



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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Detailed verification process

The collage illustrates the detailed verification process on the TCSI website. It includes the following components:

- TCSI Main Page:** Features the Australian Government logo, the TCSI (Tertiary Collection of Student Information) title, and a navigation menu with links like 'About TCSI', 'Report data', 'View data', 'Information & Support', and 'News Centre'. A search bar is also present.
- TCSI Access Page:** Serves as the user's access point for TCSI services. It includes a 'Welcome to TCSI Access' message and instructions on how to log in or move between services.
- TCSI Services Page:** Provides links to various services, including 'Higher Education Staff' and 'University Apps & Offers'. A red box highlights the 'TCSI Services' section.
- TCSI Data entry Page:** Allows users to upload data using files and web forms. A red box highlights the 'Go to TCSI Data entry' button.
- TCSI Analytics Page:** Provides tools for accessing and verifying data. The 'Verification' tab is highlighted in the navigation menu. The 'Verification' section includes a 'Verify data' sub-section and a dropdown menu for selecting a collection to verify. A red box highlights the dropdown menu, which shows options like 'HEP Casual Staff Actuals' and '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

 Australian Government

TCSI Analytics
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

Year

2024

Status

ACT

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

☐ Confirmed as accurate

Report

[Actual Casual Staff Verification Report](#)

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](#)

Status

NOT VERIFIED

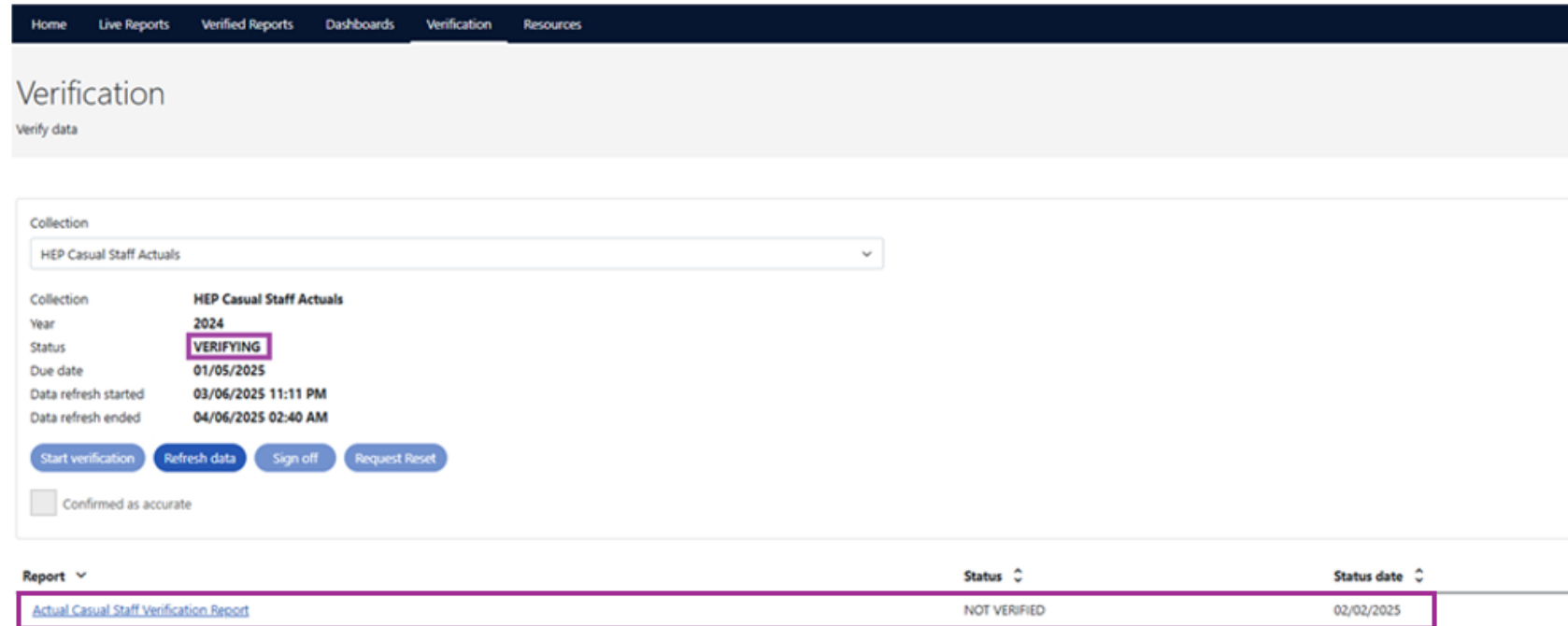
Status date

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.



Home Live Reports Verified Reports Dashboards Verification Resources

Verification

Verify data

Collection

HEP Casual Staff Actuals

Collection HEP Casual Staff Actuals

Year 2024

Status **VERIFYING**

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	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/YYY 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.



HomeLive ReportsVerified ReportsDashboardsVerificationResources

Verification

Verify data

Collection

HEP Casual Staff

Collection

Year

Status

Due date

Data refresh start

Data refresh end

Start verification

☒ Confirmed as accurate

Report

Actual Casual Staff

Collection

HEP Casual Staff Actuals

Collection

Year

Status

Due date

Data refresh started

Data refresh ended

Start verification

Refresh data

Sign off

Request Reset

☐ Confirmed as accurate

Report

Actual Casual Staff Verification Report

Status

Status date

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.



Home Live Reports Verified Reports Dashboards Verification Resources

Verification

Verify data

Collection: HEP Casual Staff Actuals

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

Start verification Refresh data Sign off **Request Reset**

☒ Confirmed as accurate

Report: Actual Casual Staff Verification Report

Status: **VERIFIED** Status date: 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

