Tertiary Collection of Student Information (TCSI) Data Collections

2025 Reporting Year

2025 Data Requirements and Change Control Document

Section 1 – 2025 Data Requirements

The Department of Education Ministerial Notice (higher education) and Department of Employment and Workplace Relations (DEWR) Secretary's Notice (VET Student Loans) require providers to check for any changes to data requirements which may be made from time to time.

This change control document details requirements the 2025 reporting for the tertiary data collections.

Providers will also be notified of changes through the TCSI Support site at https://www.tcsisupport.gov.au and newsletter at https://www.tcsisupport.gov.au/news.

Section 2 – Change Control Summary for the 2025 Reporting Year

Changes for 2025 Data Requirements - issued 25 November 2024 - updated 21 August 2025
1. Clarifications to reporting elements Clarifications, examples and updates to Element 623 RTP Stipend Amount Additional information section are detailed in section 3.

Section 3 - Change Control Details

Tertiary Student Information Collection – 2025 Reporting Year

Reporting requirements – 2025 Data element specifications

Source of change	Version	Change and Impact	Packets	Issue Date
Data Collections Timeframes	N/A	**2024 Student - Verified data** Due 17 April 2025 **2025 Student - University Applications and Offers** Preliminary collection – Due 12 February 2025 (Data reference date 29 January 2025) Final collection - Due 28 May 2025 (Data reference date 14 May 2025) **2025 Staff - Verified data** Due 27 June 2025 (Data reference date 31 March 2025)	N/A	25/11/2024
Clarifications to Reporting Elements				
Table B Providers	N/A	Avondale University has been listed as a Table B provider in the Higher Education Support Act 2003 (HESA). References to Avondale have been removed from applicable packets where 'Table B provider' is specified.	Full-time staff Casual Staff actuals Casual Staff estimates	25/11/2024
Work Classifications packet	N/A	Changes will apply to the 2025 version of the following packets • Work classifications packet 2024 (used by HESA University providers), and • Work classifications packet (PIR) 2024 (used by PIR and NUHEP (HESA-approved non-Uni) The About text has been updated to read: "**About -**	Work Classifications	25/11/2024

		The initial work classification is reported when the full-time staff packet is first created. Additional work classification packets are required when a member of staff is reported in multiple years and for a staff member employed across multiple work classifications within a single year. A provider may create as many additional work classifications packets as necessary to cover all of the work classifications that may apply to the member of staff on the reference date." No system change required.		
Unit Enrolment packet	N/A	The HEP Student Unit Enrolment packet Uniqueness requirements have changed. The following text has been amended under the Uniqueness subheading. Deleted "A student can study the same unit of study more than once, so long as the commencement and outcome dates do not overlap." Changed "For providers that use AOUs, each unit enrolment packet must also have a…" to "For providers that use AOUs, each AOU enrolment packet must also have a…" The PIR Unit Enrolment packet Uniqueness requirements have changed. The following text has been deleted under the Uniqueness subheading. Deleted "A student can study the same unit of study more than once, so long as the commencement and outcome dates do not overlap." No system change required.	HEP student unit enrolment PIR student unit enrolment	25/11/2024
Element 315 Gender code	8.1	The following text has been removed from Additional Information "Providers/TACs should make a determination of the gender of the student/ applicant/ staff member where the information has not been provided."	HEP Student Staff PIR Apps & Offers VET	25/11/2024

		No system change required.		
Element 623 RTP Stipend Amount	1.1	Amendments to the Additional Information section to simplify and clarify reporting requirements for HEPs, effective from the 2025 reporting year. RTP Stipend is as defined in the Commonwealth Scholarships Guidelines (Research) 2017 and must be at least equal to the base full-time RTP stipend rate and no more than the maximum full-time RTP stipend rate. Universities have discretion to offer any rate within this range using RTP funding. The RTP Stipend rate is the annual full-time equivalent RTP stipend rate awarded to the student for the reporting year. This is the stipend rate offered to the student and may not equate to the actual amount paid to the student. The annual full-time equivalent RTP stipend rate is to be reported, even if the student completed their studies prior to the end of the year, if the student's RTP stipend scholarship was suspended for a period during the year or if the student studied on a part-time basis. Only one RTP Stipend full-time RTP stipend rate is to be reported for each course admission per year. When a student transfers between higher degrees by research (HDR) courses, this would require multiple course admission records to be reported. The annual full-time equivalent RTP stipend rate is to be reported for each course which the student has been admitted. The RTP stipend rate awarded to a student must be the only amount reported for E623. RTP fees offsets, RTP allowances, industry co-payments, and any other scholarships, top-ups or payments awarded to a student and not funded through the RTP are not to be reported at E623.	HEP Student	21/08/2025

RTP scholarship reporting also includes commencement and completion dates and part-and full-time status. Therefore, the actual dollar amount a RTP stipend recipient receives is not required to be reported.

Examples are provided below.

Example A: A student commences their HDR studies in July 2025 and is studying full-time. They are awarded a RTP stipend and receive $20,000 in their bank account in 2025. The annual full-time equivalent RTP stipend rate awarded to the student is $40,000 in 2025. A RTP stipend rate of $40,000 is reported in E623.

Example B: A student commences their HDR studies in January 2025 and is studying part-time. They are awarded a RTP stipend and receive $20,000 in their bank account in 2025. The annual full-time equivalent RTP stipend rate awarded to the student is $40,000 in 2025. A RTP stipend rate of $40,000 is reported in E623.

Example C: A student is studying full-time and in 2025 is receiving a full-time RTP stipend rate of $37,000, plus an annual top up of $10,000 provided by an external source. A RTP stipend rate of $37,000 is reported in E623.

Example D: A student is studying full-time and in 2025 is receiving a full-time RTP stipend rate of $40,000. In September 2025, the student ceases studying full-time and changes to part-time study. A RTP stipend rate of $40,000 is reported in E623.

Example E: A student commences their HDR studies in 'course A' for the first 6 months of 2025 and is studying full-time. They are awarded a RTP stipend and receive $20,000 in their bank account in 2025 while studying 'course A'. The annual full-time equivalent RTP stipend

		rate awarded to the student for 'course A' is $40,000 in 2025. A RTP stipend rate of $40,000 is reported in E623: RTP stipend amount. The student then transfers to course 'B' for the second 6 months of 2025 and is still studying full time. They are awarded a RTP stipend to undertake 'course B' with an annual full-time equivalent RTP stipend rate of $44,000 in 2025 and receive $22,000 in their bank account in 2025 while studying 'course B'. A RTP stipend rate of $44,000 is reported in E623: RTP stipend amount. Please note that for data prior to the 2025 reporting year, RTP stipend rate reported under E623: RTP stipend amount does not need to be the annual full-time equivalent amount. However, if there were 2 separate enrolments during that calendar year, each would require E623: RTP stipend amount to be reported.		
Applications and Offers Collections				
Element 316 Aboriginal and Torres Strait Islander status code	7.0	Additional Information text has been removed to clarify Element 316 reporting requirements. Current reporting requirements are listed within the Initial Reporting Requirements table for each applicable packet. Element 316 Aboriginal and Torres Strait Islander status code is required, starting with the preliminary submission by Feb 2025. No system change required.	HEP Student Full-time staff Course application PIR Student PIR Full-time staff VET Student	25/11/2024
Element 329 Mode of Attendance Code	7.1	Element 329 Mode of Attendance Code is required for all in-scope collections, starting with the preliminary submission by Feb 2025. Additional information has been updated from "**Applications and Offers only** The codes '4', '5' and '7' are not applicable to this collection.	PIR Unit enrolment Aggregated awards Unit enrolment Course preferences Course offers	30/01/2025

		When no information is available on an applicant's mode of attendance preference but: • the course itself only provides internal attendance options, report as "1" • the course itself only provides external attendance options, report as "2" • the course provides both internal and external attendance options do not report a value", to include a code to report internal and external attendance; **"Applications and Offers only** The codes '4', '5' and '7' are not applicable to this collection. When no information is available on an applicant's mode of attendance preference but: • the course itself only provides internal attendance options, report as "1" • the course itself only provides external attendance options, report as "2" • the course provides both internal and external attendance options, report as "3"" No system change required.	VET Unit enrolment	
Element 559 Campus Postcode	7.0	Element 559 Campus Postcode is required for all in-scope collections, starting with the preliminary submission by Feb 2025. No system change required.	PIR Campus Campus Course preferences Course offers	25/11/2024
Element 702 Australian Year 12 results type code	7.0	Element 702 Australian Year 12 Results Type Code is required if the applicant sat the year 12 exam in year of application, starting with the preliminary submission by Feb 2025. No system change is required.	Course application	25/11/2024

Element 705 Date offered	7.1	Additional information about date format has been corrected. Value: YYYY-MM-DD Meaning: Date offer made in YYYY-MM-DD YYYY-MM-DD format: 1st 4 digits - Year sub-field (e.g. 2010) 2nd 2 digits - Month sub-field (e.g. 01) 3rd 2 digits - Day sub-field (e.g. 15) No system change is required.	Course offers	25/11/2024

Element 713 Preference Ordinal Position	7.1	Additional Information has been updated for Element 713 Preference ordinal position, providing clarity about reporting '00' through the different data submission organisation types and channels (B2G API or TCSI Data entry):
		
		Higher Education Providers
		    B2G API users
		
		    • Providers report '00' or a notional Preference ordinal position if applicants are not required to express a preference order.
		    • The Preference ordinal position (E713) must be different in each Course Preference linked to a single Application identification code (E700) for the Reporting year (E415) (unless 00 is reported).
		    • If only one preference is submitted against a unique value for Application identification code (E700) then the Preference ordinal position of '01' should be assigned.
		
		    TCSI Data Entry users
		
		    • Only one instance of a '00' notional Preference ordinal position can be reported for a unique
			Course preferences
			Course offers
				25/11/2024

		combination of Application identification code (E700) for the Reporting year (E415). • The Preference ordinal position (E713) must be different in each Course Preference linked to a single Application identification code (E700) for the Reporting year (E415). • If only one preference is submitted against a unique value for Application identification code (E700) then the Preference ordinal position of '01' should be assigned. **If the submitter is a TAC** Provision of full details of the Preference ordinal position is required for all Preference Details and Offer Details data records. • The Preference ordinal position (E713) must be different in each Course Preference linked to a single Application identification code (E700) for the Reporting year (E415). • The Preference ordinal position (E713) must be different in each Course Offer linked to a single Application identification code (E700) which has the same Date offered (E705) for the Reporting year (E415). This rule does not apply to the reporting of '99'. No system change required. To reflect the update to Element 713 Preference Ordinal Position, Uniqueness information has been adjusted for the Course Preferences packet and Course Offers packet. The updated reference previously stated: • preference ordinal position (E713 Preference ordinal position) (unless '00' or '99' are reported)		

		This information is now displayed: • preference ordinal position (E713 Preference ordinal position)* * B2G API users may report multiple preference packets with Preference ordinal position (E713) with the same allowable value of '00' or '99'.		
Element 723 Offer Response Code	7.0	Element 723 Offer Response Code was optional for all apps and offers collections in 2024. This element is to remain optional in the February 2025 Preliminary Applications and Offers Collection. This element is to be mandatory in the May 2025 Final Applications and Offers Collection. Element 723 Offer Response Code is required for all in-scope collections, starting with the 'final' submission by May 2025 – but will remain optional in the preliminary collection (Feb 2025) No system change required.	Course offers	25/11/2024

VET Student Loans (VSL) - Clarifications to Reporting Elements				
Source of change	**Version**	**Change and Impact**	**Packets**	**Issue Date**
Element 358 Citizen resident code	7.1	Additional Information text has been updated with the addition of 'P' as an allowable value for the E358 Citizen resident code when reporting *Student packet (VET)* or *Citizenship packet (VET)*. No system change required.	PIR Student PIR Citizenship Student Citizenship Course application VET Student VET Citizenship	17/12/2024
VET Student Loans (VSL) collection				
Element 354 Unit of study code	2.1	Additional Information text has been updated for *VET only*, detailing requirements for reporting a loan increase by including the additional amount into the next unit of study or by creating a new unit with 'INCR' at the start of the Unit of Study Code.	VET Unit enrolment	8/07/2025

		No system change required.		
Element 558 HELP loan amount	7.1	Additional Information text has been updated for *VET only*, detailing requirements when a loan increase is required after a provider's payment is processed. No system change required.	VET Unit enrolment	8/07/2025
Element 529 Loan fee	6.1	Additional Information text has been updated for *VET only*, detailing requirements when a loan increase is required after a provider's payment is processed. No system change required.	VET Unit enrolment	8/07/2025
Element 384 Amount charged	7.1	Additional Information text has been updated for *VET only*, detailing requirements when a loan increase is required after a provider's payment is processed. No system change required.	VET Unit enrolment	8/07/2025
Element 381 Amount paid up front	6.1	Additional Information text has been updated for *VET only*, detailing requirements when a loan increase is required after a provider's payment is processed. No system change required.	VET Unit enrolment	8/07/2025