



Australian Government

TCSI TERTIARY COLLECTION
OF STUDENT INFORMATION

2025 Staff data verification walkthrough

(HE and TEQSA PIR providers)

Wednesday 11 June 2025

Verification Process Overview

Submit by: 20 June 2025



Submit data

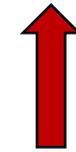
Confirm data is correct

Start verification
(Opened 23 May)

Verify each report

Sign off

Sign off due: 27 June 2025



Using Staff data templates, upload via TCSI Data Entry Portal or APIs

TCSI Analytics

Staff data submission reminders

- ❑ Review the 'Staff Data Submission walkthrough' recording via the [News Centre](#)
- ❑ Submit staff data in TCSI as early as possible (before 20 June 2025)
- ❑ If you are experiencing any issues, please get in touch at TCSIsupport@education.gov.au

WEBINAR

2025 Staff Data Submission walkthrough

The recorded webinar will soon be available for review. The webinar provides updates on: 2025 Staff data submission File upload demonstration Attachment 2025 Staff Data Submission Webinar ...

27 MAY 2025



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Using Staff data templates, upload via TCSI Data Entry Portal or APIs

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Detailed verification process



Australian Government **TCSI** TERTIARY COLLECTION OF STUDENT INFORMATION

Navigation: About TCSI | Report data | View data | Information & Support | News Centre

Search: Search a report, element or validation [Search]

TCSI Access (highlighted)



TCSI Support you need to

Australian Government **TCSI Access**
Your access point for TCSI services

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 a

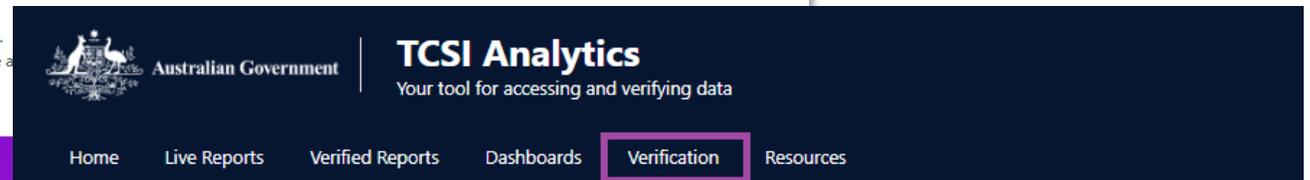
- Higher Education Staff
- University Apps & Offers

TCSI Services

TCSI Data entry

Upload data using files and web forms

[Go to TCSI Data entry](#)



Australian Government **TCSI Analytics**
Your tool for accessing and verifying data

Navigation: Home | Live Reports | Verified Reports | Dashboards | **Verification** | Resources

Verification

Verify data

Collection

- HEP Casual Staff Actuals
- HEP Full Time Staff

Understanding the reports

HESA-approved providers: Universities and non-uni (NUHEP)

HEP Full-time staff

Verification Reports	Live Reports and coding notes
Staff Full-time Equivalent Verification Report (includes 2025 casual staff estimate)	Staff Full-time Equivalent Live Data Report
Staff Numbers Verification Report	Staff Numbers Live Data Report

HEP Casual staff actual

Verification Reports	Live Reports and coding notes
Actual Casual Staff Verification Report (note 2024 is the reporting year)	Actual Casual Staff Live Data Report

Non-HESA-approved providers: PIR providers

PIR Full-time staff

Verification Reports	Live Reports and coding notes
Staff Full-time Equivalent Verification Report (includes 2025 casual staff estimate)	Staff Full-time Equivalent Live Data Report
Staff Numbers Verification Report	Staff Numbers Live Data Report

PIR Casual staff actual

Verification Reports	Live Reports and coding notes
Actual Casual Staff Verification Report (note 2024 is the reporting year)	Actual Casual Staff Live Data Report

Detailed verification process

Activated

- Status applies when the department opens a collection for verification.
- The **START VERIFICATION** button has been enabled for providers to start verification.

Australian Government | TCSI Analytics
Your tool for accessing and verifying data

Home Live Reports Verified Reports Dashboards **Verification** Resources

Verification

Verify data

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Your tool for accessing and verifying data

Home Live Reports Verified Reports Dashboards **Verification** Resources

Verification

Verify data

Collection: HEP Casual Staff Actuals

Collection: HEP Casual Staff Actuals

Year: 2024

Status: **ACTIVATED**

Due date: 01/05/2025

Data refresh started: 03/06/2025 11:11 PM

Data refresh ended: 04/06/2025 02:40 AM

Start verification Refresh data Sign off Request Reset

Confirmed as accurate

Report **Actual Casual Staff Verification Report**

Report	Status	Status date
Actual Casual Staff Verification Report	NOT VERIFIED	02/02/2025

Detailed verification process

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.

The screenshot shows a web application interface for data verification. At the top, there is a navigation bar with links for Home, Live Reports, Verified Reports, Dashboards, Verification, and Resources. Below this, the page title is "Verification" with a sub-header "Verify data". A dropdown menu is set to "HEP Casual Staff Actuals". Below the dropdown, a summary card displays the following information: Collection: HEP Casual Staff Actuals; Year: 2024; Status: VERIFYING (highlighted with a purple box); Due date: 01/05/2025; Data refresh started: 03/06/2025 11:11 PM; Data refresh ended: 04/06/2025 02:40 AM. Below the summary card are four buttons: "Start verification", "Refresh data", "Sign off", and "Request Reset". There is also a checkbox labeled "Confirmed as accurate". At the bottom, a table lists reports with columns for Report, Status, and Status date. The first row is highlighted with a purple border and contains the text "Actual Casual Staff Verification Report", "NOT VERIFIED", and "02/02/2025".

Report	Status	Status date
Actual Casual Staff Verification Report	NOT VERIFIED	02/02/2025



Detailed verification process

Verified

- Status after the provider indicates that all reports within the collection have been checked and **VERIFIED**.
- Requires PRODA role: **TCSI Analytics – Verify**.

Actual Casual Staff Verification **NOT VERIFIED** Data refresh: Started DD/MM/YYYY HH:MM - Ended DD/MM/YYYY HH:MM

Verify Fullscreen

Reporting Year
All

Provider Type
All

Attribute
All

Actual Casual Staff Verification Report

Category

Actual Casual Staff Verification Report

AttributeCategory	2023	2024
Gender	200	100
Male/Man	100	0
Female/Woman	100	100

Drill-through report – right click on a value and select drill-through > details to access the drill-through report.



Detailed verification process

Verified

- Status after the provider indicates that all reports within the collection have been checked and **VERIFIED**.
- Requires PRODA role: **TCSI Analytics – Verify**.

Actual Casual Staff Verification **VERIFIED** Data refresh: Started DD/MM/YYYY HHMM - Ended DD/MM/YYYY HHMM

Verify

Fullscreen

Reporting Year

All

Provider Type

All

Attribute

All

Actual Casual Staff Verification Report

Category

Actual Casual Staff Verification Report

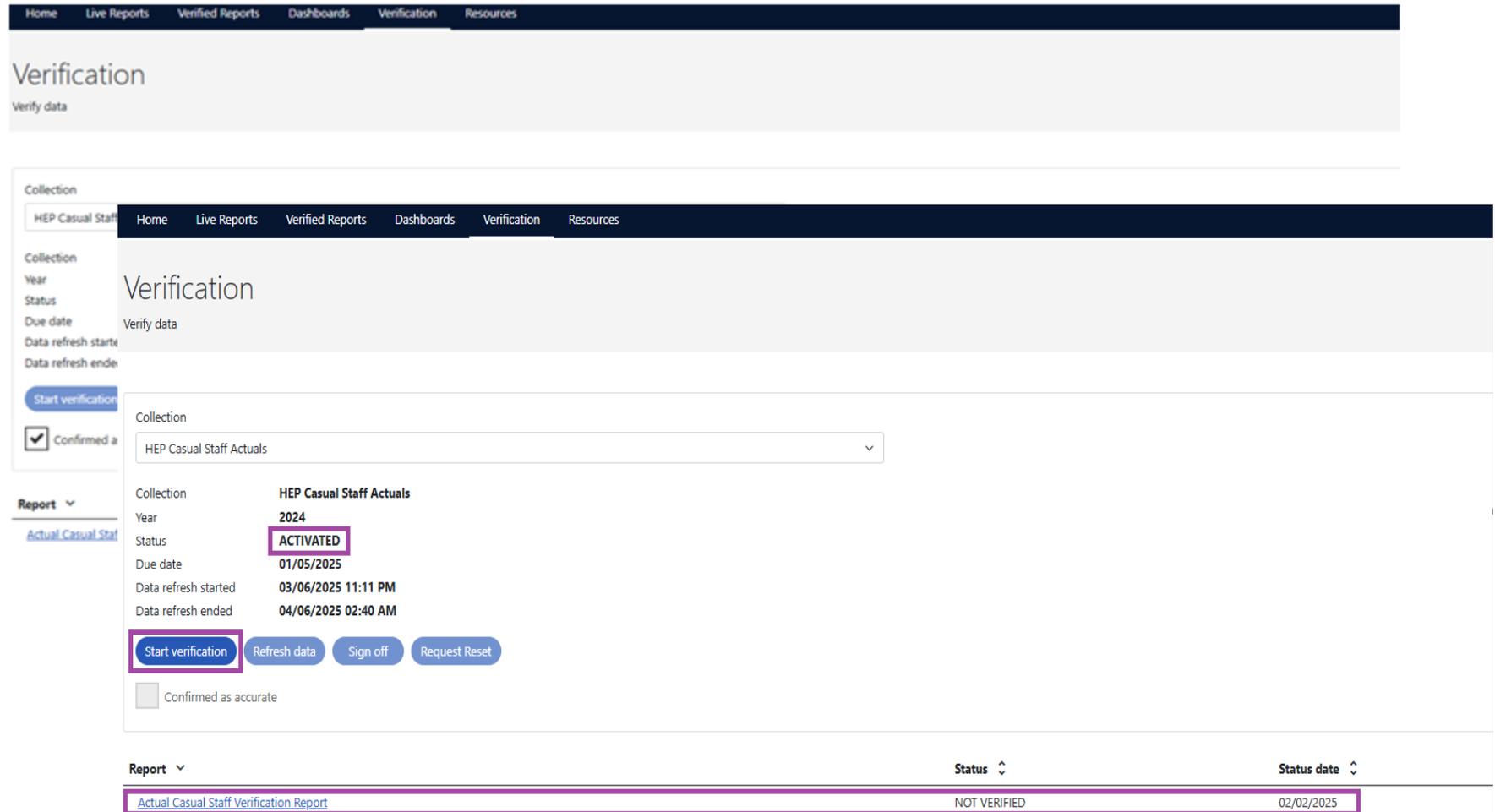
AttributeCategory	2024
Gender	100
Male/Man	43
Female/Woman	57
Indeterminate / Intersex / Unspecified	
Classification	
Below Lecturer	
Non-Academic	



Detailed verification process

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.



The screenshot displays the 'Verification' page in a web application. The page has a dark blue header with navigation links: Home, Live Reports, Verified Reports, Dashboards, Verification, and Resources. Below the header, the page title is 'Verification' with a sub-label 'Verify data'. The main content area shows a 'Collection' dropdown menu set to 'HEP Casual Staff Actuals'. Below this, there is a table of details for the collection:

Collection	HEP Casual Staff Actuals
Year	2024
Status	ACTIVATED
Due date	01/05/2025
Data refresh started	03/06/2025 11:11 PM
Data refresh ended	04/06/2025 02:40 AM

Below the table, there are four buttons: 'Start verification', 'Refresh data', 'Sign off', and 'Request Reset'. The 'Start verification' button is highlighted with a red box. To the right of the buttons is a checkbox labeled 'Confirmed as accurate' which is currently unchecked. At the bottom of the page, there is a table with columns for 'Report', 'Status', and 'Status date'. The table contains one row:

Report	Status	Status date
Actual Casual Staff Verification Report	NOT VERIFIED	02/02/2025



Detailed verification process

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 **VERIFIED** if the department accepts the request.
- When all providers have signed off, the Collection is **FINALISED** by Education.



The screenshot displays the 'Verification' interface. At the top, a navigation bar includes 'Home', 'Live Reports', 'Verified Reports', 'Dashboards', 'Verification', and 'Resources'. The main heading is 'Verification' with a sub-heading 'Verify data'. Below this, a collection dropdown is set to 'HEP Casual Staff Actuals'. A secondary navigation bar is also present. On the left, a sidebar lists 'Collection', 'Year', 'Status', 'Due date', 'Data refresh started', and 'Data refresh ended'. A 'Start verification' button is visible. A checkbox labeled 'Confirmed as accurate' is checked and highlighted with a red box. Below the sidebar, a 'Report' dropdown is set to 'Actual Casual Staff Veri'. The main content area shows a table with the following details:

Collection	HEP Casual Staff Actuals
Year	2024
Status	SIGNEDOFF
Due date	01/05/2025
Data refresh started	04/06/2025 05:05 PM
Data refresh ended	05/06/2025 02:50 AM

Below the table are buttons for 'Start verification', 'Refresh data', 'Sign off', and 'Request Reset'. The 'Request Reset' button is highlighted with a red box. At the bottom, a 'Report' dropdown is set to 'Actual Casual Staff Verification Report'. A 'Status' dropdown is set to 'VERIFIED' (highlighted with a red box), and a 'Status date' dropdown is set to '04/06/2025'.

Resources and key reminders

Useful Resources:

What to verify	Data Verification webpage <ul style="list-style-type: none">List of staff verification reports
How to verify	Provider Data Verification User Guide <ul style="list-style-type: none">Pages 13 – 22 step-by-step instruction Monitoring reports <ul style="list-style-type: none">Previous years 'Verification data comparisons table'
Webinars	<ul style="list-style-type: none">2025 Staff Data Submission walkthroughTCSI May 2025 Provider webinar

Remember:

- Staff data verification sign off is due **27 June 2025**.
- Data needs to be accurate before signing off the collection.
- No changes can be made after your reports are signed off and the collection is finalised by the department.

Questions?

Contact us at:

TCSIsupport@education.gov.au

