



Australian Government

TCSI TERTIARY COLLECTION
OF STUDENT INFORMATION

2025 TEQSA (PIR) student data submission and verification walkthrough webinar

Friday 31 July 2026

Agenda

TEQSA PIR providers:

- 2025 TEQSA (PIR) student data collection overview
- Student data submission
 - Accessing TCSI Services
 - Data submission
 - TCSI response files
 - View reported data
- Data verification process



2025 TEQSA (PIR) student data collection overview

2025 TEQSA (PIR) student data collection - Overview



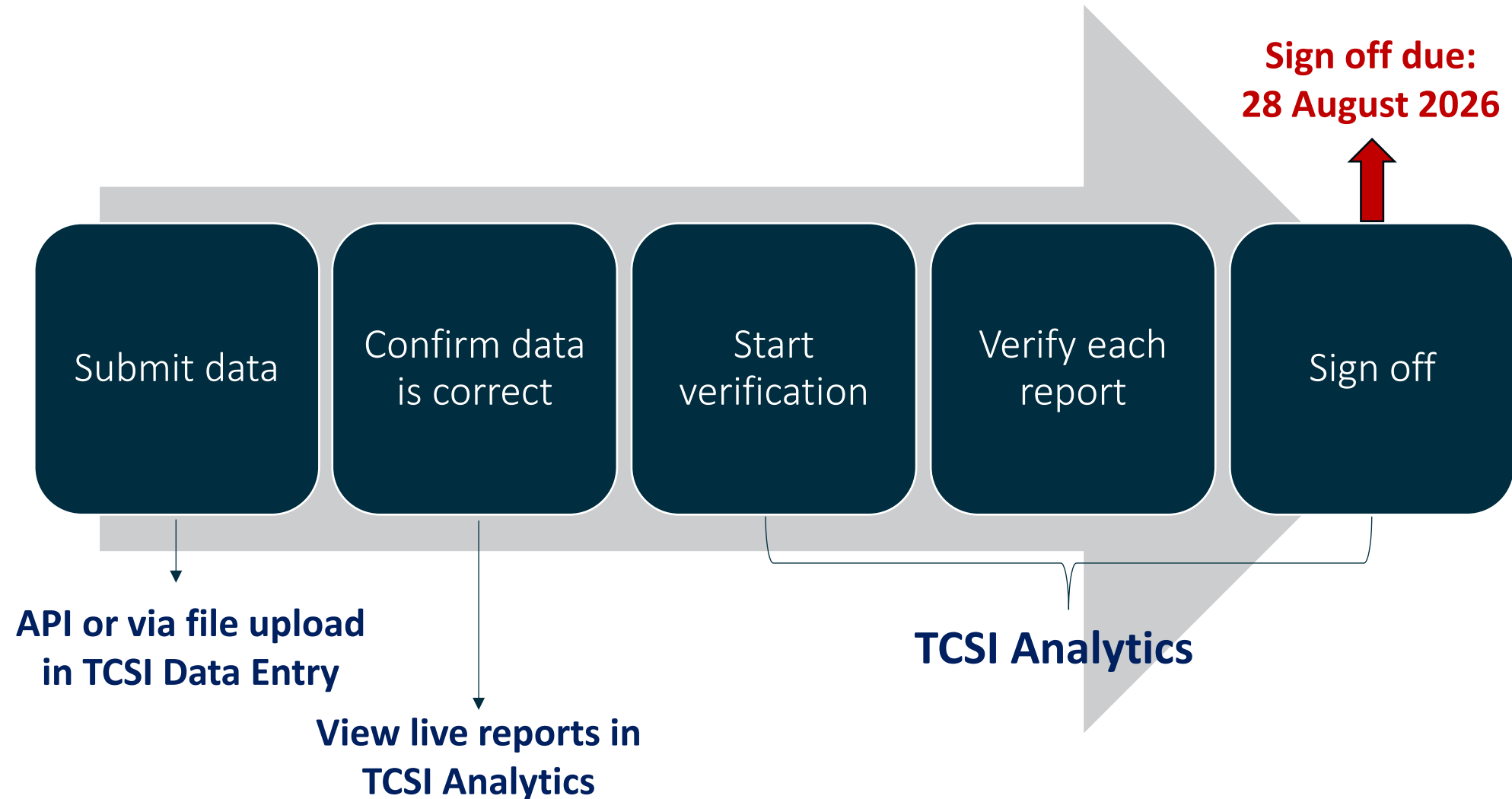
What is the TEQSA PIR student data collection?

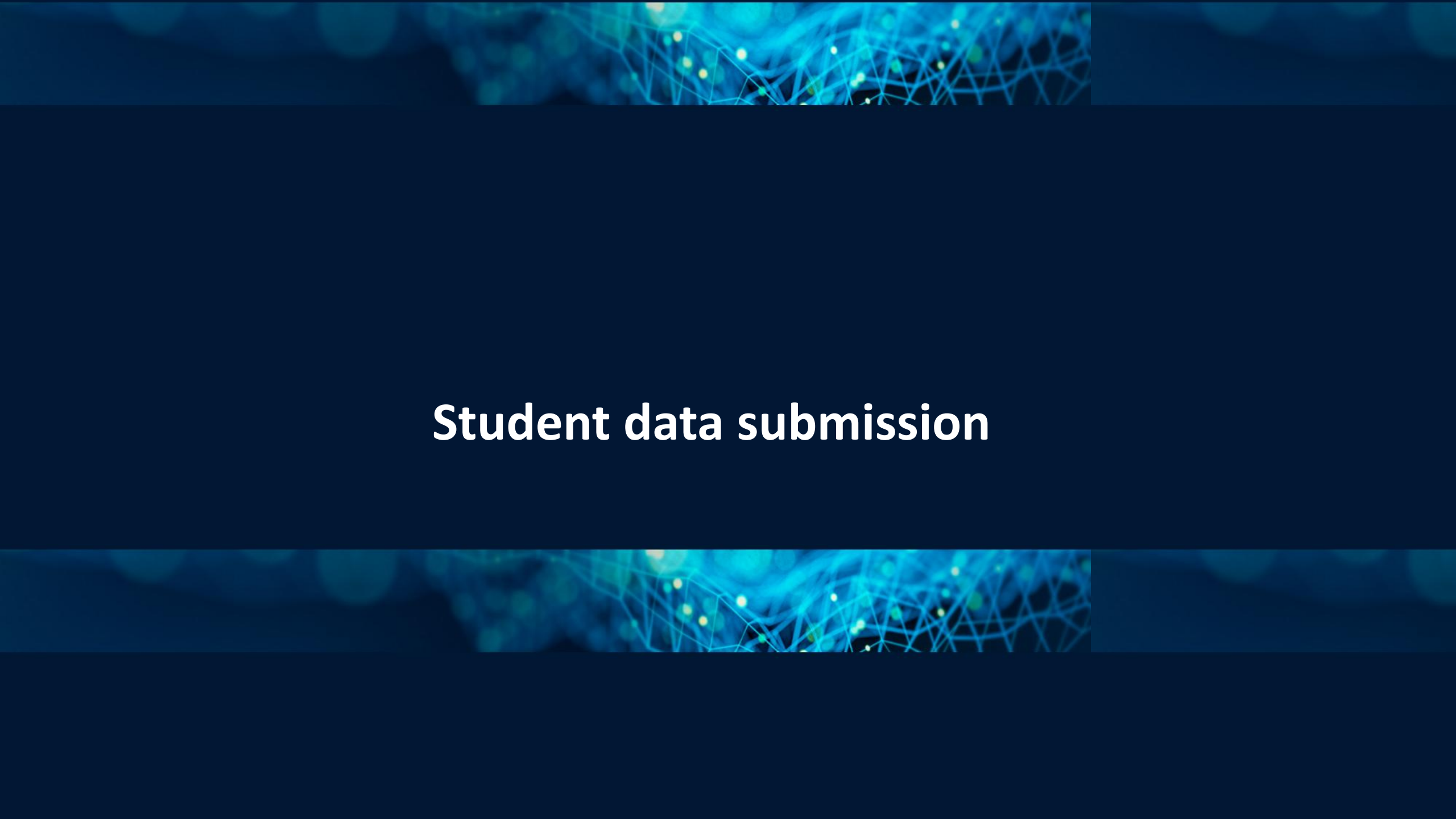
- An **annual collection** of your student data in the Tertiary Collection of Student Information (TCSI) system.
- The reporting requirement is part of a **provider information request (PIR)** legislated under Section 28 of the *Tertiary Education Quality and Standards Agency Act 2011* (TEQSA Act).
- This collection applies to TEQSA registered higher education providers (**PIR providers**) only.

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
 - adversely impact the up-front payments tuition protection levy's risk factor results and the levy amount payable.

2025 TEQSA (PIR) student data collection - Overview





Student data submission

2025 TEQSA (PIR) student data submission

[How to report the TEQSA Provider Information Request | TCSI Support](#)



Key steps and related links

[1. Understand reporting requirements](#) ▼

[2. Determine your reporting system](#) ▼

[3. Register for PRODA](#) ▼

[4. Connect to TCSI service in PRODA](#) ▼

[5. Conduct tests reporting data](#) ▼

[6. Submit data to TCSI](#) ▼

[7. Fix TCSI real-time validation errors](#) ▼

[8. Check your data in TCSI](#) ▼

[9. Fix data in TCSI](#) ▼

[10. Continue reporting in TCSI](#) ▼

[Help and support](#) ▼

2025 TEQSA (PIR) student data submission - reporting requirements

[Provider Information Request - Student 2026](#) | TCSI Support

[Report data](#)
[Report a collection](#) ›
[What do I report?](#) ›
[How do I report?](#) ›
[Correct my validation errors](#) ›
[Using TCSI Data Entry](#) ›
[Test my data solution](#) ›

Provider Information Request - Student 2026

Select a year: 2026 ▼

The Provider Information Request (PIR) is a request for information under Section 28 of the Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act). This document sets out the reporting requirements for the Provider Information Request (PIR) for implementation in 2026.

All data is reported in data packets, as described in this document. Each packet comprises data elements. Detailed specifications for each data element are available from the [TCSI Support Data Element Dictionary](#).

Some data packets include 'extensions', which enable providers to report more than one value for a data element or a group of data elements. These groups may be time-based and allow the reporting of changes in the characteristic of a course, student, etc. through time.

Reporting method

All data must be reported through:

- an application programming interface (API) from each provider's student management system to the Government, or
- [TCSI Data Entry](#).

Courses of study group (PIR) 2025

Course of study packet (PIR) 2025

Courses group (PIR) 2025

Course packet (PIR) 2025
Course fields of education packet (PIR) 2025

Campuses group (PIR) 2025

Campus packet (PIR) 2025

Courses on campus group (PIR) 2025

Course on campus packet (PIR) 2025

Students group (PIR) 2025

Student packet (PIR) 2025
First reported address packet (PIR) 2025
Disability packet (PIR) 2025
Citizenship packet (PIR) 2025

Course admissions group (PIR) 2025

Course admission packet (PIR) 2025
Basis for admission packet (PIR) 2025
Course prior credit packet (PIR) 2025
Specialisation packet (PIR) 2025

Course admission shortcuts (PIR) 2025

Exit awards packet (PIR) 2025

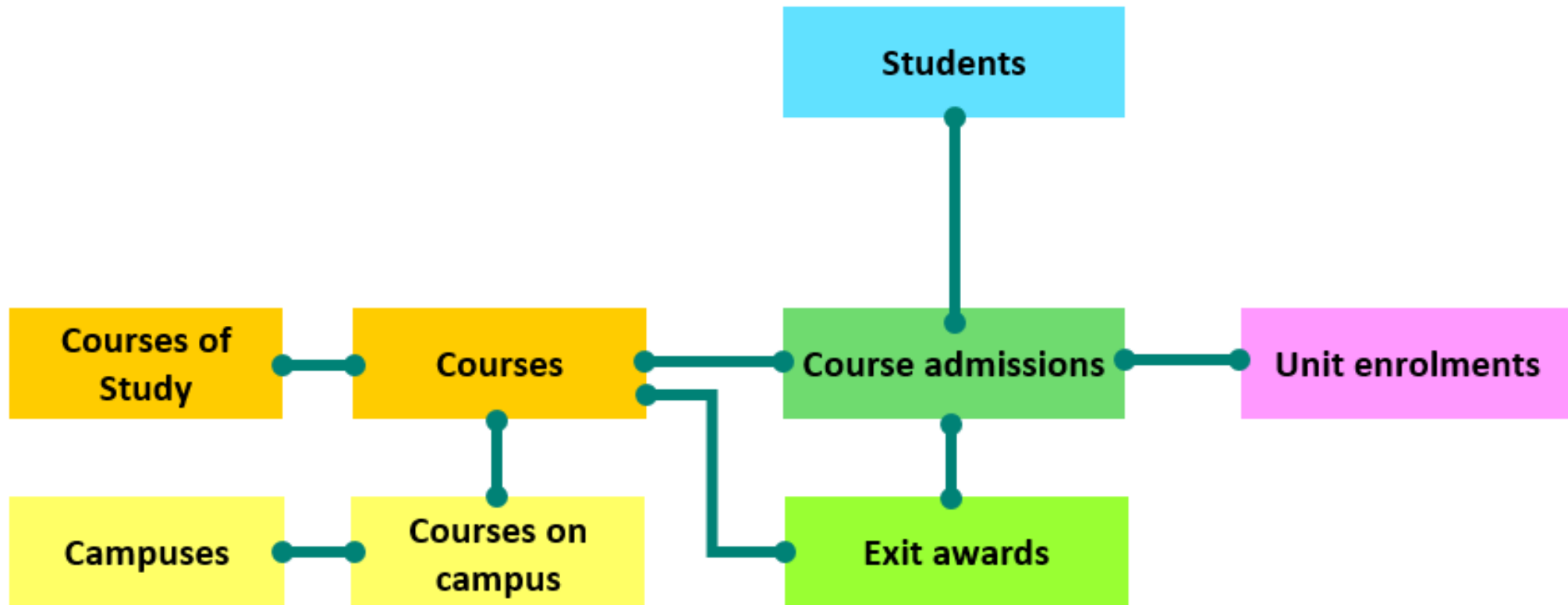
Unit enrolments group (PIR) 2025

Unit enrolment packet (PIR) 2025

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



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

Reporting Collections



Higher Education
Staff



Higher Education
Student



University Apps &
Offers



VET Student Loans

The landing page has a purple header with the Australian Government crest and the text 'TCSI Access Your access point for TCSI services'. Below the header is a white section titled 'Welcome to TCSI Access' with the text: 'You can log into TCSI services by clicking one of the links below. You can also move between TCSI services from here, if you have already logged into a TCSI service.' Below this is a purple section titled 'TCSI Services' containing three white boxes. The first box is 'TCSI Data entry' with the description 'Upload data using files and web forms' and a button 'Go to TCSI Data entry'. The second box is 'TCSI Analytics' with the description 'Access your data and sign off' and a button 'Go to TCSI Analytics' which is highlighted with a red box. The third box is 'myHELPbalance' with the description 'Search for students and view their HELP balance' and a button 'Go to myHELPbalance'.

Welcome to TCSI Access

You can log into TCSI services by clicking one of the links below.
You can also move between TCSI services from here, if you have already logged into a TCSI service.

TCSI Services

TCSI Data entry

Upload data using files and web forms

[Go to TCSI Data entry](#)

TCSI Analytics

Access your data and sign off

[Go to TCSI Analytics](#)

myHELPbalance

Search for students and view their HELP balance

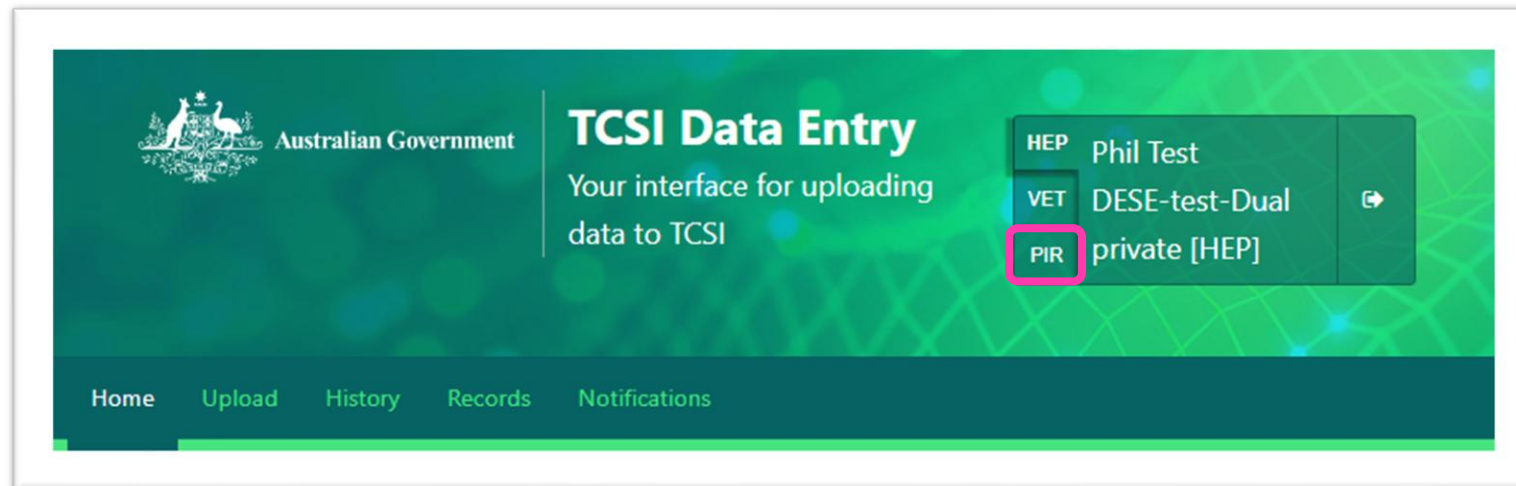
[Go to myHELPbalance](#)

Student data submission

[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.

Manage [redacted] or
TCSI - [redacted]

Member details	
PRODA RA (Individual)	1532 [redacted]
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.](#)

The screenshot shows the TCSI Support site interface. The browser address bar displays <https://www.tcsisupport.gov.au>. The header includes the Australian Government logo and the TCSI Tertiary Collection of Student Information logo. A navigation bar contains links: About TCSI, Report data (highlighted with a red box and a red '1'), View data, Information & Support, and News Centre. A search bar is also present. Below the navigation bar, the 'Report data' section is expanded, showing a list of options: Report a collection, What do I report?, How do I report?, Correct my validation errors, Using TCSI Data Entry (highlighted with a red box and a red '2'), and Test my data solution. The 'Using TCSI Data Entry' section is further expanded, showing a list of options: Higher education file templates, VET Student Loans file templates, Provider Information Request (PIR) file templates (highlighted with a red box and a red '3'), and Video demonstrations. On the right side, there are 'Featured links' for 'Data elements' and 'User guides & fact sheets'. At the bottom, there are two promotional banners for 'University Apps & Offers' and 'VET Student Loans'.

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.

The screenshot shows the TCSI Data Entry Portal interface. At the top, there is a header with the Australian Government logo and the TCSI logo. Below the header is a navigation bar with links: About TCSI, Report data, View data, Information & Support, and News Centre. A search bar is also present. The main content area displays the breadcrumb path: Home > Support > Provider Information Request File Templates. On the left, there is a sidebar with a 'Report data' section containing links like 'Report a collection', 'What do I report?', 'How do I report?', 'Correct my validation errors', 'Using TCSI Data Entry', and 'Test my data solution'. The main content area is titled 'Provider Information Request file templates' and shows a 'Sequence of files' section with two main categories: 1. Curriculum and 2. Enrolment. Under Curriculum, there are links for Course of Study, Course, Campus, and Course on Campus. Under Enrolment, there are links for Students, Course Admission, and Unit Enrolments.

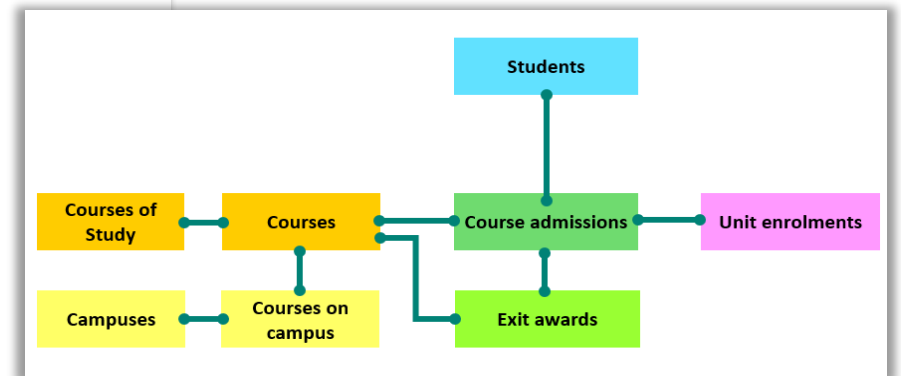
Report data

- Report a collection
- What do I report?
- How do I report?
- Correct my validation errors**
- Using TCSI Data Entry
- Test my data solution

Provider Information Request file templates

Sequence of files

1. Curriculum
 - o Course of Study
 - o Course
 - o Campus
 - o Course on Campus
2. Enrolment
 - o Students
 - o Course Admission
 - o Unit Enrolments



How to Create a Submission File for Upload

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

	A	B	C	D	E	F
1	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
	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
1	Student	E123456	1986-09-12	Ricketts	Tamar	Rachelle	21 Soway Way	Gallifrey					
2	Citizenship	E123456										2	2018-02-20
3	Citizenship	E123456										8	2017-02-20
4	Student	E369154	1955-07-23	Drake	Bobbie	9999	2862 Tree Frog Lane	Durham					
5	Citizenship	E369154										1	2014-02-28
6	Disability	E369154							12	2019-08-29			
7	Disability	E369154							11	2019-08-29			
8	Student	E013843	1999-08-29	LeBeau	Anna-Marie	Rouge	3035 Chandler Drive	New Orleans					
9	Citizenship	E013843										1	2012-06-21
10	Disability	E013843							13	2012-06-21			
11	Student	E247812	2001-12-31	Who	Doctor	Fran	3206 Thomas Street	Missouri					
12	Citizenship	E247812										8	2018-03-14
13	Disability	E247812							18	1999-03-06	2018-02-20		
14	Student	E136943	2005-01-01	OGORD	9999	9999	3206 Thomas Street	Missouri					
15	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

	A	B	C	D	E	F	G	H	X	Y	Z	AA	AB
	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
1	Student	E369154	1955-07-23	Watts	Naomi	9999	2862 Tree Frog Lane	Durham					
2	Disability	E369154							18	2020-06-22			
3	Disability	E369154							11	2019-08-29			

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

	A	B	C	D	E	F	G	H	X	Y	Z	AA	AB
	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			

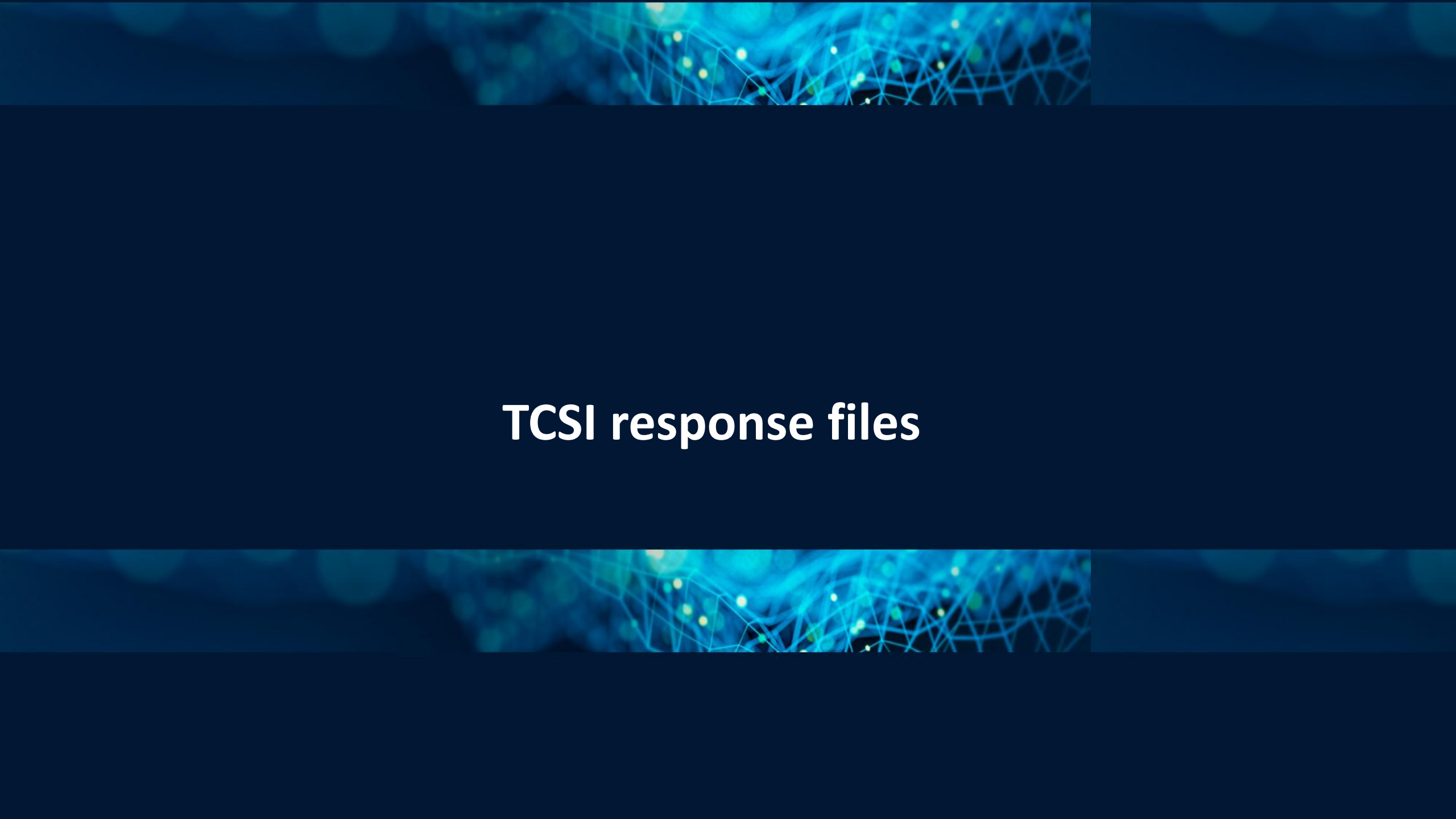
- Outlined cells in **red** is the **incorrect** way to update the record. If uploaded, this will cause the E469 and the 2020 disability record to be deleted in TCSI.
- Outlined cells in **green** is the **correct** way to update the record. If uploaded, this will update the surname and the E609 date 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

HomeUploadHistoryRecordsNotifications

Home > Upload

Upload

You can upload CSV or XLSX files that are no larger than 5120KB. Templates are available from [TCSI Support](#).

To assist with completing the file templates, reference data tables are available on the [reference data](#) page.

Selected Files (0 records)

Browse for files

File Type	File name	Rows	File size	Actions
No files selected. Drag and drop one or more files onto this table or use the "Browse for files" button to select files.				

Upload

Download

Australian Government

TCSI Data Entry

Your interface for uploading data to TCSI

Tom Test

TCSI-PIR [PIR]

HomeUploadHistoryRecordsNotifications

Home > History

History

Search

Status

Any

File Type

Any

Date submitted

YYYY-MM-DD

Upload History (30 records)

Refresh

Status	File Type	File name	Date submitted	Submitted By	Download
Processed (1 errors)	STUDENT	2.1_PIR-Students-202371013109-1.3.xlsx	2023-07-19 08:43:17	Tom Test	Original Response
Processed (0 errors)	STUDENT	2.1_PIR-Students-202371013109-1.3.xlsx	2023-07-19 08:43:17	Tom Test	Original Response

Reading Your Response Files

	A	B	C	D	E	F	G	H	I	J	K	L	T
	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
1													
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

 Australian Government

TCSI TERTIARY COLLECTION
OF STUDENT INFORMATION

TCSI Access 

About TCSIReport dataView dataInformation & SupportNews Centre

Search a report, element or validationSearch

Home > Validations Download

Report data

Report a collection

What do I report?

How do I report?

Correct my validation errors

Using TCSI Data Entry

Test my data solution

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 table of validations returning unique identifiers (UIDs) is available at [validations returning a UID](#).

The web version of the validations have been taken down while they are being updated. The download gives the most up-to-date source of TCSI validations.

TCSI Data validations spreadsheet - [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.

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

Validations download

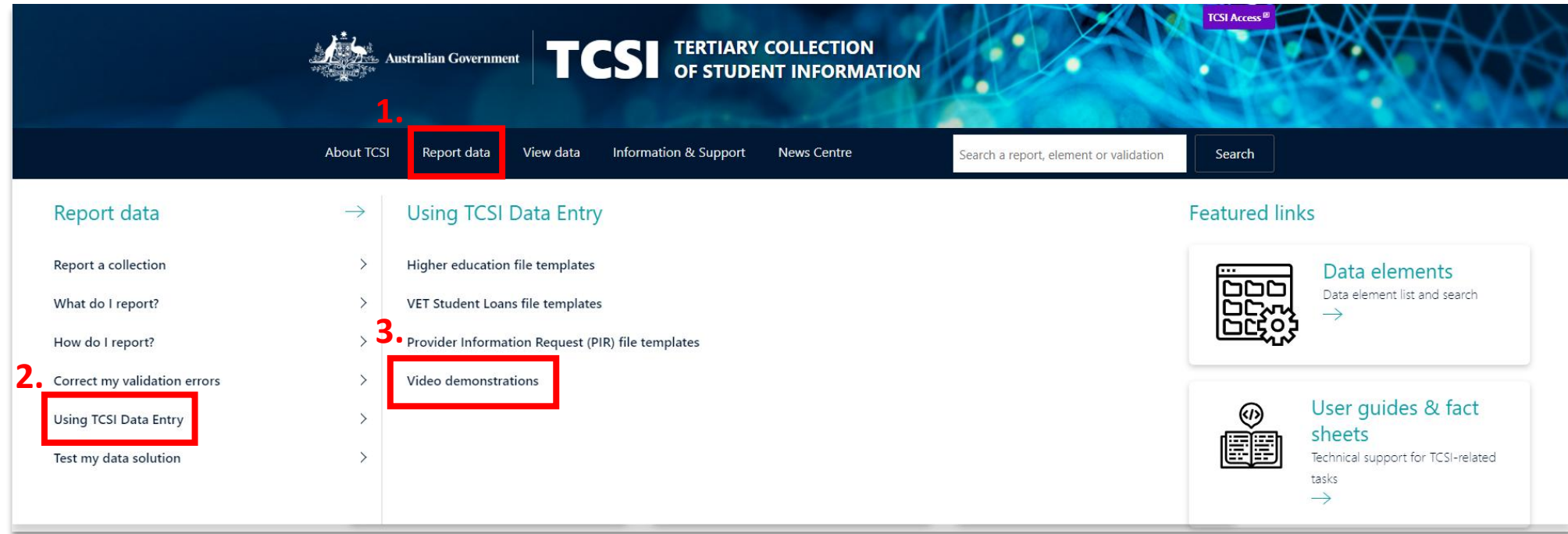
The links in this table will download the attachment

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	Element No.	Element Name	ITSP Error 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

- 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](#)

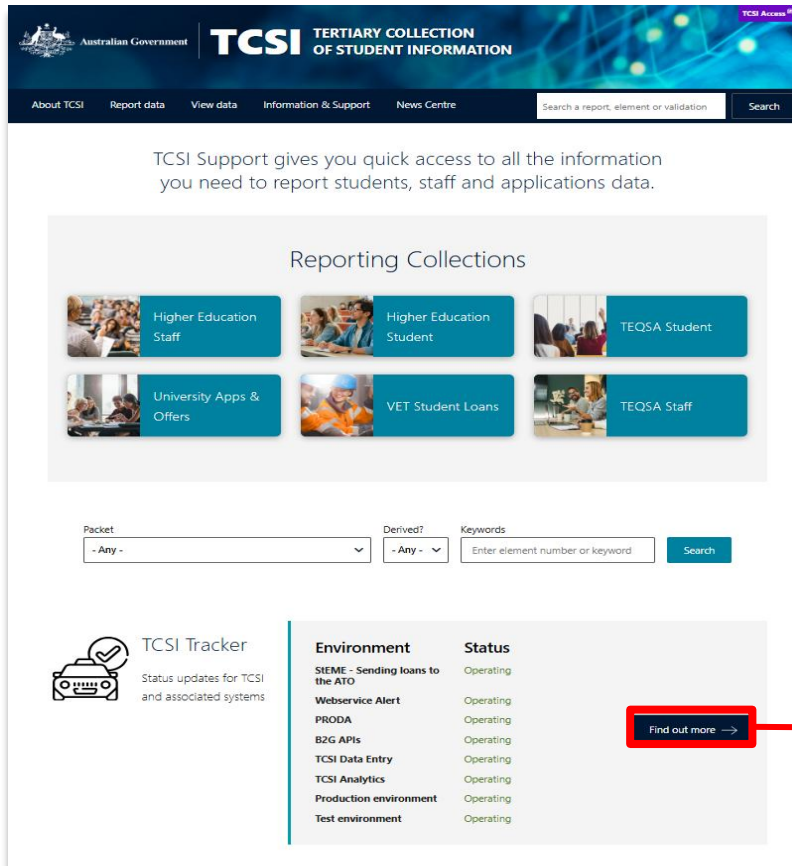
Video Demonstrations – TCSI Data Entry Portal



- [TCSI video demonstrations | TCSI Support](#)
- Webinar demonstration – [TCSI Data Entry records screen demonstration \(PIR\)](#)

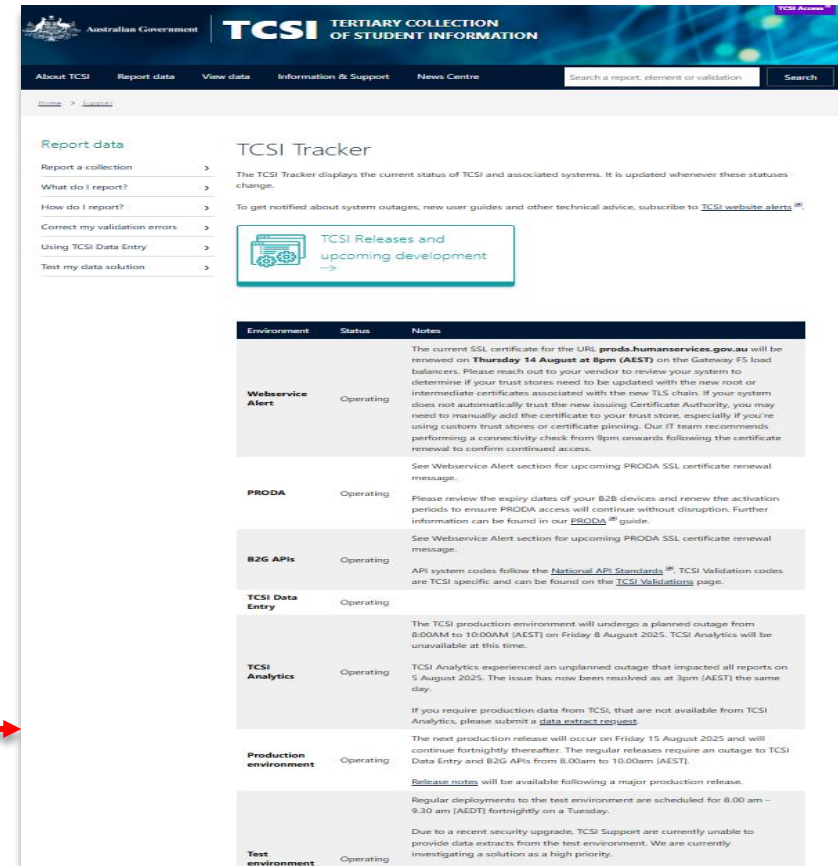
TCSI Tracker

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.



The screenshot shows the TCSI website home page. The header includes the Australian Government logo and the TCSI Tertiary Collection of Student Information title. A navigation bar contains links for About TCSI, Report data, View data, Information & Support, and News Centre. A search bar is also present. The main content area features a section titled 'Reporting Collections' with six tiles: Higher Education Staff, Higher Education Student, TEQSA Student, University Apps & Offers, VET Student Loans, and TEQSA Staff. Below this is a search section with fields for Packet, Derived?, and Keywords, and a Search button. At the bottom, there is a 'TCSI Tracker' section with a status icon and a list of environments and their statuses.

Environment	Status
SIEME - Sending loans to the ATO	Operating
Web service Alert	Operating
PRODA	Operating
B2G APIs	Operating
TCSI Data Entry	Operating
TCSI Analytics	Operating
Production environment	Operating
Test environment	Operating



The screenshot shows the TCSI Tracker page. The header is identical to the home page. The main content area is titled 'TCSI Tracker' and includes a description of the tracker's purpose. A section titled 'TCSI Releases and upcoming development' is highlighted. Below this is a table showing the status of various systems.

Environment	Status	Notes
Web service Alert	Operating	The current SSL certificate for the URL proda.humanservices.gov.au will be renewed on Thursday 14 August at 8pm (AEST) on the Gateway F5 load balancers. Please reach out to your vendor to review your system to determine if your trust stores need to be updated with the new root or intermediate certificates associated with the new TLS chain. If your system does not automatically trust the new issuing Certificate Authority, you may need to manually add the certificate to your trust store, especially if you're using custom trust stores or certificate pinning. Our IT team recommends performing a connectivity check from 8pm onwards following the certificate renewal to confirm continued access. See Web service Alert section for upcoming PRODA SSL certificate renewal message.
PRODA	Operating	Please review the expiry dates of your B2B devices and renew the activation periods to ensure PRODA access will continue without disruption. Further information can be found in our PRODA guide.
B2G APIs	Operating	See Web service Alert section for upcoming PRODA SSL certificate renewal message. API system codes follow the National API Standards . TCSI Validation codes are TCSI specific and can be found on the TCSI Validation page.
TCSI Data Entry	Operating	
TCSI Analytics	Operating	The TCSI production environment will undergo a planned outage from 8:00AM to 10:00AM (AEST) on Friday 8 August 2025. TCSI Analytics will be unavailable at this time. TCSI Analytics experienced an unplanned outage that impacted all reports on 5 August 2025. The issue has now been resolved as at 3pm (AEST) the same day. If you require production data from TCSI, that are not available from TCSI Analytics, please submit a data extract request .
Production environment	Operating	The next production release will occur on Friday 15 August 2025 and will continue fortnightly thereafter. The regular releases require an outage to TCSI Data Entry and B2G APIs from 8:00am to 10:00am (AEST). Release notes will be available following a major production release. Regular deployments to the test environment are scheduled for 8:00 am – 9:30 am (AEST) fortnightly on a Tuesday. Due to a recent security upgrade, TCSI Support are currently unable to provide data extracts from the test environment. We are currently investigating a solution as a high priority.
Test environment	Operating	

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:

- [E313: Student identification code](#)
- [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 **not** be used in the test environment.

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

The image features a dark blue background with a decorative header and footer. These sections contain a glowing blue network pattern of interconnected lines and nodes, some of which are highlighted in a lighter blue or yellowish-green. The central area of the image is a solid dark blue.

View 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 on 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.



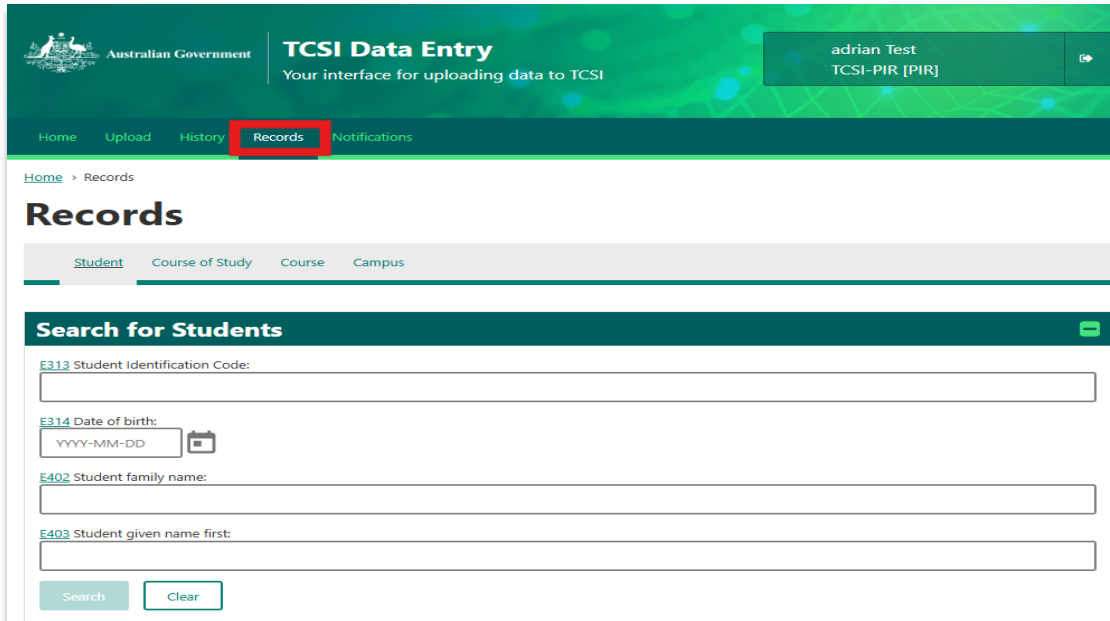
Viewing reported data in TCSI

TCSI Data Entry portal

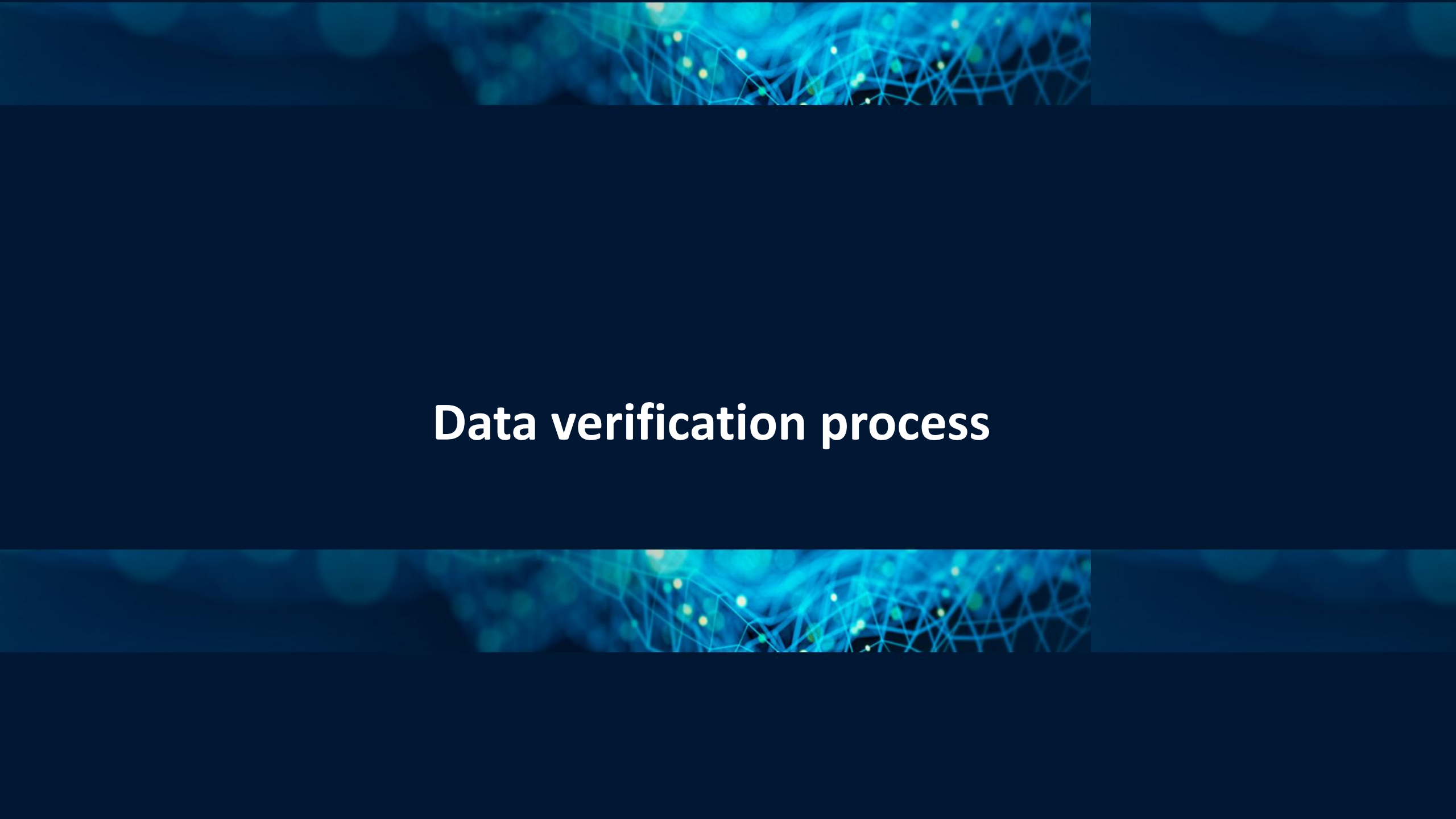
- Providers can view individual student records using the TCSI Data Entry portal records screen.
- The TCSI system may take some time to display a student record in the TCSI Data Entry portal after the record is submitted, even though it acknowledges that the student exists in the database.

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.



The screenshot displays the TCSI Data Entry portal interface. At the top, the Australian Government logo is on the left, and the text "TCSI Data Entry" and "Your interface for uploading data to TCSI" is in the center. On the right, a user profile for "adrian Test" with "TCSI-PIR [PIR]" is shown. Below the header is a navigation bar with links: Home, Upload, History, Records (highlighted with a red box), and Notifications. The main content area shows a breadcrumb "Home > Records" and a large heading "Records". Underneath, there are tabs for "Student", "Course of Study", "Course", and "Campus", with "Student" selected. A section titled "Search for Students" contains four input fields: "E313 Student Identification Code:", "E314 Date of birth:" (with a calendar icon and "YYYY-MM-DD" format), "E402 Student family name:", and "E403 Student given name first:". At the bottom of this section are "Search" and "Clear" buttons.



Data verification process

Data Verification webpage

What's available?

Comprehensive resources and instructions:

- Verification overview
- 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

TCSI Analytics 'Annual verification' process



The screenshot displays the TCSI Analytics website interface. At the top, the header includes the Australian Government logo, the TCSI (Tertiary Collection of Student Information) logo, and a 'TCSI Access' button. Below the header is a navigation bar with links for 'About TCSI', 'Report data', 'View data', 'Information & Support', and 'News Centre'. A search bar is also present, labeled 'Search a report, element or validation'. The main content area features a message: 'TCSI Support gives you quick access to all the information you need to report students, staff and applications data.' Below this, a section titled 'Reporting Collections' displays six buttons arranged in a 2x3 grid. Each button contains a small image and text: 'Higher Education Staff', 'Higher Education Student', 'TEQSA Student', 'University Apps & Offers', 'VET Student Loans', and 'TEQSA Staff'.

TCSI TERTIARY COLLECTION OF STUDENT INFORMATION

TCSI Access

About TCSI Report data View data Information & Support News Centre

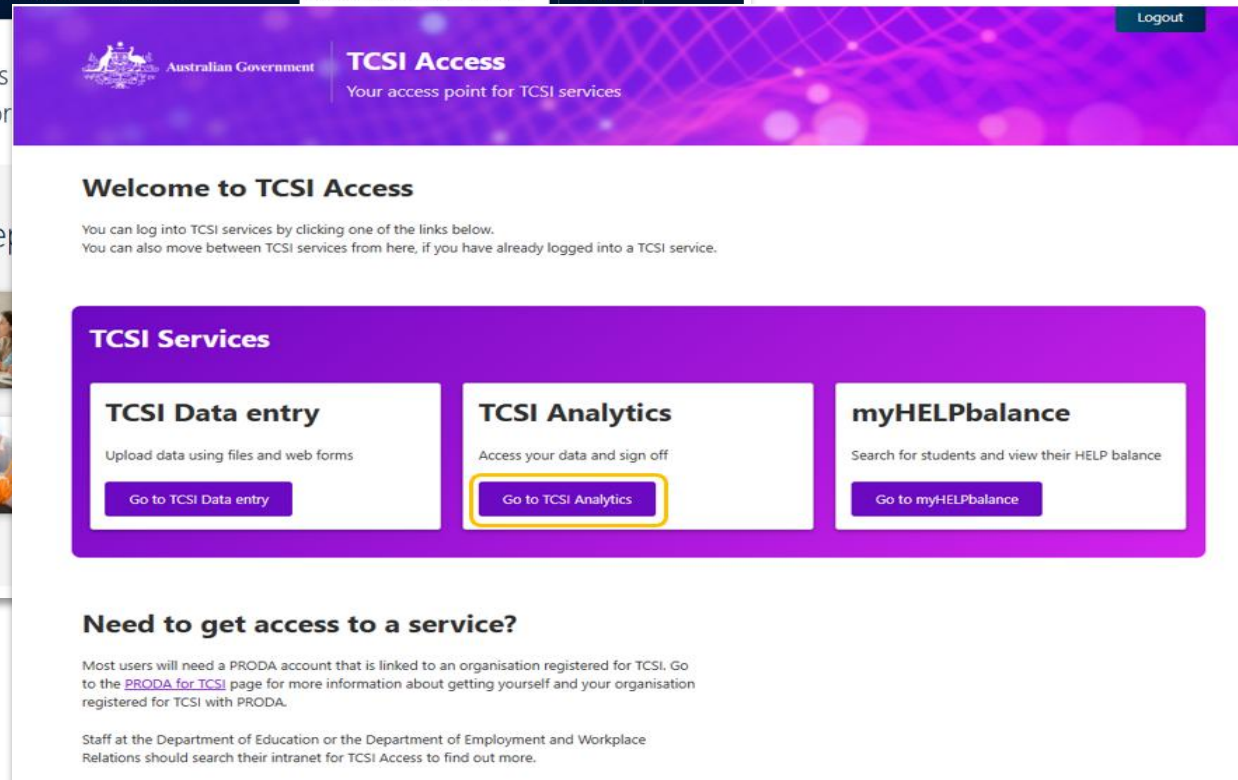
Search a report, element or validation Search

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

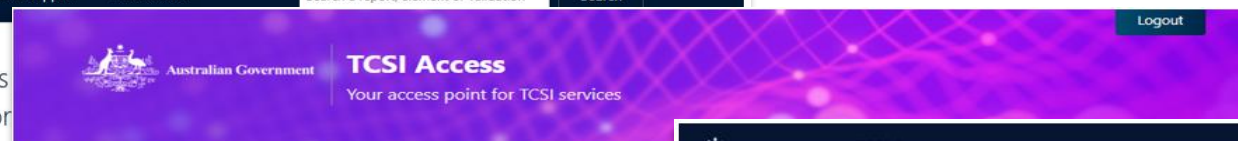
Reporting Collections

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

TCSI Analytics 'Annual verification' process



TCSI Analytics 'Annual verification' process



Welcome to TCSI Access

You can log into TCSI services by clicking one of the links below.
You can also move between TCSI services from here, if you have already logged into a TCSI service.

TCSI Services

TCSI Data entry

Upload data using files and web forms

[Go to TCSI Data entry](#)

TCSI Analytics

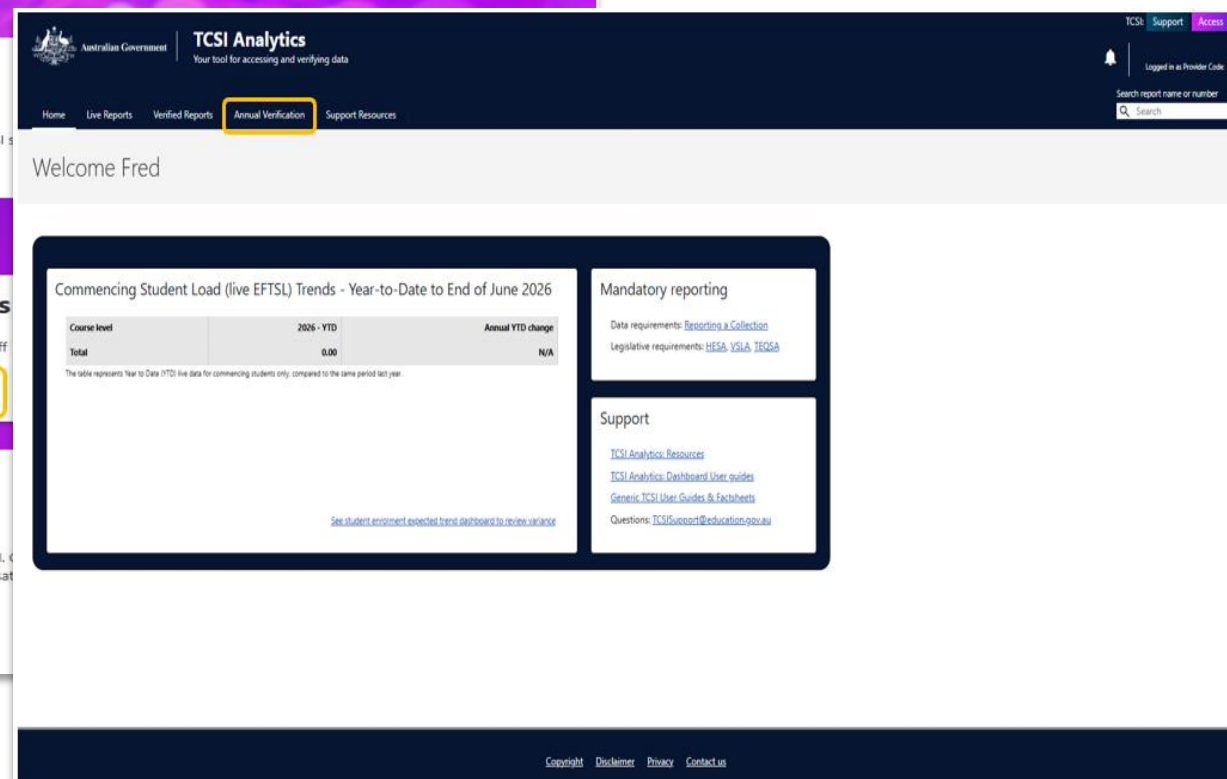
Access your data and sign off

[Go to TCSI Analytics](#)

Need to get access to a service?

Most users will need a PRODA account that is linked to an organisation registered for TCSI. Go to the [PRODA for TCSI](#) page for more information about getting yourself and your organisation registered for TCSI with PRODA.

Staff at the Department of Education or the Department of Employment and Workplace Relations should search their intranet for TCSI Access to find out more.



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.

Australian Government		TCSI Analytics		Your tool for accessing and verifying data		TCSI	Support	Access
Home		Live Reports		Verified Reports		Annual Verification		Support Resources
Annual Verification		Verify data		Search report name or number		Search		
Collections		Year		Sign-off due date		Data last refreshed		Progress
Collection ^		2025		07/06/2026		30/06/2026 03:13 AEST		Not started
PIR Students								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 displays the TCSI Analytics interface for the 'Annual Verification' process. The top navigation bar includes 'Home', 'Live Reports', 'Verified Reports', 'Annual Verification' (highlighted), and 'Support Resources'. The 'Annual Verification' section shows a 'Verify data' button and a 'Collections' dropdown menu with 'PIR Students' selected. The main content area is titled 'Annual Verification: PIR Students 2025' and features a 'Back to Annual Verification' link. A dark blue box indicates the status is 'Activated', with '0 / 4 reports verified', a 'Sign off is 45 days overdue' warning, and a 'Collection last refreshed 30/06/2026 03:13 AEST' timestamp. A 'Start verification (verify reports)' button is visible. Below this, a table lists four reports, all with a status of 'Not verified' and an action of 'Requires start verification'.

Report	Status	Verified on	Verified by	Action
PIR Course Completions (All Students) Verification Report	Not verified			Requires start verification
PIR EFTSL Verification Report	Not verified			Requires start verification
PIR Enrolment Verification Report	Not verified			Requires start verification
PIR Unit of Study Completions Verification Report	Not verified			Requires start verification

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 displays the TCSI Analytics interface for the 'Annual Verification' process. The top navigation bar includes the Australian Government logo, the TCSI Analytics title, and a subtitle 'Your tool for accessing and verifying data'. The 'Annual Verification' tab is highlighted in the top navigation. The main content area shows the 'Annual Verification' section with a 'Verify data' link. A 'Collections' sidebar on the left lists 'Collection' and 'PIR Students'. The main content area displays the 'Annual Verification: PIR Students 2025' section. A large green arrow points to the 'Activated' status, which is indicated by a green circle with a checkmark. Below the status, it shows '0 / 4 reports verified', 'Sign off is 45 days overdue', 'Collection last refreshed 30/06/2025', and 'Sign off due date 07/06/2026'. A 'Start verification (verify reports)' button is visible. Below this, a table lists the reports to be verified:

Report	Status	Verified on	Verified by	Action
PIR Course Completions (All Students) Verification Report	Not verified			Requires start verification
PIR EFTSL Verification Report	Not verified			Requires start verification
PIR Enrolment Verification Report	Not verified			Requires start verification
PIR Unit of Study Completions 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.

 Australian Government

TCSI Analytics

Your tool for accessing and verifying data

TCSI: Support Access

Logged in as Provider Code:

Search report name or number

Search

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

Annual Verification: PIR Students 2025

[Back to Annual Verification](#)

Verifying

0 / 4 reports verified

Sign off is 45 days overdue

Collection last refreshed 30/06/2026 03:11

Sign off due date 07/06/2026

Refresh data

Report ^

[PIR Course Completions \(All Students\) Verification Report](#)

[PIR EFTSL Verification Report](#)

[PIR Enrolment Verification Report](#)

[PIR Unit of Study Completions Verification Report](#)

Status ▾

Verified on ▾

Verified by ▾

Action

Not verified

[Verify report](#)

Not verified

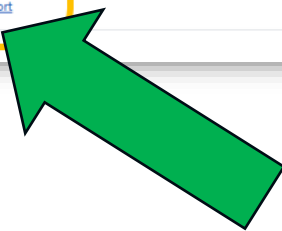
[Verify report](#)

Not verified

[Verify report](#)

Not verified

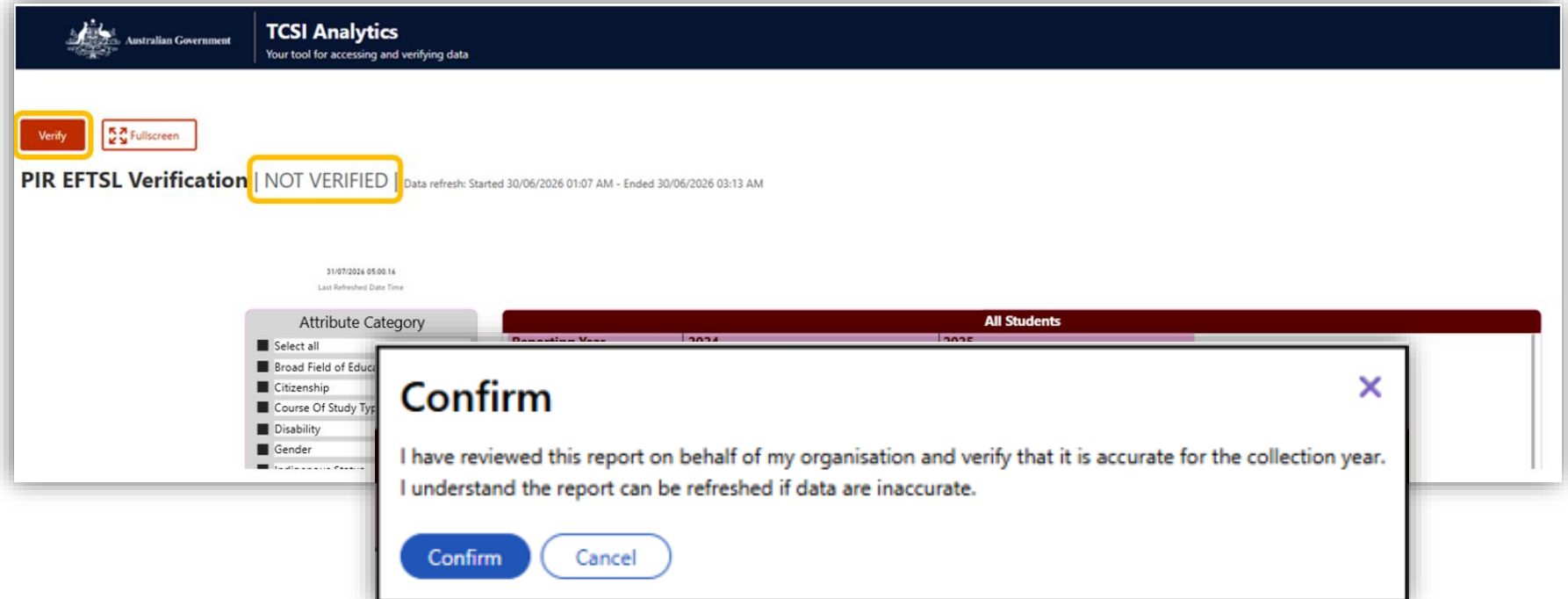
[Verify report](#)



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.



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**.

 Australian Government

TCSI Analytics

Your tool for accessing and verifying data

Fullscreen

PIR EFTSL Verification

VERIFIED

Data refresh: Started 30/06/2026 01:07 AM - Ended 30/06/2026 03:13 AM

31/07/2026 05:00:16

Last Refreshed Date Time

Attribute Category

☐ Select all

☐ Broad Field of Education

☐ Citizenship

☐ Course Of Study Type

☐ Disability

☐ Gender

☐ Temporary Entry Permit

All Students

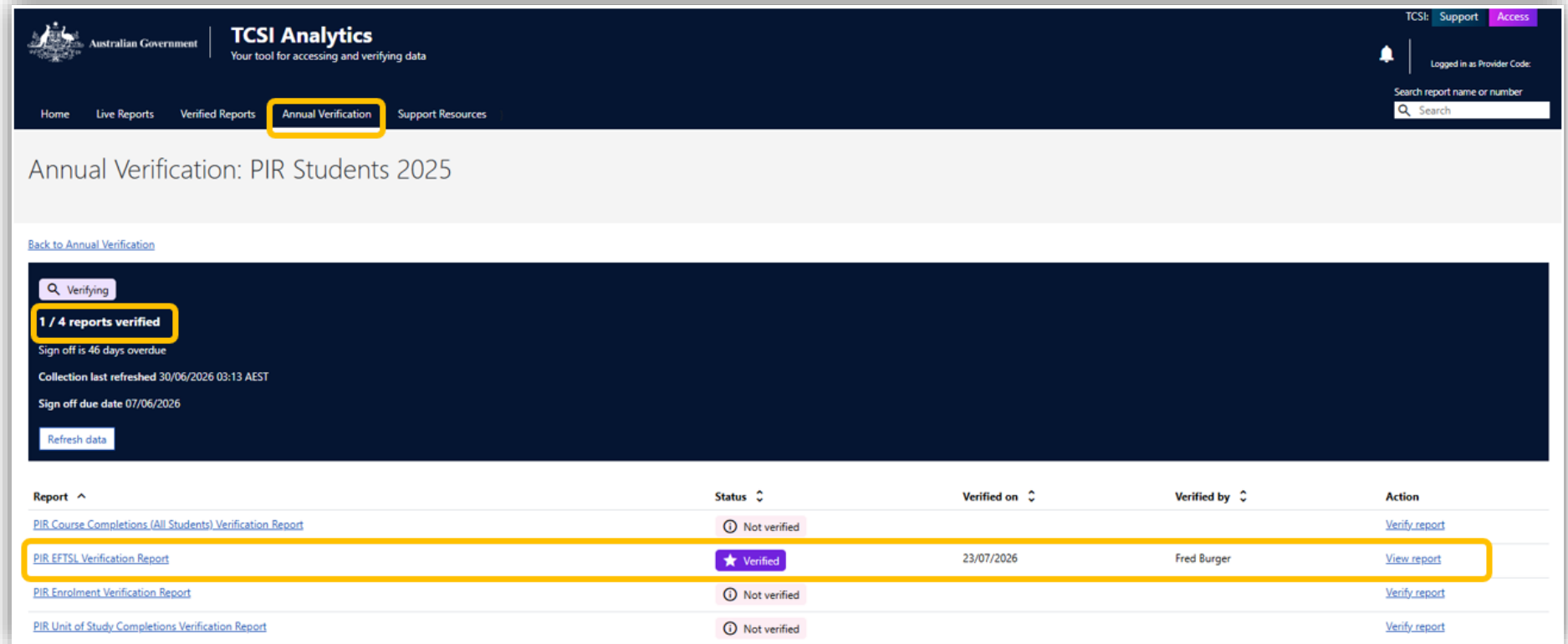
Reporting Year	2024			2025		
AttributeCategory	Student	Student %	Student % Change	Student	Student %	Student % Change
Broad Field of Education	21	100.00%		32	100.00%	3.55 %
Information Technology	71	58.68%		8	56.25%	-74.65 %
Management and Commerce	50	41.32%		14	3.75%	-72.00 %
Citizenship	21	100.00%		2	100.00%	-73.55 %
Temporary Entry Permit	4	6.36%		7	21.88%	-84.09 %



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 displays the TCSI Analytics interface for the 'Annual Verification' process. The header includes the Australian Government logo, the TCSI Analytics title, and navigation links. The main content area shows the title 'Annual Verification: PIR Students 2025' and a summary box indicating '1 / 4 reports verified'. Below this is a table of reports with columns for Report, Status, Verified on, Verified by, and Action.

Report	Status	Verified on	Verified by	Action
PIR Course Completions (All Students) Verification Report	Not verified			Verify report
PIR EFTSL Verification Report	★ Verified	23/07/2026	Fred Burger	View report
PIR Enrolment Verification Report	Not verified			Verify report
PIR Unit of Study Completions 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 displays the TCSI Analytics interface for 'Annual Verification: PIR Students 2025'. A modal dialog titled 'Confirm data refresh' is open, asking for confirmation to refresh the data. The dialog lists three points: only refresh if required, the collection will be unavailable overnight, and reports must be re-verified after the refresh. Below the dialog, a table shows the status of various 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.

Report

Report	Status	Verified on	Verified by	Action
PIR Course Completions (All Students) Verification Report	Not verified			Verify report
PIR EFTSL Verification Report	★ Verified	22/07/2026	Fred Burger	View report
PIR Enrolment Verification Report	Not verified			Verify report
PIR Unit of Study Completions 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 displays the TCSI Analytics interface for 'Annual Verification: PIR Students 2025'. The 'Annual Verification' tab is highlighted in the top navigation bar. A yellow box highlights the 'Refreshing' button in the left sidebar. A large yellow banner across the main content area states: 'Data refresh has been requested. You will not be able to verify any reports until the data refresh is complete.' Below this, a dark blue box shows '0 / 4 reports verified' and 'Collection last refreshed 30/06/2026 03:13 AEST'. At the bottom, a table lists four reports, all with a status of 'Not verified'.

Report	Status	Verified on	Verified by	Action
PIR Course Completions (All Students) Verification Report	Not verified			View report
PIR EFTSL Verification Report	Not verified			View report
PIR Enrolment Verification Report	Not verified			View report
PIR Unit of Study Completions Verification Report	Not verified			View report

- 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 of PIR Students for 2025. The top navigation bar includes links for Home, Live Reports, Verified Reports, Annual Verification (highlighted), and Support Resources. A search bar is present in the top right corner. The main heading is 'Annual Verification: PIR Students 2025'. Below this, a yellow banner states 'Data refresh has been requested' and 'You will not be able to verify any reports until the data refresh is complete'. A 'Refreshing' button is visible. The table below shows four reports, all with a status of 'Not verified'.

Report	Status	Verified on	Verified by	Action
PIR Course Completions (All Students) Verification Report	Not verified			View report
PIR EFTSL Verification Report	Not verified			View report
PIR Enrolment Verification Report	Not verified			View report
PIR Unit of Study Completions Verification Report	Not verified			View report

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.



The screenshot shows the TCSI Analytics interface for 'Annual Verification: PIR Students 2025'. The 'Annual Verification' tab is selected in the top navigation bar. A modal titled 'Confirm sign off' is displayed, asking for confirmation to sign off on the collection. The modal text states: 'By signing off on this collection, you attest to all data being accurate.' and 'Re-opening of the collection once signed off is subject to department approval.' The modal has 'Confirm' and 'Cancel' buttons. In the background, the 'Annual Verification' page shows a status of '4 / 4 reports verified' and a 'Sign Off' button. Below this, a list of reports is shown, all marked as 'Verified'.

Annual Verification: PIR Students 2025

Back to Annual Verification

★ Verified
4 / 4 reports verified

Sign off is 46 days overdue
Collection last refreshed 30/06/2026 03:13 AEST
Sign off due date 07/06/2026

Sign Off Refresh data

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

Report	Verified	Date	Verified by	Action
PIR Course Completions (All Students) Verification Report	★ Verified	23/07/2026	Fred Burger	View report
PIR EFTSL Verification Report	★ Verified	23/07/2026	Fred Burger	View report
PIR Enrolment Verification Report	★ Verified	23/07/2026	Fred Burger	View report
PIR Unit of Study Completions Verification Report	★ Verified	23/07/2026	Fred Burger	View report

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.



TCSI Analytics
Your tool for accessing and verifying data

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

Annual Verification: PIR Students 2025

[Back to Annual Verification](#)

Signed off

Collection signed off by Fred Burger
Sign off date 23/07/2026
[Re-open collection](#)

Report ^	Status ↕	Verified on ↕	Verified by ↕	Action
PIR Course Completions (All Students) Verification Report	★ Verified	23/07/2026	Fred Burger	View report
PIR EFTSL Verification Report	★ Verified	23/07/2026	Fred Burger	View report
PIR Enrolment Verification Report	★ Verified	23/07/2026	Fred Burger	View report
PIR Unit of Study Completions Verification Report	★ Verified	23/07/2026	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 shows the TCSI Analytics interface. The top navigation bar includes the Australian Government logo, the title 'TCSI Analytics', and the subtitle 'Your tool for accessing and verifying data'. The main navigation menu has links for Home, Live Reports, Verified Reports, Annual Verification (highlighted with a yellow box), and Support Resources. The user is logged in as 'Provider Code'.

The main content area is titled 'Annual Verification: PIR Students 2025'. Below this, there is a 'Signed off' status indicator and a 'Collection signed off by Fred Burger' with a 'Sign off date 23/07/2026'. A 'Re-open collection' button is highlighted with a yellow box.

A modal dialog titled 'Request for collection to be re-opened' is displayed. It contains the following text:

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.

The modal has 'Submit' and 'Cancel' buttons.

On the right side of the page, there is a table with the following structure:

Action
View report
View report
View report
View report

Resources and key reminders

Useful Resources:

What to verify	Data Verification webpage List of PIR student verification reports
How to verify	Provider Data Verification User Guide - Pages 20 – 41 step-by-step instruction Monitoring report - View previous years 'Verification data comparisons table' Summary Report drill-through - to compare underlying data of the report (pages 42 – 45 of Verification user guide)

Key reminders:

- 2025 TEQSA PIR Student data verification is due **28 August 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.

Questions or to
request a meeting? *Contact us at:* TCSIsupport@education.gov.au

