



Australian Government
Department of Education

Provider Data Verification User Guide

A guide to Data Verification using TCSI Analytics

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1. Overview

TCSI Analytics Portal allows Higher education providers (providers) to view their data reported to TCSI and provides a self-service interface to enable providers to verify the accuracy of this data. The Provider Data Verification (PDV) interface is based on the previous HEIMS Online process.

TCSI Analytics Portal enables providers to directly access:

- Unit Records - real-time data presented in line-by-line format
- Notifications - list of notifications created from data sent to TCSI
- Live data Reports - use real-time data and are generally presented in a summarised format
- Verification Reports - generated from unverified data sent to TCSI database
- Verified Reports - generated from verified data after a collection has been finalised.

The PDV process allows providers to meet their data verification obligations legislated under the [*Higher Education Support ACT 2003*](#) and/or the *Tertiary Education Quality and Standards Agency Act 2011*. Verification is the final stage for providers to certify that the data reported to TCSI throughout the year is accurate.

While a comprehensive set of Real Time and Scheduled Validations are undertaken to support the reporting of quality data, these validations cannot identify every possible data integrity issue. Verification confirms that student records accurately reflect the amount of assistance received, ensures provider payments are correctly reconciled, and that the data included in the department's publications are accurate.

Data received in TCSI's transactional database is displayed in a set of verification reports grouped into Collections e.g. Student. When verification has been activated by the department and the reports become available, the reports will continue to be refreshed nightly with the latest data received until the provider indicates they are ready to start the verification process in TCSI Analytics. The dataset taken before starting verification is known as the unverified data snapshot.

Once all reports within a Collection have been checked and confirmed accurate, the Collection is verified, and the Collection can then be signed off by the provider. Signing off the reports will create the providers verified dataset.

2. Purpose

The purpose of this document is to assist providers to formally verify their data using the verification interface provided in the TCSI Analytics Portal. The verification process formally confirms the accuracy of data sent to the TCSI transactional database through APIs or via TCSI Data Entry Portal.

The verification reports in TCSI Analytics display static data, i.e., data which has been fixed at a particular point in time for funding, statistics, and publications purposes.

3. Timing

Providers are required to confirm the accuracy of their data within the required timeframes each year.

For information about the reporting requirements, timeframes and how to make corrections can be accessed from the overview pages for each data collection:

- [Higher Education Student Data Collection](#)
- [Higher Education Staff Data Collection](#)
- [TEQSA Student Data Collection](#)
- [TEQSA Staff Data Collection](#)
- [University Applications and Offers Data Collection](#) (not included in this verification process).

4. Process overview

Details of the reports to be verified for each provider can be accessed from the [Data Verification webpage](#) on TCSI Support by selecting the provider type that matches your organisation.

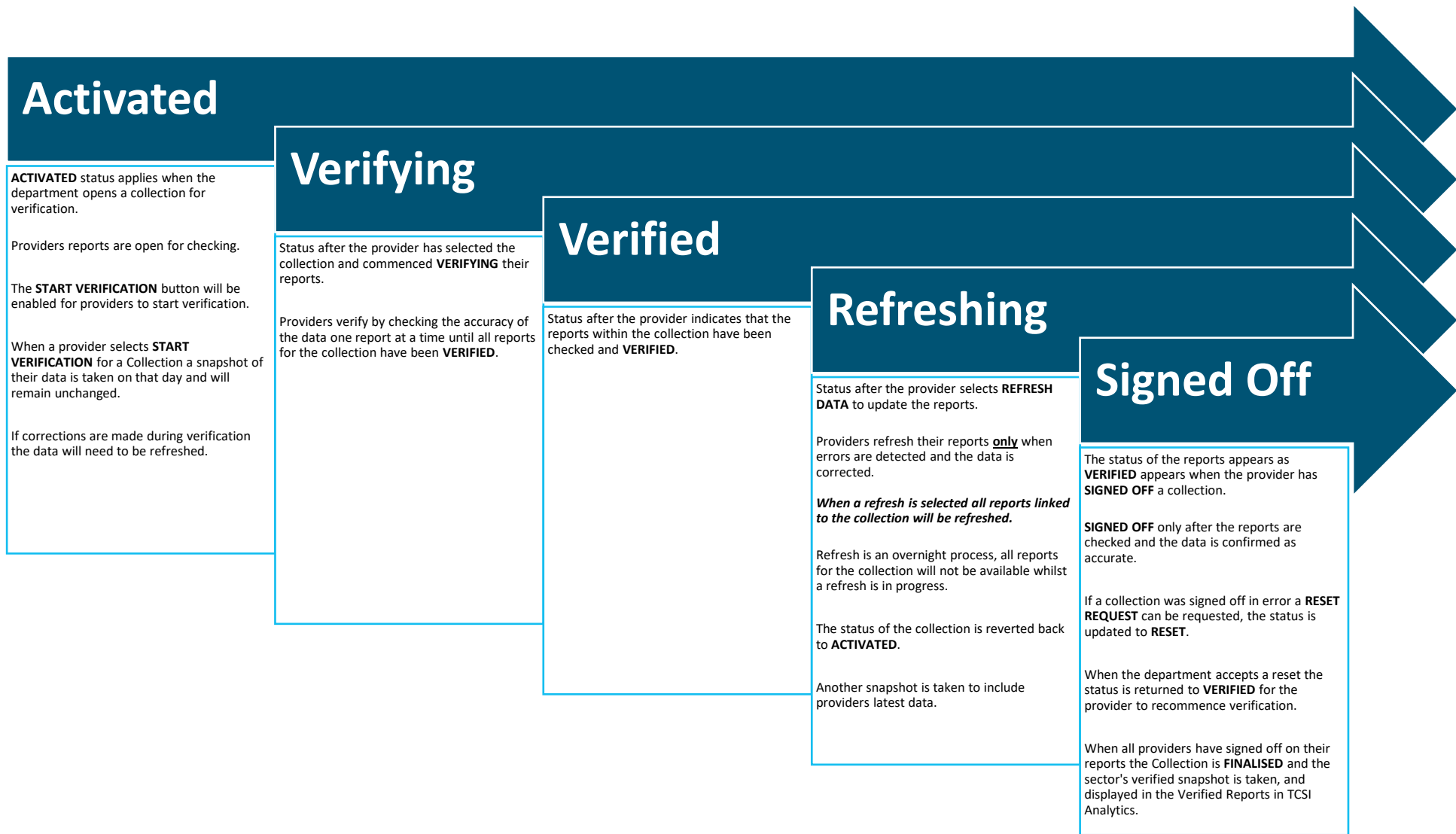
The verification process will generate all reports for a Collection regardless of the provider type. For example, Non-University (private) Higher Education Providers may see some reports that do not contain data, as your organisation does not provide this data type to TCSI. These empty reports must be verified to confirm data was not expected and to progress to sign off.

As providers progress through the verification process, the status of their reports will move from not verified to verified, as listed in Table 1.

Table 1 – Report status

| Report Status | Purpose |
|---------------------|---|
| Not Verified | This status is displayed when the provider is yet to commence verification. The included reports will be refreshed by the system every night. |
| Verifying | This status is displayed when the provider has started to verify the reports in a collection. The reports will not update unless the Collection is refreshed. |
| Verified | This status is displayed when the Verify button has been selected for a report. When all reports in a collection have been verified the provider can sign off the collection. |

Figure 1 Verification process overview



5. Access to TCSI Analytics

To access TCSI Analytics click on the **TCSI Access** button in the banner of the [TCSI Support website](#) (Figure 2).

It is recommended to use one of the following web browsers when accessing TCSI services - Google Chrome, Microsoft Edge Chromium or Firefox.

Figure 2 – TCSI Support Website home page



Providers will need to ensure that their staff and organisation are set up in PRODA to access TCSI Analytics. A step-by-step guide for setting up staff access is available at the [Access \(PRODA\)](#) page on the TCSI Support website.

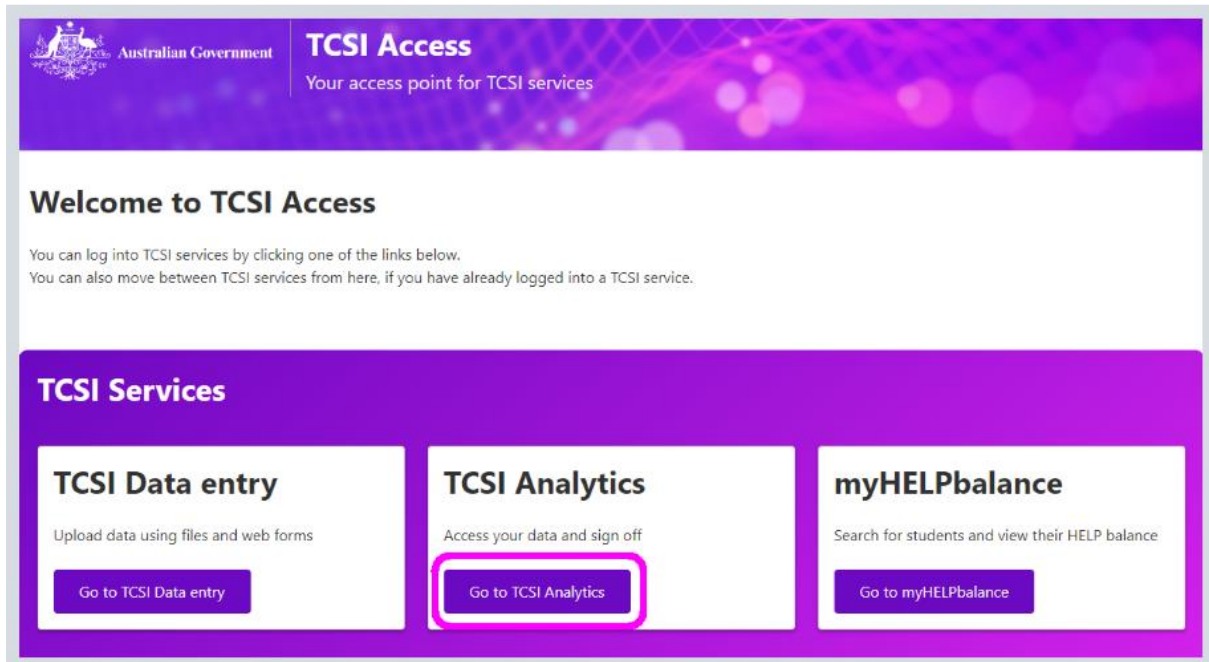
A staff member can access the 'Verification' screen in TCSI Analytics if they have at least one of the TCSI attributes for verification for the organisation:

- TCSI Analytics – Verify (Provides the ability to verify a dataset)
- TCSI Analytics – Signoff (Provides the ability to sign-off a verified dataset)

6. Accessing the verification reports

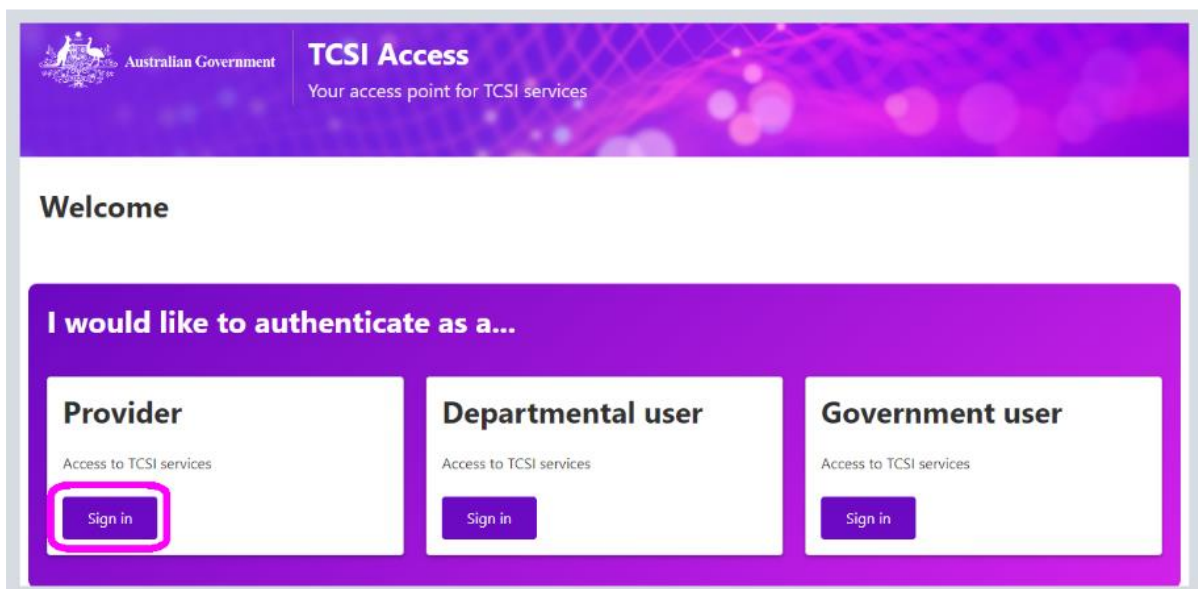
Click on the **Go to TCSI Analytics** button (Figure 3).

Figure 3 – TCSI Analytics home page



Click on the **Sign in** button on the Provider tile to access TCSI services as a provider (Figure 4).

Figure 4 – TCSI Analytics home page – sign into access TCSI Services



Login using your PRODA account username and password (Figure 5).

Figure 5 – Enter PRODA credentials

Australian Government
Services Australia

PRODA
Provider Digital Access

Login

If you have already created your PRODA account, login below.

Username

[Forgot your username?](#)

Password
 [Show](#)

[Forgot your password?](#)

Login

Enter the verification code sent to the email address linked to your PRODA account (Figure 6).

Figure 6 – Verification code for PRODA access

[<Back](#)

2-step verification

Enter the verification code from your email below.

Enter Code
 [Show](#)

[Didn't receive your code?](#)

Next

Select the organisation that you intend to represent. This step is only required for users with access to multiple education provider accounts in PRODA.

The terms and conditions that apply to TCSI must be reviewed and confirmed by ticking the checkbox to provide your confirmation and agreement, once checked click on **Continue** (Figure 7).

Figure 7 - Terms and Conditions to access TCSI Analytics Portal

Terms and Conditions

GENERAL

1. Agreement

1.1 By using this website, you accept and agree to be bound by these terms and conditions (**Terms and Conditions**). In these Terms and Conditions:

(a) "**you**" or "**your**" is a reference to the user agreeing to these Terms and Conditions, any organisation which the user represents and all parties acting on the user's behalf;

(b) "**we**", "**our**" or "**us**" is a reference to the Commonwealth of Australia as represented by the Department of Education, Skills and Employment or its successors; and

(c) "**a portal**" is a reference to any one or more portals or systems made available to you through this website.

☐ I have read and agree the Terms and Conditions

[Continue](#) [Cancel](#)

When logged in successfully, the TCSI Analytics welcome screen will appear (Figure 8).

Figure 8 – Menu options for TCSI Analytics welcome screen

TCSI Analytics
Your tool for accessing and verifying data

Home Live Reports Verified Reports Dashboards Verification Resources

All Reports
A-Z list of all reports contained within TCSI Analytics.

Provider type Report type

| Type | Pin | Report |
|---------------------|-----|--|
| Provider Dashboard | | Critical Loan Transfer Errors Provider Dashboard |
| Provider Dashboard | | Provider Critical Loan Transfer Errors (SVI) Dashboard |
| Provider Dashboard | | Expected Trends Provider Dashboard |
| Verification Report | | Actual Casual Staff Verification This report provides a summary of casual staff demographics and classifications for HEP and PIR Providers. |
| Verification Report | | SA-HELP Verification |
| Verification Report | | QS-HELP Details Verification |
| Verification Report | | EFTSL Verification |
| Verification Report | | CGS Clusters by Course Level Verification |
| Verification Report | | HECS-HELP Verification |
| Verification Report | | FEE-HELP Verification |

From the welcome screen you can select from the options provided in the drop-down menus, as listed in Table 2.

Table 2 – Welcome screen options

| Drop-down | Description |
|----------------------|--|
| Provider type | Select the data type that applies to the information that your organisation sends to TCSI i.e., HEP for Higher Education or VET for VET Student Loans. |
| Report type | <p>The report types available for selection:</p> <p>Live Data Reports – these reports use real-time data and are generally presented in a summarised format.</p> <p>Unit Records – are real-time data presented in line-by-line format.</p> <p>Notification Reports – these reports list notifications received by the provider from data sent to TCSI.</p> <p>Verification Reports – are generated from unverified data sent to TCSI database.</p> <p>Verified Reports – are generated from verified data after a collection has been finalised by the department.</p> |

Click on the ‘Verification’ tab to access the verification interface. The dropdown list will display all Collections available for verification (Figure 9).

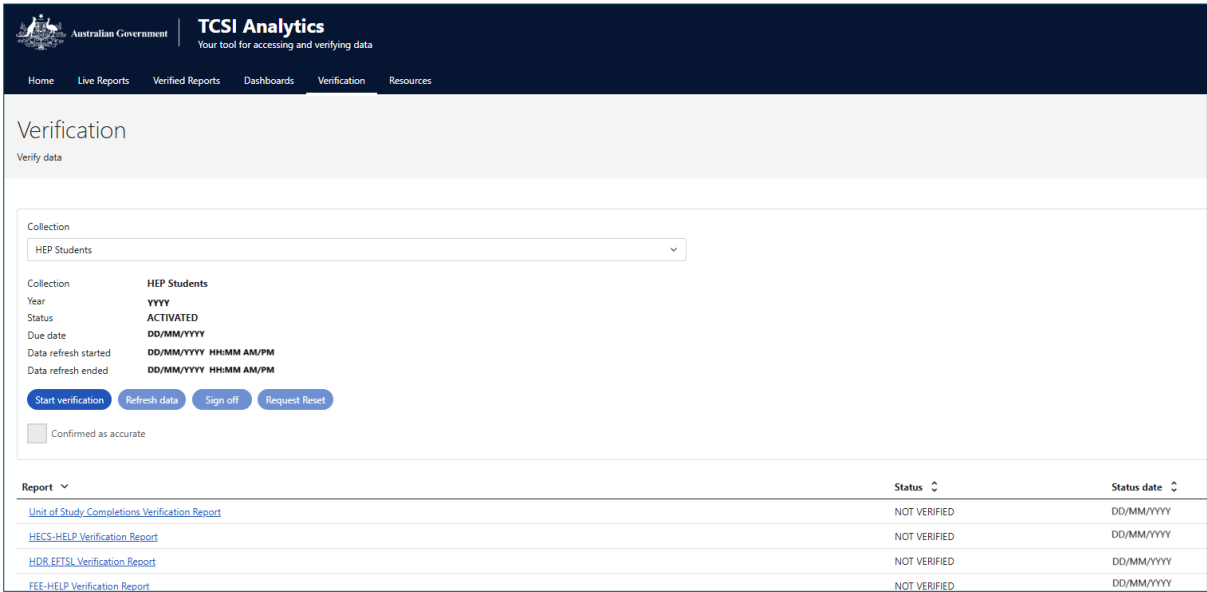
If you expect verification to be open for a Collection, but do not see it in the list, please contact TCSIsupport@education.gov.au.

Figure 9 – Verification report options available from TCSI Analytics

The screenshot shows the TCSI Analytics web interface. At the top, the Australian Government logo and 'TCSI Analytics' header are visible. The navigation bar includes links for Home, Live Reports, Verified Reports, Dashboards, Verification (highlighted with a pink box), and Resources. Below the navigation bar, the 'Verification' section is active, displaying a 'Verify data' sub-header. A 'Collection' dropdown menu is open, showing a list of available collections: HEP Commonwealth Scholarships, HEP OS-HELP, HEP SA-HELP, and HEP Students.

The Verification tab will be displayed (Figure 10).

Figure 10 – Reports for Student Collection



The components displayed on the verification screen for a collection, and their purpose are explained in Table 3 (Figure 11).

Figure 11 – Collection components displayed on the verification screen

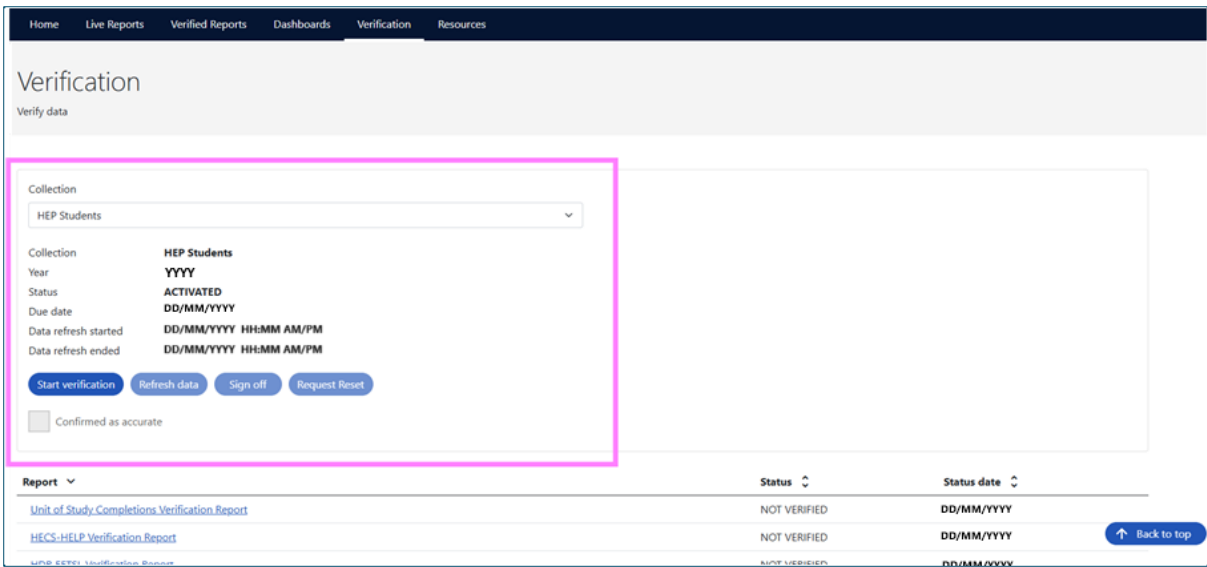
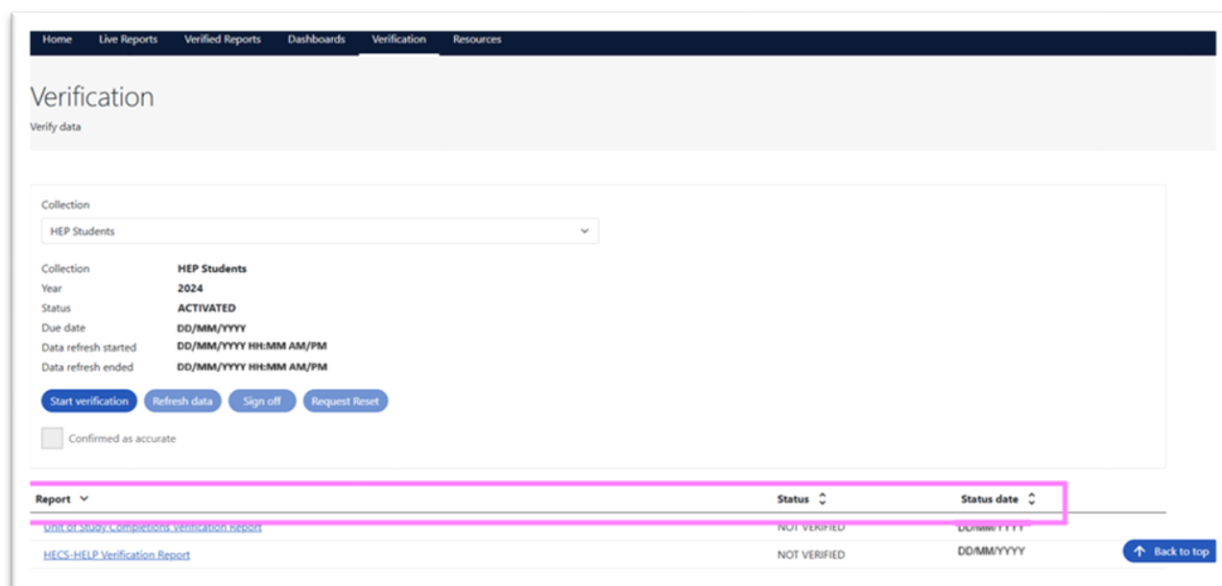


Table 3 – Verification screen components

| Components | Purpose |
|--------------------------------|---|
| Name of the Collection | Displays the name of the collection selected and allows the user to switch between collections. |
| Verification Year | Displays the applicable reporting year. |
| Status | Displays the latest status for the collection selected. |
| Due date | Displays the deadline to sign off on the collection. |
| Data refresh started date | Displays the date of the most recent refresh request. |
| Data refresh end date | Displays the date that the most recent refresh completed. |
| Start Verification button | Allows users to start verifying the collection and to stop the data snapshot from being updated. |
| Refresh data button | To request an update to the data snapshot for the whole collection (populates overnight from live data). |
| Sign off button | To sign off on a collection once the data is confirmed accurate and each report has been individually verified. |
| Request reset button | To request that the department reset the signed off status for a collection and re-open verification. Resets may be rejected, and providers must take care before signing off a collection. |
| Confirmed as accurate checkbox | To confirm that the data is accurate for the collection before signing off. |

The list of reports to be verified for a Collection are included under the collection components. The reports can be sorted into ascending or descending order by clicking on the arrow beside the table headings of Reports, Status and Status date (Figure 12).

Figure 12 – Sorting reports into ascending or descending order



The Student Collection has a range of reports based on the data providers have sent to TCSI. Other Collections may only have one report, such as SA-HELP and OS-HELP. To verify a report, click on the report name and wait for the report to load. The summary report and drill through gives providers an opportunity to cross check their records in TCSI against their own source of truth.

Details are provided at the top of each report to confirm the verification status, when the data was last refreshed and a Fullscreen option, (Figure 13) and Table 4 – Report components.

Figure 13 – Verification reports (Change to a mock-up provider name – Department Test HE University (0209))

Australian Government

TCSI Analytics

Your tool for accessing and verifying data

Course Completions (All Students) Verification | NOT VERIFIED | Data refresh: Started DD/MM/YYYY HH:MM AM/PM - Ended DD/MM/YYYY HH:MM AM/PM

Verify Fullscreen

Department Test HE University (0999)

Reporting Year

All

| Course Completions (All Students) Summary Report | | | | | | |
|--|--------------|----------------|------------------|--------------|----------------|------------------|
| Reporting Year | 2023 | 2024 | | | | |
| Student Type | Student | Student% | Student % Change | Student | Student% | Student % Change |
| Domestic Students | 5,744 | 67.40% | | 5,435 | 60.17% | -5.38% |
| Overseas Students | 2,777 | 32.59% | | 3,596 | 39.81% | 29.49% |
| No Citizen Resident information | 1 | 0.01% | | 1 | 0.01% | 0.00% |
| Total | 8,522 | 100.00% | | 9,032 | 100.00% | 5.98% |

Table 4 – Report components

| Components | Purpose |
|-------------------------------|--|
| Report name | Displays the name of the selected report. |
| Status | Two statuses are provided to match the current state, either 'Not verified' or 'Verified'. |
| Last data refresh date | Two dates are provided, the latest refresh request and latest completed refresh dates. |
| Verify button | Clicking this button will update the report status to VERIFIED. |
| Fullscreen button | Displays the report in full screen view, ESC key will return to the report view screen. |

7. Verification process

7.1 Activated

When a collection has been activated by the department, the relevant reports of unverified data are generated, and these reports will continue to be refreshed nightly until the provider starts verification (Figure 15).

Figure 15 – Verification activated

To commence verification, select the user must click the **Start verification** button (Figure 16). This stops the nightly refresh process so that the snapshot of unverified data remains unchanged from the day the provider starts verification. The status for the Collection moves from **Activated** to **Verifying** (Figure 17). There is no requirement to click the 'refresh data' button when starting verification, because the reports would have updated the previous night.

Figure 16 – Start verification

The screenshot shows the 'Verification' page in the TCSI Analytics system. The 'Collection' dropdown menu is set to 'HEP Students'. Below the dropdown, a table displays the current status and configuration for the collection. The 'Status' is 'ACTIVATED'. The 'Start verification' button is highlighted with a red box. Other buttons visible are 'Refresh data', 'Sign off', and 'Request Reset'. A 'Confirmed as accurate' checkbox is also present.

| Collection | Year | Status | Due date | Data refresh started | Data refresh ended |
|--------------|------|-----------|------------|------------------------|------------------------|
| HEP Students | YYYY | ACTIVATED | DD/MM/YYYY | DD/MM/YYYY HH:MM AM/PM | DD/MM/YYYY HH:MM AM/PM |

Start verification Refresh data Sign off Request Reset

☐ Confirmed as accurate

| Report | Status | Status date |
|---|--------------|-------------|
| Unit of Study Completions Verification Report | NOT VERIFIED | DD/MM/YYYY |
| HECS-HELP Verification Report | NOT VERIFIED | DD/MM/YYYY |
| HECS-HELP Verification Report | NOT VERIFIED | DD/MM/YYYY |

[Back to top](#)

Figure 17 – Verification started – Status updated to Verifying

The screenshot shows the 'Verification' page after the status has been updated to 'VERIFYING'. The 'Collection' dropdown menu remains set to 'HEP Students'. The 'Status' in the table is now 'VERIFYING', which is highlighted with a red box. The 'Start verification' button is also highlighted with a red box. Other buttons visible are 'Refresh data', 'Sign off', and 'Request Reset'. A 'Confirmed as accurate' checkbox is also present.

| Collection | Year | Status | Due date | Data refresh started | Data refresh ended |
|--------------|------|-----------|------------|------------------------|------------------------|
| HEP Students | YYYY | VERIFYING | DD/MM/YYYY | DD/MM/YYYY HH:MM AM/PM | DD/MM/YYYY HH:MM AM/PM |

Start verification Refresh data Sign off Request Reset

☐ Confirmed as accurate

Report [Status](#)

Access individual reports by selecting the collection from the drop-down list and clicking on the report name (Figure 18).

Figure 18 – Verification started – Accessing report

HomeLive ReportsVerified ReportsDashboardsVerificationResources

Verification

Verify data

Collection

HEP Students

Collection

Year

Status

Due date

Data refresh started

Data refresh ended

HEP Students

YYYY

VERIFYING

DD/MM/YYYY

DD/MM/YYYY HH:MM AM/PM

DD/MM/YYYY HH:MM AM/PM

Start verification

Refresh data

Sign off

Request Reset

Confirmed as accurate

Report

| Report | Status | Status date |
|---|--------------|-------------|
| Unit of Study Completions Verification Report | NOT VERIFIED | DD/MM/YYYY |
| HECS-Help Verification Report | NOT VERIFIED | DD/MM/YYYY |
| HDR EFTSL Verification Report | NOT VERIFIED | DD/MM/YYYY |

7.2 Verified

Check the contents of each report to confirm that stored data are accurate. Then click on the **Verify** button for each report (Figure 19). The report status will remain as **Not Verified** until you click on the **Verify** button.

Figure 19 – Verification report – NOT VERIFIED status

The screenshot shows the TCSI Analytics interface. At the top, the Australian Government logo and 'TCSI Analytics' header are visible. The main title is 'Unit of Study Completions Verification' followed by a pink box containing the text 'NOT VERIFIED'. Below this, there are two buttons: 'Verify' and 'Fullscreen'. The report content is for 'Department Test HE University (0999)'. It includes a 'Reporting Year' dropdown menu set to 'All' and a table comparing 2023 and 2024 data.

| Reporting Year | 2023 | | | 2024 | | |
|---|------------------|----------------|----------------|------------------|----------------|----------------|
| Unit Of Study Status | EFTSL | EFTSL % | EFTSL % Change | EFTSL | EFTSL % | EFTSL % Change |
| Withdrawn without penalty | 260.19 | 0.45% | | 98.58 | 0.16% | -62.11 % |
| Failed | 3,409.23 | 5.89% | | 3,223.54 | 5.29% | -5.45 % |
| Successfully completed all the requirements | 54,073.12 | 93.39% | | 56,272.75 | 92.33% | 4.07 % |
| Completion status not yet determined | 159.58 | 0.28% | | 1,351.38 | 2.22% | 746.81 % |
| Total | 57,902.13 | 100.00% | | 60,946.25 | 100.00% | 5.26 % |

When the **Verify** button has been selected, the relevant report status will become VERIFIED (Figure 20).

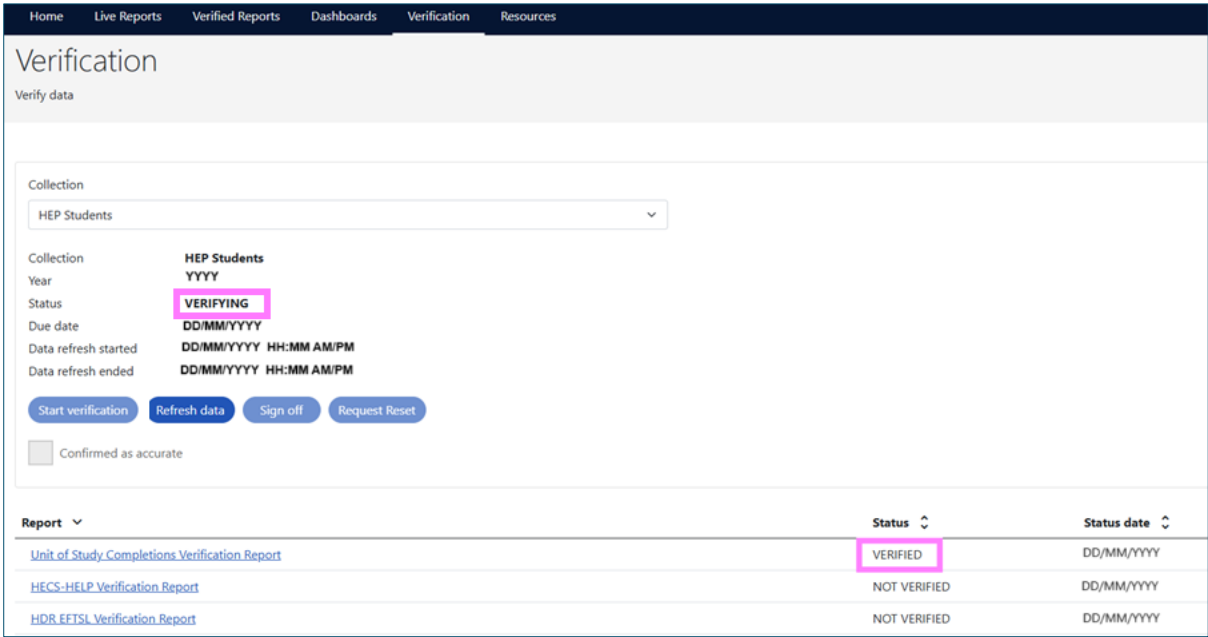
Figure 20 – Verification report – VERIFIED status

This screenshot is identical to Figure 19, but the status 'NOT VERIFIED' has been replaced by 'VERIFIED' in a pink box. The 'Verify' button is now disabled (greyed out), and the 'Fullscreen' button remains active. The table data remains the same.

| Reporting Year | 2023 | | | 2024 | | |
|---|------------------|----------------|----------------|------------------|----------------|----------------|
| Unit Of Study Status | EFTSL | EFTSL % | EFTSL % Change | EFTSL | EFTSL % | EFTSL % Change |
| Withdrawn without penalty | 260.19 | 0.45% | | 98.58 | 0.16% | -62.11 % |
| Failed | 3,409.23 | 5.89% | | 3,223.54 | 5.29% | -5.45 % |
| Successfully completed all the requirements | 54,073.12 | 93.39% | | 56,272.75 | 92.33% | 4.07 % |
| Completion status not yet determined | 159.58 | 0.28% | | 1,351.38 | 2.22% | 746.81 % |
| Total | 57,902.13 | 100.00% | | 60,946.25 | 100.00% | 5.26 % |

The **VERIFIED** report status also displays in the Report list for the collection (Figure 21).

Figure 21 - Verification screen – Collection status VERIFYING and Report status VERIFIED

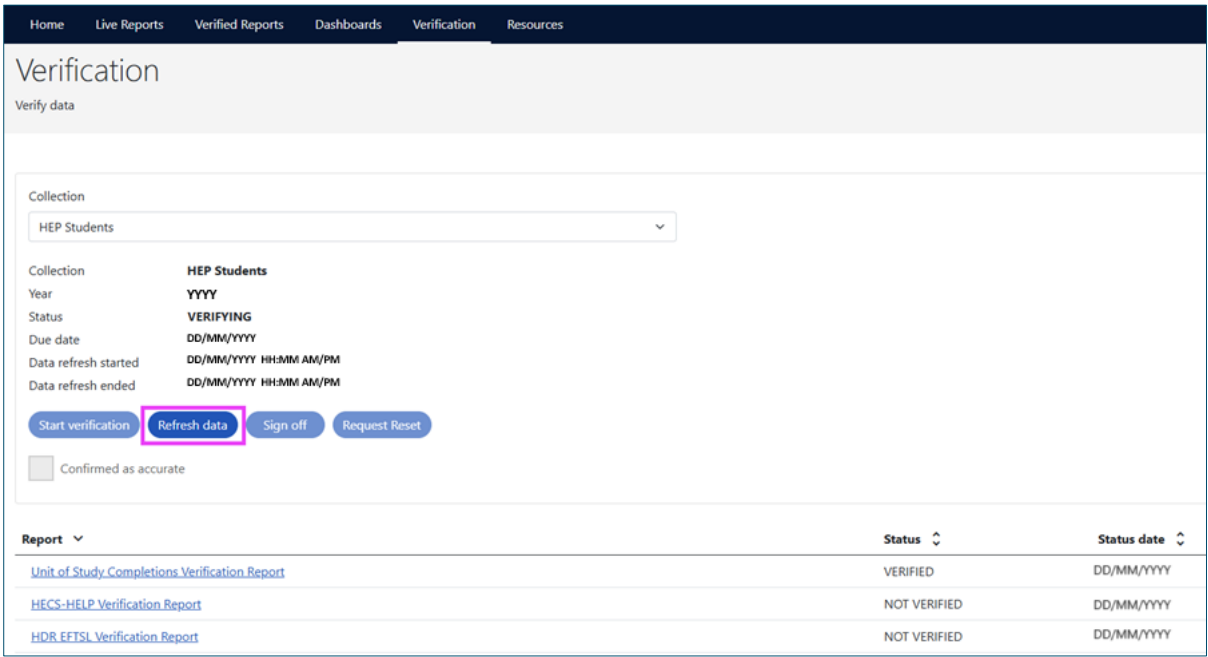


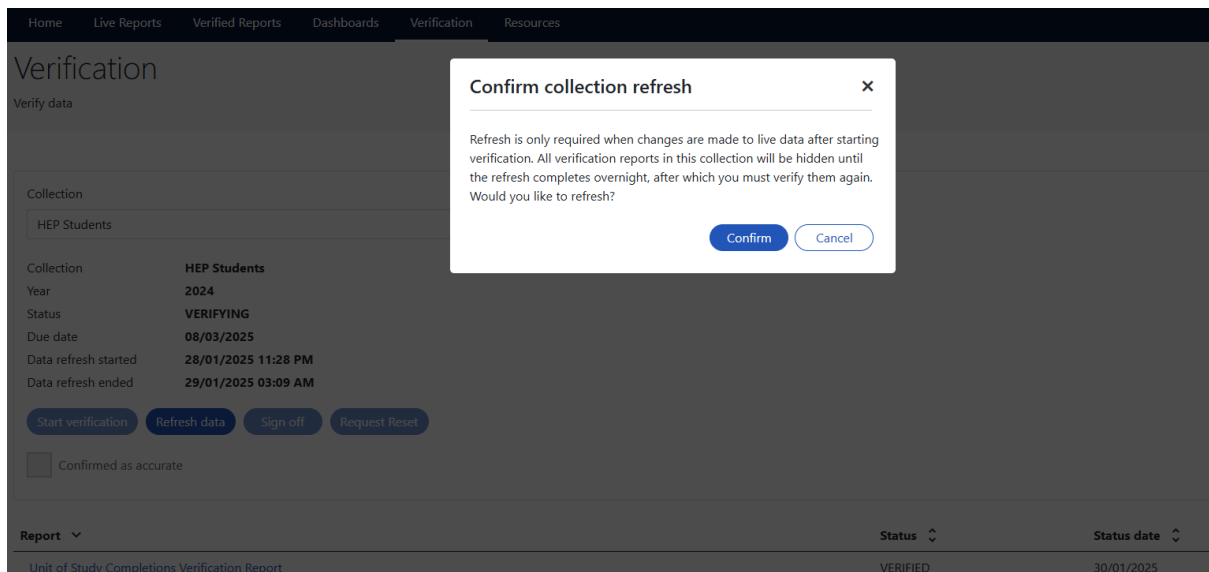
7.3 Refresh

Refresh is not a compulsory step. It occurs when a provider has started verification but has since made an update to their submitted (live) data. Refresh allows a provider's verification report to pick-up the updated data through the daily overnight process.

If you find an inaccuracy in one of your reports and have made the required update in your live data, click on the **Refresh data** button for the Collection (Figure 22).

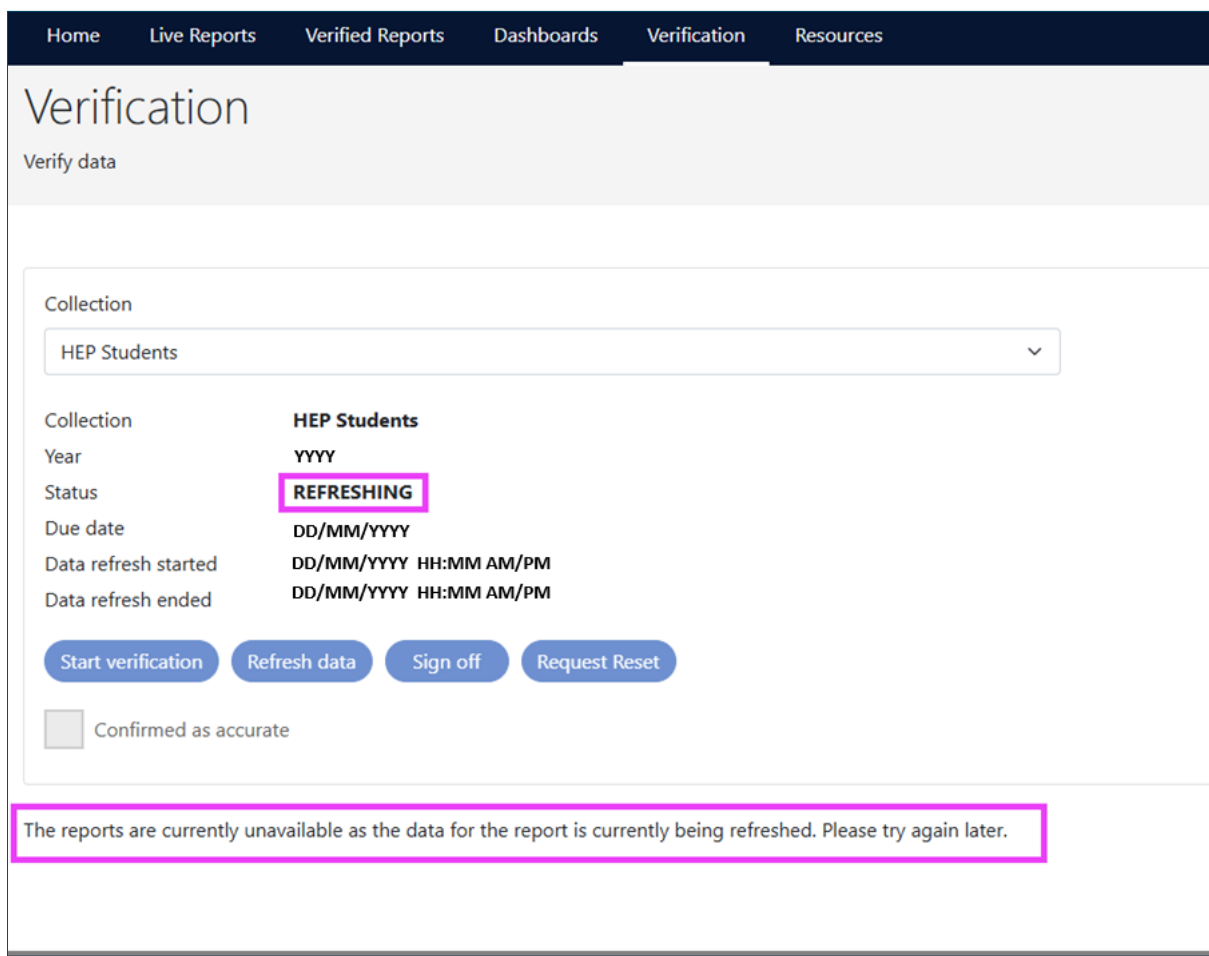
Figure 22 - Refresh data to include updates in a new snapshot





The **Refreshing** status will appear when you select the **Refresh data** button. You cannot access or verify reports under the same collection, during the overnight refresh process (Figure 23).

Figure 23 - Status updated to Refreshing



After the refresh is completed, the Collection status will revert to **Activated**, and the **Start verification** button will be enabled for you to start the process again. This latest snapshot will remain static even when further updates are made to live data during verification (Figure 24).

Figure 24 – Status – Reverted back to Activated

The screenshot shows the 'Verification' page with a navigation bar at the top containing 'Home', 'Live Reports', 'Verified Reports', 'Dashboards', 'Verification', and 'Resources'. The main heading is 'Verification' with a sub-heading 'Verify data'. Below this is a 'Collection' dropdown menu set to 'HEP Students'. A summary table shows the following details:

| | |
|----------------------|------------------------|
| Collection | HEP Students |
| Year | YYYY |
| Status | ACTIVATED |
| Due date | DD/MM/YYYY |
| Data refresh started | DD/MM/YYYY HH:MM AM/PM |
| Data refresh ended | DD/MM/YYYY HH:MM AM/PM |

Below the summary table are four buttons: 'Start verification', 'Refresh data', 'Sign off', and 'Request Reset'. A checkbox labeled 'Confirmed as accurate' is also present. At the bottom, there is a 'Report' table with the following data:

| Report | Status | Status date |
|---|--------------|-------------|
| Unit of Study Completions Verification Report | NOT VERIFIED | DD/MM/YYYY |
| HECS-HELP Verification Report | NOT VERIFIED | DD/MM/YYYY |
| HDR EFTSL Verification Report | NOT VERIFIED | DD/MM/YYYY |

7.4 Sign Off

The final stage of the verification process is to sign off the Collection. The **Sign off** button will be enabled after the **Confirmed as accurate** checkbox is ticked. Please note you are unable to tick the **Confirmed as accurate** box if one or more of your reports has a status of **Not Verified** (Figure 25).

Figure 25 – Report status – Not Verified

The screenshot shows the 'Verification' page with a navigation bar at the top containing 'Home', 'Live Reports', 'Verified Reports', 'Dashboards', 'Verification', and 'Resources'. The main heading is 'Verification' with a sub-heading 'Verify data'. Below this is a 'Collection' dropdown menu set to 'HEP Students'. A summary table shows the following details:

| | |
|----------------------|------------------------|
| Collection | HEP Students |
| Year | YYYY |
| Status | VERIFYING |
| Due date | DD/MM/YYYY |
| Data refresh started | DD/MM/YYYY HH:MM AM/PM |
| Data refresh ended | DD/MM/YYYY HH:MM AM/PM |

Below the summary table are four buttons: 'Start verification', 'Refresh data', 'Sign off', and 'Request Reset'. A checkbox labeled 'Confirmed as accurate' is also present. At the bottom, there is a 'Report' table with the following data:

| Report | Status | Status date |
|---|--------------|-------------|
| Unit of Study Completions Verification Report | VERIFIED | DD/MM/YYYY |
| HECS-HELP Verification Report | NOT VERIFIED | DD/MM/YYYY |
| HDR EFTSL Verification Report | NOT VERIFIED | DD/MM/YYYY |
| FEE-HELP Verification Report | NOT VERIFIED | DD/MM/YYYY |
| Enrolment Verification Report | NOT VERIFIED | DD/MM/YYYY |
| EFTSL Verification Report | NOT VERIFIED | DD/MM/YYYY |

Before signing off on the Collection, you must be confident that your reports are accurate, and all reports underneath the Collection have a VERIFIED status (Figure 26).

Figure 26 – Sign off the Collection

Collection

HEP Students

Collection

HEP Students

Year

YYYY

Status

VERIFIED

Due date

DD/MM/YYYY

Data refresh started

DD/MM/YYYY HH:MM AM/PM

Data refresh ended

DD/MM/YYYY HH:MM AM/PM

Start verification

Refresh data

Sign off

Request Reset

☒ Confirmed as accurate

| Report | Status | Status date |
|---|----------|-------------|
| Unit of Study Completions Verification Report | VERIFIED | DD/MM/YYYY |
| HECS-HELP Verification Report | VERIFIED | DD/MM/YYYY |
| HDR EFTSL Verification Report | VERIFIED | DD/MM/YYYY |
| FEE-HELP Verification Report | VERIFIED | DD/MM/YYYY |
| Enrolment Verification Report | VERIFIED | DD/MM/YYYY |

Click on Sign off button and the Collection status will be updated to *Signed Off* (Figure 27).

Figure 27 – Collection signed off

Collection

HEP Students

Collection

HEP Students

Year

YYYY

Status

SIGNEDOFF

Due date

DD/MM/YYYY

Data refresh started

DD/MM/YYYY HH:MM AM/PM

Data refresh ended

DD/MM/YYYY HH:MM AM/PM

Start verification

Refresh data

Sign off

Request Reset

☐ Confirmed as accurate

| Report | Status | Status date |
|---|----------|-------------|
| Unit of Study Completions Verification Report | VERIFIED | |
| HECS-HELP Verification Report | VERIFIED | |
| HDR EFTSL Verification Report | VERIFIED | |
| FEE-HELP Verification Report | VERIFIED | |
| Enrolment Verification Report | VERIFIED | |

7.5 Reset

Reset is a process to reopen verification if your provider needs to update verification data after having **Signed Off**. The department will approve or reject the Reset in TCSI Analytics. Providers should email TCSIsupport@education.gov.au with information supporting the request for a reset. If approval is granted, the provider can then refresh the verification reports, re-verify, and then re-sign off the collection.

Click on **Request Reset** button to submit your request. The department may accept or reject the request. When a Reset request has been submitted, all buttons are disabled, and no further actions can be performed until the request has been processed (Figure 28).

Figure 28 - Request Reset

| Report | Status | Status date |
|---|----------|-------------|
| Unit of Study Completions Verification Report | VERIFIED | DD/MM/YYYY |
| HECS-HELP Verification Report | VERIFIED | DD/MM/YYYY |
| HDR EFTSL Verification Report | VERIFIED | DD/MM/YYYY |
| FEE-HELP Verification Report | VERIFIED | DD/MM/YYYY |

If accepted, the status of the collection will be reset to **Verified**. You will need to click on the **Refresh data** button, for the verification report to pick up any updates made to live data during the overnight process (Figure 29).

Figure 29 – Reset approved and Collection status – Verified

Collection

HEP Students

Collection

HEP Students

Year

YYYY

Status

VERIFIED

Due date

DD/MM/YYYY

Data refresh started

DD/MM/YYYY HH:MM AM/PM

Data refresh ended

DD/MM/YYYY HH:MM AM/PM

Start verification

Refresh data

Sign off

Request Reset

☐ Confirmed as accurate

| Report | Status | Status date |
|---|----------|-------------|
| Unit of Study Completions Verification Report | VERIFIED | DD/MM/YYYY |
| HECS-HELP Verification Report | VERIFIED | DD/MM/YYYY |
| HDR EFTSL Verification Report | VERIFIED | DD/MM/YYYY |
| FEE-HELP Verification Report | VERIFIED | DD/MM/YYYY |
| Enrolment Verification Report | VERIFIED | DD/MM/YYYY |
| EFTSL Verification Report | VERIFIED | DD/MM/YYYY |

If the department rejects the Reset request, the status for the collection will remain as **Signed off** and no further actions or changes can be made. Your data is final (Figure 30).

Figure 30 - Request Reset rejected

COL0095: 'Request Reset' has been rejected by the department.
[Dismiss](#)

Collection

HEP Students

Collection

HEP Students

Year

YYYY

Status

SIGNEDOFF

Due date

DD/MM/YYYY

Data refresh started

DD/MM/YYYY HH:MM AM/PM

Data refresh ended

DD/MM/YYYY HH:MM AM/PM

Start verification

Refresh data

Sign off

Request Reset

☐ Confirmed as accurate

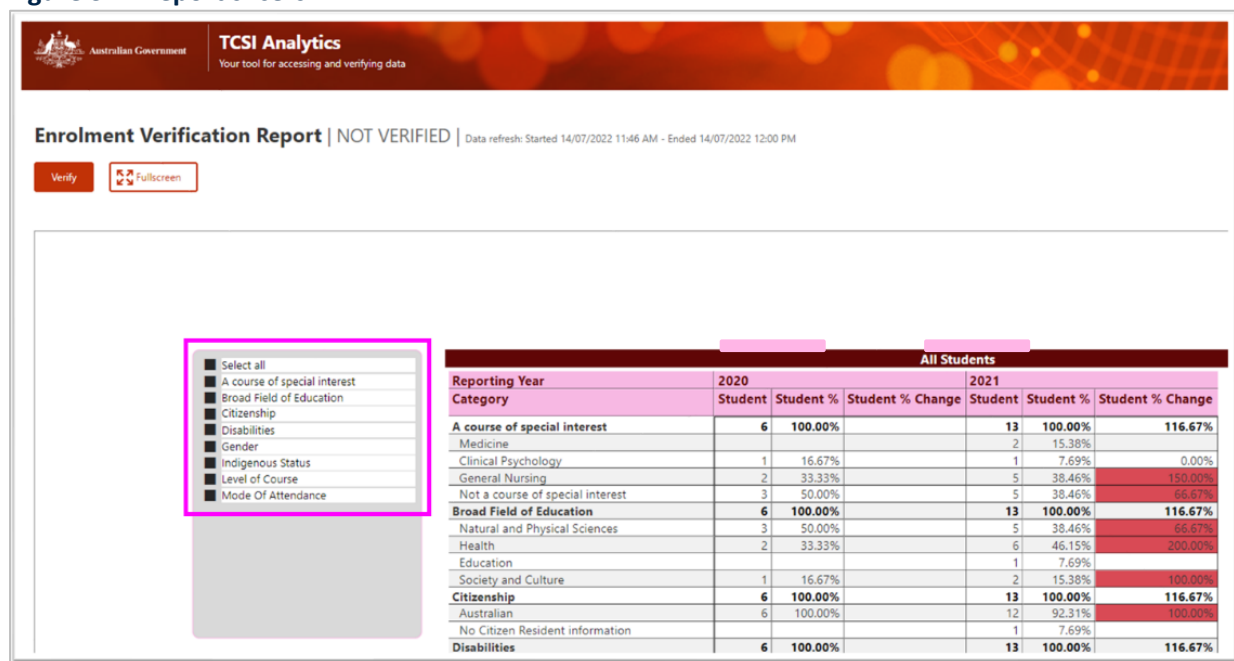
| Report | Status | Status date |
|---|----------|-------------|
| Unit of Study Completions Verification Report | VERIFIED | DD/MM/YYYY |
| HECS-HELP Verification Report | VERIFIED | DD/MM/YYYY |
| HDR EFTSL Verification Report | VERIFIED | DD/MM/YYYY |

8. Report slicer and Data Drill-through

8.1 Report slicers

Slicers are available for several reports to narrow down the data to be displayed. One or more categories can be displayed for each report. Selections within a slicer are generally available as multiple selections. Click on the down arrow to display the selection available within the slicer pane (Figure 31).

Figure 31 - Report slicers



8.2 Data Drill-through


A drill-through report is available to display the data that makes up a value in the report. To display the drill-through report:

1. Right-click on the count required; and Select 'Drill through';
2. Select 'Detail Report' (Figure 32). The drill-through report is displayed (Figure 33).

Figure 32 – Drill-through


| All Students | | | | | | |
|-------------------------------|---------------|----------------|----------------|---------------|----------------|----------------|
| Reporting Year | | | | | | |
| AttributeCategory | EFTSL | EFTSL % | EFTSL % Change | EFTSL | EFTSL % | EFTSL % Change |
| Campus Postcode | 210.25 | 100.00% | | 194.38 | 100.00% | -7.55 % |
| Australia | 210.25 | 100.00% | | 194.38 | 100.00% | -7.55 % |
| Citizen Resident | 210.25 | 100.00% | | 194.38 | 100.00% | -7.55 % |
| Australian | 110.13 | 52.38% | | 97.05 | 50.00% | -11.69 % |
| New Zealand | 3.00 | 1.43% | | 1 | 0.51% | -25.00 % |
| Permanent Resident | 12.38 | 5.89% | | 1 | 0.51% | -16.16 % |
| Temporary Entry Permit | 82.25 | 39.12% | | 8 | 4.12% | -16.16 % |
| Humanitarian Visa | 2.50 | 1.19% | | 1 | 0.51% | -16.16 % |
| Course Of Study Type | 210.25 | 100.00% | | 194.38 | 100.00% | -7.55 % |
| Bachelor's Pass | 48.13 | 22.89% | | 63.00 | 32.41% | 30.91 % |
| Associate Degree | 157.75 | 75.03% | | 123.88 | 63.73% | -21.47 % |
| Undergraduate short course | 4.38 | 2.08% | | 7.50 | 3.86% | 71.43 % |
| Discipline Code | 210.25 | 100.00% | | 194.38 | 100.00% | -7.55 % |
| Natural and Physical Sciences | 31.38 | 14.92% | | 24.50 | 12.60% | -21.91 % |

Figure 33 – Drill-through report

|  | | You have drilled through on: | | Year: 2021 Attribute: Australian Value: Citizen Resident 26 records selected | |
|---|--|------------------------------|--------------|---|----------------------------------|
| E307 - Course Code | E534 - Course Of Study Commencement Date | E333 - AOU Code | E339 - EFTSL | E354 - Unit Of Study Code | E489 - Unit Of Study Census Date |
| 0001 | 01/01/2021 | 123 | 0.20 | COURSE101 | 01/04/2021 |
| 0001 | 01/01/2021 | 123 | 0.20 | COURSE102 | 01/04/2021 |
| 0001 | 01/01/2021 | 123 | 0.20 | COURSE103 | 01/04/2021 |
| 0001 | 01/01/2021 | 123 | 0.20 | COURSE104 | 01/04/2021 |
| 0001 | 01/01/2021 | 123 | 0.20 | COURSE107 | 01/04/2021 |
| B12632 | 01/01/2020 | 235 | 0.50 | 345 | 01/02/2021 |
| S20003 | 01/01/2021 | po | 0.50 | ikjhg | 02/01/2021 |
| S20003 | 01/01/2019 | AOU | 0.13 | Unit101 | 01/04/2021 |
| B12632 | 10/01/2020 | 345 | 0.50 | 456 | 01/02/2021 |
| B12632 | 10/01/2020 | 456 | 0.50 | 567 | 02/03/2021 |
| B12632 | 01/01/2020 | 234 | 0.50 | BC1 | 01/06/2021 |
| B12632 | 01/01/2020 | 345 | 0.50 | BC2 | 01/06/2021 |
| B12632 | 01/01/2020 | 345 | 0.50 | bc4 | 01/06/2021 |
| B12632 | 10/01/2020 | 234 | 2.00 | 345 | 01/02/2021 |
| B12632 | 10/01/2020 | 456 | 0.50 | 567 | 02/03/2021 |
| tyul | 01/02/2021 | 911 | 0.13 | asdf | 01/03/2021 |
| tyul | 01/02/2021 | 999 | 0.50 | asdf | 01/03/2021 |
| DOC789 | 01/01/2021 | 123 | 0.10 | DOC123 | 01/03/2021 |
| DOC789 | 01/01/2021 | 123 | 0.10 | DOC123 | 01/03/2021 |
| 12875 | 28/01/2021 | 875 | 0.13 | SPOOKS | 07/04/2021 |

The drill-through report generally contains the following information;

Table 5 - Drill-through functions

| Function | Purpose |
|---|---|
|  | Used to return to the summary report |
| You have drilled through on | Lists each filter applied to generate the count on the summary report i.e., Year, Category. |

9. Exporting reports

All reports and drill-throughs can be exported as xlsx files which you can either open or save as required. To export data (Figure 34):

3. Click on the table of data to be exported
4. Select the more options icon (...) to display the available options
5. Excel .xlsx option has a download limit of 150,000 rows
6. CSV has a download limit of 30,000 rows

Figure 34 - How to export reports

| All Students | | | | | | |
|-------------------------------|---------------|----------------|----------------|---------------|----------------|----------------|
| Reporting Year | EFTSL | EFTSL % | EFTSL % Change | EFTSL | EFTSL % | EFTSL % Change |
| AttributeCategory | | | | | | |
| Campus Postcode | 210.25 | 100.00% | | 194.38 | 100.00% | -7.55 % |
| Australia | 210.25 | 100.00% | | 194.38 | 100.00% | -7.55 % |
| Citizen Resident | 210.25 | 100.00% | | 194.38 | 100.00% | -7.55 % |
| Australian | 110.13 | 52.38% | | 97.25 | 50.03% | -11.69 % |
| New Zealand | 3.00 | 1.43% | | 2.25 | 1.16% | -25.00 % |
| Permanent Resident | 12.38 | 5.89% | | 10.38 | 5.34% | -16.16 % |
| Temporary Entry Permit | 82.25 | 39.12% | | 81.38 | 41.86% | -1.06 % |
| Humanitarian Visa | 2.50 | 1.19% | | 3.13 | 1.61% | 25.00 % |
| Course Of Study Type | 210.25 | 100.00% | | 194.38 | 100.00% | -7.55 % |
| Bachelor's Pass | 48.13 | 22.89% | | 63.00 | 32.41% | 30.91 % |
| Associate Degree | 157.75 | 75.03% | | 123.88 | 63.73% | -21.47 % |
| Undergraduate short course | 4.38 | 2.08% | | 7.50 | 3.86% | 71.43 % |
| Discipline Code | 210.25 | 100.00% | | 194.38 | 100.00% | -7.55 % |
| Natural and Physical Sciences | 31.38 | 14.92% | | 24.50 | 12.60% | -21.91 % |

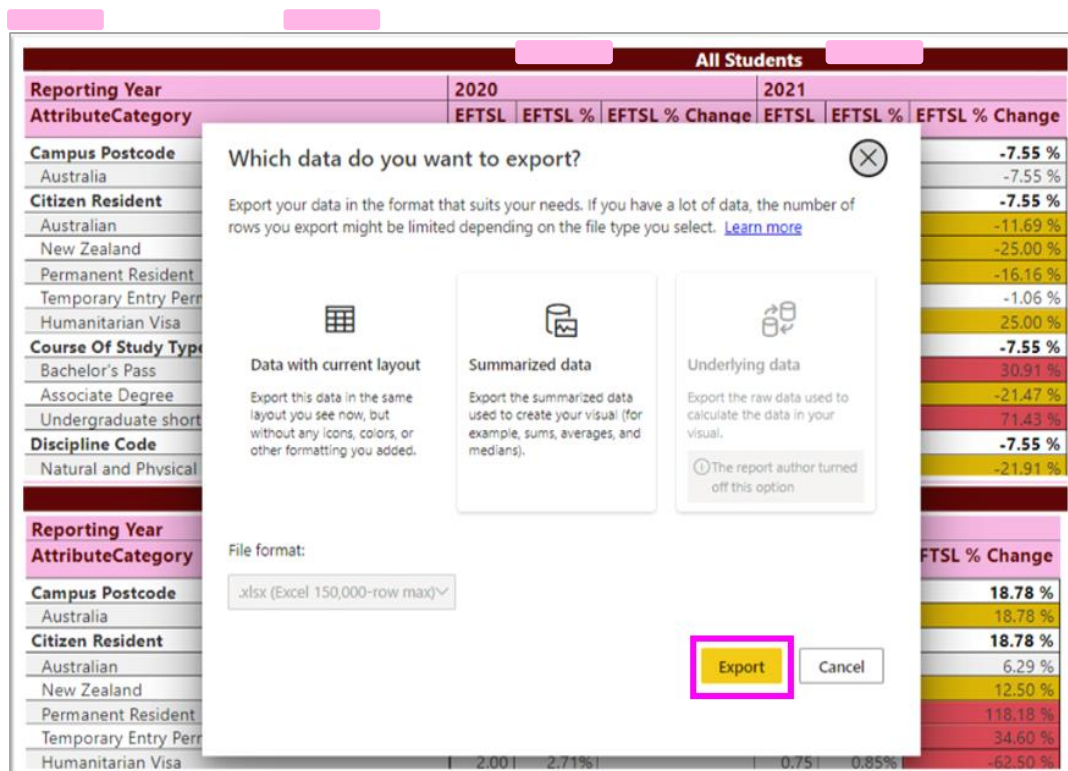
Select Export data (Figure 35).

Figure 35 - Export data

| All Students | | | | | | |
|-------------------------------|---------------|----------------|----------------|---------------|----------------|----------------|
| Reporting Year | EFTSL | EFTSL % | EFTSL % Change | EFTSL | EFTSL % | EFTSL % Change |
| AttributeCategory | | | | | | |
| Campus Postcode | 210.25 | 100.00% | | 194.38 | 100.00% | -7.55 % |
| Australia | 210.25 | 100.00% | | 194.38 | 100.00% | -7.55 % |
| Citizen Resident | 210.25 | 100.00% | | 194.38 | 100.00% | -7.55 % |
| Australian | 110.13 | 52.38% | | 97.25 | 50.03% | -11.69 % |
| New Zealand | 3.00 | 1.43% | | 2.25 | 1.16% | -25.00 % |
| Permanent Resident | 12.38 | 5.89% | | 10.38 | 5.34% | -16.16 % |
| Temporary Entry Permit | 82.25 | 39.12% | | 81.38 | 41.86% | -1.06 % |
| Humanitarian Visa | 2.50 | 1.19% | | 3.13 | 1.61% | 25.00 % |
| Course Of Study Type | 210.25 | 100.00% | | 194.38 | 100.00% | -7.55 % |
| Bachelor's Pass | 48.13 | 22.89% | | 63.00 | 32.41% | 30.91 % |
| Associate Degree | 157.75 | 75.03% | | 123.88 | 63.73% | -21.47 % |
| Undergraduate short course | 4.38 | 2.08% | | 7.50 | 3.86% | 71.43 % |
| Discipline Code | 210.25 | 100.00% | | 194.38 | 100.00% | -7.55 % |
| Natural and Physical Sciences | 31.38 | 14.92% | | 24.50 | 12.60% | -21.91 % |

Click Export (Figure 36).

Figure 36 – Export to excel



10. Percentage change in data

Most reports will compare data for the selected year with data reported for the previous year. Where there is a significant percentage change, the system automatically highlights the differences - as these changes may be an indicator of incorrectly reported data or issues that require further investigation before signing off (Figure 37).

Figure 37 – Change variation

| All Students | | | | | | |
|-------------------------------|--------|---------|----------------|--------|---------|----------------|
| Reporting Year | | | | | | |
| AttributeCategory | EFTSL | EFTSL % | EFTSL % Change | EFTSL | EFTSL % | EFTSL % Change |
| Campus Postcode | 210.25 | 100.00% | | 194.38 | 100.00% | -7.55 % |
| Australia | 210.25 | 100.00% | | 194.38 | 100.00% | -7.55 % |
| Citizen Resident | 210.25 | 100.00% | | 194.38 | 100.00% | -7.55 % |
| Australian | 110.13 | 52.38% | | 97.25 | 50.03% | -11.69 % |
| New Zealand | 3.00 | 1.43% | | 2.25 | 1.16% | -25.00 % |
| Permanent Resident | 12.38 | 5.89% | | 10.38 | 5.34% | -16.16 % |
| Temporary Entry Permit | 82.25 | 39.12% | | 81.38 | 41.86% | -1.06 % |
| Humanitarian Visa | 2.50 | 1.19% | | 3.13 | 1.61% | 25.00 % |
| Course Of Study Type | 210.25 | 100.00% | | 194.38 | 100.00% | -7.55 % |
| Bachelor's Pass | 48.13 | 22.89% | | 63.00 | 32.41% | 30.91 % |
| Associate Degree | 157.75 | 75.03% | | 123.88 | 63.73% | -21.47 % |
| Undergraduate short course | 4.38 | 2.08% | | 7.50 | 3.86% | 71.43 % |
| Discipline Code | 210.25 | 100.00% | | 194.38 | 100.00% | -7.55 % |
| Natural and Physical Sciences | 31.38 | 14.92% | | 24.50 | 12.60% | -21.91 % |

Table 6 - Change variations identified in the following way

| % Change | Variation Colour | Variation description |
|----------------------------|-------------------------|------------------------------|
| Less than 10% | | Low |
| Between 10% and 30% | | Intermediate |
| Greater than 30% | | High |

Appendix

Status and actions

The list of statuses and actions that occur during verification:

- **Activated:** The department has activated the collection and the reports are ready for checking. Whilst the status is activated the reports continue to be refreshed nightly. Once you have selected **Start verification** you have commenced the verification process for that collection, and the reports will remain static.
- **Verifying:** Verification is currently in progress. The verification process has been activated and the reports are ready to be assessed. If updates are required, you will need to refresh the report by selecting **Refresh data** to ensure any changes sent to TCSI are included in the reports and latest snapshot.
- **Refresh data:** The reports are updated overnight with latest data sent to TCSI. This action takes another snapshot to include data received prior to the refresh start date.
- **Verified:** All reports within the collection have been verified by the provider.
- **Signed off:** Data confirmed as accurate and is now final. This action has frozen all reports in the collection.
- **Request Reset:** If a collection has been signed off when it should not have, or additional data has been provided that needs to be included in the reports, a Reset Request is required. This action will lock the collection and the relevant reports will not be available at this time. During this process, no changes to the collection can be made until the department either accepts or rejects the reset request.
- **Accept Reset:** When the department accepts a Reset Request the collection status is reverted to Verified to allow the provider to restart verification. Once the reports are re-verified and Signed-Off the **Request Reset** button is enabled for further reset requests if required.
- **Reject Reset:** If the request for a reset is rejected by the department the **Request Reset** button is disabled and the collection remains locked. At this stage no further changes can be made to the reports as the department is in the process of finalising the collection for all providers.
- **Finalised:** The department will finalise the Collection after the verification period for providers has concluded. The collection is then closed, and the data is confirmed as verified. When a collection is finalised a sector snapshot is taken and stored, being an aggregation of the data signed off by each provider.