



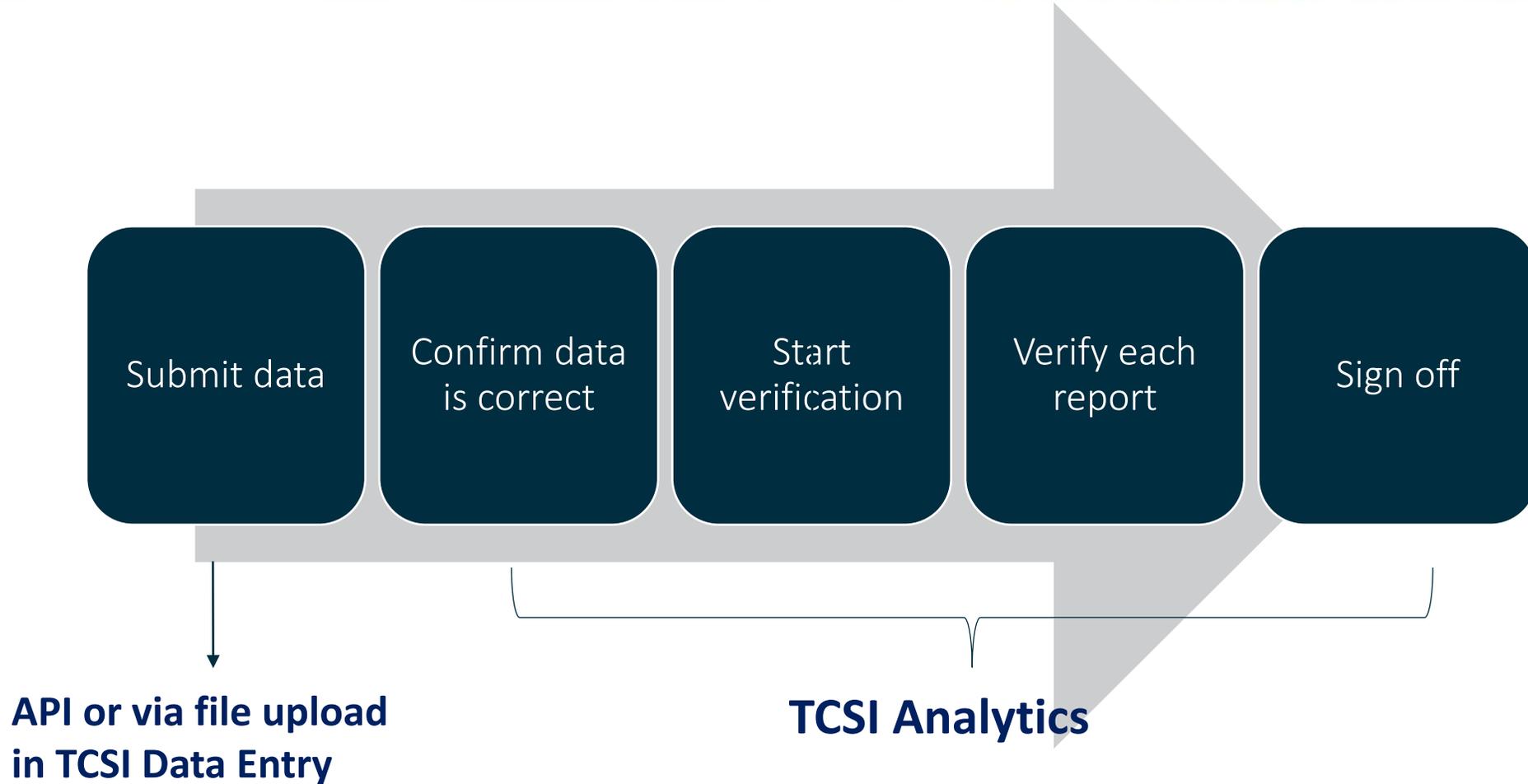
Australian Government

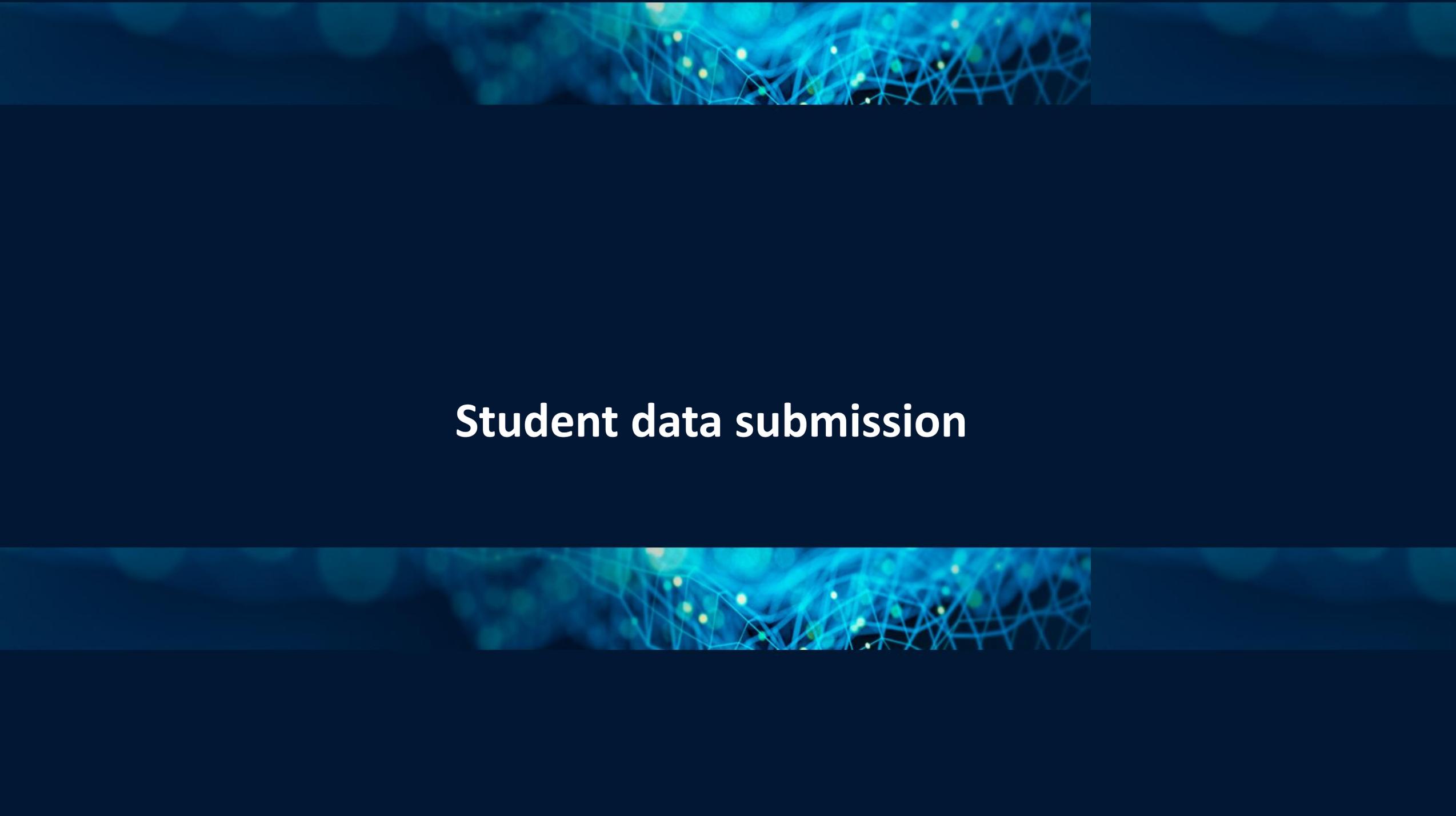
TCSI TERTIARY COLLECTION
OF STUDENT INFORMATION

TCSI PIR Provider 2022 Student Data Verification

Tuesday 7 November 2023

Verification Process Overview





Student data submission

Student data submission

What to report

[PIR Reporting requirements](#) are available on the TCSI Support website.

Each packet in the [PIR Reporting requirements](#) contains key reporting information such as:

- Scope
- Deadlines
- Data elements

How to report

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

Please watch previous webinar on data submission instruction in details – register via [TCSI PIR Student Webinar 2023 | TCSI Support](#)

The background features a dark blue gradient with two horizontal bands of a glowing network pattern. The pattern consists of interconnected lines and small, bright yellow-green nodes, resembling a data network or molecular structure. The central text is white and bold.

Student data verification

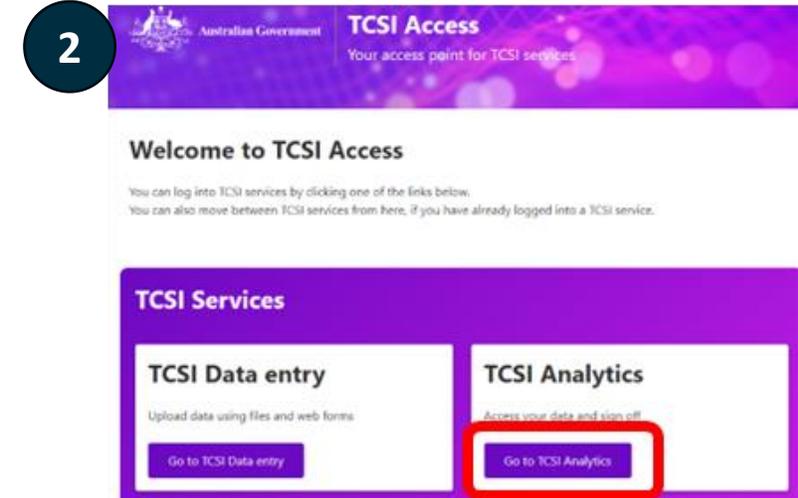
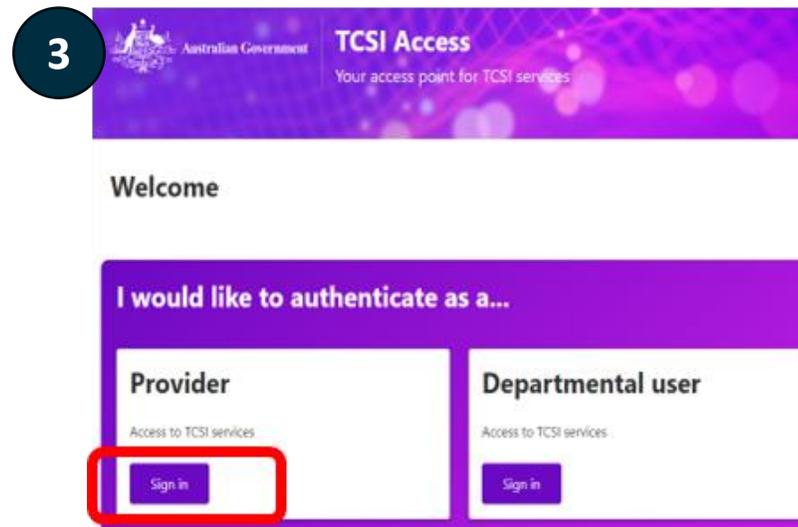
Accessing TCSI Analytics for Verification

TCSI Support website
TCSI Access button

Log into [PRODA](#) using account credentials

- TCSI Analytics – Read
- TCSI Analytics – Verify
- TCSI Analytics – Signoff

Accept terms & conditions



Confirm your data

Why confirm data accuracy before verification

- Data in the verification report is a snapshot of your live data when you start verification
- Any updates after starting verification requires refresh and re-start the verification

Where to check your current data

- Select PIR Student collection in TCSI Analytics
- Navigate to the following reports and review

Report

[PIR Enrolment Verification Report](#)

[PIR EFTSL Verification Report](#)

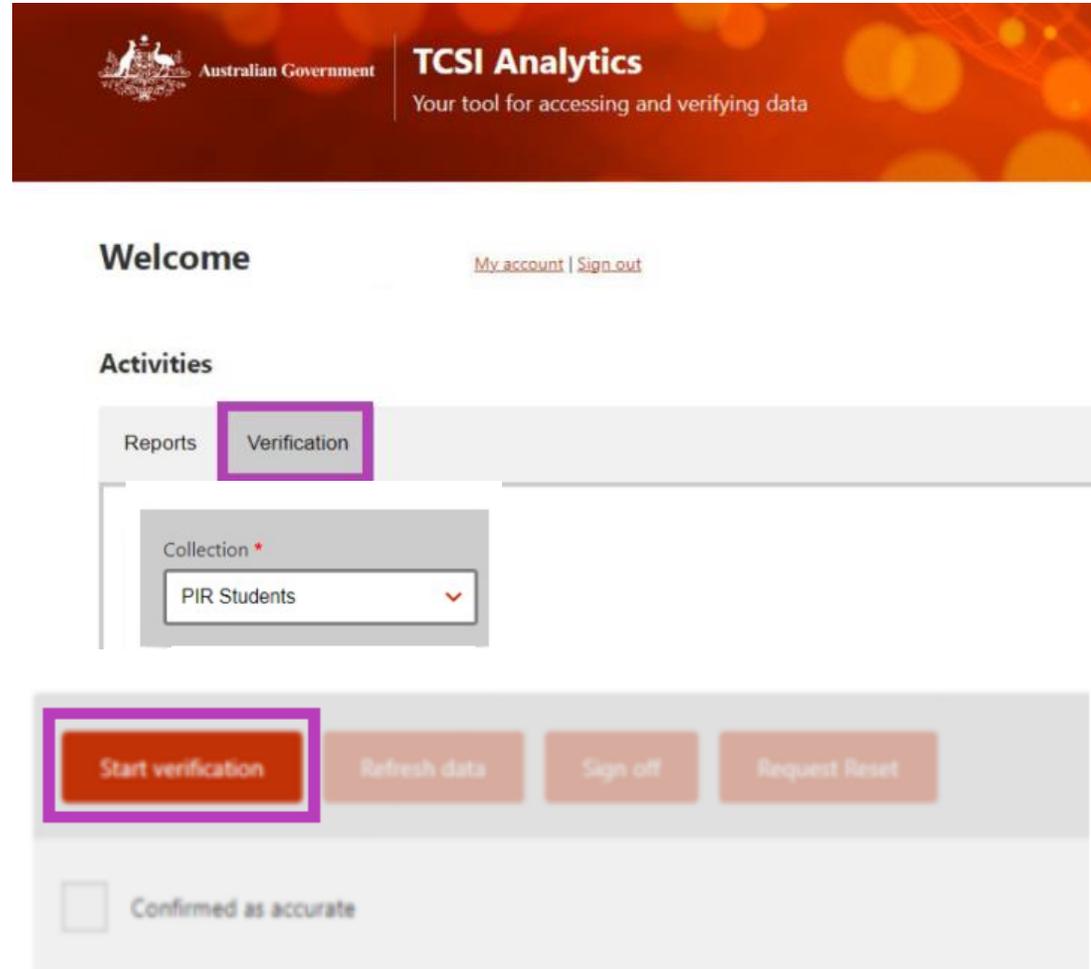
[PIR Course Completions \(All Students\) Verification Report](#)

[PIR Unit of Study Completions Verification Report](#)

Start verification

Collection status = ACTIVATED

- Select the right collection before verification
- Click on "Start verification"
- See [Provider Verification User guide](#) page 14 - 15 for more details



The screenshot displays the TCSI Analytics web interface. At the top, the Australian Government logo is on the left, and the text "TCSI Analytics" and "Your tool for accessing and verifying data" is on the right. Below this is a "Welcome" section with links for "My account" and "Sign out". The "Activities" section features a navigation bar with "Reports" and "Verification" (highlighted with a purple box). Under "Verification", there is a "Collection" dropdown menu currently set to "PIR Students". At the bottom of the interface, there are four buttons: "Start verification" (highlighted with a purple box), "Refresh data", "Sign off", and "Request Reset". Below the buttons is a checkbox labeled "Confirmed as accurate".

Verify each report

Collection status = VERIFYING

- Ready to verify each report
- See [Provider Verification User guide](#) page 16 - 18 for more details

Activities

The screenshot displays the 'Activities' section of the Provider Verification User interface. At the top, there are two tabs: 'Reports' and 'Verification', with 'Verification' highlighted by a purple box. Below the tabs is a 'Collection *' dropdown menu currently set to 'PIR Students'. The 'Status' field is highlighted by a purple box and shows 'VERIFYING'. Below the status are fields for 'Due date', 'Data refresh started', and 'Data refresh ended'. At the bottom of this section are four buttons: 'Start verification', 'Refresh data', 'Sign off', and 'Request Reset'. Below this is a section titled 'Report' with a horizontal line. Underneath, there are four links for verification reports: 'PIR Enrolment Verification Report', 'PIR EFTSL Verification Report', 'PIR Course Completions (All Students) Verification Report', and 'PIR Unit of Study Completions Verification Report'.

Sign Off

Be mindful before sign off

- Status for all PIR Student reports = VERIFIED
- Tick box next to "Confirm as accurate"
- Sign off
- See Provider Verification User guide page 20 for more details



When to use "Refresh" button

Only click when changes are made in your live data, after started verification.

- Once clicked, data will take overnight to update. You cannot further verify this report until the next day.
- During Refresh, collection status will be "Refreshing". It will change to "Activated" after update is completed.
- Click on "Start Verification" button again the next day to re-verify before signing off.
- See Provider Verification User guide page 18 - 19 for more details

Verification in TCSI

Activated

- **ACTIVATED** status applies when the department opens a collection for verification.
- The **START VERIFICATION** button has been enabled for providers to start verification.

Verifying

- status after the provider has selected the collection and clicks "Start verification"
- 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**.
- Requires PRODA role: **TCSI Analytics – Verify**.

Refreshing

- Status after the provider selects **REFRESH DATA** to update the reports.
- Providers refresh their reports when errors are detected and the data has been corrected in TCSI.
- Refresh is an overnight process and the collection will not be available while the refresh is in progress.

Signed Off

- Status of **VERIFIED** appears when the collection is **SIGNED OFF**.
- Requires PRODA role: **TCSI Analytics – Signoff**.
- **RESET REQUEST** updates the status to **RESET** and is used when the sign off was performed in error. The status will return to **VERIFYING** if Education accepts the request.
- When all providers have signed off, the Collection is **FINALISED** by Education.



Current Submission and Key Dates

Current stats

- 27 providers have submitted Course Submission data
- 20 providers have submitted Unit Enrolment data
- 11 providers have signed the entire collection

Remember

- Raise issues early
- Data needs to be complete and accurate when signing off.
- No changes can be made after your signed-off reports are finalised.

Key dates

- By 10 Nov – submit all required data
- By 17 Nov – verify and sign off

Late reporting may result in a breach of the TEQSA Act, impact the Up-front payments tuition protection levy's risk factor results and the levy amount payable

Questions?

Contact us at:

TCSIsupport@education.gov.au

