



**Australian Government**

**Department of Education**

**Department of Human Services**

# TRANSFORMING THE COLLECTION OF STUDENT INFORMATION (TCSI)

**PROVIDER WEBINAR**

**06 FEBRUARY 2020**

# Webinar Agenda

- ▶ Transition planning
- ▶ Updates to 2020 requirements
- ▶ Complete your PRODA Set-Up
- ▶ OS-HELP reporting
- ▶ 2020 Commonwealth Scholarships
- ▶ Centrelink Kit
- ▶ FAQs

# Transition timeline



## Today

Keep getting ready for TCSI

- Visit TCSI Resources
- Read the 2020 reporting requirements and element specifications
- Sort out your PRODA access



## 31 March 2020

Complete 2019 higher education reporting (incl. completions).  
*2019 VSL data was due 7 January.*



## 1 May 2020

Verification of 2019  
Higher education data  
due in HEIMS Online.

# Transition timeline



**31 May 2020**

Optimal date to be onboard with TCSI



**31 August 2020**

Deadline for all providers to transition to TCSI.



**4 May 2020**

Student entitlement management engine (StEME) switched on.

New records can be submitted.

Student balances will be correct in:

- myHELPbalance
- APIs & TCSI Data Entry
- CHESSN Webservices



**30 June 2020**

Due date for higher education providers to transition to TCSI.

Higher ed providers who cannot transition by 30 June will need an agreed transition plan in place with the TCSI project team.

# Transition timeline



## 1 September 2020

TCSI transition is complete for VSL and higher education providers.

TCSI is delivering benefits to students.

Legacy systems will be investigated:

- HEPCAT
- HEIMS Online
- Webservices

# Staff and apps & offers (higher education)

## Additional higher education submissions

- ▶ The 2020 higher education Staff and the University Applications and Offers collections will be reported using the current file structures through HEPCAT.
- ▶ The reporting dates are the same as in 2019:



### Key Dates

- ▶ 31 May 2020 – University Applications and Offers
- ▶ 30 June 2020 – Staff

The 2020 OS-HELP, SA-HELP and Commonwealth Scholarships data will be submitted using TCSI.

As part of the transition, these submissions will be required by 31 August 2020. These data will then move to event based reporting.

# Your transition plans



To help us understand your transition pathway make sure your institution has completed the following TCSI survey no later than **10 February 2020**:

<https://survey.websurveycreator.com/s.aspx?s=664b1d48-9adf-4cdb-b314-479874a16cd8>

The screenshot shows the header of a survey form. On the left is the Australian Government coat of arms. To its right, the text reads "Australian Government" and "Services Australia". On the far right, it says "TCSI Reporting Date Survey". Below the header is a blue horizontal bar. The main content area contains three questions: "Q1 What is the name of your organisation?" with a text input field; "Q2 When do you expect to commence reporting through TCSI?" with a date input field and a calendar icon; and "Q3 Comments" with a large text area. At the bottom of the form, there is a box with the text "Please click on the submit button to complete the survey." and a "Submit" button.

# Updates to 2020 requirements

## Higher Education Data Collection

- ▶ E620 - Highest attainment code – typo on two code values, meanings haven't changed
  - ▶ Doctorate degree '110' (formerly '111')
  - ▶ Master degree '120' (formerly '112')
- ▶ E312 - Special course type – new code '28' added for aviation
- ▶ E515 - Estimated casual full time equivalent reference year – element width corrected
- ▶ E384 - Amount charged – clarification on reporting overseas students who are not subject to the minimum indicative fee requirements (can report zero '0' amount)



# Updates to 2020 requirements

## University course applications specifications:

- ▶ E403 - Clarification that Student given name is a required field.
- ▶ E702 - Clarification that this element is optional for the University of Tasmania, to align with all other providers and Tertiary Admissions Centres.
- ▶ There have also been some corrections to element 'types' e.g. strings and integers. This will not impact the values providers can report.

# Updates to 2020 requirements

## VSL Data Collection

- ▶ E620: Highest attainment code – typo on two code values, meanings haven't changed
  - ▶ Doctorate degree '110' (formerly '111')
  - ▶ Master degree '120' (formerly '112')
- ▶ E575: Study reason code – new code included to align with AVETMISS
- ▶ E627: Delivery location street address – element width corrected

# Complete your PRODA set-up

If you have registered your organisation in PRODA, make sure you have **added TCSI as a "Service Provider"**.

The [TCSI – PRODA Phase 3 – Complete PDF](#) includes these easy steps

PRODA roles for different TCSI services are still being developed. We will share more information shortly.



# Reporting 2019 course completions (higher education)

The improved quality of information on course completions that will be collected through TCSI includes the collection of the year of completion. From 2020, this will ensure data will be disseminated based on the information reported for each calendar year.

- ▶ For providers who report **Calendar Year completions**, continue with your existing approach.  
That is: all 2019 completions data reported in HEPCAT before 31 March 2020.
- ▶ For providers who report **Academic year completions**, only report course completions that occurred between 1 April 2019 and 31 December 2019 in your 2019 course completions submission in HEPCAT.  
All completions that occur on or after 1 January must only be reported using TCSI.

# OS-HELP Reporting

## Reporting 2019 OS-HELP records that commence in 2020

If students are receiving an OS-HELP loan in 2019 which has a study period commencement date in 2020 you will need to report the relevant 2020 OS-HELP courses in HEPCAT prior to reporting your OS-HELP submission.

## Reporting the correct course code for an OS-HELP loan

The agency has corrected the verified OS-HELP data received up to 31 August 2019 so that all historical OS-HELP loan records that have been migrated and stored in TCSI are correctly linked to a course that the student was enrolled in prior to commencing their OS-HELP study period.

- ▶ A spreadsheet will be emailed to providers detailing the corrections that have been made for their OS-HELP loan records.
- ▶ Providers will have the opportunity to amend that data after they transition to using TCSI, if they do not agree with the correction.
- ▶ It is critical that providers report the correct Course Code (E307) for their final OS-HELP file submissions made through HEPCAT.
- ▶ Failing to report the correct Course Code (E307) will affect the processing of the OS-HELP record and may affect payments to providers for these loans.
- ▶ It is important that providers undertake due diligence checks when reporting OS-HELP loans through HEPCAT before transitioning to TCSI.

# 2020 Commonwealth Scholarships

HEIMS Administration can not be used to report your 2020 Commonwealth scholarships.

If you have Commonwealth scholarships offers to report for the first half of 2020, please provide this information directly to Services Australia to help prevent overpayments for your students.

To do this,



1. Complete the existing [Commonwealth Scholarships reporting template](#) (previously used to report late offers after HEIMS cut-off), and
2. Fax the completed template to 1300 074 608.

Please hold on to your 2020 Commonwealth Scholarship records so you can report them once your organisation has transitioned to TCSI.

# Centrelink kit helping students avoid debt

Due to the change in implementation dates Services Australia will continue to maximise contact with students across a number of communication channels.

The agency has produced a kit of resources for providers to use for students. The resources remind students getting payments to tell Centrelink when they change their study details.

Providers may like to send a copy of these resources to their student association.



The kit includes:

- ▶ A shell article to use in student newsletters or on provider websites
- ▶ an infographic on how to update study details for use on social media channels
- ▶ a self-print fact sheet to email or give to students withdrawing from a subject or course
- ▶ a self-print poster to use in a student centre
- ▶ content that can be added to your organisation's webpages about withdrawing from a subject or course, with a link to the appropriate [Services Australia](#) webpage

Email [TCSI.support@humanservices.gov.au](mailto:TCSI.support@humanservices.gov.au) for a copy of the kit.

# Questions & Answers



# Contact us

## TCSI Support



[TCSI.SUPPORT@humanservices.gov.au](mailto:TCSI.SUPPORT@humanservices.gov.au)