



Australian Government

TCSI TERTIARY COLLECTION
OF STUDENT INFORMATION

TCSI Provider June Webinar

Wednesday 26 June 2024

Agenda

All providers:

- Student concordance (part 2)

Higher Education:

- 2024 Staff data submission and verification
- HELP Policy update
- SLEMS – Lifelong SLE processing and TCSI Analytics Reports

Student concordance

VET

HEP

PIR

Student concordance

Elements that must match on both the master and concurring student records

- **Date Of Birth (E314)**
- **Student names (E402, E403, E404)**
- **Residential Address (E320, E410, E469, E470, E658)**
- **Term Residence Country Code (E661)**
- **Gender Code (E315)**
- **Aboriginal and Torres Strait Islander Code (E316)**
- **Country Of Birth Code (E346)**
- **Arrival In Australia Year (E347)**
- **Language Spoken At Home Code (E348)**
- **Year Left School (E572)**
- **Level Left School (E612)**
- **Highest Educational Attainment Parents 1 and 2 (E573, E574)**

Student concordance

Highest Attainment code (E620)

Concordance will be blocked if:

- an earlier course completion record indicates that the student has a higher level of educational attainment than has been reported for a commencement date (E534) that is after the Course outcome date (E592).
- the Highest Attainment Code (E620) on an earlier commencement is higher than a later commencement across both student records at the same provider – based on commencement date (E534).

Student concordance

	2020	2021	2022
Concording student records		Australian Citizen	
Master student records	International Onshore		
Resulting student records	<div>✗</div> <div>FAILED: RTV 10764 (Inconsistent citizenships in concordance)</div>		

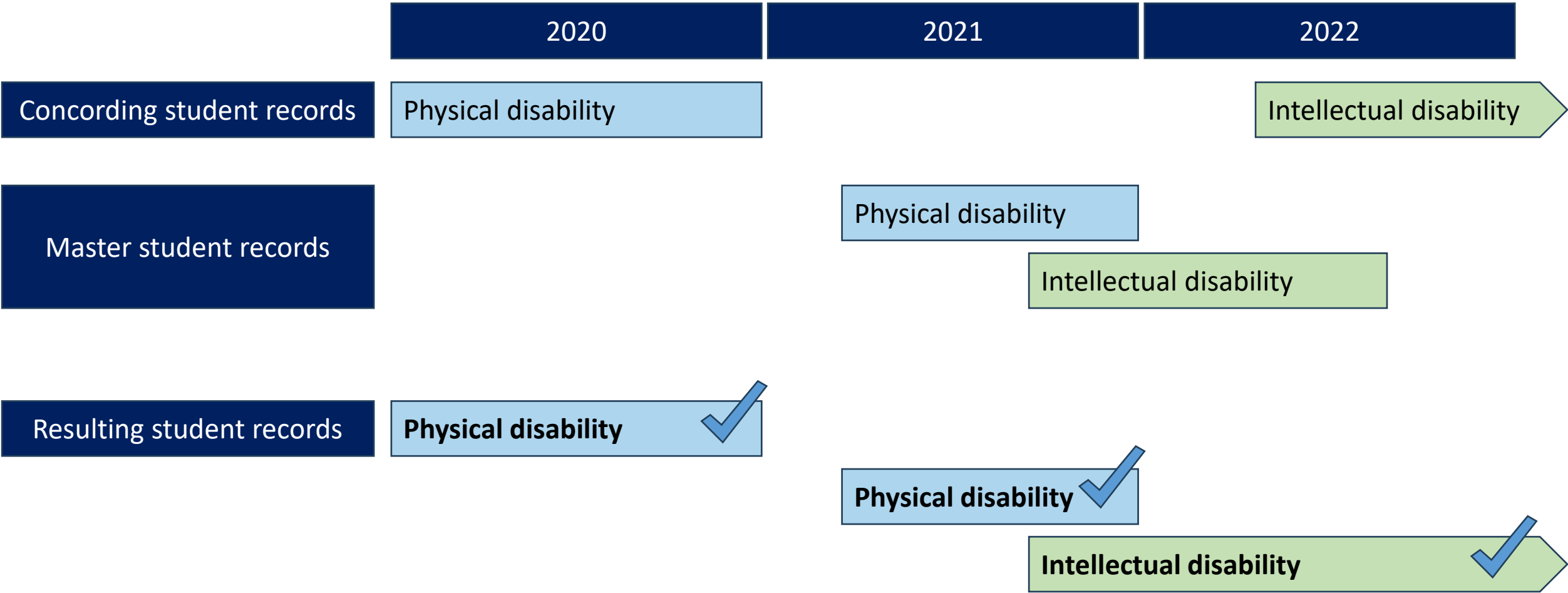
	2020	2021	2022
Concording student records		Australian Citizen	
Master student records	International Onshore	Australian Citizen	
Resulting student records	International Onshore	Australian Citizen	

Multiple compatible citizenship records will be merged

	2020	2021	2022
Concording student records	Australian Citizen (2020)	Australian Citizen (2021)	Australian Citizen (2022)
Master student records		Australian Citizen (2021)	Australian Citizen (2022)
Resulting student records	Australian Citizen		

	2020	2021	2022
Concording student records		Australian Citizen (2021)	Australian Citizen (2022)
Master student records	Australian Citizen (2020)	Australian Citizen (2021)	Australian Citizen (2022)
Resulting student records	Australian Citizen		

Multiple disability codes will be merged



Student concordance

Duplicate Unit Enrolment records

- A unit enrolment is a duplicate when the following elements are the same for unit enrolment records reported against both the master and concurring student record:
 - Unit of Study Census Date (E489), and
 - Unit of Study Code (E354).

Considerations when resolving duplicate unit enrolment records

- Providers need to delete duplicate unit enrolment records prior to concurring student records
- Where one unit is enrolled at census, and the other is withdrawn early, retain the unit enrolled at census and delete the early withdrawn unit
- Where one unit has a COMMITTED loan, and the other has a different status, retain the unit with the COMMITTED loan and delete the loan with the other status
- Where both unit enrolments have a COMMITTED loan, delete the unit enrolment from the student record with a verified TFN.

Student concordance

Course Admissions

- Where a student has a course admission for the same course reported against both student records, the following elements must not overlap:
 - Course Of Study Commencement Date (E534),
 - Course Outcome Date (E534), and
 - Course Outcome Code (E599)
- Concordance is not possible if there is an overlap of the same course admission and will be prevented by a real time validation (RTV).

Student concordance

Commonwealth Scholarships

- Where a student has a Commonwealth Scholarships reported against both student records, the following four elements must not match to a record on the other student record:
 - Commonwealth Scholarship Type (E545),
 - Reporting Year (E415),
 - Reporting Period (E666),
 - Commonwealth Scholarship Status Code (E526) where both packets are:
 - Active, deferred, or terminated ('1','2', or '3')
 - or*
 - Offered ('7')

Student concordance

Errors you might need help with

- If you receive the following errors:
 - 10723 – Student record (UID8) under KSS assessment
 - 10726 – Inconsistent* TFNs (E416) in concordance
 - 10736 – Inconsistent CHESSNs (E488) in concordance
 - 11056 – Inconsistent* USIs (E584) in concordance
- Attempt to update all details required for concordance (resolve all other RTVs)
- If you continue to receive those errors contact TCSIsupport@education.gov.au with the concurring and master Student Identification Codes (E313) or UID8s.

*NOTES: Validation 10726 will not trigger if one student has a TFN and the other TFN is "NULL"
Similarly, validation 11056 will not trigger if one student has a USI and the other USI is "NULL"



Higher education

Staff data submission and verification (HESA-approved and PIR providers)

VET

HEP

PIR

2024 Staff data submission and verification - recap

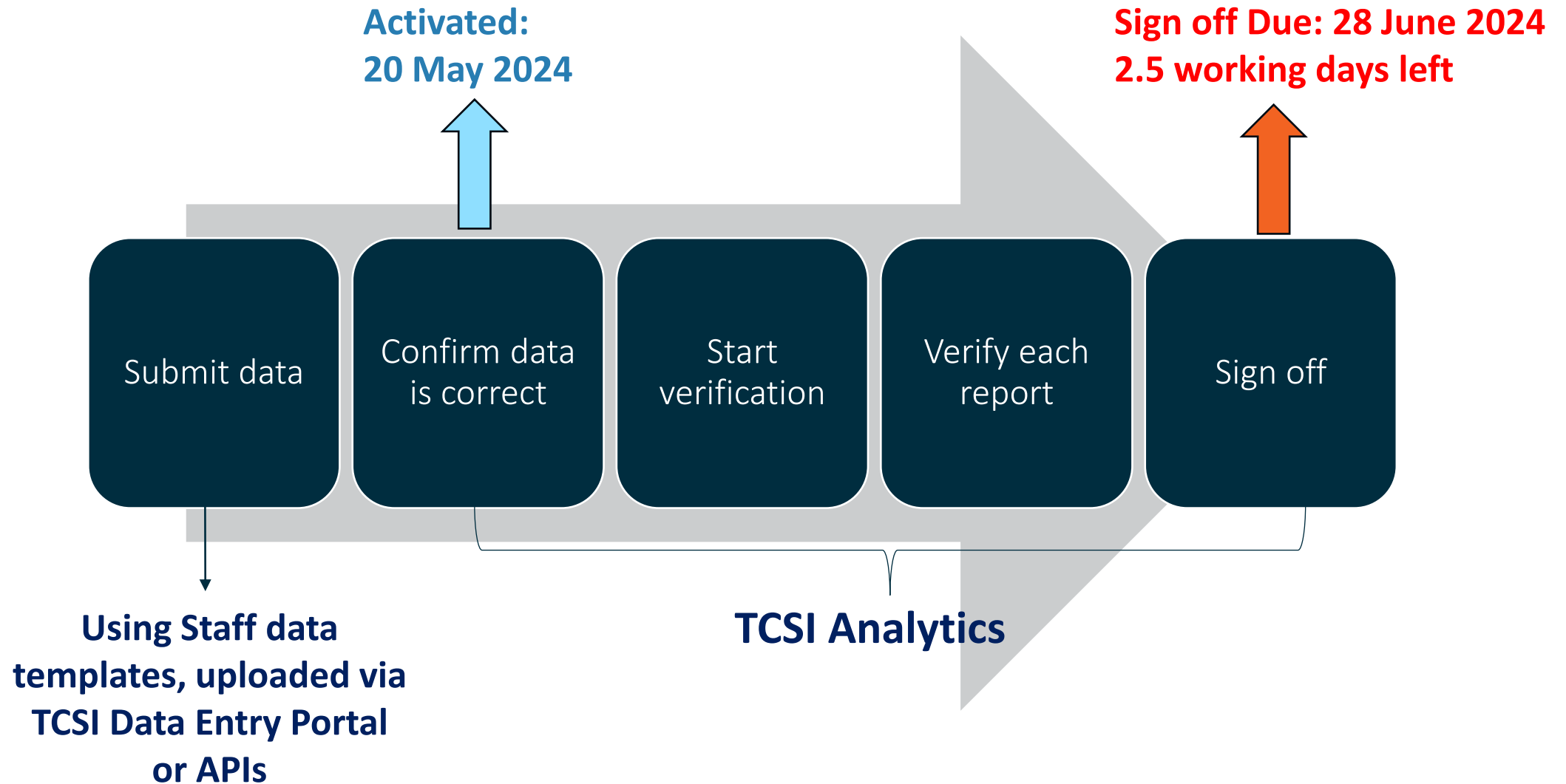
What is staff data verification?

- For **Universities**, staff data submission and verification are part of providers' reporting requirements under the *Higher Education Support Act 2023* (HESA). In scope **staff** need to be reported and verified as part of the staff data verification process.
- For **all other higher education providers**, staff data submission and verification are part of providers' reporting requirements under the *Tertiary Education Quality and Standards Agency Act 2011* (TEQSA) and form part of the TEQSA provider information request. In scope, **academic staff** need to be reported and verified as part of the staff data verification process

Sign off due date

- 28 June 2024

Verification Overview



Staff data submission - recap

What data to submit

Provider type	Collection names in TCSI Analytics	Reporting Year (E415)	Reporting requirements
Universities	HEP Full-time staff	2024 (reference date as 31 March 2024)	<ul style="list-style-type: none">•HEP Full time staff packet•HEP work classifications packet•HEP casual estimates packet
	HEP Casual staff actuals	2023	<ul style="list-style-type: none">•HEP Casual staff actuals packet
HESA-approved non-university providers (NUHEP)	HEP Full-time staff	2024 (reference date as 31 March 2024)	<ul style="list-style-type: none">•PIR Full time staff packet•PIR work classifications packet•PIR casual estimates packet
	HEP Casual staff actuals	2023	<ul style="list-style-type: none">•PIR casual staff actuals packet
Provider Information Request (PIR) - not approved to offer FEE-HELP loans	PIR Full-time staff	2024 (reference date as 31 March 2024)	<ul style="list-style-type: none">•PIR Full time staff packet•PIR work classifications packet•PIR casual estimates packet
	PIR Casual staff actuals	2023	<ul style="list-style-type: none">•PIR casual staff actuals packet

<https://www.tcsisupport.gov.au/news-centre/2024-staff-data-verification>

What reports need to be verified - recap

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 (includes 2024 casual staff estimate)	Staff Full-time Equivalent Live Data Report
2024 - Staff Numbers Verification Report	Staff Numbers Live Data Report

HEP Casual staff actual

Verification Reports	Live Reports and coding notes
2023 - Actual Casual Staff Verification Report	Actual Casual Staff Live Data Report

Non-HESA-approved providers: PIR providers

PIR Full-time staff

Verification Reports	Live Reports and coding notes
2024 - Staff Full-time Equivalent Verification Report (includes 2024 casual staff estimate)	Staff Full-time Equivalent Live Data Report
2024 - Staff Numbers Verification Report	Staff Numbers Live Data Report

PIR Casual staff actual

Verification Reports	Live Reports and coding notes
2023 - Actual Casual Staff Verification Report	Actual Casual Staff Live Data Report

Common questions

Question	Advice
How to report staff who are teaching for VET courses	Academic staff members employed for VET only roles are not in scope. When there are split duties between higher education and VET, then two work classification rows are required for 2024. One for higher education duties (work sector '1') and the other row for the VET duties (work sector '2'). The FTE on reference date (E513) would be assigned to each work classification row proportionally.
How to define academic staff	The glossary page for Classification type and level has detailed examples about how to define an academic staff member, and how to report on their academic classifications.
What to do when I accidentally put 2023 for a 2024 f/t staff	Upload another file with the correct reporting year in the work classification row. Then, after verification of 2024 staff data, you can upload the correct 2023 work classification(s) for affected staff records to restore your live data.
Why can't I see my updated data in the verification report	Data submitted/updated today should be reflected in live data report the next day. When and how verification report will be updated depends on if you started the verification process in TCSI Analytics. Please refer to slides 19 and 21 for more details.
Do I need to do anything if there is no in-scope staff to report	Yes, please verify the empty report and sign off the collection as a way to confirm there were no in-scope staff data for your organisation for the relevant reference date/reporting year.

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, but the 'Status' is now 'REFRESHING' (highlighted with a red box). The 'Refresh data' button is also highlighted with a red box. The interface includes fields for 'Collection', 'Year', 'Status', 'Due date', 'Data refresh started', and 'Data refresh ended'.

Recordings - targeted support webinars


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



Verification walkthrough

WEBINAR

2024 Staff Data Verification walkthrough

The recorded webinar is now available at TCSI Webinar - 2024 Staff Data Verification walkthrough. The webinar provides updates on: 2024 Staff Data submission recap and correction 2024 Staff ...

5 JUN 2024



To access this webinar recording, please

1. Visit [TCSI News Centre](#) page
2. Click on the information tile (as per left images)
3. Register and listen

Be mindful during verification

Useful Tools:

What to verify	Verification landing page <ul style="list-style-type: none">List of verification reportsCoding notes
How to verify	Provider Data Verification User Guide <ul style="list-style-type: none">Pages 14 – 23 step-by-step instruction Verification walkthrough webinar reporting

Data Checking:

- Review and click "**Verify**" for **ALL** reports before attempting to sign off
- Verification reports are updated each night, match their live data report version, until the "***Start Verification***" button is clicked on
- Only use "***Refresh***" if live data is updated after "***Start Verification***" is clicked on.

Be mindful during verification

Remember:

- Data needs to be complete and accurate when signing off
- No changes can be made after your signed-off reports are finalise
- Submit and verify your staff data by **28 June 2024**

Worth noting:

- Please include your 4-digit provider code when emailing TCSI Support
- TCSI Support will respond as soon as we can, however, there may be delays due to the high volume of emails around the due date
- Providers are strongly encouraged to access our support materials (listed in slides 20 and 21) as a first point of resource

HELP Policy update

VET

HEP

PIR

Loan transfer update

New Process Update

- First batch of just over 2.1 million loans have been transferred in the past week
- Going forward, extracts will be run after the 15th of each month for all loans with census dates from 1 July 2023 until end of previous month (ie 31 May 2024)
- Until changes are made to HESA, it is expected that loans may take up to a month to transfer to ATO, eg 30 June data should be transferred by end of July, 31 July data should be transferred by end of August

SLEMS – Lifelong SLE processing and TCSI Analytics Reports

VET


HEP

PIR

Restructured Lifelong SLE – SLE Guidelines

Student Learning Entitlement Guidelines 2021 – Part 3 – Lifelong SLE

9(2) *A person has lifelong SLE where:*

- a. the person is enrolled in a course of study (other than an enabling course) with a higher education provider; and*
 - b. the person is a Commonwealth supported student in relation to a unit of study that forms part of the course; and*
 - c. the provider restructures the course in a manner that will require the person to undertake units of study, in addition to those originally required before the restructure, in order to complete the course.*
- 

Restructured Lifelong SLE – Process

- A higher education provider can advise the Department of a course restructure via: studentlearningentitlement@education.gov.au
- Once advised, the department will provide a template to the provider to fill out and return, advising of:
 - The impacted course
 - The affected students
 - Details of additional units required to complete the course post restructure
- Once considered and approved by the Department, affected students will be awarded an amount of Lifelong SLE in SLEMS with effect from the date of the course restructure

TCSI Analytics Reports

- Two Analytics reports have been developed to allow providers to easily view the SLE information of students that are enrolled at that provider.
 - 1. The Live Data report – which outlines SLE consumption, SLE student balances and unit enrolment information for that provider. This provides access to summary information on students' SLE amounts in a convenient format, for general administrative purposes.
 - 2. The Course Coverage Live Data Report – which outlines course load coverage in relation to student enrolments, SLE student balances in relation to courses and student course information for that provider. This allows providers to target effort to students who may exceed their SLE before completing their courses.

The reports are expected to become available from the TCSI Analytics site from around mid-July. The Live Data report will be covered this webinar, with more detail on the Course Coverage Live Data Report next webinar.



TCSI Analytics Report – Student Learning Entitlement Overview Live Data Report

Student Learning Entitlement Overview Live Data Report – Contains Three Pages

1. **Summary Student SLE Distribution** – Number of students enrolled at provider by groupings of Usable SLE
2. **Student SLE Allocation** – SLE details of students enrolled at provider
3. **Student Unit Level Enrolment** – Details of units a student is enrolled in at provider

The Report provides easy to access information on Students SLE amounts in bulk.



Summary Student SLE Distribution

Summary Student SLE Distribution					
Number of Students	SLE > 7	SLE 6-7	SLE 4-6	SLE 1-4	SLE < 1
					0

Shows a count of students based on their **Usable SLE** amount

Usable SLE is: The student's Available SLE less Pending SLE.

Available SLE and Pending SLE are covered below and amounts are consistent with MyHELPbalance

Available SLE – The amount of SLE available to consume, not including any current unit enrolments where SLE has not yet been consumed.

Pending SLE – EFTSL value of units currently enrolled in where SLE will be consumed when the census date passes

Student SLE Allocation

Student SLE Allocation															
Student Identification Code	USI	Total SLE	Consumed SLE	Available SLE	Pending SLE	Useable SLE	Total OSLE	Total ASLE	Total LSLE	Available OSLE	Available ASLE	Available LSLE	Consumed OSLE	Consumed ASLE	Consumed LSLE

Identification is based on the Student Identification code at the Provider and the Unique Student Identifier (USI). USI is used to track student's SLE amounts.

Total SLE, Available SLE and Consumed SLE are further broken down into categories of Ordinary, Additional and Lifelong, relating to the type of SLE for each balance.

SLE allocations will have the following:

- Total SLE** – all the SLE awarded to a student
- Consumed SLE** – the amount of SLE consumed, based on unit enrolment EFTSL for CSP courses where the census date has passed
- Available SLE** – The amount of SLE available to consume, not including any current unit enrolments where SLE has not yet been consumed.
- Pending SLE** – EFTSL value of units currently enrolled in where SLE will be consumed when the census date passes
- Usable SLE** – The student's Available SLE less Pending SLE.

SLE Student Level Enrolment Report

Student Unit Level Enrolment								
Student Identification Code	USI	AvailableSLE	UseableSLE	E307 - Course Code	E308 - Course Name	E310 - Course Of Study Type	E350 - Course Of Study Load	E354_UnitOfStudyCod
Student Unit Level Enrolment								
E490_StudentStatusCode	Unit of Study Commencement Date	Unit of Study Census Date	Unit of Study Outcome Date	E339_EFTSL	Unit of Study Status Code	E446_RemissionReasonCode	Consumed SLE for unit	Pending SLE for unit

Example:

Student B is enrolled in a Bachelor of Economics at Provider C, they are enrolled in one unit ECON 102, with a census date of 23 July 2024, details in the report for this unit are below, their SLE amount is 7 EFTSL

Student Identification Code	USI	Available SLE	Usable SLE	E308 - Course Name	E350 - Course of Study Type	E350 - Course of Study Load
123	123XYZ	7 EFTSL	6.875 EFTSL	Bachelor of Economics	Bachelors Pass	3 EFTSL

Fields below and to the side enable easy access to the TCSI information for unit enrolments that consume SLE

E354 - Unit of Study code	E490 - Student Status Code	Unit of Study Commencement Date	Unit of Study Census Date	Unit of Study Outcome Date	E339 - EFTSL	Unit of Study Status Code	E446 - Remission Reason Code	Consumed SLE for unit	Pending SLE for unit
ECON102	201	12/06/2024	23/07/2024	15/12/2024	.125	4	-	0	.125

The Consumed SLE and Pending SLE amounts for the unit are dependent on the census date. In this example as the census date for the unit hasn't passed the SLE amount is in the pending column. Once the census date passes at the end of the 23/07/2024, this will return to 0 and the Consumed SLE for unit will move to .125

TCSI Analytics Report – Student Learning Entitlement Course Coverage Live Data Report

Student Learning Entitlement Course Coverage Live Data Report – Contains Three Pages

1. **Summary Student SLE Coverage of Course Load** – Number of students enrolled at provider by groupings of SLE Coverage of Course Load
2. **Student SLE Coverage of Course Load** - SLE details of students enrolled at provider with proximity to consuming their SLE amount included
3. **Student Course Level Enrolment** – Details of courses a student is enrolled in at provider

Further detail on this report will be provided in the next webinar.



- Please direct questions and feedback to studentlearningentitlement@education.gov.au



Questions?

Contact us at:

TCSIsupport@education.gov.au

