



Australian Government

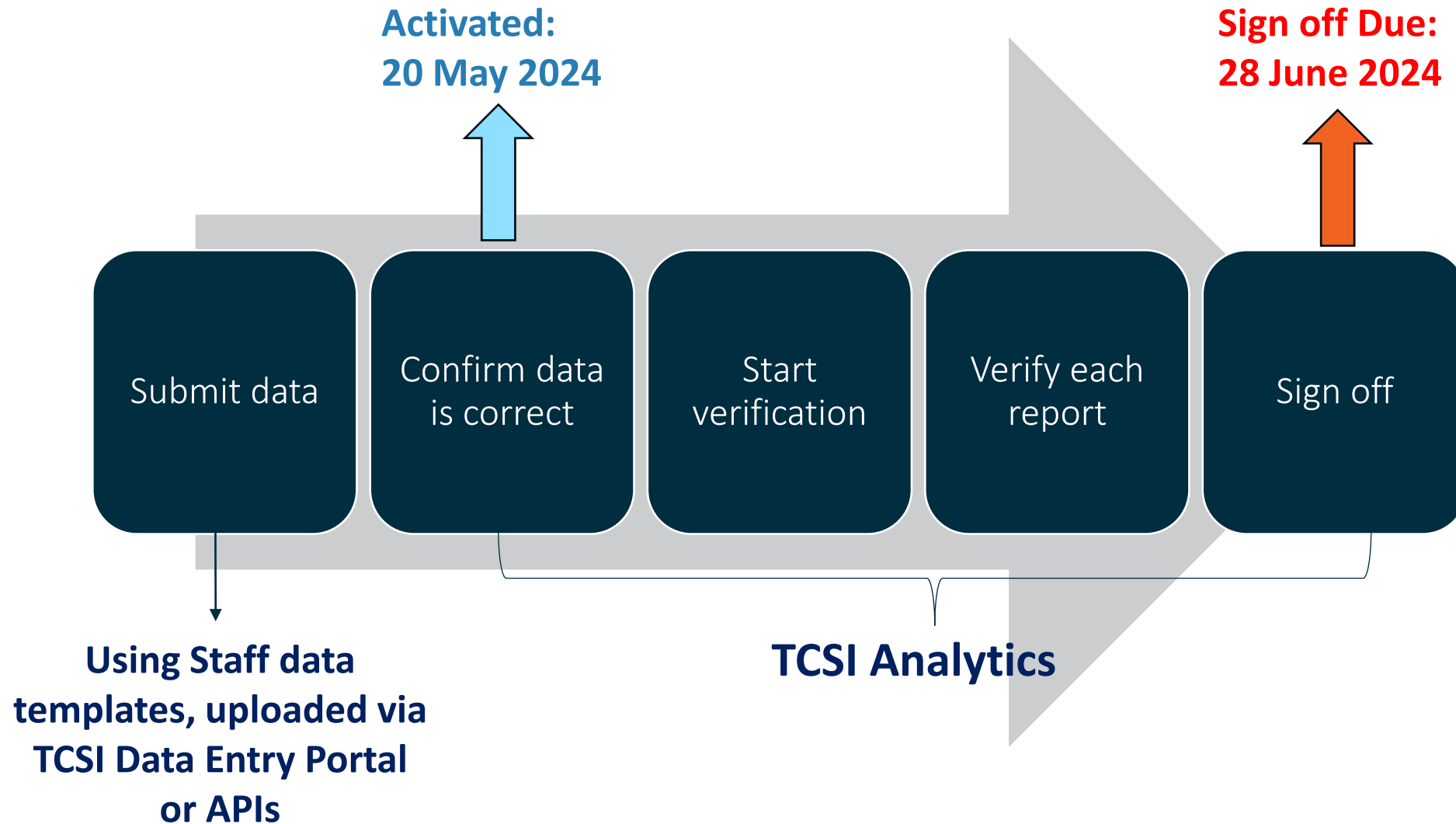
**TCSI**

TERTIARY COLLECTION  
OF STUDENT INFORMATION

# 2024 Staff Data Collection Verification Walkthrough

Wednesday 5 June 2024

# Verification Overview





# **Staff data submission**

# Staff data submission



<https://www.tcsisupport.gov.au/reporting/new-starter/PIR>

# Staff data submission – recap from previous session

## What data to submit

| Provider type                                                                             | Collection names in TCSI Analytics | Reporting Year (E415)                  | Reporting requirements                                                                          |
|-------------------------------------------------------------------------------------------|------------------------------------|----------------------------------------|-------------------------------------------------------------------------------------------------|
| <a href="#">Universities</a>                                                              | HEP Full-time staff                | 2024<br>(reference date 31 March 2024) | •HEP Full time staff packet<br>•HEP work classifications packet<br>•HEP casual estimates packet |
|                                                                                           | HEP Casual staff actuals           | 2023                                   | •HEP Casual staff actuals packet                                                                |
| <a href="#">HESA-approved non-university providers (NUHEP)</a>                            | HEP Full-time staff                | 2024<br>(reference date 31 March 2024) | •PIR Full time staff packet<br>•PIR work classifications packet<br>•PIR casual estimates packet |
|                                                                                           | HEP Casual staff actuals           | 2023                                   | •PIR casual staff actuals packet                                                                |
| <a href="#">Provider Information Request (PIR) - not approved to offer FEE-HELP loans</a> | PIR Full-time staff                | 2024<br>(reference date 31 March 2024) | •PIR Full time staff packet<br>•PIR work classifications packet<br>•PIR casual estimates packet |
|                                                                                           | PIR Casual staff actuals           | 2023                                   | •PIR casual staff actuals packet                                                                |



# Staff data submission – correction

## Full-time staff data scope

"...at the reference date" includes recently employed staff

### Scope

#### NUHEP and PIR providers

Higher education providers are required to report a full-time staff packet for each person who, **at the reference date**, is:

- an **academic** member of staff, and
- has an effective substantive appointment, or
- has current duties which require them to undertake full-time work or fractional full-time work in either:
  - an organisational unit of the provider or
  - an independent operation that is a controlled entity.

Data is to be reported for each academic staff member whose duties relate solely to higher education or to both higher education and vocational education and training, with the full-time equivalence expended in relation to work undertaken in both types of work sector being reported.

Data is not to be reported for members of staff:

- whose duties relate solely to vocational education and training, or
- in any independent operation which is not a controlled entity.

### Scope

#### University providers

Table A providers, Table B providers and Avondale College of Higher Education are required to report a full-time staff packet for each person who, **at the reference date**, is:

- a member of staff
- has an effective substantive appointment, or
- has current duties which require them to undertake full-time work or fractional full-time work in either:
  - an organisational unit of the provider including academic units, academic support services, student services, a public services or a general institution services, or
  - an independent operation that is a controlled entity.

Data is to be reported for each staff member whose duties relate solely to higher education or to both higher education and vocational education and training, with the full-time equivalence expended in relation to work undertaken in both types of work sector being reported.

Data is not to be reported for members of staff:

- whose duties relate solely to vocational education and training, or
- in any independent operation which is not a controlled entity.

# Staff data submission – recap from previous session

## Webinar recording - staff data submission walkthrough

### WEBINAR

#### 2024 Staff Data Submission walkthrough

The recorded webinar is now available at TCSI Webinar - 2024 Staff Data Submission walkthrough. The webinar provides updates on: 2024 Staff Data submission File upload ...

28 MAY 2024



To access this webinar recording, please

1. Visit [TCSI News Centre](#) page
2. Click on the information tile (as per left image)
3. Register and listen
4. **Note** the correction on the previous slide on Full-time staff reporting scope



# **Staff data verification**



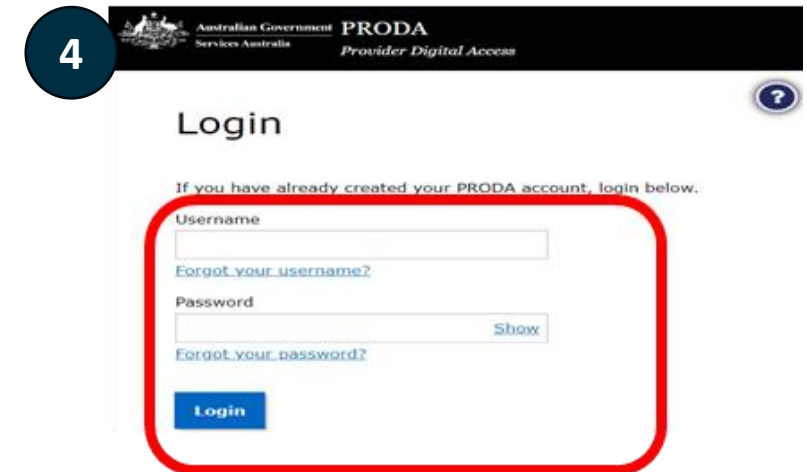
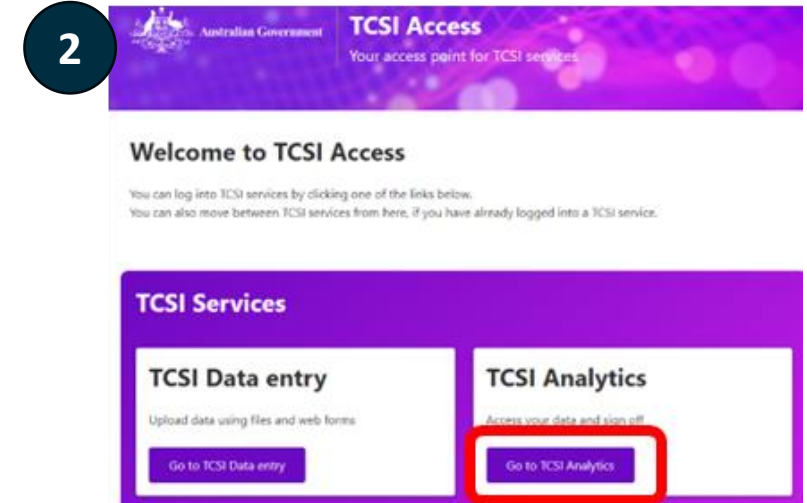
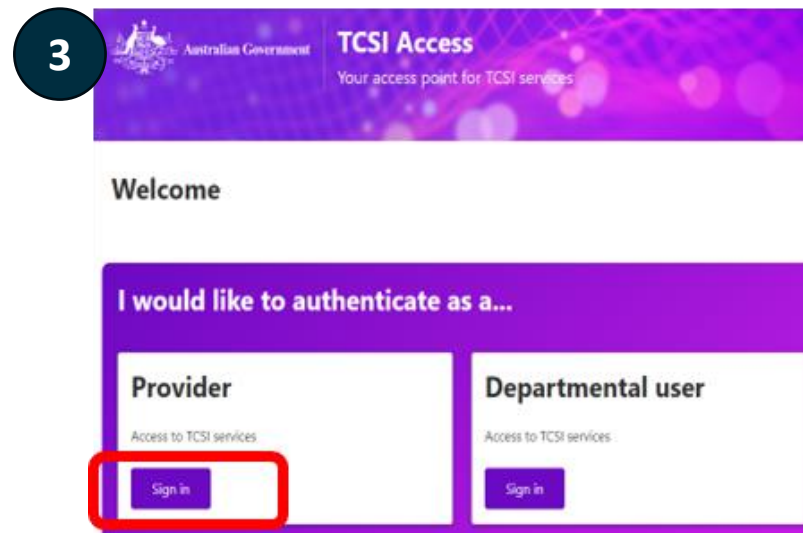
# Accessing TCSI Analytics for Verification

TCSI Support website  
TCSI Access button

Log into [PRODA](#) using account credentials

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

Accept terms & conditions



# What reports need to be verified

## HESA-approved providers: Universities and non-uni (NUHEP)

### HEP Full-time staff

| Verification Reports                                                                           | Live Reports and coding notes                               |
|------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| 2024 - Staff Full-time Equivalent Verification Report<br>(includes 2024 casual staff estimate) | <a href="#">Staff Full-time Equivalent Live Data Report</a> |
| 2024 - Staff Numbers Verification Report                                                       | <a href="#">Staff Numbers Live Data Report</a>              |

### HEP Casual staff actual

| Verification Reports                           | Live Reports and coding notes                        |
|------------------------------------------------|------------------------------------------------------|
| 2023 - Actual Casual Staff Verification Report | <a href="#">Actual Casual Staff Live Data Report</a> |

## Non-HESA-approved providers: PIR providers

### PIR Full-time staff

| Verification Reports                                                                           | Live Reports and coding notes                               |
|------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| 2024 - Staff Full-time Equivalent Verification Report<br>(includes 2024 casual staff estimate) | <a href="#">Staff Full-time Equivalent Live Data Report</a> |
| 2024 - Staff Numbers Verification Report                                                       | <a href="#">Staff Numbers Live Data Report</a>              |

### PIR Casual staff actual

| Verification Reports                           | Live Reports and coding notes                        |
|------------------------------------------------|------------------------------------------------------|
| 2023 - Actual Casual Staff Verification Report | <a href="#">Actual Casual Staff Live Data Report</a> |

# Confirm your data

## Where to check your current data

| <u>Report Type</u> ↓↑ | <u>Report</u>                                                  |
|-----------------------|----------------------------------------------------------------|
| Live Summary Data     | <a href="#">Actual Casual Staff Live Data Report</a>           |
| Live Summary Data     | <a href="#">Staff Full-time Equivalent Live Data Report</a>    |
| Live Summary Data     | <a href="#">Staff Numbers Live Data Report</a>                 |
| Verification Report   | <a href="#">Actual Casual Staff Verification Report</a>        |
| Verification Report   | <a href="#">Staff Full-time Equivalent Verification Report</a> |
| Verification Report   | <a href="#">Staff Numbers Verification Report</a>              |

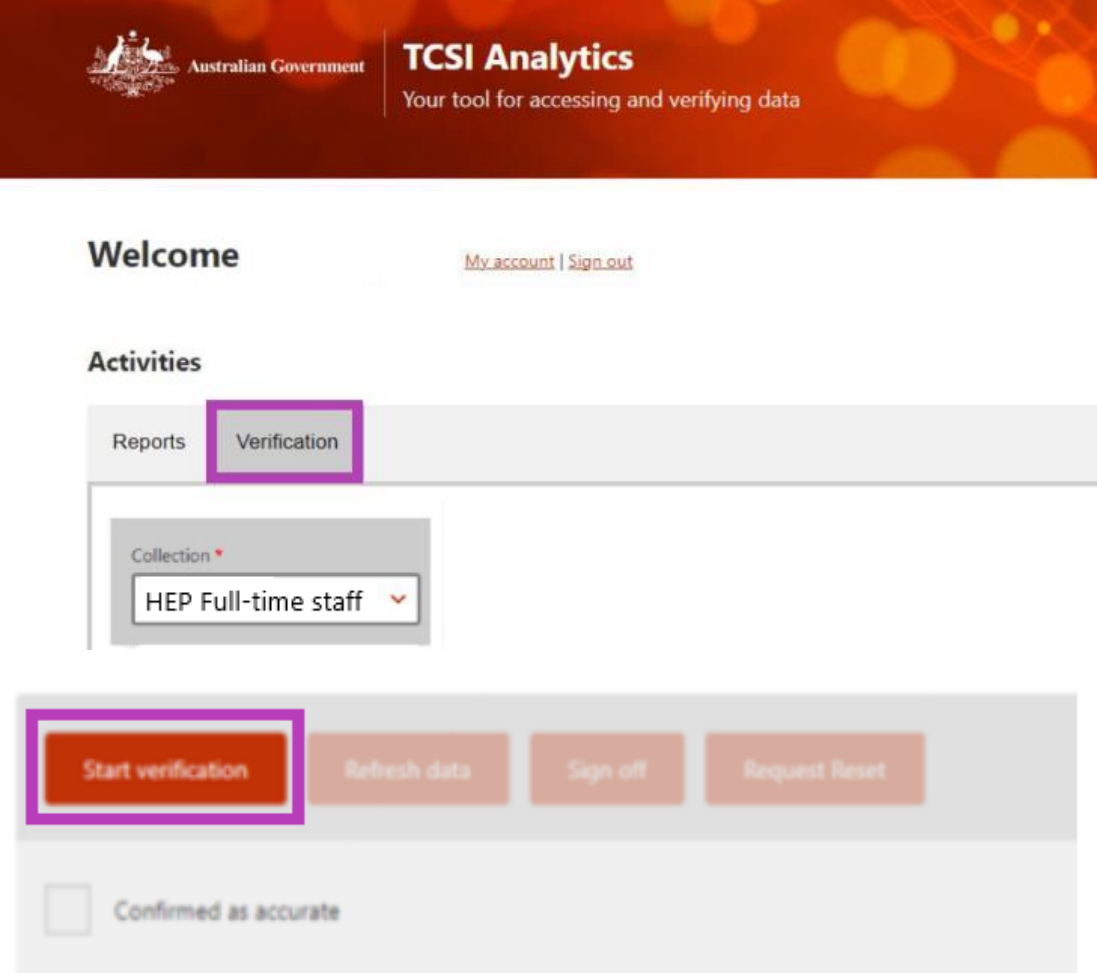
**Live Reports** – reflects on what's in TCSI, updated each night by system.

**Verification reports** – a mirror to the live report until provider has clicked on "Start Verification" button

# 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 header includes the Australian Government logo and the text "TCSI Analytics Your tool for accessing and verifying data". Below the header, the "Welcome" section contains links for "My account" and "Sign out". The "Activities" section features a tabbed interface with "Reports" and "Verification" tabs; the "Verification" tab is highlighted with a purple border. Under the "Verification" tab, there is a "Collection" dropdown menu currently set to "HEP Full-time staff". At the bottom of the interface, a row of buttons includes "Start verification" (highlighted with a purple border), "Refresh data", "Sign off", and "Request Reset". Below these buttons is a checkbox labeled "Confirmed as accurate".



# Verify each report

## Collection status = VERIFYING

- Click and verify each report
- See Provider Verification User guide page 16 - 18 for more details

### Activities

Reports Verification

Collection ▾  
HEP Full-time staff ▾

Status **VERIFYING**

Due date  
Data refresh started  
Data refresh ended

Start verification Refresh data Sign off Request Reset

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

[Staff Numbers Verification Report](#)



# Refresh

## Refresh:

### When to use:

- Refresh is **not** compulsory.
- Click the “***Refresh***” button when changes to live data are made **after** the “***start verification***” button has been clicked, so that the verification report can capture updates made to live data.

### What happens when you Refresh data:

- ***Refresh*** applies to a whole Collection and takes overnight to complete.
- During the process, you cannot further verify any report when a collection is Refreshing.
- When the Refresh has completed (the next day), make sure to click on the “***Start Verification***” button again for that collection so you can verify each report and sign off.

The image displays two screenshots of a web application interface, likely for data management or verification. The top screenshot shows the 'Verification' tab selected. A dropdown menu for 'Collection' is open, showing 'HEP Full-time staff'. Below this, the 'Status' is 'VERIFYING'. At the bottom, there are four buttons: 'Start verification', 'Refresh data' (highlighted with a red box), 'Sign off', and 'Request Report'. The bottom screenshot shows the same interface after the 'Refresh data' action. The 'Status' is now 'REFRESHING' (highlighted with a red box). The 'Refresh data' button is also highlighted with a red box. The 'Start verification' button is now disabled.

# Sign Off

## Before sign off

- Status for all reports in the collection = VERIFIED

## When sign off

- Tick box next to "Confirm as accurate"
- Sign off
- See Provider Verification User guide page 20 for more details



# Be mindful during verification

## Useful Tools:

|                |                                                                                                                                              |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| What to verify | <a href="#">Verification landing page</a> <ul style="list-style-type: none"><li>List of verification reports</li><li>Coding notes</li></ul>  |
| How to verify  | <a href="#">Provider Data Verification User Guide</a> <ul style="list-style-type: none"><li>Pages 14 – 23 step-by-step instruction</li></ul> |

## Data Checking:

- Review and click "**Verify**" for **ALL** reports before attempting to sign off
- Verification reports are updated each night until the "***Start Verification***" button is clicked on.

## Remember:

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

# Request for Information (RFI)

## The RFI for the 2024 staff data submission and verification is now open

- To understand your data submission and verification timeline and provide appropriate support
- To confirm primary and secondary TCSI contacts for your staff data collection and maintain our record
- Seeking a single response for your organisation

### Response due: Tuesday 11 June 2024

- Link was initially shared with all providers on 29 May
- Reminder was emailed to pending providers on 4 June
- Access the [RFI link](#)



# 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.





Questions?

*Contact us at:*

[TCSIsupport@education.gov.au](mailto:TCSIsupport@education.gov.au)

