# 2024 TEQSA (PIR) student data submission walkthrough webinar

**Friday 15 August 2025**

# Agenda

TEQSA PIR providers :

- 2024 TEQSA PIR student data collection overview
- 2024 TEQSA PIR student data reporting requirements
- Accessing TCSI services
- Data Submission
- TCSI response files
- View reported data

**2024 TEQSA PIR student data collection overview**

# 2024 TEQSA PIR student data collection - Overview

**Submit data**

**Verify data**

**Sign off data**
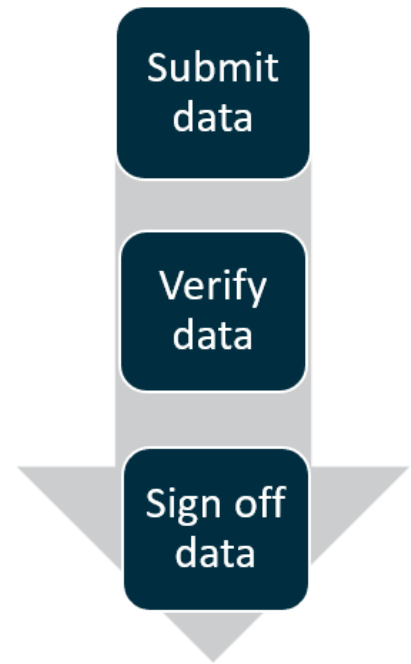
## What is the TEQSA PIR student data collection?

- It is an **annual collection** of your student data in the Tertiary Collection of Student Information (TCSI) system.

- The reporting requirement is part of a **provider information request (PIR)** legislated under Section 28 of the *Tertiary Education Quality and Standards Agency Act 2011* (TEQSA Act).

- This collection applies to TEQSA registered higher education providers (**PIR providers**).

## Importance of on-time data submission and verification

- Part of a PIR provider's responsibilities are to ensure they **submit** and **verify accurate data within the required timeframes**. Failure to meet this reporting requirement may:
  - breach the TEQSA Act and result in provider penalties; and
  - also adversely impact the up-front payments tuition protection levy's risk factor results and the levy amount payable.

# 2024 TEQSA PIR student data collection

**Due date: <u>Friday 19 September 2025</u>**

Note:

- A planned outage of the TCSI system is scheduled to occur between 6:00pm (AEST) Tuesday 2 September to 6:00pm (AEST) Friday 5 September 2025.

- The original PIR student data collection has been extended to **Friday 19 September 2025** to ensure providers have sufficient time to complete the collection.

# Request for Information (RFI)

## The RFI for the 2024 TEQSA (PIR) student data collection is now open

### Purpose

- The RFI is designed to understand your submission and verification plans.

- To confirm primary and secondary TCSI contacts for your PIR student data collection and maintain our record.

### Actions

- Submit a single response for your organisation.

- **Respond by: Monday 25 August 2025**

If you did not receive the RFI request, please contact us at
TCSIsupport@education.gov.au

# 2024 TEQSA PIR student data reporting requirements

# 2024 TEQSA (PIR) student data submission

How to report the TEQSA Provider Information Request | TCSI Support



**GET READY**

1 Understand reporting requirements

2 Determine your reporting system

3 Register for PRODA

4 Connect to TCSI service in PRODA

5 Conduct tests for reporting data

6 Submit data to TCSI

7 Fix real-time validation errors

8 Check your data in TCSI

9 Fix data in TCSI

10 Continue reporting in TCSI

**Join us on 26 August – Verification walkthrough**

# 2024 TEQSA (PIR) student data submission - reporting requirements

[Provider Information Request - Student 2025 | TCSI Support](#)



## Important

- Ensure you understand the **scope** of the collection.

- Understand the **value specifications** of each data element in each packet.

- Note that not all reporting values need to be reported, it can depend on a student's study situation.

# PIR Student - Data Framework guide
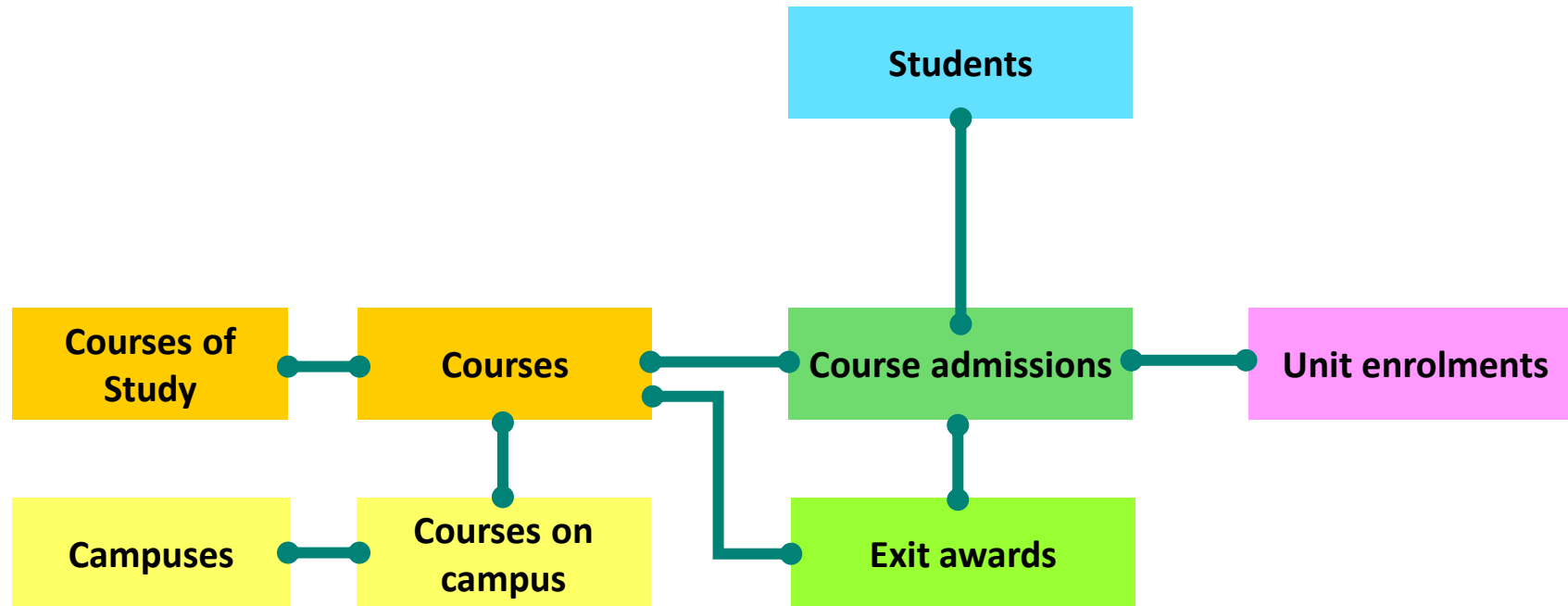
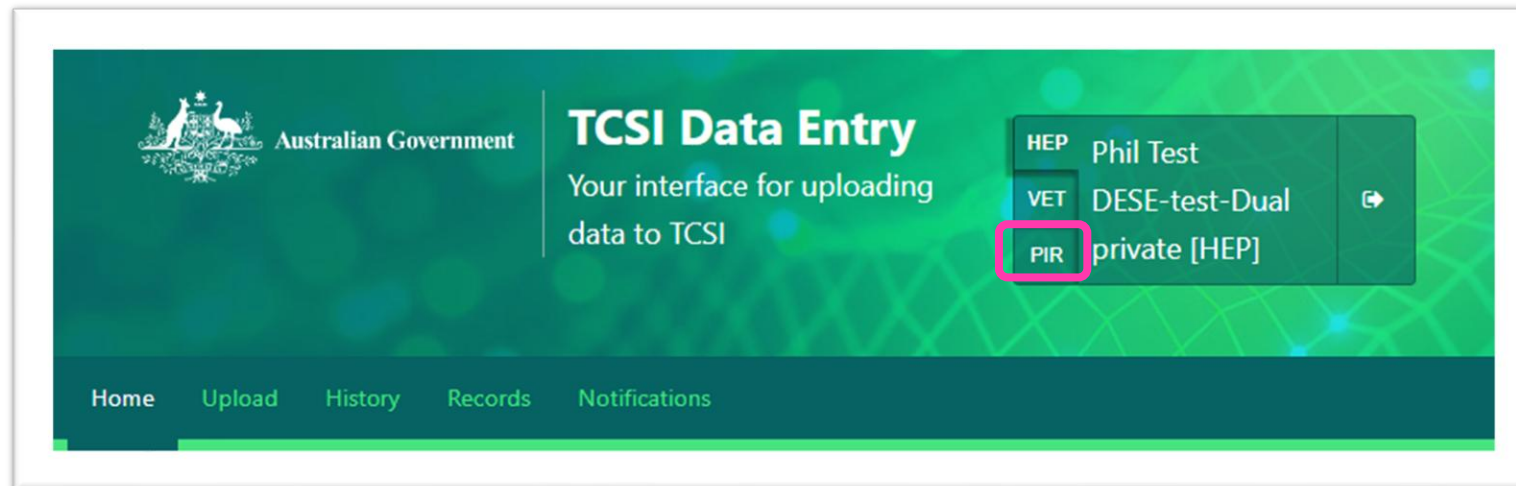# Accessing TCSI services

# TCSI Access
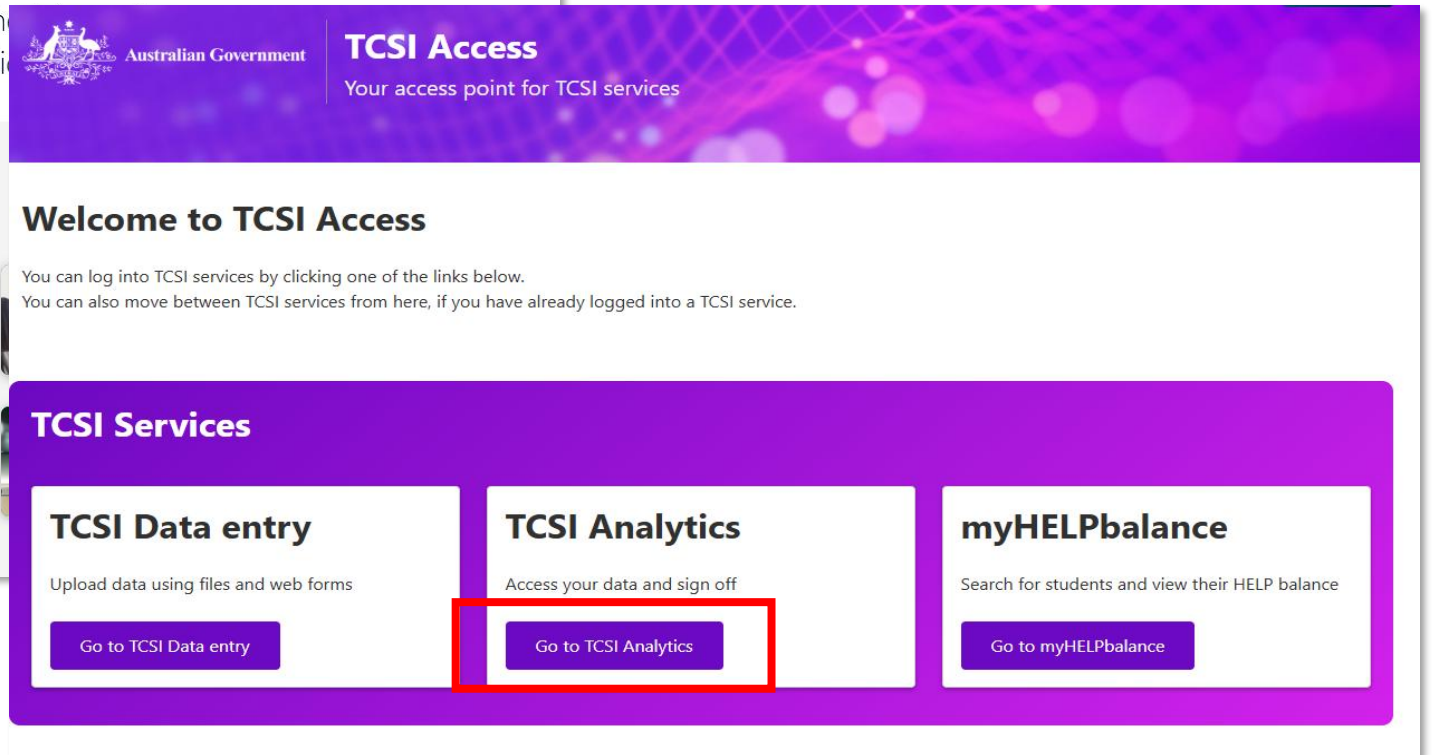
# Student data submission

[TCSI Access](TCSI Access)

## TCSI Data Entry Portal

- **PIR providers**, who do not use an application programming interface (API), must report student data via the TCSI Data Entry Portal by selecting the "**PIR**" header.

# PRODA Access

Providers should consider the following key points:

1. Identify staff within your organisation who require access to TCSI and the level of access they require for their role.

2. Ensure the staff members are added to your PRODA organisation.
   Key TCSI attributes for PIR Student submission:

   - **TCSI Data Entry Portal:** Provides access to TCSI Data Entry.

   - **TCSI Analytics – Read:** Provides read only access to TCSI Analytics

3. Staff access can be set for a maximum of 12 months from the date it is delegated. We recommend staff check their access to ensure they still have access to the relevant attributes. Directors and Staff with delegable access can assign and extend TCSI and PRODA attributes.

4. More information can be found on The [Accessing TCSI Services (PRODA)](#) user guide and by contacting [TCSISupport@education.gov.au](mailto:TCSISupport@education.gov.au).



Manage ▢▢▢▢▢▢▢▢ or
TCSI - ▢▢▢▢▢

| Member details | |
|---|---|
| PRODA RA (Individual) | 1532▢▢▢ |
| Role | Personnel |
| Member Status | Active |
| Start Date (DD/MM/YYYY) | 30/10/2020 |
| End Date (DD/MM/YYYY) | 30/07/2025 |

# Data Submission

# Student Management Software

If your organisation is using Student Management Software (SMS) to report through APIs, we recommend reaching out to your vendor on questions such connecting the software or how to report data to TCSI using your software.

It is inadvisable to use TCSI Data Entry portal if you will be submitting data via APIs, given the system and data risks associated with this. Risks that we are currently aware of include that:

- data manually reported in TCSI Data Entry may be automatically overwritten
- staff may make revisions in the student management system and not copy those into TCSI Data Entry, and
- staff will need to maintain skills to use TCSI Data Entry correctly.

Providers should consider and seek to mitigate these risks, as well as unforeseeable risks, associated with reporting in a manner that was not covered by the TCSI system design.

# Navigating to PIR File Templates

The submission file templates can be found from the TCSI Home Page by navigating to:

Report data → Using TCSI Data Entry → Provider Information Request (PIR) file templates.

# Navigating to PIR File Templates

Please note at the top of the page, the sequence of files which you should follow when uploading your submission files through TCSI Data Entry Portal.
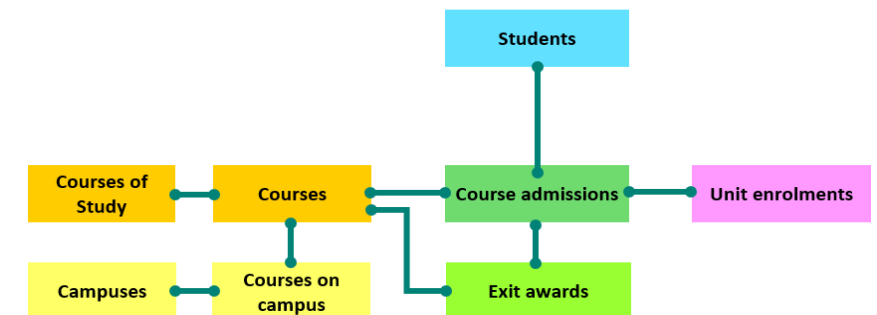
# How to Create a Submission File for Upload

1.1_PIR-Course-of-study-v1.1 template file (contains mock data)

| | Information Type | E533 Course of Study Code | E394 Course of Study Name | E310 Course of Study Type | E350 Course of Study Load | E455 Combined Course of Study Indicator |
|---|---|---|---|---|---|---|
| 2 | Course of Study | A00001 | Higher Doctorate | 01 | 2.0 | False |
| 3 | Course of Study | S00002 | Doctorate by research | 02 | 4.5 | False |
| 4 | Course of Study | C00003 | Doctorate by coursework | 12 | 4.5 | False |
| 5 | Course of Study | M00004 | Masters (Extended) | 14 | 4.5 | False |
| 6 | Course of Study | B00005 | Masters (Research) | 03 | 4.5 | False |
| 7 | Course of Study | E00006 | Masters (Coursework) | 04 4.5 | | False |
| 8 | Course of Study | F00007 | Postgraduate Qualifying or Preliminary (for Mast | 05 4.5 | | False |

Information Type    Identifying Element             Single Active Values

- **Information type** identifies what type of information is to be reported in each row.
- **Identifying element** identifies the record you are attempting to create or update. This column cannot be left blank.
- **Single active values** can only have one value at any time. Cells can be left blank if not required as a part of your submission.
- Important that the element names in the column heading remain the same when uploading to TCSI Data Entry.

# How to Create a Submission File for Upload

2.1_PIR-Students-v1.2 file (with mock data)

| | A | B | C | D | E | F | G | H | X | Y | Z | AA | AB |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Information Type | E313 Student Identification Code | E314 Date of Birth | E402 Student family name | E403 Student given name first | E404 Student given name others | E410 Residential Address Street | E469 Residential address suburb | E615 Disability code | E609 Disability Effective From date | E610 Disability Effective To date | E358 Citizen resident code | E609 Citizenship Effective From date |
| 2 | Student | E123456 | 1986-09-12 | Ricketts | Tamar | Rachelle | 21 Soway Way | Gallifrey | | | | | |
| 3 | Citizenship | E123456 | | | | | | | | | | 2 | 2018-02-20 |
| 4 | Citizenship | E123456 | | | | | | | | | | 8 | 2017-02-20 |
| 5 | Student | E369154 | 1955-07-23 | Drake | Bobbie | 9999 | 2862 Tree Frog Lane | Durham | | | | | |
| 6 | Citizenship | E369154 | | | | | | | | | | 1 | 2014-02-28 |
| 7 | Disability | E369154 | | | | | | | 12 | 2019-08-29 | | | |
| 8 | Disability | E369154 | | | | | | | 11 | 2019-08-29 | | | |
| 9 | Student | E013843 | 1999-08-29 | LeBeau | Anna-Marie | Rouge | 3035 Chandler Drive | New Orleans | | | | | |
| 10 | Citizenship | E013843 | | | | | | | | | | 1 | 2012-06-21 |
| 11 | Disability | E013843 | | | | | | | 13 | 2012-06-21 | | | |
| 12 | Student | E247812 | 2001-12-31 | Who | Doctor | Fran | 3206 Thomas Street | Missouri | | | | | |
| 13 | Citizenship | E247812 | | | | | | | | | | 8 | 2018-03-14 |
| 14 | Disability | E247812 | | | | | | | 18 | 1999-03-06 | 2018-02-20 | | |
| 15 | Student | E136943 | 2005-01-01 | OGORD | 9999 | 9999 | 3206 Thomas Street | Missourii | | | | | |
| 16 | Citizenship | E136943 | | | | | | | | | | 8 | 2015-04-30 |

Information Type   Identifying Element   Single Active Values   Extensions

- Note the multiple information types for this file template. Each information type requires a new row when entering data.
- **Extensions**, highlighted in blue and pink allow you to manage elements with multiple true values or important history. For example, if a student's citizenship status changes.
- Note that in the template above, when reporting the Citizenship and Disability information type, they are each on a new row and only the identifying element (E313) and the relevant disability and citizenship element columns have data reported, the single active value columns should be left blank in these rows. Whereas the opposite is true for the Student information type where the extension columns are blank, and the identifying element and single active value columns are populated with data.
- We recommend utilising and referring to the file templates when preparing your own files for submission.

# Updating Records Example

Original record existing in TCSI

| Information Type | E313 Student Identification Code | E314 Date of Birth | E402 Student family name | E403 Student given name first | E404 Student given name others | E410 Residential Address Street | E469 Residential address suburb | E615 Disability code | E609 Disability Effective From date | E610 Disability Effective To date | E358 Citizen resident code | E609 Citizenship Effective From date |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Student | E369154 | 1955-07-23 | Watts | Naomi | 9999 | 2862 Tree Frog Lane | Durham | | | | | |
| Disability | E369154 | | | | | | | 18 | 2020-06-22 | | | |
| Disability | E369154 | | | | | | | 11 | 2019-08-29 | | | |

Wanting to update the record due to surname change and incorrectly reported E609 value

| Information Type | E313 Student Identification Code | E314 Date of Birth | E402 Student family name | E403 Student given name first | E404 Student given name others | E410 Residential Address Street | E469 Residential address suburb | E615 Disability code | E609 Disability Effective From date | E610 Disability Effective To date | E358 Citizen resident code | E609 Citizenship Effective From date |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Student | E369154 | 1955-07-23 | Smith | Naomi | 9999 | 2862 Tree Frog Lane | | | | | | |
| Disability | E369154 | | | | | | | 18 | 2020-11-22 | | | |
| Student | E369154 | 1955-07-23 | Smith | Naomi | 9999 | 2862 Tree Frog Lane | Durham | | | | | |
| Disability | E369154 | | | | | | | 18 | 2020-11-22 | | | |
| Disability | E369154 | | | | | | | 11 | 2019-08-29 | | | |

- Outlined cells in **red** is the **incorrect** way to update the record. If uploaded, this will cause the E469 and the 2020 disability record to be deleted in TCSI.
- Outlined cells in **green** is the **correct** way to update the record. If uploaded, this will update the surname and the E609 date for the record existing in TCSI. It's important when making updates to report the full record and include all extension records if making updates to these elements.

# Tips for Creating Your Submission File

❑ Ensure that your formatting is correct for each cell i.e., text formatting.

❑ Any cells that contain data with leading zero's, (i.e. your E313 might = 003178) should be formatted as text, otherwise the leading zero's will be removed.

❑ Any dates or date of birth cells should be formatted as text with a YYYY-MM-DD format.

❑ Don't use any formulas in your submission file as this can cause errors. If you do use formulas, ensure you copy and paste as *value and source* formatting to remove the formula from your submission file but maintain the correct formatting and data.

❑ File name can only have alphanumeric, underscore, hyphen and period characters e.g. Student_Submission_File.xlsx

❑ All columns in the template must be included in your submission (you can change the order)

❑ Additional columns cannot be added to your submission file

❑ Utilise the templates provided and refer to them as an example.

❑ Note the information type column which will inform what columns should be populated with data for that row.

❑ Your file cannot exceed 5MB in size when uploading to TCSI Data Entry

❑ Only 1 sheet (tab) per file

Further useful resources:

• Video demonstrations

• File template user guide (noting it is HEP)

# TCSI response files

# Uploading and Downloading Response Files

## Upload



## Download

# Reading Your Response Files

| | A | B | C | D | E | F | G | H | I | J | K | L | T |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | New/Existing Record | Attempted Action | Outcome | Error Code | Severity | Error Description | Information Type | E313 Student Identification Code | E307 Course Code | E534 Course of Study Commencement Date | E354 Unit of Study Code | E489 Unit of Study Census Date | E477 Delivery Location Postcode |
| 2 | New | Create | Successful | | | | Unit Enrolment | CIM5378 | BBus | 2021-02-01 | ACCT203 | 2023-06-16 | 2060 |
| 3 | Existing | Update | Successful | | | | Unit Enrolment | CIM5584 | BBus | 2021-09-27 | ISBS202 | 2023-06-16 | 2155 |
| 4 | Existing | No Update | No Action | | | | Unit Enrolment | CIM6543 | BBus | 2021-09-27 | ISBS202 | 2023-06-16 | 2762 |
| 5 | New | Create | Failed | 10019CURLOG | Fatal | The Delivery Location Postcode (E477) is not a valid postcode. | Unit Enrolment | CIM8990 | BBus | 2021-09-27 | ISBS202 | 2023-06-16 | 800 |

- Details on which records were successful and detail on any records that had any errors highlighted in the blue cells.

- Records not highlighted with an error may still require investigation.

# Fixing Real Time Validation Errors



TCSI Data validations spreadsheet
The TCSI Validations | TCSI Support

# Fixing Real Time Validation Errors

## TCSI Validations

The TCSI validations are subject to change until testing is complete on the TCSI solution. Any changes will not be tracked between versions.

## Validations download

The links in this table will download the attachment

| Attachment | Size |
|---|---|
| TCSI Data Validations V0.38 (2 August 2024).xlsx (206.61 KB) | 206.61 KB |

| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Eleme No. | Element Name | ITSP Err Code | Error Name | Error Logic | Rule Type | HEP | PIR | VET | TAC | Packet |
| 20 | E477 | Delivery Location Postcode | 10019 | Invalid code value in Delivery Location Postcode (E477) | If the Delivery Location Postcode (E477) is not blank (null), then the Delivery Location Postcode (E477) must be a valid Australian Postcode match to a current value in the **RefStateRefPostRel** table on the reporting date. | Fatal | Yes | Yes | Yes | | Delivery location Unit Enrolment (HE only) PIR Unit Enrolment |

- Download the TCSI Data Validations spreadsheet to troubleshoot your validation errors

- Filter on the ITSP Error Code (column c)

- When searching for the error, only search for the 5 digits in the error code, leave out the letters. E.g. our 10019CURLOG error we would filter on 10019 in the ITSP Error Code Column

- The spreadsheet provides further detail on the error and how to resolve it.

- TCSI Validations Spreadsheet

# Video Demonstrations – TCSI Data Entry Portal
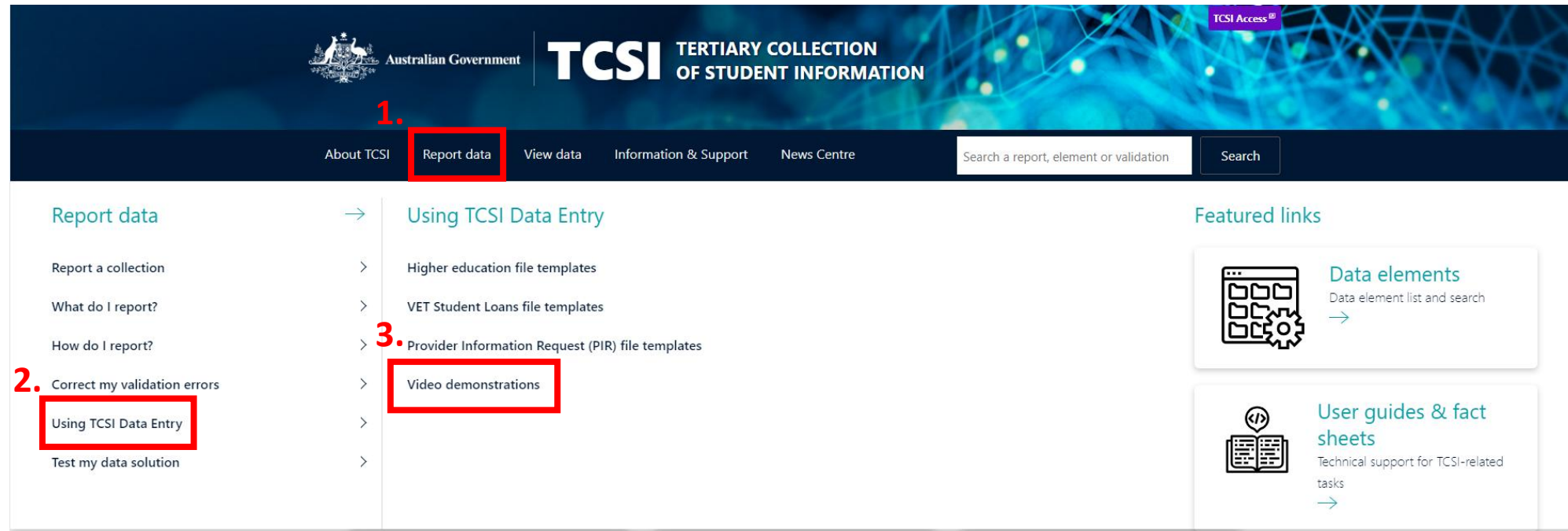


- [TCSI video demonstrations | TCSI Support](#)

- Webinar demonstration – [TCSI Data Entry records screen demonstration (PIR)](#)

# TCSI Tracker

The TCSI Tracker displays the current status of TCSI and associated systems. It is updated whenever these statuses change. To get notified about system outages, new user guides and other technical advice, subscribe to the TCSI website alerts newsletter subscription preference.

# Privacy reminder

TCSI Support would like to remind providers to consider their own privacy obligations and consider the 13 Australian Privacy Principles outlined under the [Privacy Act 1988](#) when sending data via email to TCSI support.

If student information needs to be communicated to the department, providers can send the following identifiers:

- o [E313: Student identification code](#)
- o [E306: Provider code](#)

If TCSI support requires sensitive data in relation to an enquiry, they will send follow up correspondence requesting the data to be uploaded using the department's secure Web Transfer Client (FTP server).

For additional information relating to Privacy for both students and providers, please see [Privacy notice messaging for students](#).

Actual live or production data should **<u>not</u>** be used in the test environment.

[More information can be found on TCSI - Testing for providers](#).

# Viewing reported data

# Viewing reported data in TCSI

Providers can view data that has been reported to TCSI via the following methods:

**TCSI Analytics**
- TCSI Access -> TCSI Analytics



- Coding notes for each report can be found one the TCSI Analytics webpage under the 'PIR reports' header.
- TSCI Analytics reports begin refreshing at 1 am [AEST] every night. Please ensure your submission has time to complete before 1am if you would like updates to show in your reports the next day.
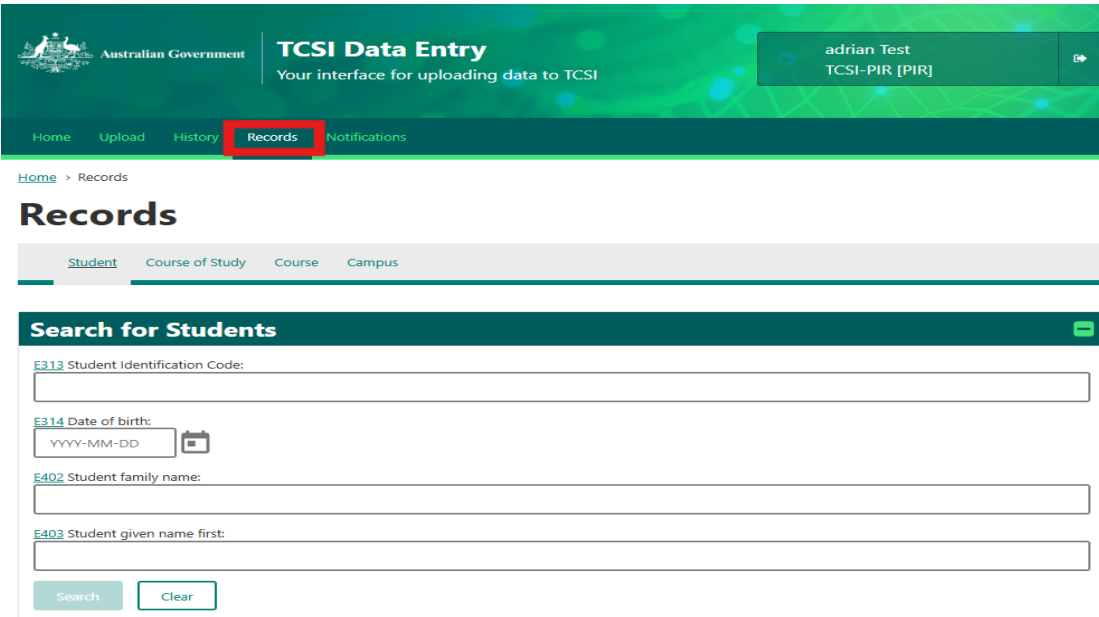
**TCSI Data Extract**
- The department provides data extracts where requested. This extract will show all the data that has been reported to the TCSI database, up to the day your extract is processed.
- Providers can request a data extract via the Request a data extract webpage.

# Viewing reported data in TCSI

## TCSI Data Entry portal

- Providers can view individual student records using the TCSI Data Entry portal records screen.

- The TCSI system may take some time to display a student record in the TCSI Data Entry portal after the record is submitted, even though it acknowledges that the student exists in the database.

## Provider Student Management System

- Some Student management systems (SMS) have been designed with the ability to be able to view data currently stored in TCSI.

- Providers should contact their vendors regarding any questions or issues they may have in relation to their SMS.

Questions or to request a meeting?

*Contact us at:*
TCSIsupport@education.gov.au

# Next steps

1. Complete the Request For Information or request a link from [TCSIsupport@education.gov.au](mailto:TCSIsupport@education.gov.au)
(includes contact details update)

2. Read the reporting requirements and start submitting your data (one file at a time)

3. Register for the Verification webinar from the TCSIsupport.gov.au "News" page