



Australian Government

TCSI TERTIARY COLLECTION
OF STUDENT INFORMATION

2026 Staff data submission and verification walkthrough webinar

(HE and TEQSA PIR providers)

Wednesday 20 May 2026

Agenda

HE and TEQSA PIR providers:

- 2026 Staff data collection overview
- TCSI data submission
 - Incl. file upload demonstration
- Staff data verification process

The background of the slide is a dark blue gradient. At the top and bottom, there are decorative horizontal bands featuring a glowing blue network of interconnected lines and nodes, with some nodes appearing as bright yellow-green points.

Staff data collection overview

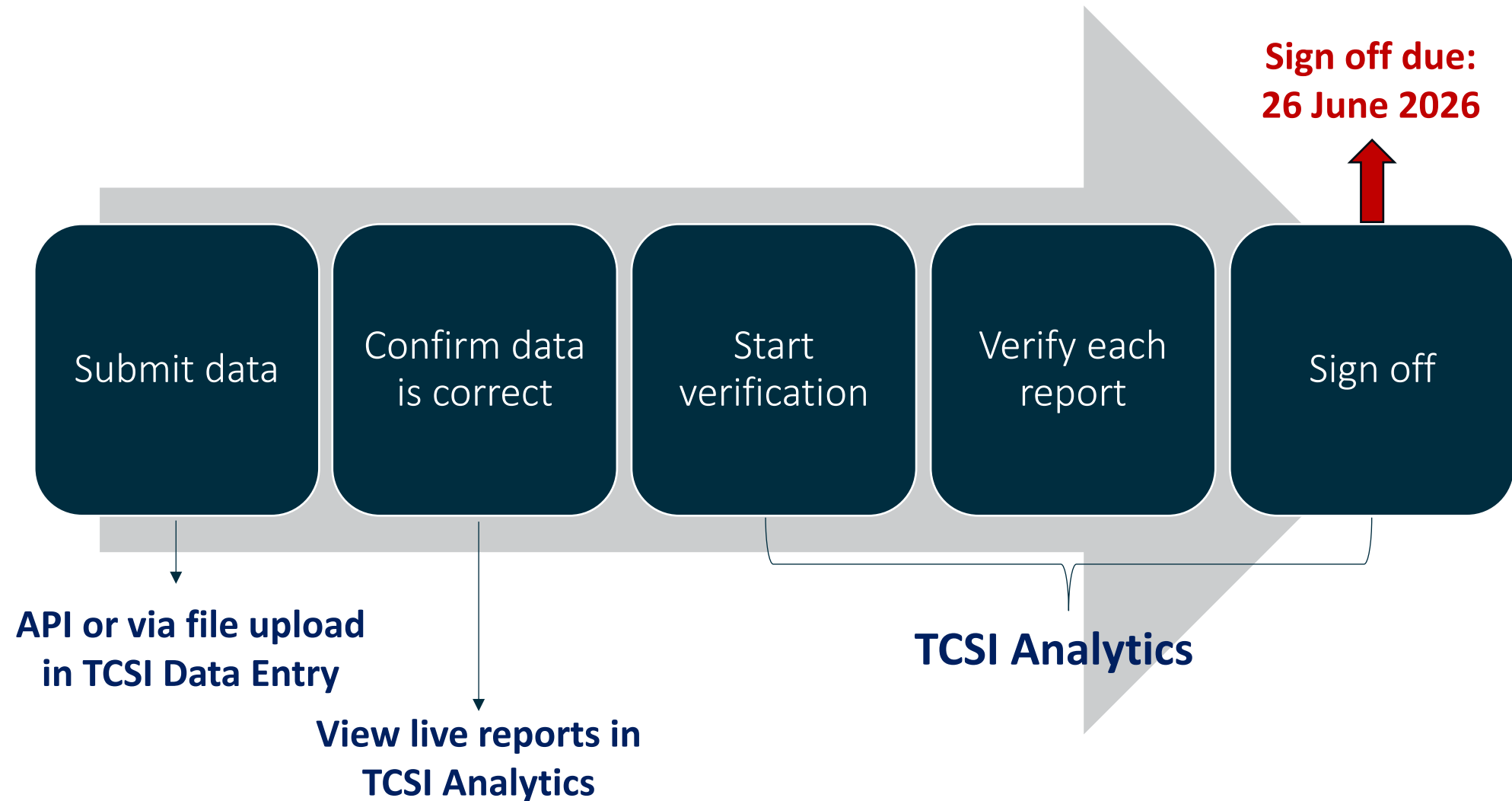
Staff data collection

Legislative requirement

- For **Universities**, staff data submission and verification are part of providers' reporting requirements under the *Higher Education Support Act 2003* (HESA). In scope [staff](#) need to be reported and verified as part of the staff data verification process.
- For **all other higher education providers**, staff data submission and verification are part of providers' reporting requirements under the *Tertiary Education Quality and Standards Agency Act 2011* (TEQSA) and form part of the TEQSA provider information request. In scope, [academic staff](#) need to be reported and verified as part of the staff data verification process.



Staff data submission and verification overview



Request for Information (RFI)

Staff data collection - RFI

- The RFI is designed to understand your data submission and verification plans
- To confirm primary and secondary TCSI contacts for your staff data collection and maintain our provider contact record
- A single response from your organisation is due on 21 May 2026





Staff data submission

TCSI data submission guide



Staff data submission

Full-time staff packet (PIR) 2026

Version Details

Version: 1.00

The full-time staff packet is used to report demographic characteristics and work classification data for each person who is a member of staff at a higher education provider. Each full-time staff packet contains:

- demographic data for the member of staff as at the last reference date
- the primary work classification data for the member of staff on the first reference date for the year in which a full-time staff packet was reported for that person.

Full-time staff group (PIR) 2026

Full-time staff packet (PIR) 2026

Work classifications packet (PIR) 2026

Casual staff actuals group (PIR) 2025

Casual staff actuals packet (PIR) 2025

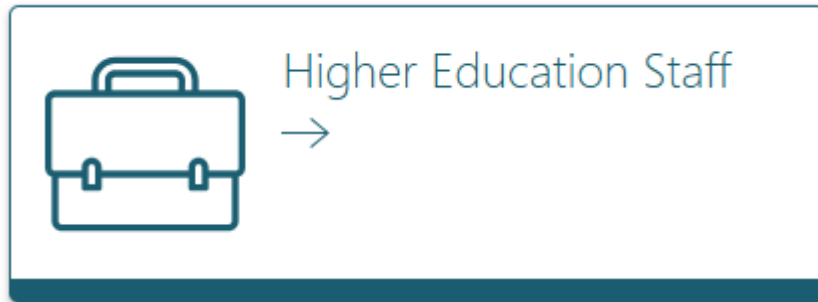
Casual staff estimates group 2026

Casual staff estimates packet 2026

Universities – please check the [Higher Education Staff reporting requirements](#)

Staff data submission

University



HESA approved non-university or PIR provider



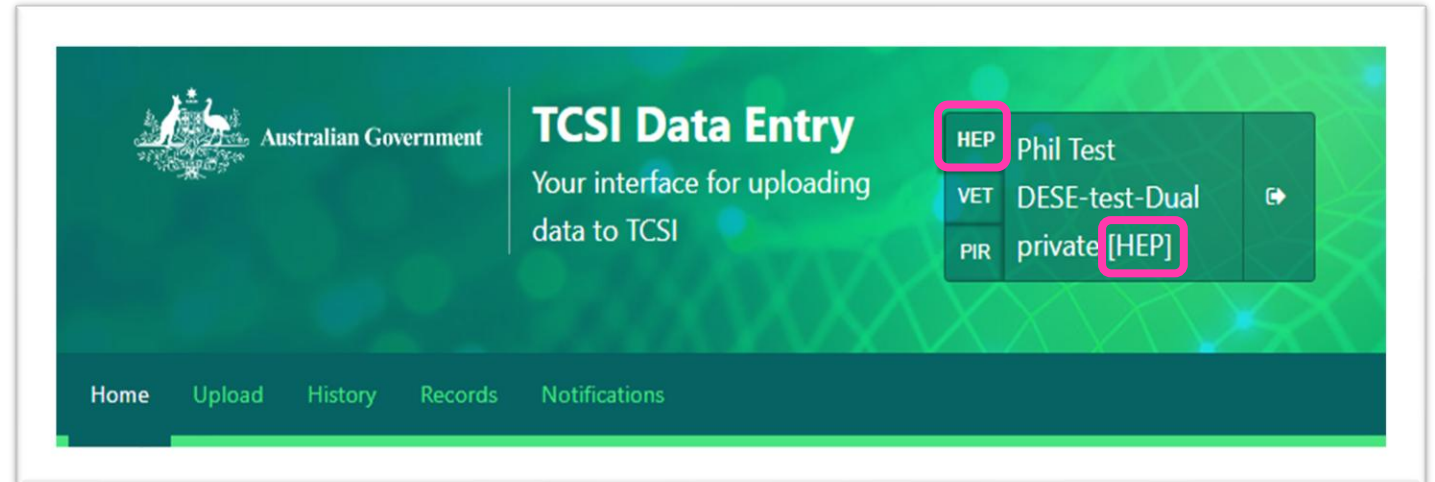
Reading the reporting requirements:

- Description
- Scope
- Reporting deadlines
- Initial reporting requirement
- Uniqueness – especially casual staff actuals
- Revising and adding data

Staff data submission

Choosing your provider type

- Ensure that your data is submitted using the appropriate provider type option either via TCSI Data Entry or through your API.
- To confirm, view your Collections List via the Annual Verification tab in TCSI Analytics.
- If your organisation received HESA approval in 2025 or 2026, you can also confirm by contacting TCSI Support.



The screenshot shows the 'TCSI Analytics' interface. The main heading is 'TCSI Analytics' with the subtitle 'Your tool for accessing and verifying data'. The navigation bar includes: Home, Live Reports, Verified Reports, Annual Verification, Support Resources. The user is logged in as 'Fred Burger' with provider code '0909'. A search bar is present with the text 'Search report name or number'. The main content area is titled 'Annual Verification' and 'Verify data'. Below this is a table titled 'Collections' with a purple box around the title:

Collection ^	Year ↕	Sign-off due date ↕	Data last refreshed ↕	Progress ↕	Status ↕	Action
PIR, Casual Staff Actuals	2026	30/07/2027	18/05/2026 14:26 AEST	Not started	⊙ Activated	View collection
PIR, Full Time Staff	2027	30/07/2027	18/05/2026 14:26 AEST	Not started	⊙ Activated	View collection

File upload recap / next steps



1. Read the reporting requirements
2. Download the three templates
3. Compile and check your data
 - Is Reporting year (E415) correct?
 - Are Casual actuals records summed for staff with the same gender code performing the same role?
4. Submit your data in TCSI Data Entry
5. Download the response file and check for errors
6. Re-submit to correct any errors
7. Contact TCSI Support before attempting deletions



Staff data verification process

Data Verification webpage

What's available

Tailored information for your provider type:

- Universities
- HESA-approved non-university providers
- TEQSA registered providers (PIR)

Comprehensive resources and instructions:

- key dates
- data submission resources
- verification reports
- verification instructions
- user tips

Data Verification webpage

<https://www.tcsisupport.gov.au/view-data/TCSI-Analytics/verification>

Data Verification

Verification is a declaration that the student and staff data reported by providers to the department is complete, accurate and finalised.

To access relevant data verification information and instructions, providers need to first determine their provider type. Providers who have been approved under the *Higher Education Support Act 2003 (HESA)* can offer HELP loans. Non-HESA-approved providers cannot offer HELP loans and are considered to be TEQSA Provider Information Request (PIR) providers.

Please check the table below and click on the provider type that matches your organisation:

	Approved to offer HELP loans under HESA in the reporting year	Listed as a Table A or Table B university in HESA in the reporting year
Provider Information Request (PIR)	No	No
HESA-approved non-university providers (NUHEP)	Yes	No
University Higher Education provider (HEP)	Yes	Yes

Understanding the staff 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 2026 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 2025 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 2026 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 2025 is the reporting year)	Actual Casual Staff Live Data Report

TCSI Analytics 'Annual verification' process



The screenshot displays the TCSI website interface. At the top left is the Australian Government logo. The main header features the TCSI logo and the text 'TERTIARY COLLECTION OF STUDENT INFORMATION'. A 'TCSI Access' button is highlighted with a red box. Below the header is a navigation menu with links for 'About TCSI', 'Report data', 'View data', 'Information & Support', and 'News Centre'. A search bar is also present. The main content area includes a paragraph: 'TCSI Support gives you quick access to all the information you need to report students, staff and applications data.' Below this is a section titled 'Reporting Collections' with six buttons: 'Higher Education Staff', 'Higher Education Student', 'TEQSA Student', 'University Apps & Offers', 'VET Student Loans', and 'TEQSA Staff'.

Australian Government

TCSI TERTIARY COLLECTION OF STUDENT INFORMATION

TCSI Access

About TCSI Report data View data Information & Support News Centre

Search a report, element or validation Search

TCSI Support gives you quick access to all the information you need to report students, staff and applications data.

Reporting Collections

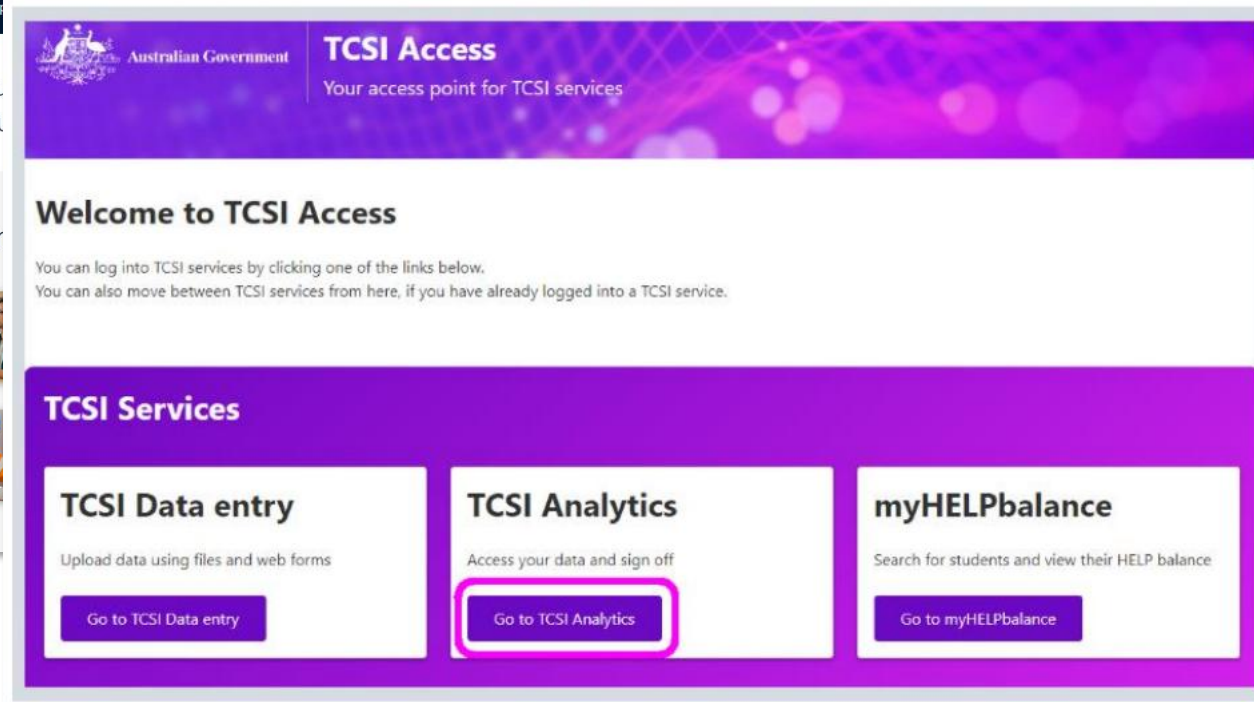
- Higher Education Staff
- Higher Education Student
- TEQSA Student
- University Apps & Offers
- VET Student Loans
- TEQSA Staff

TCSI Analytics Data 'verification' process



TCSI Support gives you
you need to report stu

Report



TCSI Analytics 'Annual verification' process

Australian Government TCSI TERTIARY COLLECTION OF STUDENT INFORMATION

TCSI Access
Your access point for TCSI services

Welcome to TCSI Access
You can log into TCSI services by clicking one of the buttons below. You can also move between TCSI services from here.

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

Home Live Reports Verified Reports **Annual Verification** Support Resources

Welcome Fred

Student enrolment trends - as at April 2026 (EFTSL)

Course level	2026 - YTD	Annual YTD change
Postgraduate research		
Postgraduate coursework		
Bachelor		
Sub-Bachelor		
Enabling		
Microcredentials		
Non-award		
Total		

The table represents Year to Date (YTD) live data for commencing students only, compared to the same period last year.
[See student enrolment expected trend dashboard to review variance](#)

Mandatory reporting
Data requirements: [Reporting a Collection](#)
Legislative requirements: [HESA](#), [VSLA](#), [TEQSA](#)

Support
[TCSI Analytics Resources](#)
[TCSI Analytics Dashboard User guides](#)
[Generic TCSI User Guides & Factsheets](#)
Questions: TCSISupport@education.gov.au

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TCSI Analytics 'Annual 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.

TCSI Analytics
Your tool for accessing and verifying data

Home Live Reports Verified Reports **Annual Verification** Support Resources

Annual Verification
Verify data

Collection	Year	Sign-off due date	Data last refreshed	Progress	Status	Action
PIR Casual Staff Actuals	2026	30/07/2027	18/05/2026 14:26 AEST	Not started	Activated	View collection
PIR Full Time Staff	2027	30/07/2027	18/05/2026 14:26 AEST	Not started	Activated	View collection

TCSI Analytics 'Annual 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.

The screenshot shows the TCSI Analytics interface for Annual Verification. The top navigation bar includes 'Home', 'Live Reports', 'Verified Reports', 'Annual Verification' (highlighted), and 'Support Resources'. The main content area is titled 'Annual Verification' and 'Verify data'. Below this, a 'Collections' section lists 'PIR Casual' and 'PIR Full Time'. The 'PIR Full Time' collection is selected, showing 'Annual Verification: PIR Full Time Staff'. A summary box indicates the status is 'Activated', with '0 / 2 reports verified'. It also shows 'You have 438 days to verify 2 reports and sign off the collection', 'Collection last refreshed 18/05/2026 02:26 AEST', and 'Sign off due date 30/07/2027'. A 'Start verification (verify reports)' button is visible. Below the summary is a table of reports:

Report	Status	Verified on	Verified by	Action
Staff Full-time Equivalent Verification Report	Not verified			Requires start verification
Staff Numbers Verification Report	Not verified			Requires start verification

TCSI Analytics 'Annual 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 the TCSI Analytics interface for 'Annual Verification: PIR Full Time Staff'. The page includes a navigation bar with 'Home', 'Live Reports', 'Verified Reports', 'Annual Verification', and 'Support Resources'. A search bar is present in the top right. The main content area displays '0 / 2 reports verified' and provides information about the collection, including the last refresh date (18/05/2026 02:26 AEST) and the sign-off due date (30/07/2027). A 'Refresh data' button is also visible. Below this, a table lists the reports to be verified:

Report	Status	Verified on	Verified by	Action
Staff Full-time Equivalent Verification Report	Not verified			Verify report
Staff Numbers Verification Report	Not verified			Verify report



TCSI Analytics 'Annual 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**.

The screenshot shows the TCSI Analytics interface. At the top, it says 'Australian Government TCSI Analytics Your tool for accessing and verifying data'. Below this, there are 'Verify' and 'Fullscreen' buttons. The main heading is 'Staff Full-time Equivalent Verification' with a status of 'NOT VERIFIED' and a data refresh timestamp. A 'Confirm' dialog box is open, asking for verification of the report's accuracy. Below the dialog, there are filters for 'Reporting', 'Provider', and 'Attribute', all set to 'All'. A table titled 'Staff Full-time Equivalent Verification Report' is visible, showing data for 2026.

AttributeCategory	2026
<input type="checkbox"/> Gender	8.00
Male/Man	3.20
Female/Woman	3.20

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



TCSI Analytics 'Annual 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**.



The screenshot shows the TCSI Analytics interface. At the top, there are two header bars with the Australian Government logo and the text 'TCSI Analytics Your tool for accessing and verifying data'. Below the headers, there are buttons for 'Verify' and 'Fullscreen'. The main content area is titled 'Staff Full-time Equivalent Verification' with a 'VERIFIED' status and a data refresh timestamp: 'Data refresh: Started 18/05/2026 01:55 PM - Ended 18/05/2026 02:26 PM'. On the left side, there are three filter panels: 'Reporting Year' with a dropdown set to 'All', 'Provider Type' with a dropdown set to 'All', and 'Attribute' with a dropdown set to 'All'. The main content area is divided into three sections by dark red horizontal bars: 'Estimated Casual Staff' with an 'AttributeValue' bar, 'VET employees/Independent Operations' with an 'AttributeCategory' bar, and 'Staff Full - time Equivalent Verification Report' with a table. The table has two columns: 'AttributeCategory' and '2026'. The data rows are: 'Gender' (8.00), 'Male/Man' (3.20), and 'Female/Woman' (3.20).

AttributeCategory	2026
Gender	8.00
Male/Man	3.20
Female/Woman	3.20

TCSI Analytics 'Annual 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**.



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

Home Live Reports Verified Reports Annual Verification Support Resources

Annual Verification: PIR Full Time Staff

Back to Annual Verification

Verifying

1 / 2 reports verified

You have 438 days to verify 1 reports and sign off the collection

Collection last refreshed 18/05/2026 02:26 AEST

Sign off due date 30/07/2027

Refresh data

Report ^	Status	Verified on	Verified by	Action
Staff Full-time Equivalent Verification Report	★ Verified	18/05/2026	Fred Burger	View report
Staff Numbers Verification Report	○ Not verified			Verify report

TCSI Analytics 'Annual 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 shows the TCSI Analytics interface for 'Annual Verification: PIR Full Time Staff'. A modal dialog box titled 'Confirm data refresh' is open, listing three points: 'Only refresh data if something is required to be updated.', 'The collection will be unavailable until the refresh is completed overnight.', and 'After the refresh you must verify each report in the collection again.' Below the dialog is a table of reports.

Confirm data refresh

- Only refresh data if something is required to be updated.
- The collection will be unavailable until the refresh is completed overnight.
- After the refresh you must verify each report in the collection again.

Refresh data (highlighted in the original image)

Report	Status	Verified on	Verified by	Action
Staff Full-time Equivalent Verification Report	★ Verified	18/05/2026	Fred Burger	View report
Staff Numbers Verification Report	ⓘ Not verified			Verify report



TCSI Analytics 'Annual 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 shows the TCSI Analytics interface for 'Annual Verification: PIR Full Time Staff'. A yellow notification banner states: 'Data refresh has been requested. You will not be able to verify any reports until the data refresh is complete.' Below this, a 'Refreshing' status is shown. The main content area displays '0 / 2 reports verified' and provides details: 'You have 438 days to verify 2 reports and sign off the collection', 'Collection last refreshed 18/05/2026 02:26 AEST', and 'Sign off due date 30/07/2027'. A table below lists the reports:

Report	Status	Verified on	Verified by	Action
Staff Full-time Equivalent Verification Report	Not verified			View report
Staff Numbers Verification Report	Not verified			View report

TCSI Analytics 'Annual 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 TCSI Analytics interface for 'Annual Verification'. The page title is 'Annual Verification: PIR Full Time Staff'. Below the title, there is a 'Verify data' button. The main content area shows a table of 'Collections' with the following data:

Collection	Year	Sign-off due date	Data last refreshed	Progress	Status	Action
PIR Casual Staff Actuals	2026	30/07/2027	18/05/2026 14:26 AEST	Not started	Activated	View collection
PIR Full Time Staff	2027	30/07/2027	18/05/2026 14:26 AEST	0 out of 2	Refreshing	View collection

The 'Refreshing' status in the table is highlighted with a purple box. The interface also includes a navigation menu with 'Home', 'Live Reports', 'Verified Reports', 'Annual Verification', and 'Support Resources'. The top right corner shows 'TCSI: Support Access' and 'Logged in as Provider Code:'. A search bar is located in the top right corner.



TCSI Analytics 'Annual verification' process

Signed Off

- Status appears when the collection is **SIGNED OFF**.
- Requires PRODA role: **TCSI Analytics – Signoff**.
- When all providers have signed off, the Collection is **FINALISED** by Education.



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

Home Live Reports Verified Reports Annual Verification Support Resources

Annual Verification: PIR Casual Staff Actuals

[Back to Annual Verification](#)

★ Verified
1 / 1 reports verified
You have 438 days to sign off the collection
Collection last refreshed 18/05/2026 02:26 AEST
Sign off due date 30/07/2027

Sign Off Refresh data

Report ^
[Actual Casual Staff Verification Report](#)

Verified by Fred Burger Action [View report](#)

Confirm sign off

- By signing off on this collection, you attest to all data being accurate.
- Re-opening of the collection once signed off is subject to department approval.

Confirm Cancel

TCSI Analytics 'Annual verification' process

Signed Off

- Status appears when the collection is **SIGNED OFF**.
- Requires PRODA role: **TCSI Analytics – Signoff**.
- When all providers have signed off, the Collection is **FINALISED** by Education.



Annual Verification: PIR Casual Staff Actuals

Back to Annual Verification

★ Verified

Annual Verification: PIR Casual Staff Actuals

Back to Annual Verification

Signed off

Collection signed off by Fred Burger

Sign off date 18/05/2026

Re-open collection

Report ^	Status ⇅	Verified on ⇅	Verified by ⇅	Action
Actual Casual Staff Verification Report	★ Verified	18/05/2026	Fred Burger	View report

TCSI Analytics 'Verification' uplift

Re-Open

- **Re-Open**: updates the status after a sign off was performed in error. The status will return to **VERIFIED** if the department accepts the request.

The screenshot displays the TCSI Analytics web interface. At the top, the Australian Government logo and 'TCSI Analytics' branding are visible, along with navigation links for Home, Live Reports, Verified Reports, Annual Verification, and Support Resources. The current page is titled 'Annual Verification: PIR Casual Staff Actuals'. A 'Signed off' status is shown for a collection signed off by Fred Burger on 18/05/2026. A 'Re-open collection' button is highlighted with a red box. A modal dialog box is open, titled 'Request for collection to be re-opened', which contains instructions on how to request a collection be re-opened, including a note that the request will not be considered unless a completed Re-open Collection Request form has been submitted. The dialog box has 'Submit' and 'Cancel' buttons.

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

Home Live Reports Verified Reports Annual Verification Support Resources

Annual Verification: PIR Casual Staff Actuals

[Back to Annual Verification](#)

Signed off
Collection signed off by Fred Burger
Sign off date 18/05/2026

Re-open collection

Report ^
[Actual Casual Staff Verification Report](#)

TCSI: Support Access
Logged in as Provider Code:
Search report name or number
Search

Request for collection to be re-opened

There are 2 mandatory steps to request a collection be re-opened.

1. Use the below button to request a collection be re-opened.
2. Use the [Re-Open Collections request form](#) from the [Re-open Collections](#) page on the TCSI Support website to provide your reasoning.

Your request will not be considered unless a completed Re-open Collection Request form has been submitted.

Note: You cannot refresh verified data after signing off unless approval from the department is obtained using this process.

Submit Cancel

Action
[View report](#)

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 20 – 41 step-by-step instruction Monitoring reports <ul style="list-style-type: none">Previous years 'Verification data comparisons table'

Key points:

- Staff data verification sign off is due **26 June 2026**.
- 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.



TCSI Analytics - PRODA attribute updates



TCSI Analytics portal

PRODA attributes

- Higher education users will get targeted access based on their combination of attributes
- Some users will lose access to reports from late May if action is not taken
- The release date will be added to the TCSI tracker “TCSI Analytics section” prior to release

Environment	Status	Notes
Webservice Alert	Operating	
PRODA	Operating	Please review the expiry dates of your periods to ensure PRODA access will be maintained. Information can be found in our PRODA User Guide .
B2G APIs	Operating	API system codes follow the National API Standard . These are TCSI specific and can be found in our API Catalogue .
TCSI Data Entry	Operating	
		VET providers only: The VET Student Record (EFTSL) Live Data Report is currently being investigated.
TCSI Analytics	Operating	Please refer to the Accessing data from TCSI article for information on how to request production data from TCSI, that article also provides information on the request form.
		The production release on Friday 12th May there will be no outage required to support the production release will occur on Friday 12th May .
Production		

TCSI Analytics

PRODA attributes

Action

Attribute

Open a **student** report including:

- dashboards, live, verification and verified
- Higher education (HE)

TCSI Analytics – Read

Open a **staff** report including:

- dashboards, live, verification and verified

TCSI Analytics – Staff

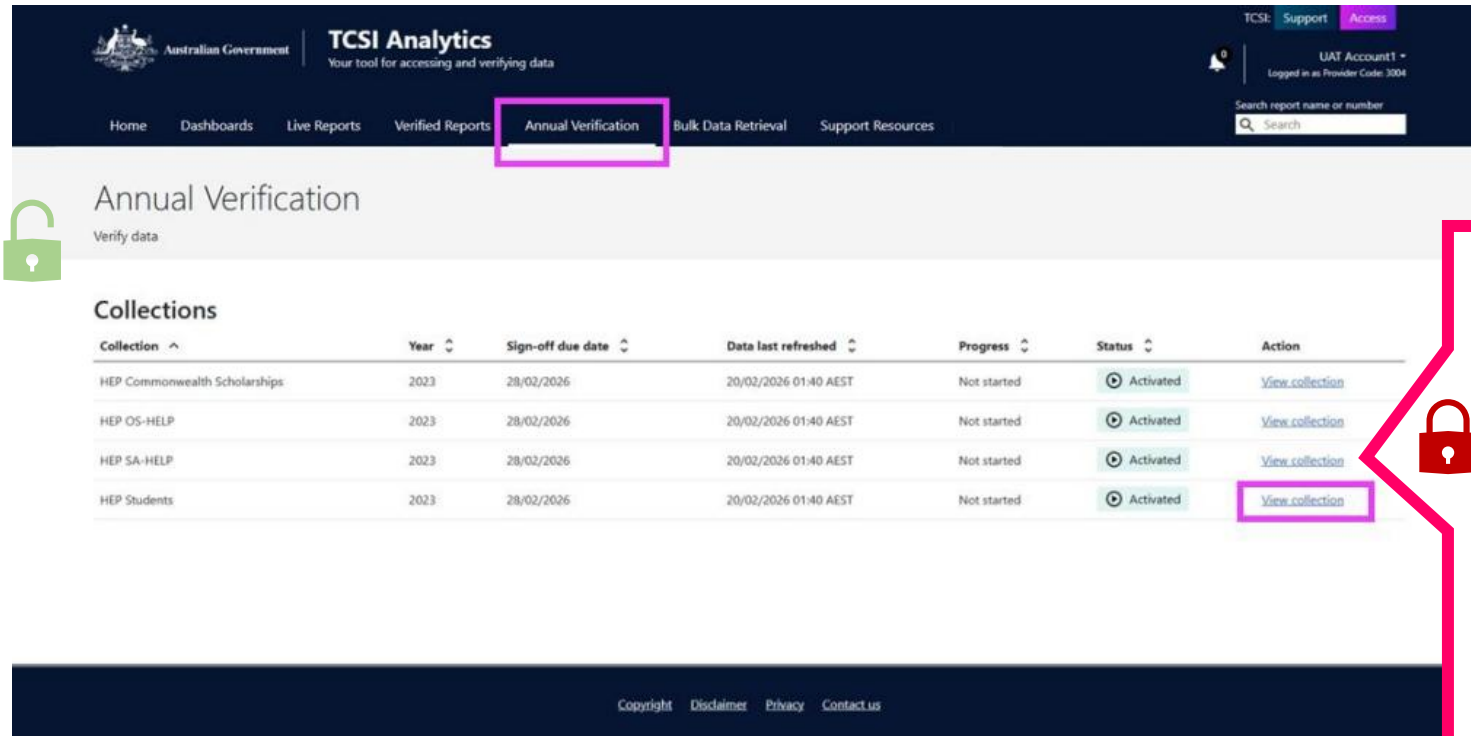
Access **Bulk data retrieval** solution including:

- HE and VET student and HE staff data

TCSI Analytics – Data Extract*

** Your provider will also need to seek approval.
See the [TCSI bulk data retrieval](#) page for details*

Error messages



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

Home Dashboards Live Reports Verified Reports **Annual Verification** Bulk Data Retrieval Support Resources

UAT Account1 -
Logged in as Provider Code: 3004

Search report name or number

Annual Verification

Verify data

Collections

Collection ^	Year ↕	Sign-off due date ↕	Data last refreshed ↕	Progress ↕	Status ↕	Action
HEP Commonwealth Scholarships	2023	28/02/2026	20/02/2026 01:40 AEST	Not started	Activated	View collection
HEP OS-HELP	2023	28/02/2026	20/02/2026 01:40 AEST	Not started	Activated	View collection
HEP SA-HELP	2023	28/02/2026	20/02/2026 01:40 AEST	Not started	Activated	View collection
HEP Students	2023	28/02/2026	20/02/2026 01:40 AEST	Not started	Activated	View collection

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Access restricted

Access this collection or report in TCSI Analytics is restricted to users with the following PRODA attributes:

- TCSI Analytics – Read
- TCSI Analytics – Verify and/or TCSI Analytics – Sign Off

What you can do next

If you believe you should have access, contact your organisation's PRODA director or delegate.

More information is available from the [Accessing TCSI services \(PRODA\) guide](#).

TCSI Analytics – Verify

- **TCSI Analytics – Verify** users can **currently** open all reports in TCSI Analytics.
 - After the release they will lose access to open reports unless they also have:
 - **TCSI Analytics – Read** (for student reports)
- AND/OR
- **TCSI Analytics – Staff** (for staff reports)

NOTE:

TCSI Analytics – Verify users will retain the ability to perform top level actions for student & staff collections

These are the buttons on the verification page for each collection:

- Start verification
- Refresh data
- Re-open collection

Error messages

The screenshot shows the top navigation bar of the TCSI Analytics application. On the left is the Australian Government logo. The main header reads "TCSI Analytics" with the tagline "Your tool for accessing and verifying data". On the right, there are links for "Support" and "Access", a user profile icon, and a search bar. The navigation menu includes: Home, Dashboards, Live Reports, Verified Reports, Annual Verification, Bulk Data Retrieval, and Support Resources. Below the navigation bar, a large heading reads "Annual Verification: HEP Students 2025".

[Back to data verification](#)

The dashboard shows a status of "Activated" and "0 / 12 reports verified". It includes a timer: "You have 8 days to verify 12 reports and sign off the collection". Below this, it says "Collection last refreshed dd/mm/yyyy hh:mm AEST" and "Sign off due date dd/mm/yyyy". A button labeled "Start verification (verify reports)" is highlighted with a red box and has a red padlock icon next to it. Below the button is a "Report" dropdown menu with several options, each followed by a "start verification" link. A large red-bordered box is overlaid on the right side of the dashboard, containing the following text:

Access restricted
Access this collection or report in TCSI Analytics is restricted to users with the following PRODA attribute:

- TCSI Analytics – Read

What you can do next
If you believe you should have access, contact your organisation's PRODA director or delegate.

More information is available from the [Accessing TCSI services \(PRODA\) guide](#).

TCSI Analytics – Signoff

- **TCSI Analytics – Signoff** users can **currently** open all reports in TCSI Analytics.
 - After the release they will lose access to open reports unless they also have:
 - **TCSI Analytics – Read** (for student reports)
- AND/OR
- **TCSI Analytics – Staff** (for staff reports)

NOTE:

TCSI Analytics – Signoff users will retain the ability to perform top level actions for student & staff collections

These are the buttons on the verification page for each collection:

- Start verification
- Refresh data
- Re-open collection
- **Signoff**

Error messages

The screenshot shows the TCSI Analytics interface. At the top, there is a navigation bar with the Australian Government logo, the TCSI Analytics title, and user information. Below the navigation bar, the main heading reads "Annual Verification: HEP Students 2025".

The main content area displays a "Verified" status with a star icon and a "12 / 12 reports verified" message. Below this, there is a "Sign off" button and a "Refresh data" button, both highlighted with pink boxes. A red padlock icon is positioned to the right of the "Sign off" button, indicating access restrictions.

The error message box, outlined in pink, contains the following text:

Access restricted
Access this collection or report in TCSI Analytics is restricted to users with the following PRODA attribute:

- TCSI Analytics – Read

What you can do next
If you believe you should have access, contact your organisation's PRODA director or delegate.

More information is available from the [Accessing TCSI services \(PRODA\) guide](#).

Below the error message, a table lists various reports with their respective actions:

Report	Action
CGS Clusters by Course Level Verification Report	View report
Course Completions (All Students) Verification Report	View report
Course Completions (HDR Students) Verification Report	View report
Course Completions (Indigenous Students) Verification Report	View report
Course Completions (Special Course) Verification Report	View report
EFTSL Verification Report	View report

Questions?

Contact us at:

TCSIsupport@education.gov.au

