Agenda

- 2023 PIR student data collection overview
- Submission walkthrough webinar recap
- Verification walkthrough
 - Access TCSI Analytics
 - Confirm live data quality
 - Request for verification activation
 - Verify and sign off
- User tips and timeline

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

Submission walkthrough webinar recap



Submission walkthrough recap

Topics	More info
Reporting requirements	 Each student data packet contains key info such as scope, deadlines and compulsory data elements
PRODA access	 Required for data submission via TCSI Data Entry portal and verification via TCSI Analytics
Data submission	 Two submission mechanisms - <u>API</u> vs <u>TCSI Data Entry</u> portal <u>PIR Student data templates</u> for file upload – apply to data entry users
Response file	 Access from TCSI Data Entry portal under upload history A source to identify upload errors
More info – webinar recording	 Access from <u>TCSI News Centre page</u> Click on <u>2023 PIR Student Data Collection Submission</u> <u>walkthrough</u>

Data verification walkthrough



Verification Process Overview



Accessing TCSI Analytics for Verification

TCSI Support website TCSI Access button

Log into <u>PRODA</u> using account credentials

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

Accept terms & conditions



TCSI Support gives you quick access to all the information you need to report students, staff, and applications.







Welcome to TCSI Access

You can log into TCSI services by clicking one of the links below. You can also move between TCSI services from here, if you have already logged into a TCSI service.

TCSI Data entry	TCSI Analytics
Upload data using files and web forms	Access your data and sign off
Go to TCSI Data entry	Go to 7CSI Analytics
Australian Government PRODA	A Digital Access

Isername	
orgot your username?	
assword	
	Show
orgot_your_password?	
-0.555404	
Login	

What reports need to be verified

Four reports need to be verified under the PIR Student Collection:

PIR Student

Verification Reports	Live Reports and coding notes
PIR Enrolment Verification Report	PIR Enrolment Live Data Report
PIR EFTSL Verification Report	PIR EFTSL Live Data Report
PIR Course Completions (All Students) Verification Report	PIR Course Completions (All Students) Live Data Report
PIR Unit of Study Completions Verification Report	PIR Unit of Study Completions Live Data Report

- Check coding notes to understand the reports
- More details visit:

Provider Information Request (PIR) Data Verification | TCSI Support

Confirm your live data quality

View your submitted data in live report

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

Live Reports – reflects what's in TCSI, updated each night by system. Data is viewable the next day after the submission.

Confirm your live data quality

- Use Attribute Categories to filter data
- Ensure 2023 is selected as reporting year
- To view submission details, right click a figure and use the drill-through function
- To identify discrepancies, cross check against the Response file from TCSI Data Entry portal



Request for verification activation

If you are ready to verify

Please first ensure data in the live reports are accurate.

- If your live data is correct, email <u>TCSIsupport@education.gov.au</u> using subject line
 - "2023 PIR Student data request for verification activation"
- If not, continue working on data submission before emailing TCSI for verification activation

Request for verification activation

Collection *	
PIR Students	
Verification Report	PIR Enrolment Verification Report
Verification Report	PIR Unit of Study Completions Verification Repo
Verification Report	Staff Full-time Equivalent Verification Report
Verification Report	Staff Numbers Verification Report

- the department will activate your organisation's PIR Student collection upon receiving the provider request
- PIR Student verification reports will then be viewable in TCSI Analytics for the provider to start verification

Please note, Verification reports match to what's in the live reports until provider has clicked on "Start Verification" button

Start verification

- Collection status = ACTIVATED
- Click on "Start verification" to start the process
- See <u>Provider Verification User</u> <u>guide</u> page 14 - 15 for more details

Reports Verification Collection * PIR Students Status ACTIVATED Due date Data refresh started Data refresh ended Start verification

Confirmed as accurate

Activities

Verify each report

- Collection status = VERIFYING
- Click and verify each report
- See <u>Provider Verification User</u> <u>guide</u> page 16 - 18 for more details

Activities	
Reports Verification	
Collection * PIR Students	
Status VERIFYING Due date Data refeesh started	
Data refresh ended	
Start verification Refresh data Sign off Request Reset	
PIR Enrolment Verification Report	
PIR Unit of Study Completions Verification Report	
Staff Full-time Equivalent Verification Report	
Staff Numbers Verification Report	

Sign Off

Before sign off

• Ensure status for all verification reports in the collection = VERIFIED

When sign off

- Tick check box next to "Confirm as accurate"
- Click "Sign off" button
- See <u>Provider Verification User guide</u> page 20 for more details



Refresh

Refresh:

When to use:

- Refresh is not compulsory.
- Click the "*Refresh*" button when changes to live data are made <u>after</u> 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 process is complete (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.



Be mindful during verification

Useful Tools:

What to verify	 <u>Verification landing page</u> List of verification reports Coding notes
How to verify	 Provider Data Verification User Guide Pages 14 – 23 step-by-step instruction

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.

Be mindful during verification

When there is no 2023 student enrolment

Please verify the empty reports and sign off:

- 1. login to TCSI Analytics
- 2. verify the 4 empty PIR student verification reports individually underneath the 2023 PIR Student collection
- 3. tick the box next to "confirm as accurate" and sign off the collection

Actions and timeline

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To avoid your verification completion becoming overdue, ٠ please submit your questions early to allow sufficient time further progressing upon receiving TCSI advice.

Verification in TCSI

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 all 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 after starting verification, and the data has been corrected in TCSI live data.

 Refresh is an overnight process and the collection will not be available while the refresh is in progress.

Signed Off

• Status appears when the collection is **SIGNED OFF**.

• Requires PRODA role: TCSI Analytics – Signoff.

• **RESET REQUEST** updates the status to **RESET** and is used if the sign off was performed in error. The status will return to **VERIYED** if the department accepts the request.

•When all providers have signed off, the Collection is **FINALISED** by Education.

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



Questions?