI Analytics – Signoff:** Provides the ability to sign-off a verified data set in TCSI Analytics
- **TCSI Analytics – Verify:** Provides the ability to verify a data set in TCSI Analytics
- **TCSI myHELPbalance Portal:** Provides access to the myHELPbalance portal
- **TCSI Data Entry Portal:** Provides access to TCSI Data Entry

Directors in PRODA can delegate any role. Other staff members will be able to delegate roles if they have received a 'delegable' role from another staff member.

Attribute delegation details

Attribute	TCSI Data Entry Portal	Service Provider	Tertiary Collection of Student Information
Delegated To		Delegable	No
Start Date	29/01/2021	End Date	30/01/2022 

Remove this Delegation

Back

Managing expiry if staff accesses

Directors Staff access can be set for a maximum of 12 months from the date it is delegated.

It is recommended that providers have more than one staff member with delegable roles. This will allow access to be extended without requiring the organisation's director.

If all staff members lose their access, it can be recovered by the director registered against PRODA and the Australian Business Register. It is recommended that providers have a more than one Director registered in PRODA.

Manage [REDACTED] for
TCSI - [REDACTED]

Member details	
PRODA RA (Individual)	1532 [REDACTED]
Role	Personnel
Member Status	Active
Start Date (DD/MM/YYYY)	30/10/2020
End Date (DD/MM/YYYY)	<div>31/10/2021</div>

Creating a B2B device for Student management systems

Creating a Software Instance/B2B Device for your organisation is similar to adding the TCSI service.

Step 1 – Log into PRODA, select your organisation and select “Register new B2B Device.

Step 2 – Create your device. The device name must be unique for your device.

Step 3 – A unique Device Activation Key will appear on your screen. This key is needed to connect your student management system.

(Please note: this code is only valid for 7 days and should be recorded as the code is not stored in PRODA).

Step 4 – Enter the Device Activation Key in the appropriate location in your student management system or provide the information to your Software vendor.

Creating a B2B device for Student management systems

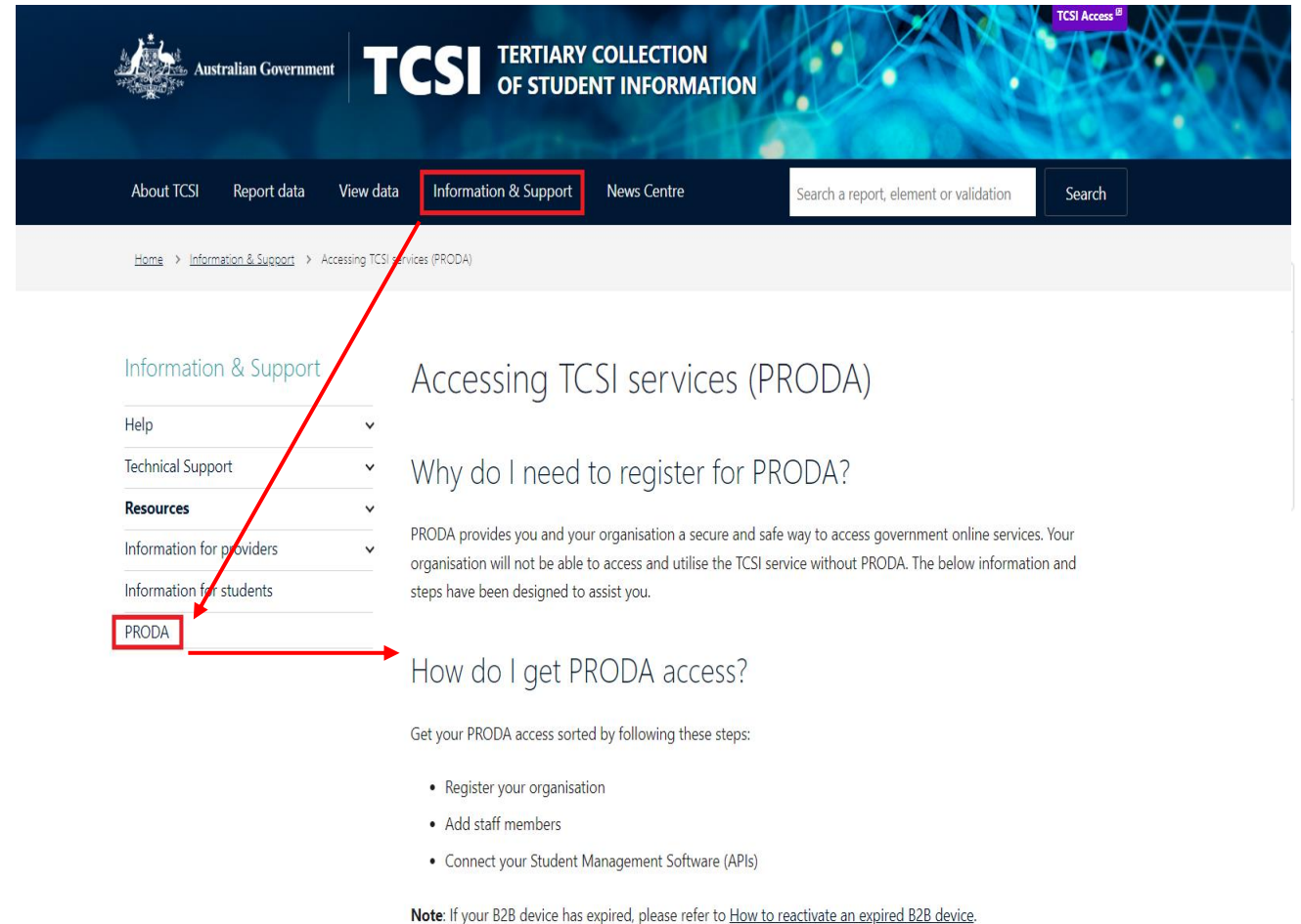
Your Student Management System is now connected to TCSI!

Please note: Once your software is activated it will remain active for a period of 6 months. You will need to generate a Device Activation Code for your B2B device and enter it into your SMS every 6 months

More information

More information can be found at:

- The [Accessing TCSI Services \(PRODA\)](#) user guide.
- [PRODA \(Provider Digital Access\)](#).



The screenshot shows the TCSI (Tertiary Collection of Student Information) website. The header includes the Australian Government logo and the TCSI logo. The navigation bar has links for 'About TCSI', 'Report data', 'View data', 'Information & Support' (highlighted with a red box), and 'News Centre'. A search bar is also present. The breadcrumb trail indicates the current page is 'Accessing TCSI services (PRODA)'. The left sidebar menu lists 'Information & Support', 'Help', 'Technical Support', 'Resources', 'Information for providers', 'Information for students', and 'PRODA' (highlighted with a red box). A red arrow points from the 'PRODA' link in the sidebar to the main content area. The main content area has the title 'Accessing TCSI services (PRODA)' and a sub-header 'Why do I need to register for PRODA?'. It explains that PRODA provides a secure way to access government online services. Below this, it asks 'How do I get PRODA access?' and lists steps: 'Register your organisation', 'Add staff members', and 'Connect your Student Management Software (APIs)'. A note at the bottom states: 'Note: If your B2B device has expired, please refer to [How to reactivate an expired B2B device](#).'

Key Contacts

For assistance with registration of your Individual PRODA account or Organisation in PRODA, please contact PRODA Support at proda@servicesaustralia.gov.au or 1800 700 199 (option 1).

For TCSI specific questions, please email TCSIsupport@education.gov.au.



Creating a Submission File for File Upload

Navigating to PIR File Templates

The submission file templates can be found from the TCSI Home Page by navigating to:

Report data → Using TCSI Data Entry → [Provider Information Request \(PIR\) file templates](#).

The screenshot shows the TCSI (Tertiary Collection of Student Information) website. The URL in the browser is <https://www.tcsisupport.gov.au>. The page has a blue header with the Australian Government logo and the TCSI logo. Below the header is a navigation bar with links: About TCSI, Report data, View data, Information & Support, and News Centre. The 'Report data' link is highlighted with a red box and a red number '1'. Below the navigation bar, there are two main sections: 'Report data' and 'Using TCSI Data Entry'. The 'Report data' section has links: Report a collection, What do I report?, How do I report?, Correct my validation errors, Using TCSI Data Entry, and Test my data solution. The 'Using TCSI Data Entry' section has links: Higher education file templates, VET Student Loans file templates, Provider Information Request (PIR) file templates, and Video demonstrations. The 'Provider Information Request (PIR) file templates' link is highlighted with a red box and a red number '3'. A red number '2' is placed next to the 'Using TCSI Data Entry' link in the 'Report data' section. On the right side of the page, there are 'Featured links' including 'Data elements' and 'User guides & fact sheets'. At the bottom of the page, there are two buttons: 'University Apps & Offers' and 'VET Student Loans'.

Welcome to the BETA TCSI Support site. We would value your [feedback](#).

Australian Government | **TCSI** TERTIARY COLLECTION OF STUDENT INFORMATION

1. [Report data](#) | [View data](#) | [Information & Support](#) | [News Centre](#)

Search a report, element or validation



Report data →


- Report a collection
- What do I report?
- How do I report?
- 2.** [Correct my validation errors](#)
- [Using TCSI Data Entry](#)
- Test my data solution


Using TCSI Data Entry

- Higher education file templates
- 3.** [VET Student Loans file templates](#)
- [Provider Information Request \(PIR\) file templates](#)
- Video demonstrations

Featured links

-  **Data elements**
Data element list and search →
-  **User guides & fact sheets**
Technical support for TCSI-related tasks →

 **University Apps & Offers**

 **VET Student Loans**

Navigating to PIR File Templates

You will end up on this page. Please note at the top of the page, the sequence of files which you should follow when uploading your submission files through TCSI Data Entry Portal.

Welcome to the BETA TCSI Support site. We would value your [feedback](#).

 Australian Government | **TCSI** TERTIARY COLLECTION OF STUDENT INFORMATION TCSI Access [®]

[About TCSI](#) [Report data](#) [View data](#) [Information & Support](#) [News Centre](#)

[Home](#) > [Information & Support](#) > Provider Information Request 2022 file templates

Information & Support

- Help
- Technical Support
- Resources**
- Information for providers
- Information for students
- PRODA

Provider Information Request 2022 file templates

Sequence of files

- Curriculum
 - Course of Study
 - Course
 - Campus
 - Course on Campus
- Enrolment
 - Students
 - Course Admission
 - Unit Enrolments
- Staff
 - Full Time Staff / Casual Actuals / Casual Estimates

How to Create a Submission File for Upload

1.1_PIR-Course-of-study-v1.1 template file (contains mock data)

	A	B	C	D	E	F
1	Information Type	E533 Course of Study Code	E394 Course of Study Name	E310 Course of Study Type	E350 Course of Study Load	E455 Combined Course of Study Indicator
2	Course of Study	A00001	Higher Doctorate	01	2.0	False
3	Course of Study	S00002	Doctorate by research	02	4.5	False
4	Course of Study	C00003	Doctorate by coursework	12	4.5	False
5	Course of Study	M00004	Masters (Extended)	14	4.5	False
6	Course of Study	B00005	Masters (Research)	03	4.5	False
7	Course of Study	E00006	Masters (Coursework)	04	4.5	False
8	Course of Study	F00007	Postgraduate Qualifying or Preliminary (for Mast	05	4.5	False

Information Type Identifying Element Single Active Values

- **Information type** identifies what type of information is to be reported in each row.
- **Identifying element** identifies the record you are attempting to create or update. This column cannot be left blank.
- **Single active values** can only have one value at any time. Cells can be left blank if not required as a part of your submission.
- Important that the element names in the column heading remain the same when uploading to TCSI Data Entry.

How to Create a Submission File for Upload

2.1_PIR-Students-v1.2 file (with mock data)

	A	B	C	D	E	F	G	H	X	Y	Z	AA	AB
	Information Type	E313 Student Identification Code	E314 Date of Birth	E402 Student family name	E403 Student given name first	E404 Student given name others	E410 Residential Address Street	E469 Residential address suburb	E615 Disability code	E609 Disability Effective From date	E610 Disability Effective To date	E358 Citizen resident code	E609 Citizenship Effective From date
1	Student	E123456	1986-09-12	Ricketts	Tamar	Rachelle	21 Soway Way	Gallifrey					
2	Citizenship	E123456										2	2018-02-20
3	Citizenship	E123456										8	2017-02-20
4	Student	E369154	1955-07-23	Drake	Bobbie	9999	2862 Tree Frog Lane	Durham					
5	Citizenship	E369154										1	2014-02-28
6	Disability	E369154							12	2019-08-29			
7	Disability	E369154							11	2019-08-29			
8	Student	E013843	1999-08-29	LeBeau	Anna-Marie	Rouge	3035 Chandler Drive	New Orleans					
9	Citizenship	E013843										1	2012-06-21
10	Disability	E013843							13	2012-06-21			
11	Student	E247812	2001-12-31	Who	Doctor	Fran	3206 Thomas Street	Missouri					
12	Citizenship	E247812										8	2018-03-14
13	Disability	E247812							18	1999-03-06	2018-02-20		
14	Student	E136943	2005-01-01	OGORD	9999	9999	3206 Thomas Street	Missouri					
15	Citizenship	E136943										8	2015-04-30

Information Type

Identifying Element

Single Active Values

Extensions

- Note the multiple information types for this file template. Each information type requires a new row when entering data.
- **Extensions**, highlighted in blue and pink allow you to manage elements with multiple true values or important history. For example, if a student's citizenship status changes.
- Note that in the template above, when reporting the Citizenship and Disability information type, they are each on a new row and only the identifying element (E313) and the relevant disability and citizenship element columns have data reported, the single active value columns should be left blank in these rows. Whereas the opposite is true for the Student information type where the extension columns are blank, and the identifying element and single active value columns are populated with data.
- We recommend utilising and referring to the file templates when preparing your own files for submission.

Updating Records Example

Original record existing in TCSI

	A	B	C	D	E	F	G	H	X	Y	Z	AA	AB
	Information Type	E313 Student Identification Code	E314 Date of Birth	E402 Student family name	E403 Student given name first	E404 Student given name others	E410 Residential Address Street	E469 Residential address suburb	E615 Disability code	E609 Disability Effective From date	E610 Disability Effective To date	E358 Citizen resident code	E609 Citizenship Effective From date
1	Student	E369154	1955-07-23	Watts	Naomi	9999	2862 Tree Frog Lane	Durham					
2	Disability	E369154							18	2020-06-22			
3	Disability	E369154							11	2019-08-29			

Wanting to update the record due to surname change and incorrectly reported E609 value

	A	B	C	D	E	F	G	H	X	Y	Z	AA	AB
	Information Type	E313 Student Identification Code	E314 Date of Birth	E402 Student family name	E403 Student given name first	E404 Student given name others	E410 Residential Address Street	E469 Residential address suburb	E615 Disability code	E609 Disability Effective From date	E610 Disability Effective To date	E358 Citizen resident code	E609 Citizenship Effective From date
1	Student	E369154	1955-07-23	Smith	Naomi	9999	2862 Tree Frog Lane						
2	Disability	E369154							18	2020-11-22			
3													
4	Student	E369154	1955-07-23	Smith	Naomi	9999	2862 Tree Frog Lane	Durham					
5	Disability	E369154							18	2020-11-22			
6	Disability	E369154							11	2019-08-29			

- Outlined cells in **red** is the **incorrect** way to update the record. If uploaded, this will cause the E469 and the 2020 disability record to be deleted in TCSI.
- Outlined cells in **green** is the **correct** way to update the record. If uploaded, this will update the surname and the E609 date for the record existing in TCSI. It's important when making updates to report the full record and include all extension records if making updates to these elements.

Tips for Creating Your Submission File

- Utilise the templates provided and refer to them as an example.
- Note the information type column which will inform what columns should be populated with data for that row.
- Ensure that your formatting is correct for each cell i.e., text and general formatting.
- Any cells that contain data with leading zero's, (i.e. your E313 might = 003178) should be formatted as text, otherwise the leading zero's will be removed by Excel.
- Any dates or date of birth cells should be formatted as text with a YYYY-MM-DD format.
- Your file cannot exceed 5MB in size when uploading to TCSI Data Entry
- Don't use any formulas in your submission file as this can cause errors. If you do use formula's, ensure you copy and paste as value & source formatting to remove the formula from your submission file but maintain the correct formatting and data.
- Only 1 sheet (tab) per file
- File name can only have alphanumeric, underscore, hyphen and period characters e.g. Student_Submission_File.xlsx
- All columns in the template must be included in your submission (you can change the order)
- Additional columns cannot be added to your submission file

Further useful resources:

- [Video demonstrations](#)
- [File template user guide \(noting it is HEP\)](#)



Response Files and How to Read Them

Downloading Response Files

HomeUploadHistoryRecordsNotifications

Home > Upload

Upload

You can upload CSV or XLSX files that are no larger than 5120KB. Templates are available from [TCSI Support](#).
To assist with completing the file templates, reference data tables are available on the [reference data](#) page.

Selected Files (0 records)

Browse for files

File Type	File name	Rows	File size	Actions
No files selected. Drag and drop one or more files onto this table or use the "Browse for files" button to select files.				

Upload

Australian Government

TCSI Data Entry
Your interface for uploading data to TCSI

Tom Test
TCSI-PIR [PIR]

HomeUploadHistoryRecordsNotifications

Home > History

History

Search

Status

File Type

Date submitted

Any

Any

YYYY-MM-DD

Upload History (30 records)

Refresh

Status	File Type	File name	Date submitted	Submitted By	Download
Processed (1 errors)	STUDENT	2.1_PIR-Students-202371013109-1.3.xlsx	2023-07-19 08:43:17	Tom Test	<div>Original</div> <div>Response</div>


Response files can be found on your history tab once your submission file has finished processing.

Reading Your Response Files

	A	B	C	D	E	F	G	H	I	J	K	L	T
	New/Existing Record	Attempted Action	Outcome	Error Code	Severity	Error Description	Information Type	E313 Student Identification Code	E307 Course Code	E534 Course of Study Commencement Date	E354 Unit of Study Code	E489 Unit of Study Census Date	E477 Delivery Location Postcode
1													
2	New	Create	Successful				Unit Enrolment	CIM5378	BBus	2021-02-01	ACCT203	2023-06-16	2060
3	Existing	Update	Successful				Unit Enrolment	CIM5584	BBus	2021-09-27	ISBS202	2023-06-16	2155
4	Existing	No Update	No Action				Unit Enrolment	CIM6543	BBus	2021-09-27	ISBS202	2023-06-16	2762
5	New	Create	Failed	10019CURLOG	Fatal	The Delivery Location Postcode (E477) is not a valid postcode.	Unit Enrolment	CIM8990	BBus	2021-09-27	ISBS202	2023-06-16	800

- Details on which records were successful and detail on any records that had any errors highlighted in the blue cells.

Fixing Real Time Validation Errors

 Australian Government

TCSI TERTIARY COLLECTION
OF STUDENT INFORMATION

TCSI Access®

About TCSIReport dataView dataInformation & SupportNews Centre

Search a report, element or validationSearch

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TCSI Validations

The TCSI validations are subject to change until testing is complete on the TCSI solution. Any changes will not be tracked between versions.

Validations download

The links in this table will download the attachment

Attachment	Size
TCSI Data Validations V0.26 (21 August 2023).xlsx (209.77 KB)	209.77 KB

A table of validations returning unique identifiers (UIDs) is available at [validations returning a UID](#).

The web version of the validations have been taken down while they are being updated. The download gives the most up-to-date source of TCSI validations.

Resolving real-time validation errors

To find out about Real-Time Validation (RTV) errors and how to resolve them, please see [Resolving real-time validation errors](#).

The following link is where you can download the TCSI Data Validations spreadsheet

[TCSI Validations](#) | [TCSI Support](#)

Reading Your Response Files

TCSI Validations

The TCSI validations are subject to change until testing is complete on the TCSI solution. Any changes will not be tracked between versions.

- Download the TCSI Data Validations spreadsheet to troubleshoot your validation errors

Validations download

The links in this table will download the attachment

Attachment	Size
TCSI Data Validations V0.26 (21 August 2023).xlsx (209.77 KB)	209.77 KB

	A	B	C	D	E	F	G	H	I	J	K	L
	Element No.	Element Name	ITSP Error Code	Error Name	Error Logic	Rule Type	HEP	PIR	VET	TAC	Packet	Error Description
1	E477	Delivery Location Postcode	10019	Invalid code value in Delivery Location Postcode (E477)	If the Delivery Location Postcode (E477) is not blank (null), then the Delivery Location Postcode (E477) must be a valid Australian Postcode match to a current value in the RefStateRefPostRel table on the reporting date.	Fatal	Yes	Yes	Yes		Delivery location Unit Enrolment (HE only) PIR Unit Enrolment	The Delivery Location Postcode (E477) valid postcode.

- Filter on the ITSP Error Code
- When searching for the error, only search for the 5 digits in the error code, leave out the letters. E.g. our 10019CURLOG error we would filter on 10019 in the ITSP Error Code Column
- The spreadsheet provides further detail on the error and how to resolve it.
- [TCSI Validations Spreadsheet](#)



Using TCSI Data Entry Portal Records Screen

Reading Your Response Files

The screenshot shows the TCSI (Tertiary Collection of Student Information) website. At the top, there is a header with the Australian Government logo and the TCSI name. Below the header is a navigation bar with links: About TCSI, Report data (highlighted with a red box and a red '1.'), View data, Information & Support, and News Centre. A search bar is also present. The main content area is divided into three sections. The left section, 'Report data', contains links: Report a collection, What do I report?, How do I report?, Correct my validation errors (highlighted with a red box and a red '2.'), Using TCSI Data Entry (highlighted with a red box), and Test my data solution. The middle section, 'Using TCSI Data Entry', contains links: Higher education file templates, VET Student Loans file templates, Provider Information Request (PIR) file templates (highlighted with a red box and a red '3.'), and Video demonstrations (highlighted with a red box). The right section, 'Featured links', contains two boxes: 'Data elements' with a link to 'Data element list and search' and 'User guides & fact sheets' with a link to 'Technical support for TCSI-related tasks'.

Australian Government

TCSI TERTIARY COLLECTION OF STUDENT INFORMATION

TCSI Access

About TCSI **Report data** View data Information & Support News Centre

Search a report, element or validation Search

Report data →

Report a collection >

What do I report? >

How do I report? >

2. Correct my validation errors >

Using TCSI Data Entry >

Test my data solution >

Using TCSI Data Entry


Higher education file templates


VET Student Loans file templates

3. Provider Information Request (PIR) file templates

Video demonstrations

Featured links

 **Data elements**
Data element list and search
→

 **User guides & fact sheets**
Technical support for TCSI-related tasks
→

- [TCSI video demonstrations | TCSI Support](#)
- Webinar demonstrations – TCSI Data Entry records screen demonstration (PIR)



How to view data in TCSI Analytics

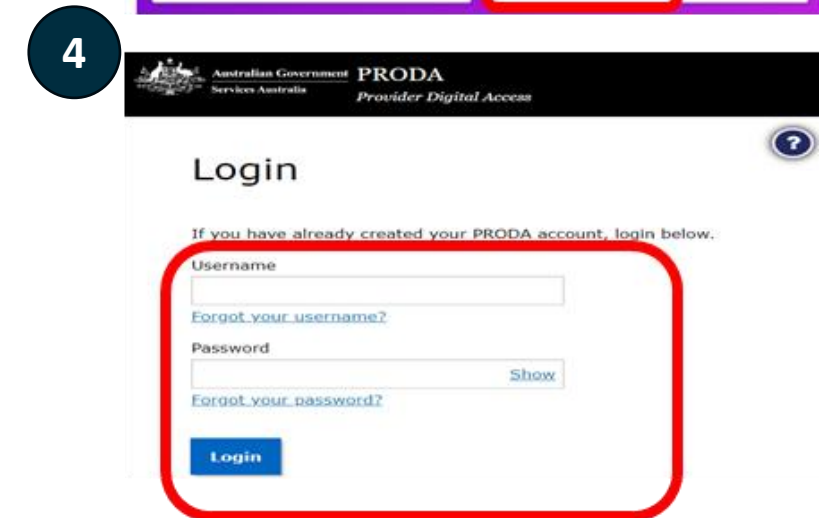
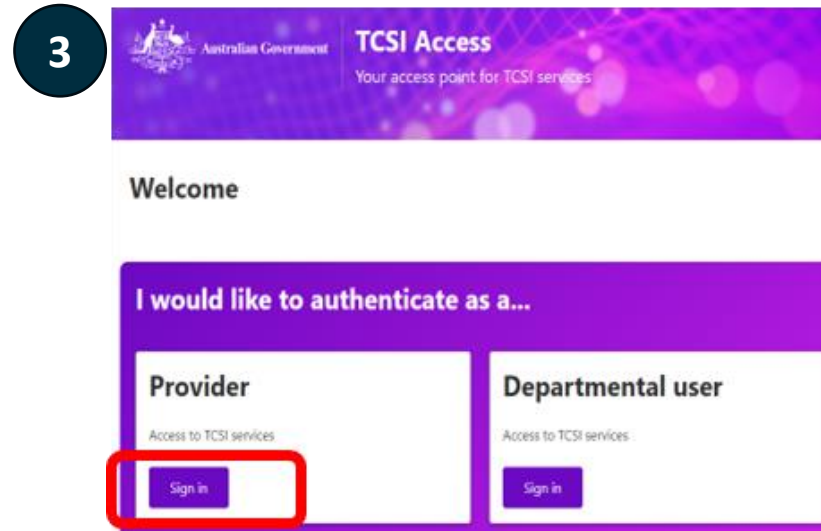
Viewing Data in TCSI Analytics

- Live reports are available in TCSI Analytics to view data reported in TCSI
- The list of coding notes for the live data reports are published on the [TCSI Analytics](#) page
- Some TCSI Analytics reports display summarised aggregated data while others display student data at a unit records level




Accessing TCSI Analytics for viewing data

- TCSI Support website
TCSI Access button
- Log into PRODA using account credentials
- Accept terms & conditions



Viewing Summary reports in TCSI Analytics

Access TCSI Analytics reports using the drop down filters

 Australian Government

TCSI Analytics
Your tool for accessing and verifying data

TCSI Support

TCSI Access

Welcome

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

Activities

Reports

Data type

Report type

Report

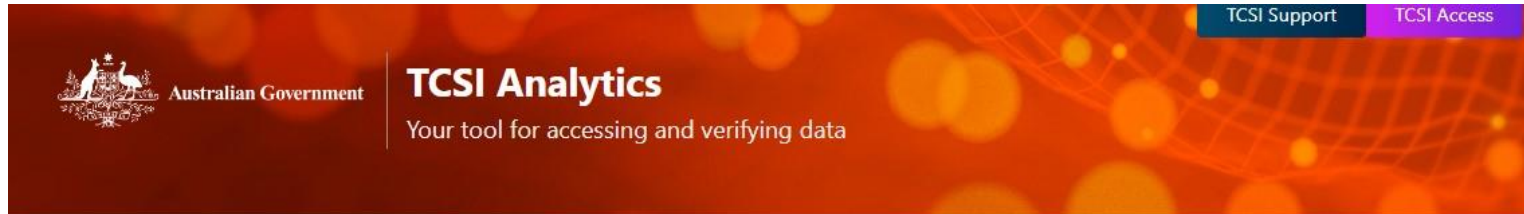
Clear

PIR

Live Summary Data

Report Type?	Report
Live Summary Data	PIR Enrolment Live Data Report
Live Summary Data	PIR EFTSL Live Data Report
Live Summary Data	PIR Course Completions (All Students) Live Data Report
Live Summary Data	PIR Unit of Study Completions Live Data Report

Viewing Summary reports in TCSI Analytics



Welcome

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

Activities

Reports

Monitor

Data type

PIR

Report type

Live Summary Data

Report

Clear

Report Type↑

Report

Live Summary Data

[PIR Enrolment Live Data Report](#)

Live Summary Data

[PIR EFTSL Live Data Report](#)

Live Summary Data


[PIR Course Completions \(All Students\) Live Data Report](#)

Live Summary Data

[PIR Unit of Study Completions Live Data Report](#)

- PIR Enrolment Live Data Report
- PIR EFTSL Live Data Report
- PIR Course Completions (All Students) Live Data Report
- PIR Unit of Study Completions Live Data Report

Checking data refresh of reports

 Australian Government

TCSI Analytics
Your tool for accessing and verifying data

PIR Enrolment Live Data Report | Data refresh: Started 09/10/2023 01:00 AM - Ended 09/10/2023 01:05 AM

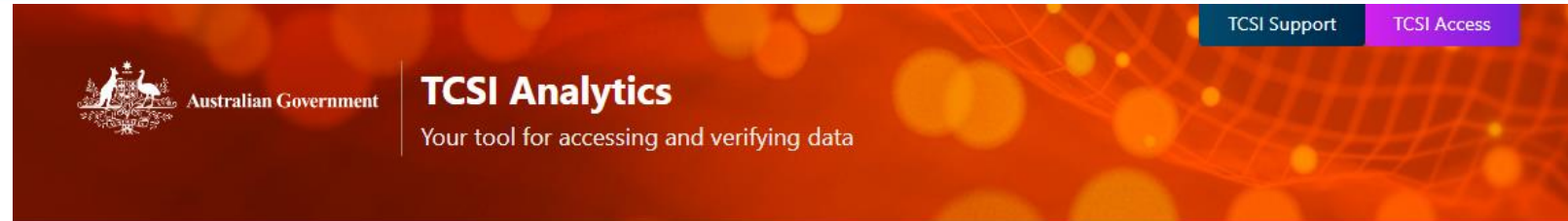
Refresh data

 Fullscreen

Check that the data refresh time is up to date

Checking TCSI Analytics access

Check your PRODA
access to make sure you
have the relevant
TCSI Analytics roles



[Return to home](#)

My access details

User Name

TCSI Test User

User RA

TESTRANumber

Provider Name

Acting as XXXX

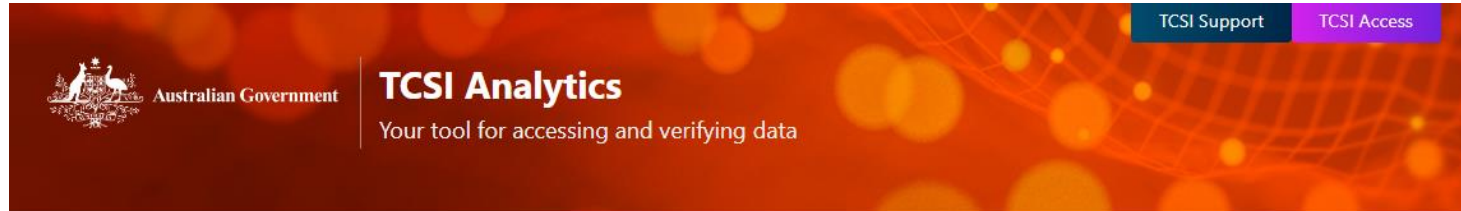
Provider Code

9999

Roles

- TCSI Analytics - Read (Provider Read reports)
- TCSI_ViewAdminReports (View administration reports)
- TCSI_ViewManagementReports (View management reports)
- TCSI_ViewReports (View reports)

Viewing Summary reports in TCSI Analytics



Welcome

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

Activities

Reports

Data type

Report type

Report

Clear


PIR

Live Summary Data

<u>Report Type</u>	<u>Report</u>
Live Summary Data	PIR Enrolment Live Data Report
Live Summary Data	PIR EFTSL Live Data Report
Live Summary Data	PIR Course Completions (All Students) Live Data Report
Live Summary Data	PIR Unit of Study Completions Live Data Report

Viewing Summary reports in TCSI Analytics

Review entire student population to identify data gaps

 Australian Government

TCSI Analytics
Your tool for accessing and verifying data

PIR Enrolment Live Data Report | Data refresh: Started 09/10/2023 01:00 AM - Ended 09/10/2023 01:05 AM

Refresh data

Fullscreen

09/10/2023 01:18:31
Last Refreshed Date Time

TCSI TEST PROVIDER (9999)

All Students

Reporting Year	2021		
AttributeCategory	Student	Student %	Student % Change
New Zealand			
Permanent Resident			
Temporary Entry Permit			
Offshore Overseas Student			
No Citizen Resident information			
Course Of Study Type			
Graduate Diploma - new area			
Disability			
Medical condition			
Not specified			
Other disability			
Specific learning disability			
No reported disability			
Gender			
Total			

Commencing Students

Reporting Year	2021		
AttributeCategory	Student	Student %	Student % Change
Broad Field of Education			
Society and Culture			
Citizenship			
Australian			
New Zealand			
Permanent Resident			
Temporary Entry Permit			
Offshore Overseas Student			
No Citizen Resident information			
Course Of Study Type			
Graduate Diploma - new area			
Disability			
Medical condition			
Not specified			
Total			

Attribute Category

☐ Select all

☐ Broad Field of Education

☐ Citizenship

☐ Course Of Study Type

☐ Disability

☐ Gender

☐ Indigenous Status

☐ Mode Of Attendance

Reporting Year


☐ Select all

☒ Reporting Year

☐ Historical Reporting Years

Applying filters

- Selecting Attribute Categories will filter your data
- Check you have selected the relevant year for data.
 - E.g. For 2023 PIR reporting requirements, we are looking at the previous year, 2022 student data.

**TCSI Analytics**
Your tool for accessing and verifying data

PIR Enrolment Live Data Report | Data refresh: Started 09/10/2023 01:00 AM - Ended 09/10/2023 01:05 AM

[Refresh data](#) [Fullscreen](#)

09/10/2023 01:18:31
Last Refreshed Date Time

Attribute Category
☐ Select all
☐ Broad Field of Education
☐ Citizenship
☐ Course Of Study Type
☐ Disability
☐ Gender
☐ Indigenous Status
☐ Mode Of Attendance

Reporting Year
☐ Select all
☒ Reporting Year
☐ Historical Reporting Years

TCSI TEST PROVIDER (9999)

All Students

Reporting Year	2021		
AttributeCategory	Student	Student %	Student % Change
New Zealand			
Permanent Resident			
Temporary Entry Permit			
Offshore Overseas Student			
No Citizen Resident information			
Course Of Study Type			
Graduate Diploma - new area			
Disability			
Medical condition			
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Other disability			
Specific learning disability			
No reported disability			
Gender			
Total			

Commencing Students

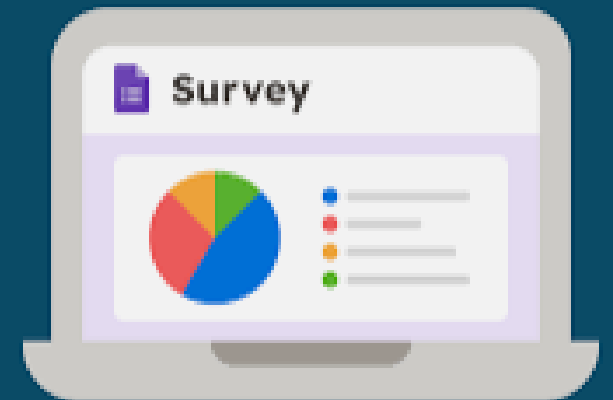
Reporting Year	2021		
AttributeCategory	Student	Student %	Student % Change
Broad Field of Education			
Society and Culture			
Citizenship			
Australian			
New Zealand			
Permanent Resident			
Temporary Entry Permit			
Offshore Overseas Student			
No Citizen Resident information			
Course Of Study Type			
Graduate Diploma - new area			
Disability			
Medical condition			
Not specified			
Total			

Tips for reviewing data in TCSI Analytics

- Remember that the student data you submit is for the 2022 reporting year
- Check your data in TCSI Analytics the day after submitting data using TCSI Data Entry
- Check all TCSI Analytics reports, including enrolment and completion reports

Next Steps

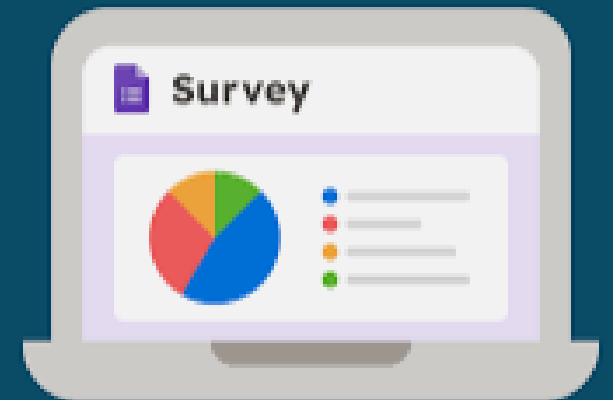
- 1. Sign up for PRODA***
- 2. Upload student data in TCSI Data Entry***
- 3. Review data in TCSI Analytics***



Next Steps

Contacts

TEQSA's Information Management team can be contacted at collections@teqsa.gov.au regarding the scope and timing of the collection as well as administrative queries.



Questions?

Contact us at:

TCSIsupport@education.gov.au

