



Australian Government

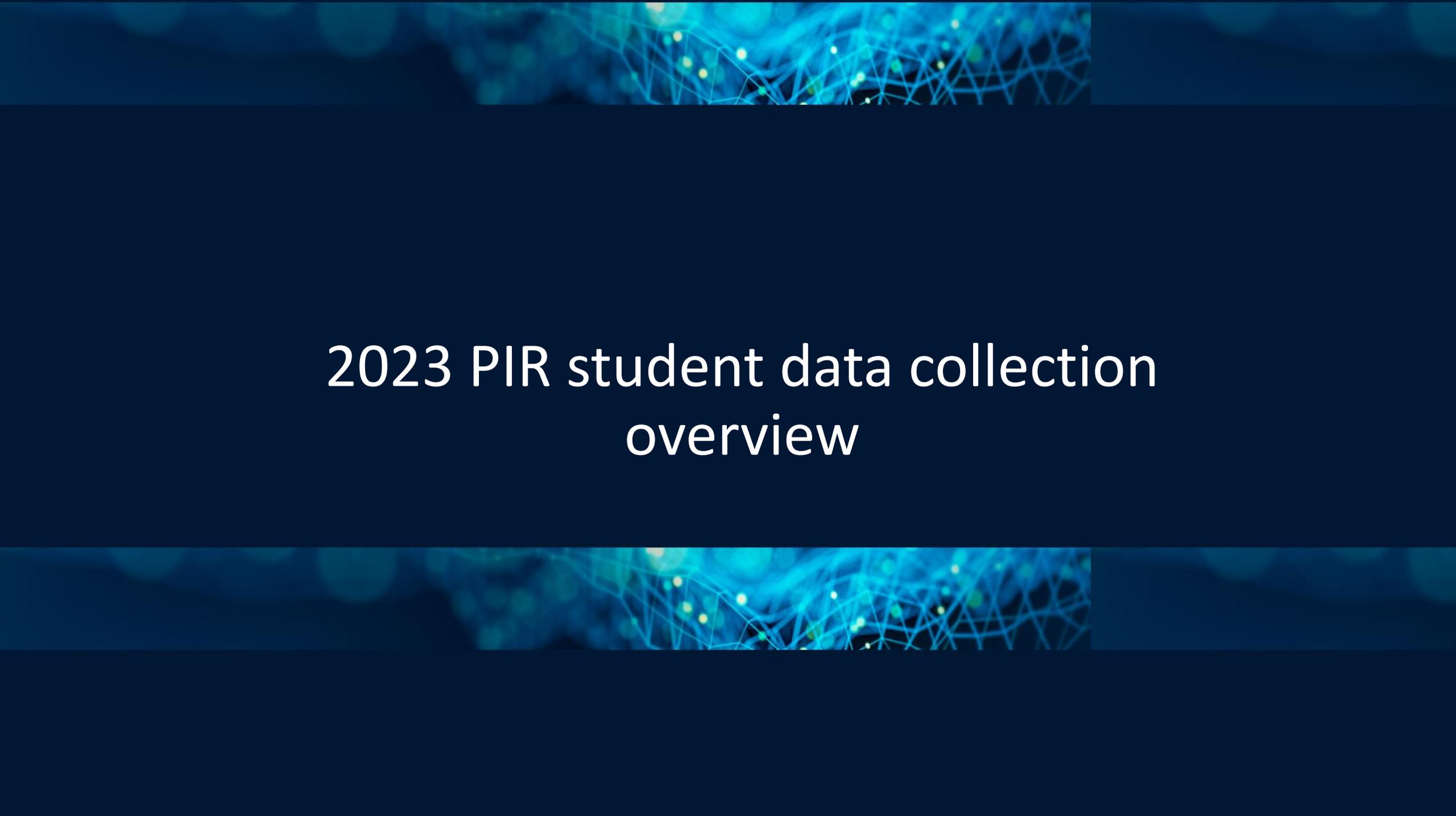
TCSI TERTIARY COLLECTION
OF STUDENT INFORMATION

TCSI PIR Provider 2023 Student data collection - Submission walkthrough

Monday 12 Aug 2024

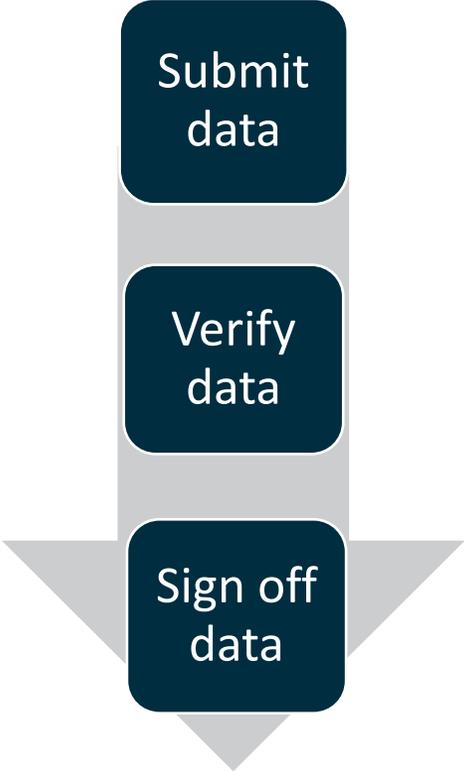
Agenda

- 2023 PIR student data collection overview
- Reporting requirements
- Submission walkthrough
 - 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
- Next steps



2023 PIR student data collection overview

2023 PIR Student data collection overview



Submit data

Verify data

Sign off data

What is PIR student data collection?

The Provider Information Request (PIR) applies to higher education providers who are not approved to offer FEE-HELP. PIR providers must report their staff and student data, annually, as an important information request under Section 28 of the *Tertiary Education Quality and Standards Agency Act 2011* (TEQSA Act).

Importance of on-time data submission and verification

- Part of provider responsibilities, to ensure accurate data is submitted and verified within the required timeframes
- Failure to do so may impact TEQSA's annual risk assessment cycle.

Sign off due date

- 13 September 2024

Request for Information (RFI)

The RFI for the 2023 PIR student data collection is now open

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

Response due: Tuesday 20 August 2024

- Link will be shared with all providers via email this afternoon
- Access the [RFI link](#)

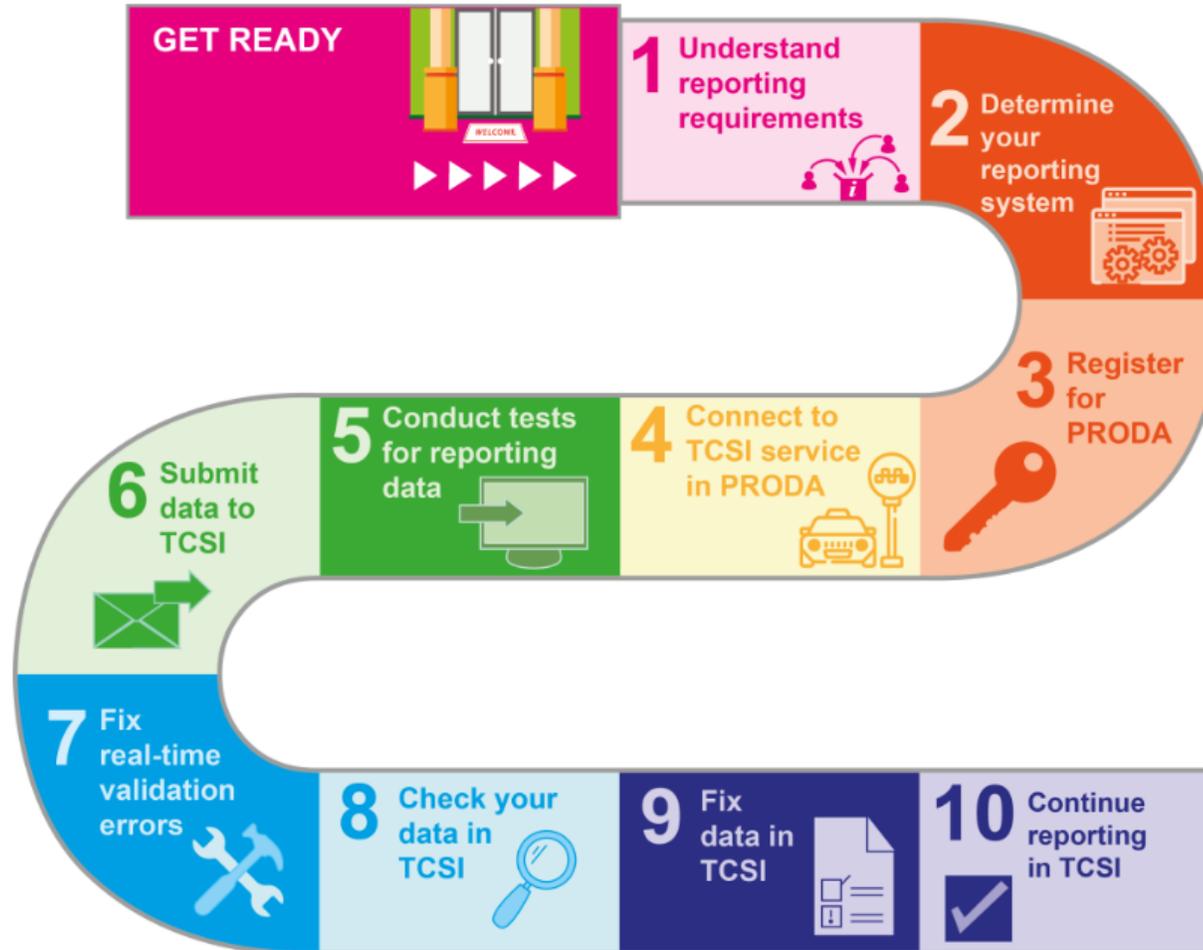




reporting requirements



Reporting the TEQSA Provider Information Request



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

PIR reporting requirements

- [PIR Reporting requirements](#) are available on the TCSI Support website.
- The PIR student collection is highlighted in the corresponding screenshot
- [Provider Information Request 2024 | TCSI Support](#)

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 2024

Select a year: 2024 ▾

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 2024.

All data is reported in data packets, as described in this document. Each packet comprises data elements. Detailed specifications for each data element are 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 must 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 that occurred in 2023 and to report outcomes for course admissions.

Courses of study group (PIR) 2023

Course of study packet (PIR) 2023

Courses group (PIR) 2023

Course packet (PIR) 2023

Course fields of education packet (PIR) 2023

Campuses group (PIR) 2023

Campus packet (PIR) 2023

Courses on campus group (PIR) 2023

Course on campus packet (PIR) 2023

Students group (PIR) 2023

Student packet (PIR) 2023

First reported address packet (PIR) 2023

Disability packet (PIR) 2023

Citizenship packet (PIR) 2023

Course admissions group (PIR) 2023

Course admission packet (PIR) 2023

Basis for admission packet (PIR) 2023

Course prior credit packet (PIR) 2023

Specialisation packet (PIR) 2023

Course admission shortcuts (PIR) 2023

Exit awards packet (PIR) 2023

Unit enrolments group (PIR) 2023

Unit enrolment packet (PIR) 2023

Full-time staff group (PIR) 2024

Full-time staff packet (PIR) 2024

Work classifications packet (PIR) 2024

Casual staff actuals group (PIR) 2023

Casual staff actuals packet (PIR) 2023

Casual staff estimates group 2024

Casual staff estimates packet 2024

PIR reporting requirements

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

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 ▾

Unit enrolment packet (PIR) 2023

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) 2023

Course of study packet (PIR) 2023

Courses group (PIR) 2023

Course packet (PIR) 2023

Course fields of education packet (PIR) 2023

Campuses group (PIR) 2023

Campus packet (PIR) 2023

Courses on campus group (PIR) 2023

Course on campus packet (PIR) 2023

Students group (PIR) 2023

Student packet (PIR) 2023

First reported address packet (PIR) 2023

Disability packet (PIR) 2023

Citizenship packet (PIR) 2023

Course admissions group (PIR) 2023

Course admission packet (PIR) 2023

Basis for admission packet (PIR) 2023

Course prior credit packet (PIR) 2023

Specialisation packet (PIR) 2023

Course admission shortcuts (PIR) 2023

Exit awards packet (PIR) 2023

Unit enrolments group (PIR) 2023

Unit enrolment packet (PIR) 2023

Full-time staff group (PIR) 2024

Full-time staff packet (PIR) 2024

Work classifications packet (PIR) 2024

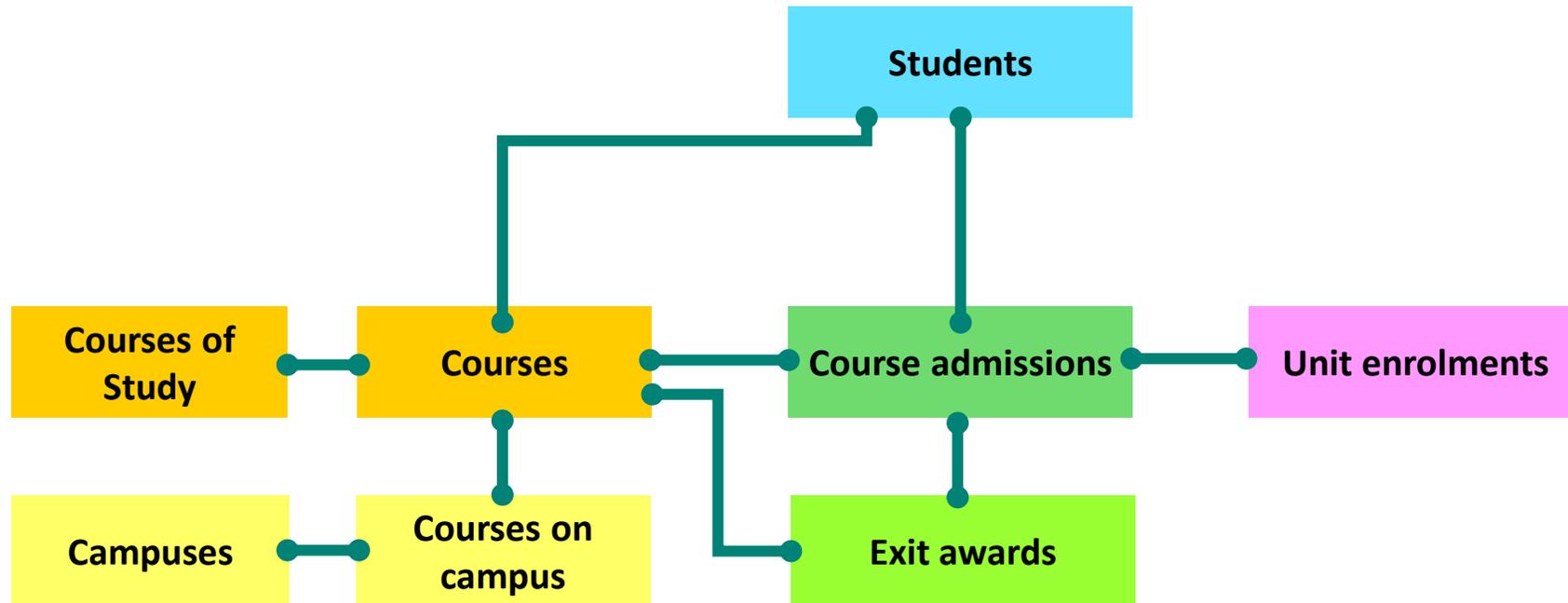
Casual staff actuals group (PIR) 2023

Casual staff actuals packet (PIR) 2023

Casual staff estimates group 2024

Casual staff estimates packet 2024

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 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 of staff accesses

Director's 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)	<input type="text" value="30/10/2023"/> 

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 60 minutes 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

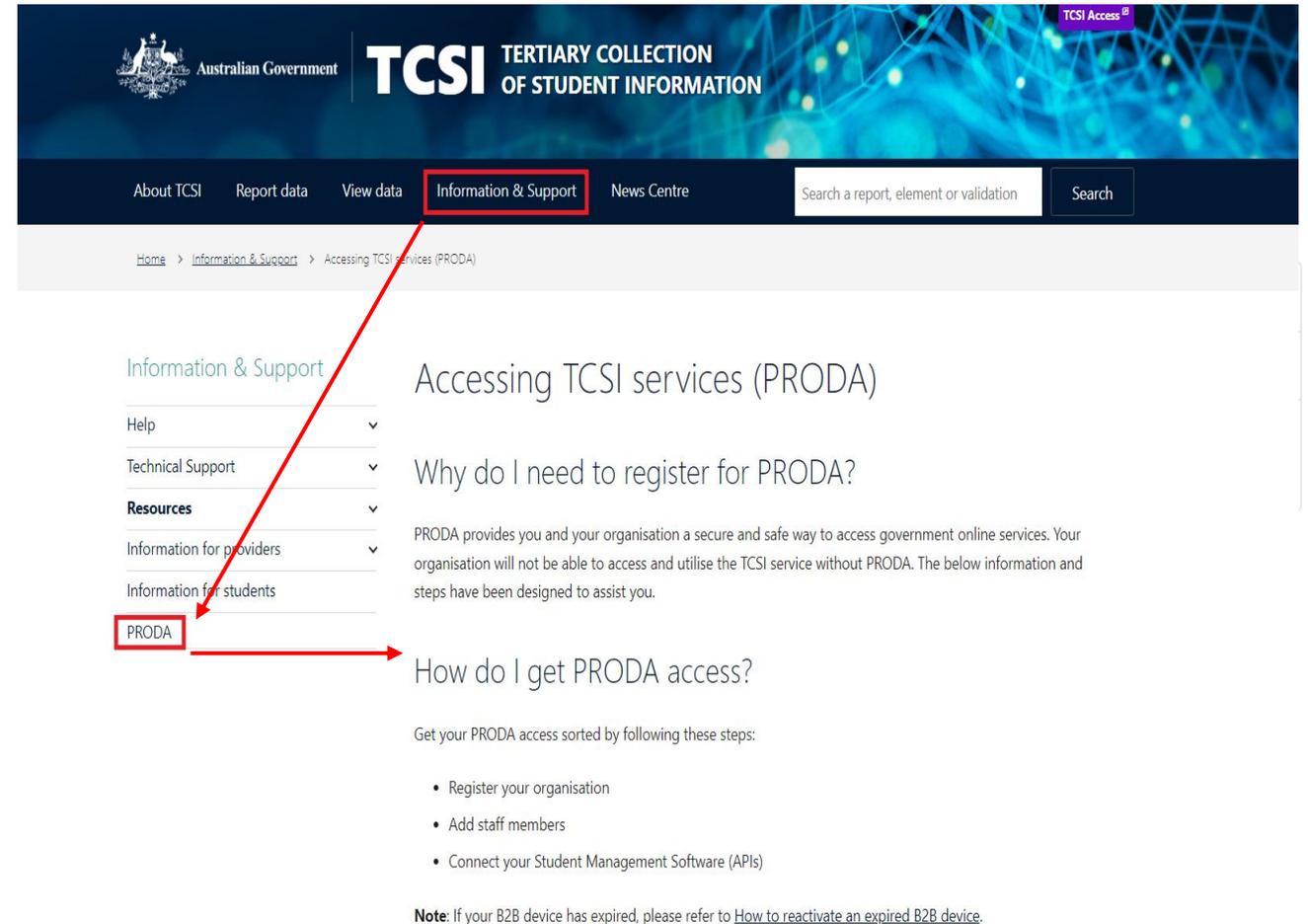
Your Student Management System is now connected to TCSI!

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 menu has 'Information & Support' highlighted with a red box. Below the navigation, the breadcrumb trail reads 'Home > Information & Support > Accessing TCSI services (PRODA)'. A sidebar menu on the left lists 'Information & Support', 'Help', 'Technical Support', 'Resources', 'Information for providers', 'Information for students', and 'PRODA', with 'PRODA' highlighted by a red box. A red arrow points from the 'PRODA' link in the sidebar to the main content area. The main content area is titled 'Accessing TCSI services (PRODA)' and contains the following text: 'Why do I need to register for PRODA? PRODA provides you and your organisation a secure and safe way to access government online services. Your organisation will not be able to access and utilise the TCSI service without PRODA. The below information and steps have been designed to assist you.' Below this, there is a section titled 'How do I get PRODA access?' with the text 'Get your PRODA access sorted by following these steps:' and a bulleted list: '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 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 website interface. At the top, there is a navigation bar with the following 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 on the right side of the navigation bar.

Below the navigation bar, the main content area is divided into three columns. The left column is titled "Report data" and contains the following links: Report a collection, What do I report?, How do I report?, **Using TCSI Data Entry** (highlighted with a red box and a red '2.'), Correct my validation errors, and Test my data solution. The middle column is titled "Using TCSI Data Entry" and contains the following links: Higher education file templates, **Provider Information Request (PIR) file templates** (highlighted with a red box and a red '3.'), VET Student Loans file templates, and Video demonstrations. The right column is titled "Featured links" and contains two links: Data elements (Data element list and search) and User guides & fact sheets (Technical support for TCSI-related tasks).

At the bottom of the page, there are two promotional banners: "University Apps & Offers" and "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.

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 file templates

Sequence of files

1. Curriculum
 - Course of Study
 - Course
 - Campus
 - Course on Campus
2. Enrolment
 - Students
 - Course Admission
 - Unit Enrolments
3. 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
1	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
2	Student	E123456	1986-09-12	Ricketts	Tamar	Rachelle	21 Soway Way	Gallifrey					
3	Citizenship	E123456										2	2018-02-20
4	Citizenship	E123456										8	2017-02-20
5	Student	E369154	1955-07-23	Drake	Bobbie	9999	2862 Tree Frog Lane	Durham					
6	Citizenship	E369154										1	2014-02-28
7	Disability	E369154							12	2019-08-29			
8	Disability	E369154							11	2019-08-29			
9	Student	E013843	1999-08-29	LeBeau	Anna-Marie	Rouge	3035 Chandler Drive	New Orleans					
10	Citizenship	E013843										1	2012-06-21
11	Disability	E013843							13	2012-06-21			
12	Student	E247812	2001-12-31	Who	Doctor	Fran	3206 Thomas Street	Missouri					
13	Citizenship	E247812										8	2018-03-14
14	Disability	E247812							18	1999-03-06	2018-02-20		
15	Student	E136943	2005-01-01	OGORD	9999	9999	3206 Thomas Street	Missourii					
16	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
1	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
2	Student	E369154	1955-07-23	Watts	Naomi	9999	2862 Tree Frog Lane	Durham					
3	Disability	E369154							18	2020-06-22			
4	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
1	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
2	Student	E369154	1955-07-23	Smith	Naomi	9999	2862 Tree Frog Lane						
3	Disability	E369154							18	2020-11-22			
4													
5	Student	E369154	1955-07-23	Smith	Naomi	9999	2862 Tree Frog Lane	Durham					
6	Disability	E369154							18	2020-11-22			
7	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

- Ensure that your formatting is correct for each cell i.e., text 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.
- Any dates or date of birth cells should be formatted as text with a YYYY-MM-DD format.
- Don't use any formulas in your submission file as this can cause errors. If you do use formulas, ensure you copy and paste as *value and source* formatting to remove the formula from your submission file but maintain the correct formatting and data.
- 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
- 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.
- Your file cannot exceed 5MB in size when uploading to TCSI Data Entry
- Only 1 sheet (tab) per file

Further useful resources:

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



Response Files and How to Read Them



Downloading Response Files

The screenshot shows the 'Upload' page of the TCSI Data Entry interface. At the top, there is a navigation bar with links for Home, Upload, History, Records, and Notifications. Below the navigation bar, the breadcrumb 'Home > Upload' is visible. The main heading is 'Upload'. A sub-heading explains that users can upload CSV or XLSX files up to 5120KB and provides links to TCSI Support and reference data. A 'Selected Files' section shows 0 records and a 'Browse for files' button. Below this is a table with columns for File Type, File name, Rows, File size, and Actions. A message states 'No files selected. Drag and drop one or more files onto this table or use the "Browse for files" button to select files.' At the bottom, there is an 'Upload' button.

The screenshot shows the 'History' page of the TCSI Data Entry interface. At the top, there is a navigation bar with links for Home, Upload, History, Records, and Notifications. The 'History' link is highlighted with a red box. Below the navigation bar, the breadcrumb 'Home > History' is visible. The main heading is 'History'. A search bar is present. Below the search bar, there are filters for Status (Any), File Type (Any), and Date submitted (YYYY-MM-DD). A 'Refresh' button is located above the 'Upload History' section, which shows 30 records. The table has columns for Status, File Type, File name, Date submitted, Submitted By, and Download. A row is highlighted with an orange bar on the left, showing a 'Processed (1 errors)' status for a 'STUDENT' file named '2.1_PIR-Students-202371013109-1.3.xlsx' submitted on '2023-07-19 08:43:17' by 'Tom Test'. The 'Download' column for this row has two buttons: 'Original' and 'Response', with the 'Response' button highlighted by a red box.

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	Original Response

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



The screenshot shows the top of the TCSI website. On the left is the Australian Government logo. In the center is the TCSI logo with the text 'TERTIARY COLLECTION OF STUDENT INFORMATION'. On the right is a 'TCSI Access' button. Below the logo is a navigation menu with links: 'About TCSI', 'Report data', 'View data', 'Information & Support', and 'News Centre'. To the right of the menu is a search bar with the placeholder text 'Search a report, element or validation' and a 'Search' button. Below the navigation menu is a breadcrumb trail: 'Home > Validations Download'.

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

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 V0.38 (2 August 2024).xlsx (206.61 KB)	206.61 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.

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

[TCSI Validations | TCSI Support](#)

Fixing Real Time Validation Errors

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 V0.38 (2 August 2024).xlsx (206.61 KB)	206.61 KB

	A	B	C	D	E	F	G	H	I	J	K
1	Element No.	Element Name	ITSP Error Code	Error Name	Error Logic	Rule Type	HEP	PIR	VET	TAC	Packet
20	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

- 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](#)

Video Demonstrations – TCSI Data Entry Portal

The screenshot shows the TCSI Data Entry Portal interface. At the top, there is a header with the Australian Government logo and the text 'TCSI TERTIARY COLLECTION OF STUDENT INFORMATION'. A 'TCSI Access' badge is visible in the top right corner. Below the header is a navigation bar with the following links: 'About TCSI', 'Report data', 'View data', 'Information & Support', and 'News Centre'. A search bar is also present with the placeholder text 'Search a report, element or validation' and a 'Search' button. The main content area is divided into three sections:

- Report data:** A list of links including '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' link is highlighted with a red box and labeled with a red '2.'
- Using TCSI Data Entry:** A list of links including 'Higher education file templates', 'VET Student Loans file templates', 'Provider Information Request (PIR) file templates', and 'Video demonstrations'. The 'Video demonstrations' link is highlighted with a red box and labeled with a red '3.'
- Featured links:** Two boxes with icons and text: 'Data elements' (Data element list and search) and 'User guides & fact sheets' (Technical support for TCSI-related tasks).

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



How to view data in TCSI Analytics



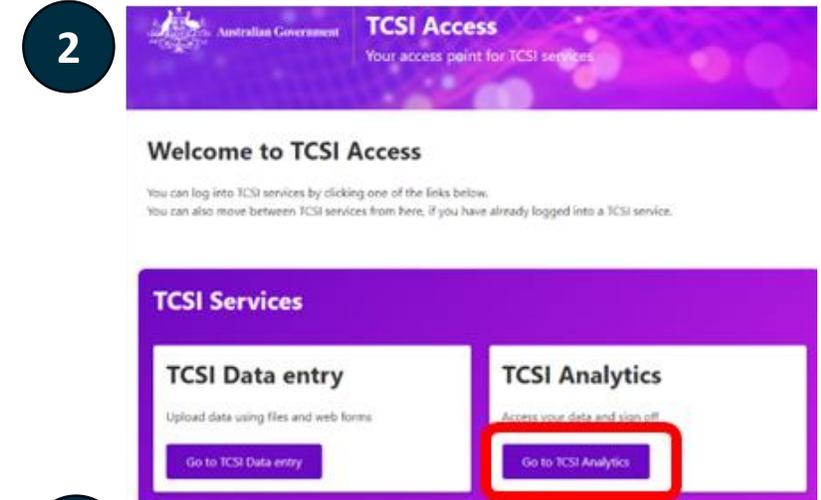
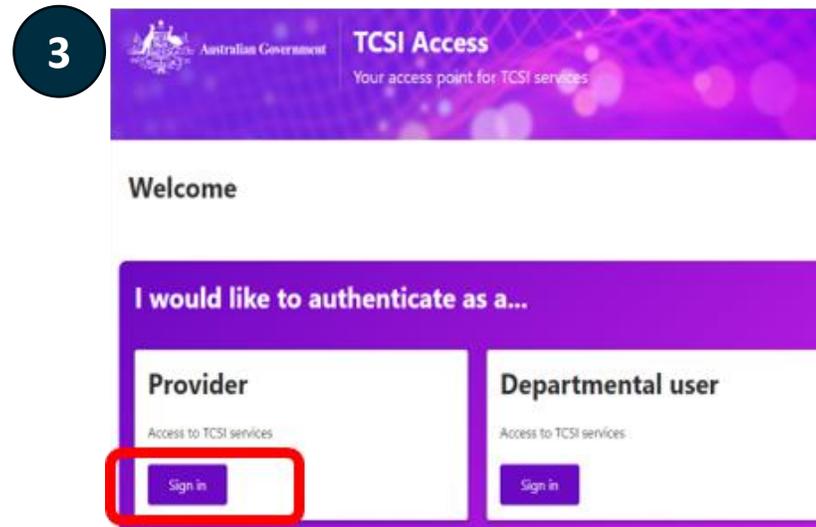
Viewing Data in TCSI Analytics

- 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

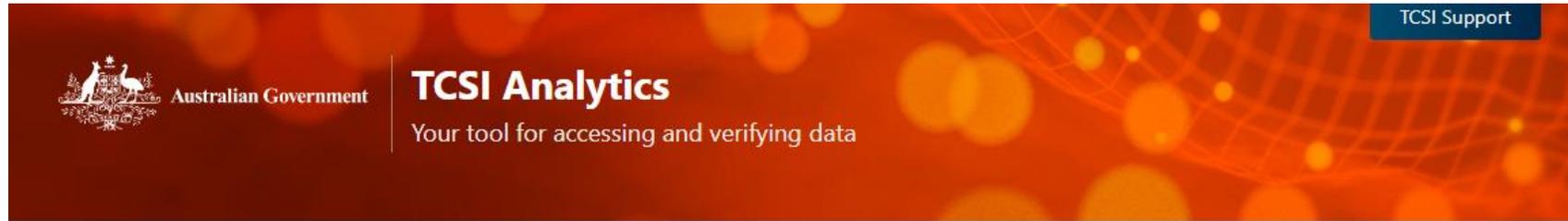


Accessing TCSI Analytics for viewing data

- 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

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

Reports | Monitor

Provider: [redacted]

Data type: Report type:

Report Type	Report
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

Checking data refresh of reports



Australian Government

TCSI Analytics

Your tool for accessing and verifying data

PIR Enrolment Live Data Report

Data refresh: Started 09/08/2024 01:00 AM - Ended 09/08/2024 01:06 AM

Refresh data



Fullscreen

Check that the data refresh time is up to date

Viewing Summary reports in TCSI Analytics

Review entire student population to identify data gaps



TCSI Analytics

Your tool for accessing and verifying data

PIR Enrolment Live Data Report | Data refresh: Started 09/08/2024 01:00 AM - Ended 09/08/2024 01:06 AM

Refresh data

Fullscreen

09/08/2024 02:30:42
Last Refreshed Data Time

TCSI TEST PROVIDER (9999)

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
- Previous Reporting Years
- Historical Reporting Years

All Students						
Reporting Year	2022			2023		
AttributeCategory	Student	Student %	Student % Change	Student	Student %	Student % Change
Broad Field of Education						
- Society and Culture						
Citizenship						
- Australian						
- No Citizen Resident Information						
Course Of Study Type						
- Graduate Diploma - extending						
- Graduate Certificate						
Disability						
- No reported disability						
Gender						
- Female						
- Male						
Indigenous Status						
Total						

Commencing Students						
Reporting Year	2022			2023		
AttributeCategory	Student	Student %	Student % Change	Student	Student %	Student % Change
Broad Field of Education						
- Society and Culture						
Citizenship						
- No Citizen Resident Information						
Course Of Study Type						
- Graduate Diploma - extending						
- Graduate Certificate						
Disability						
- No reported disability						
Gender						
- Female						
- Male						
Indigenous Status						
- Non-Indigenous Students						
Total						

Applying filters



TCSI Analytics
Your tool for accessing and verifying data

PIR Enrolment Live Data Report | Data refresh: Started 09/08/2024 01:00 AM - Ended 09/08/2024 01:06 AM

Refresh data



- Selecting Attribute Categories will filter your data
- Check you have selected the relevant year for data.
 - E.g. For 2024 PIR reporting requirements, we are looking at the previous year, 2023 student data.

09/08/2024 01:06:43
Last Refreshed/Date Time

TCSI TEST PROVIDER (9999)

All Students						
Reporting Year	2022			2023		
AttributeCategory	Student	Student %	Student % Change	Student	Student %	Student % Change
Broad Field of Education						
Society and Culture						
Citizenship						
Australian						
No Citizen Resident Information						
Course Of Study Type						
Graduate Diploma - extending						
Graduate Certificate						
Disability						
No reported disability						
Gender						
Female						
Male						
Indigenous Status						
Total						

Commencing Students						
Reporting Year	2022			2023		
AttributeCategory	Student	Student %	Student % Change	Student	Student %	Student % Change
Broad Field of Education						
Society and Culture						
Citizenship						
No Citizen Resident Information						
Course Of Study Type						
Graduate Diploma - extending						
Graduate Certificate						
Disability						
No reported disability						
Gender						
Female						
Male						
Indigenous Status						
Non-Indigenous Students						
Total						

Tips for reviewing data in TCSI Analytics

- Remember that the student data you submit is for the 2023 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

Complete student data submission

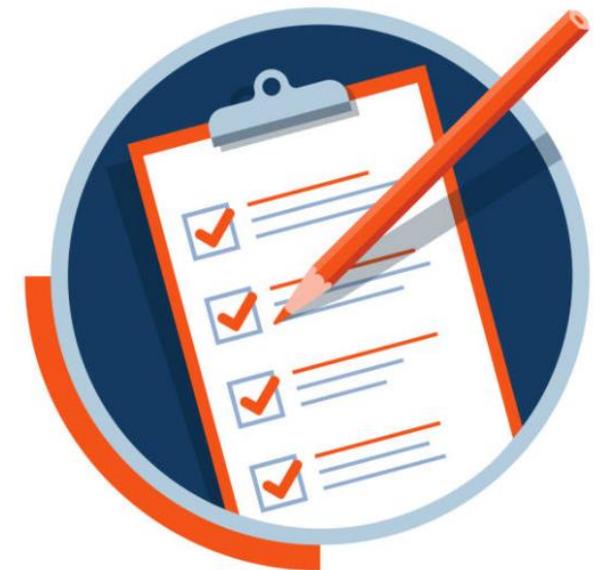
1. Sign up for PRODA
2. Upload student data in TCSI Data Entry
3. Review and data quality check in TCSI Analytics

Response to Request for Information (RFI)

- Due Tuesday 20 August 2024

Register for the following webinar

- Date: 26 August 2- 3 pm
- Focus on how to verify data
- Via [TCSI News Centre](#) page

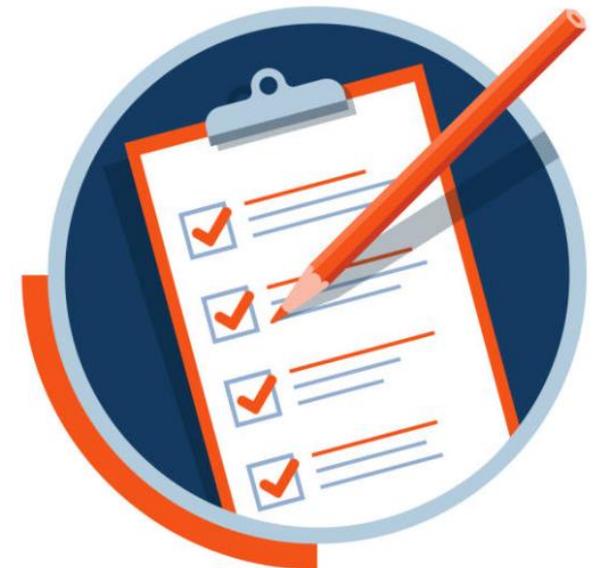


Next Steps

If you are ready to verify

Please first ensure data in the verification reports are accurate

- If so, email TCSIsupport@education.gov.au using subject line – “*2023 PIR Student data request for verification activation*”
- If not, continue working on data submission before emailing TCSI for verification activation



Questions?

Contact us at:

- Reporting scope, and timing of the collection as well as administrative queries
 - collections@teqsa.gov.au
- Tech support
 - TCSIsupport@education.gov.au

