



Australian Government

TCSI TERTIARY COLLECTION
OF STUDENT INFORMATION

2025 Staff data submission webinar

(HE and TEQSA PIR providers)

Tuesday 27 May 2025

Agenda

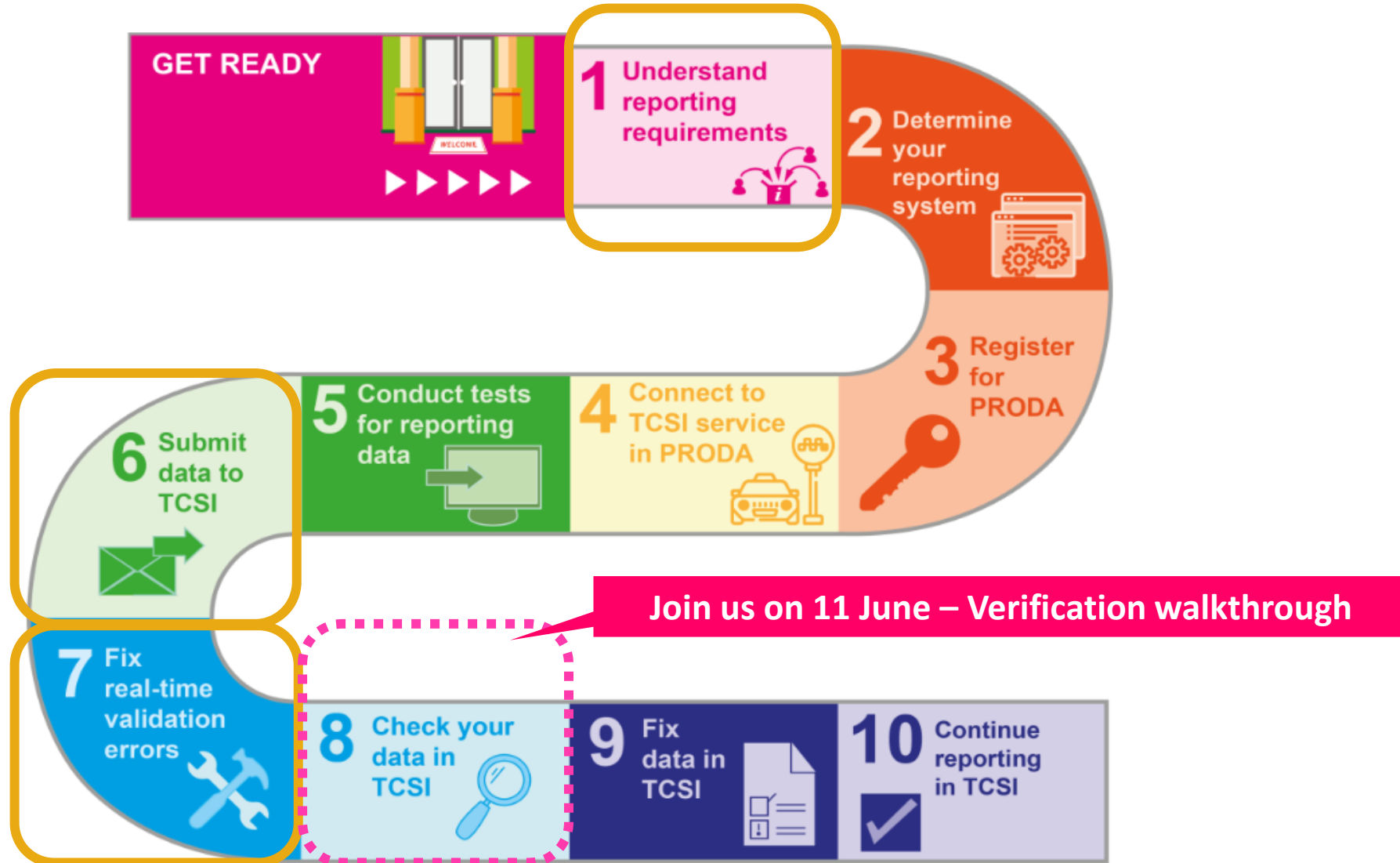
HE and TEQSA PIR providers :

- 2025 Staff data submission
- File upload demonstration



Staff data submission

Staff data submission



Staff data submission

2025 staff data submission, verification and sign off is due **27 June 2025**.

Submit
data

Verify
data

Sign off
data

Full-time staff packet (PIR) 2025

Version Details

Version: 1.00

The full-time staff packet is used to report demographic characteristics and work classification data for each person who is a member of staff at a higher education provider. Each full-time staff packet contains:

- demographic data for the member of staff as at the last reference date
- the primary work classification data for the member of staff on the first reference date for the year in which a full-time staff packet was reported for that person.

Full-time staff group (PIR) 2025

Full-time staff packet (PIR) 2025

Work classifications packet (PIR) 2025

Casual staff actuals group (PIR) 2024

Casual staff actuals packet (PIR) 2024

Casual staff estimates group 2025

Casual staff estimates packet 2025

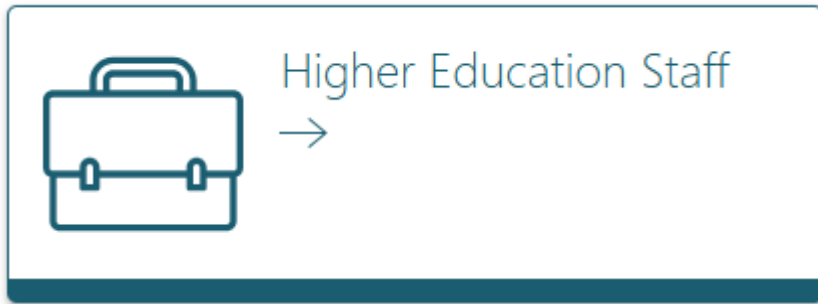
Universities – please check the [Higher Education Staff reporting requirements](#)

Staff data submission

- For **Universities**, staff data submission and verification are part of providers' reporting requirements under the *Higher Education Support Act 2003* (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

Staff data submission

University



HESA approved non-university or PIR provider



Reading the reporting requirements:

- Description
- Scope
- Reporting deadlines
- Initial reporting requirement
- Uniqueness – especially casual staff actuals
- Revising and adding data

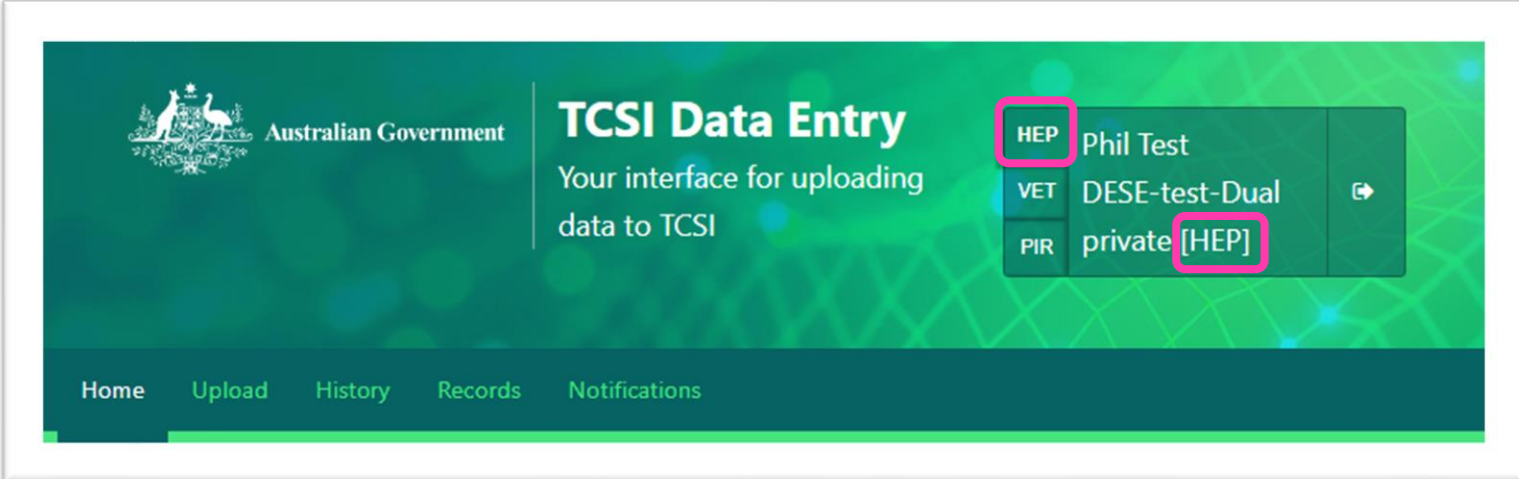
Staff data submission

TCSI Data Entry

If your organisation is **HESA approved**, report staff data using the “**HEP**” header.

If your organisation is **not HESA approved**, report staff data using the “**PIR**” header.

If your organisation received HESA approval in 2024 or 2025 contact TCSI Support.



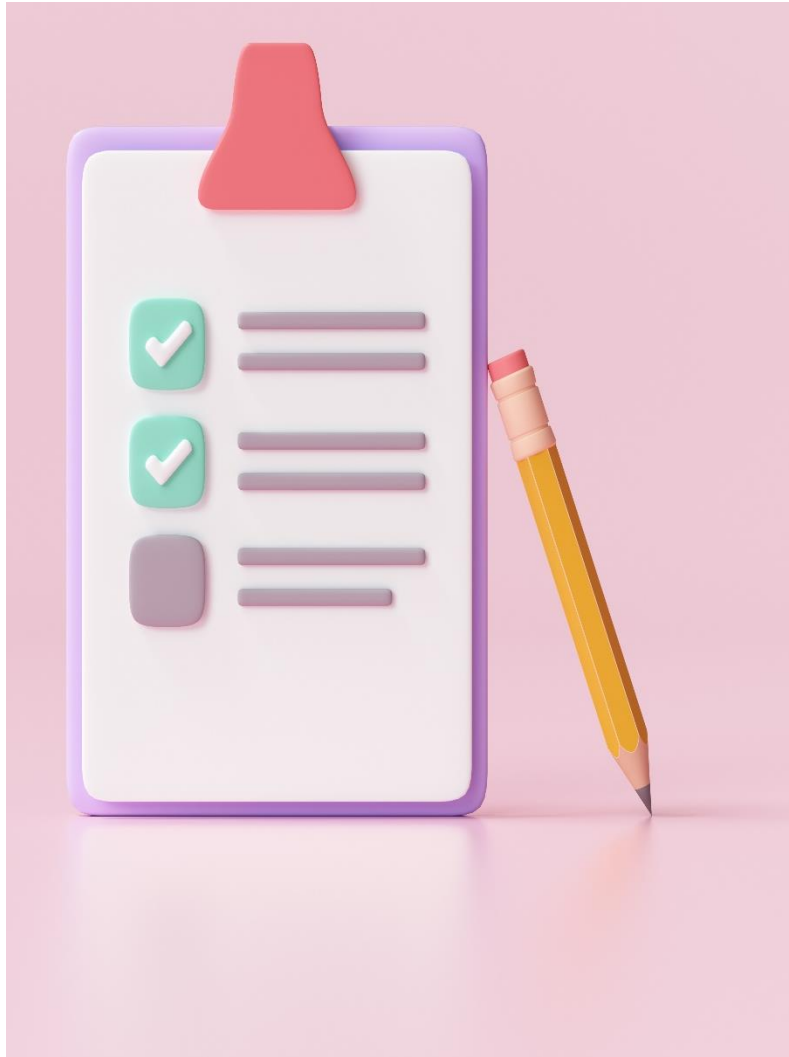
The screenshot displays the TCSI Data Entry web interface. The header features the Australian Government logo and the text "TCSI Data Entry" with the subtitle "Your interface for uploading data to TCSI". A dropdown menu is open, showing three options: "HEP" (highlighted with a pink box), "VET", and "PIR". The "PIR" option is expanded, showing "private" followed by a sub-dropdown menu where "[HEP]" is selected (also highlighted with a pink box). A navigation bar at the bottom contains links for Home, Upload, History, Records, and Notifications.

Header	Value
HEP	Phil Test
VET	DESE-test-Dual
PIR	private [HEP]



File upload demonstration

File upload recap / next steps



1. Read the reporting requirements
2. Download the three templates
3. Compile and check your data
 - Is Reporting year (E415) correct?
 - Are Casual actuals records summed for staff with the same gender code performing the same role?
4. Submit your data in TCSI Data Entry
5. Download the response file and check for errors
6. Re-submit to correct any errors
7. Sign up for the 11 June webinar to learn about checking your reports and signing off

Questions?

Contact us at:

TCSIsupport@education.gov.au

