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

2024 TEQSA (PIR) student data verification walkthrough webinar

Tuesday 26 August 2025

Agenda

TEQSA PIR providers:

- 2024 TEQSA PIR student data submission reminders
- View reported data in TCSI
- 2024 TEQSA PIR student data collection overview
- 2024 TEQSA PIR student data verification process

TEQSA (PIR) student data submission reminders and recommendations

Submission walkthrough reminders and recommendations

Topics	More info
Reporting requirements	• Each packet page contains key info such as scope, deadlines and compulsory data elements
PRODA access	• Required for data submission via TCSI Data Entry portal and verification via TCSI Analytics
Data submission	• Two submission mechanisms - API vs TCSI Data Entry portal • PIR Student data templates for file upload – apply to data entry users
Response file	• Access from TCSI Data Entry portal under upload history • A source to identify upload errors
TCSI Validation errors	• Helps providers understand and troubleshoot data errors

Submission walkthrough reminders and recommendations

❑ Review the '2024 TEQSA PIR student data submission walkthrough' recording via the News Centre

❑ TCSI scheduled outage from **6:00pm AEST from 2 September to 6:00pm 5 September 2025**.

❑ Submit PIR student data in TCSI as early as possible (**before 2 September 2025**)

❑ Get in touch at TCSIsupport@education.gov.au

WEBINAR

2024 TEQSA (PIR) Student Data Submission walkthrough

The recorded webinar is now available at 2024 TEQSA (PIR) Student Data Submission walkthrough.The webinar provides the following updates:TEQSA PIR providers:2024 TEQSA PIR student data ...

19 AUG 2025

View reported data in TCSI

Viewing reported data in TCSI
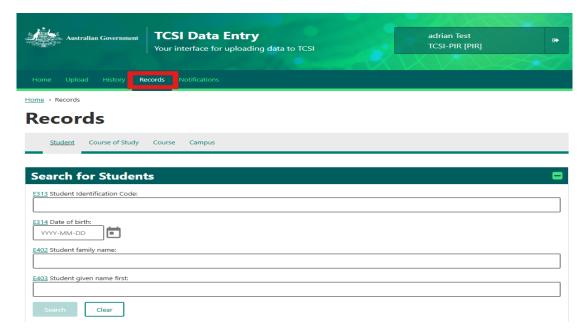
TCSI Analytics

- TCSI Access -> TCSI Analytics

- A list of reports with coding notes are on the [Provider Information Request (PIR) Data Verification](#) webpage.

- 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 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.

Viewing reported data in TCSI

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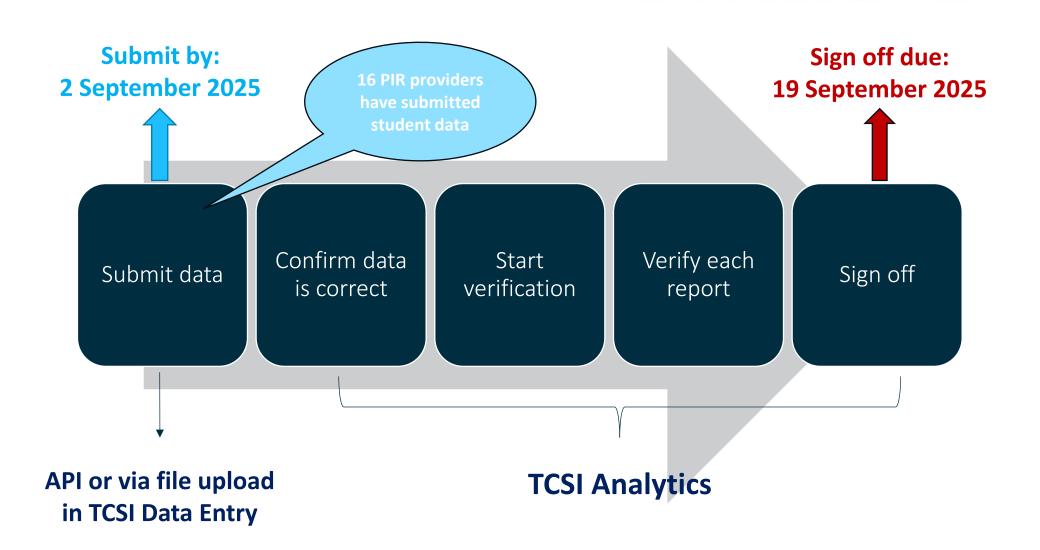
TCSI Data Extract

- The department can provide data extracts on request. Requests take 2 working days and 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 <u>Request a data extract</u> webpage.
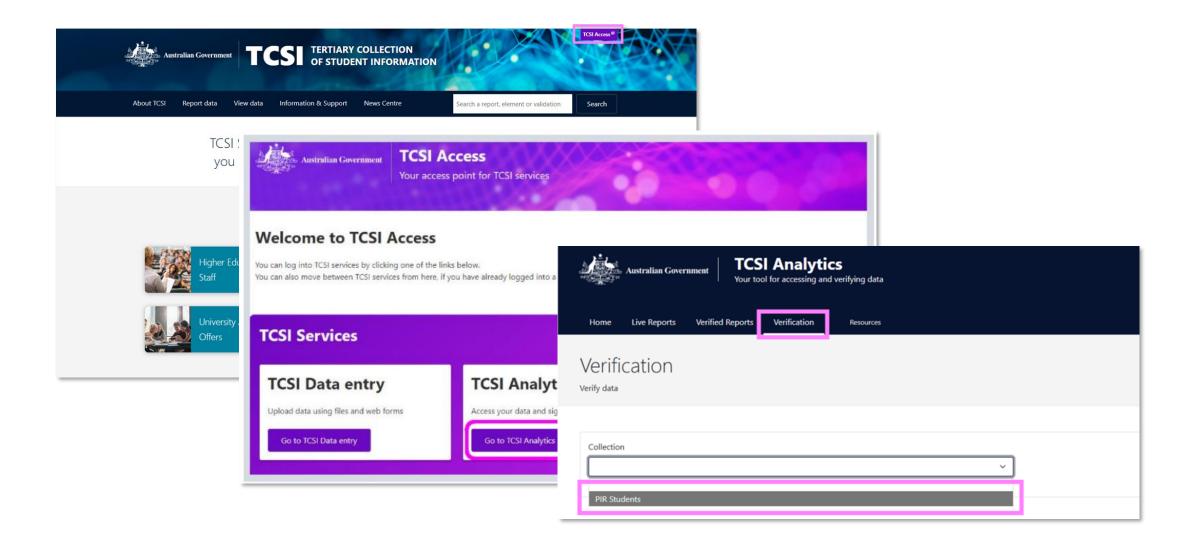
Provider Student Management System

- 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.

2024 TEQSA PIR student data collection overview

Verification Process Overview

2024 TEQSA PIR student data verification process

Detailed verification process

What reports need to be verified

Four reports need to be verified under the PIR Student Collection:

PIR Student

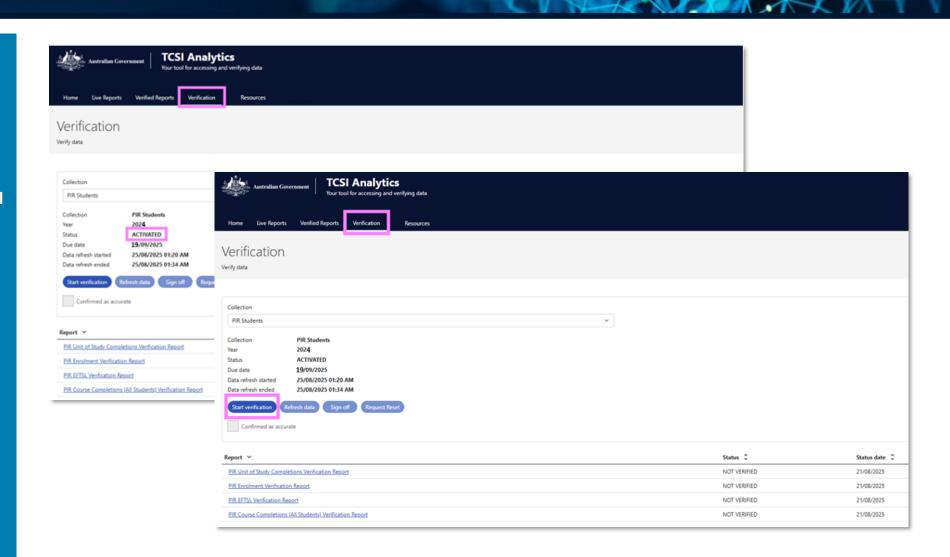| Verification Reports	Live Reports and coding notes
PIR Enrolment Verification Report	PIR Enrolment Live Data Report
PIR EFTSL Verification Report	PIR EFTSL Live Data Report
PIR Course Completions (All Students) Verification Report	PIR Course Completions (All Students) Live Data Report
PIR Unit of Study Completions Verification Report	PIR Unit of Study Completions Live Data Report

- Check coding notes to understand the reports

- More details visit:

Provider Information Request (PIR) Data Verification | TCSI Support
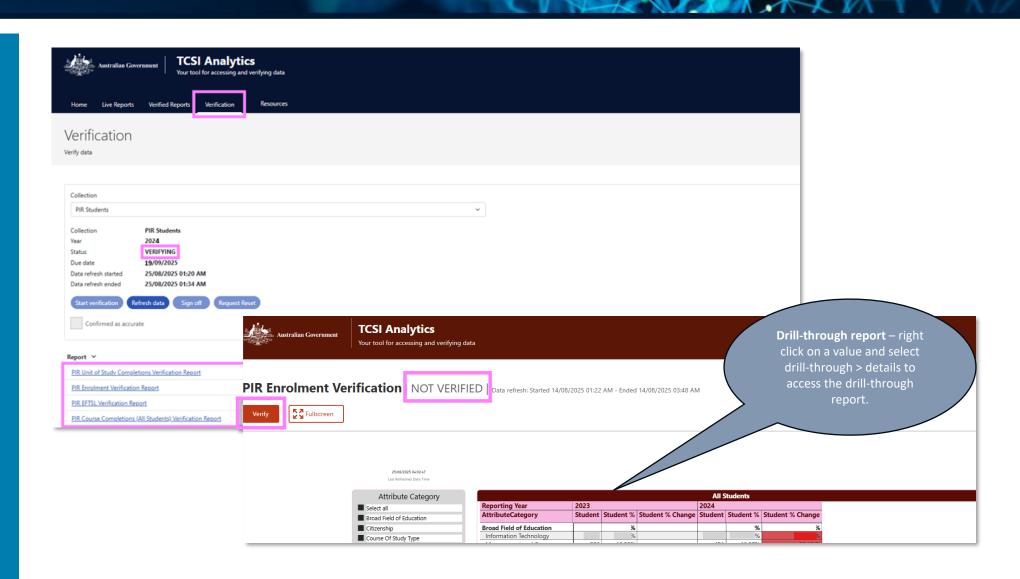
Detailed verification process

Activated

- Status applies when the department opens a collection for verification.

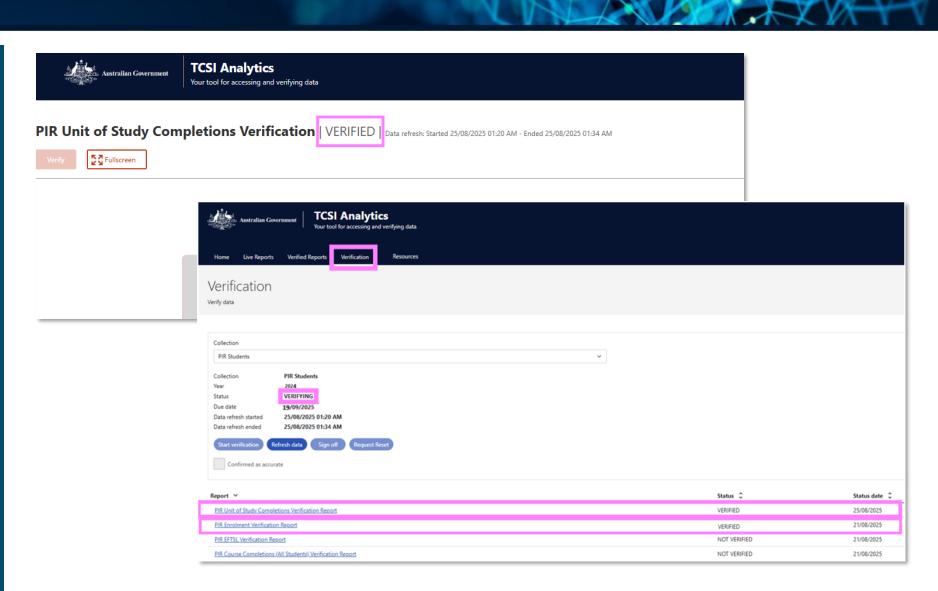- The **START VERIFICATION** button has been enabled for providers to start verification.

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.
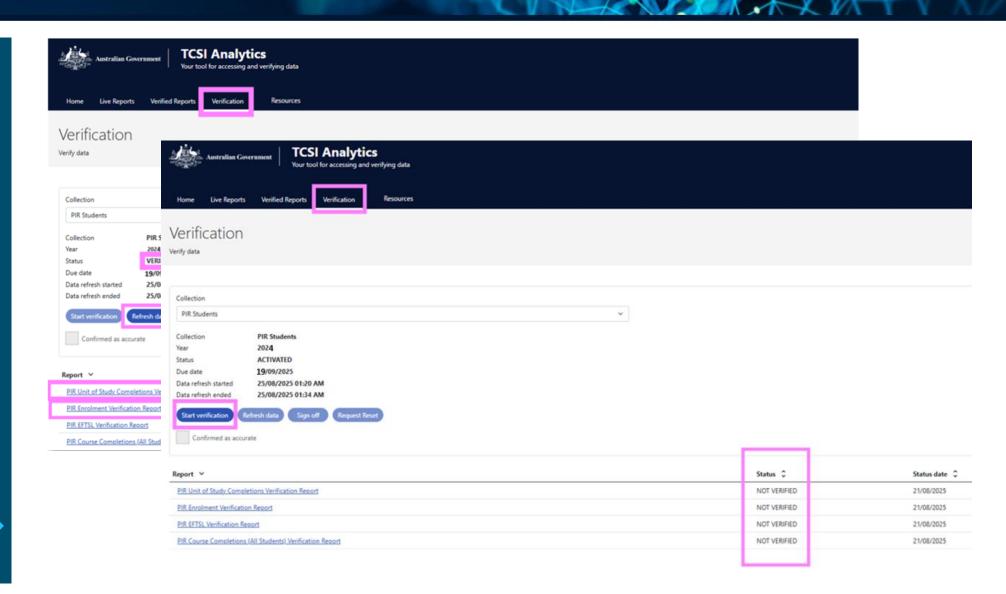

Drill-through report – right click on a value and select drill-through > details to access the drill-through report.

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**.
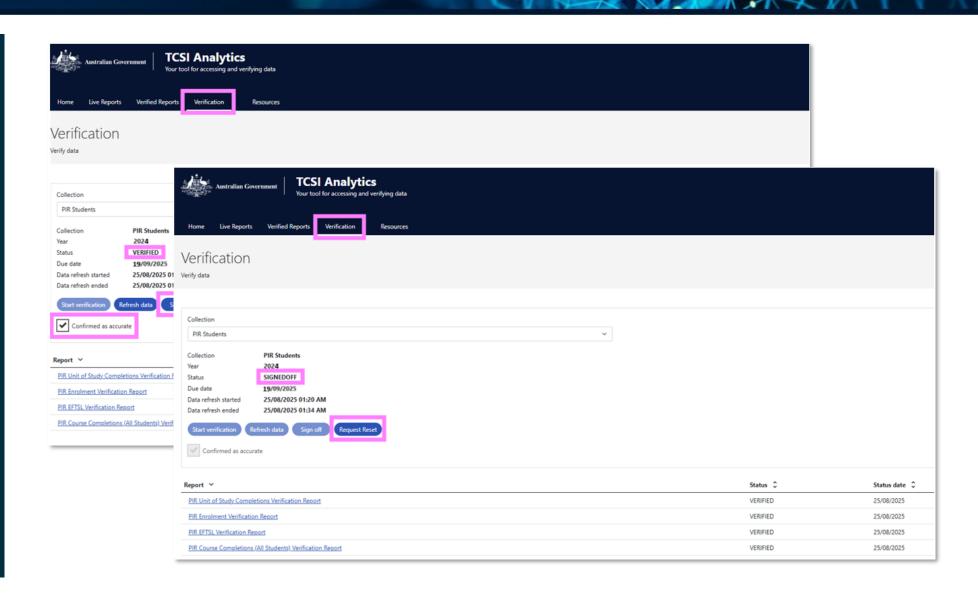
Detailed verification process

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.

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, you will then need to refresh for the reports to update.

- When all providers have signed off, the Collection is finalised by TEQSA.

Be mindful during verification

Useful Resources:

What to verify	[Data Verification](#) webpage • List of PIR student verification reports
How to verify	[Provider Data Verification User Guide](#) • Pages 13 – 22 step-by-step instruction
Webinars	Review the [student data submission](#) recording via the [News Centre](#) webpage on the TCSI Support website
TEQSA FAQs	[Risk assessment – Frequently Asked Questions (FAQs)	Tertiary Education Quality and Standards Agency](#)

To do list

☑ Respond to the RFI

☐ Submit student data in TCSI as early as possible (recommended by [2 September 2025](#))

☐ Prepare for scheduled outage: **6:00pm AEST, 2 Sept to 6:00pm 5 Sept**

☐ Ensure your data is accurate before starting verification

☐ Verify and sign off on your 2024 TEQSA PIR student data collection by the due date: **19 Sept 2025**

Note
• No changes can be made after your signed-off reports are finalised by the department

Questions or to
request a meeting?

Contact us at:

TCSIsupport@education.gov.au