



Tertiary Collection of Student Information (TCSI) Reporting Procedure



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Maintenance Owner:	General Manager, Group Quality, Accreditation & Compliance

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Section 1 – Introduction

1. PURPOSE

TCSI (Tertiary Collection of Student Information) reporting is a critical requirement for Australian higher education HELP Loan and VET Student Loan providers. Data collected through TCSI is used to manage student Commonwealth supported education loans, and inform funding and reconciliation of provider payments.

This procedure aims to ensure compliance with government regulations regarding reporting student data to the TCSI portal.

2. SCOPE

This policy is applies to:

- i) All students (domestic and international) of AIT
- ii) All staff of AIT including employees and contractors;
- iii) All courses delivered by AIT including those delivered on their behalf by education providers with whom there is a licensing arrangement. If there are any discrepancies between an affiliate's policy and these, the AIT policy will apply.

Academy of Interactive Technology Pty Ltd – AIT - (also trading as Coder Academy Australia, Greenwich Higher Education, and ISCD), RTO: 90511, Registered Higher Education Provider PRV12005, CRICOS: 02155J

3. DEFINITIONS

Word/Term	Definition
Award	A recognised certification of achievement or competence, which may be granted to a student after completion of all the requirements of a higher education course or vocational education and training course.
Award course	A program of study formally approved/accredited by the higher education provider or any other relevant accreditation authority and which leads to an academic award granted by the higher education provider or which qualifies a student to enter a course at a level higher than a bachelor's degree. It includes courses of an equivalent nature undertaken overseas.
Census date	The date after which a student incurs a liability to pay (either upfront or with a loan) for the unit of study in which they are enrolled
Collection year	The calendar year that data is collected
Course admission	A course admission occurs: <ul style="list-style-type: none"> • when a person has enrolled in or been admitted to an award course, non-award course, enabling course, cross-provider program or Bridging for overseas trained professionals at the higher education provider, or • when a person has enrolled or been admitted to a course leading to an award at the VSL provider.
Course completion	A Course completion is the successful completion of all the academic requirements of a course which includes any required attendance, assignments, examinations, assessments, dissertations, practical experience and work experience in industry
EFTSL	Equivalent full-time student load. A measure of the study load based on a student undertaking a course on a full-time basis over an academic year

FEE-HELP	Australian Government loan program to help eligible fee-paying students to pay their tuition fees.
Fee-paying student	A student who is not Commonwealth supported for a unit of study. Fee-paying students pay tuition fees.
Loan fee	A fee that applies to some VET Student Loans and some FEE-HELP loans
TCSI	The Tertiary Collection of Student Information is a framework for the collection of data from higher education and VSL providers, which is used to inform policy and manage programs
TCSI Analytics	an online tool that will enable higher education and VSL providers to view and verify the data
TCSI Data Entry	an online tool that enables providers to submit data to TCSI
VET Student Loans	an income contingent loan program to assist eligible vocational education and training students to pay their tuition fees for selected courses at the Diploma level and above
VSL provider	A body approved by the Secretary under Part 4 of the VET Student Loans Act 2016 as an 'approved course provider'.

Section 2 – Procedures

1. Preparation Phase

- **Before the start of a trimester or study block:**
 - Ensure SASS (SMS) is updated and configured appropriately for TCSI reporting.
 - Review and update the latest TCSI reporting guidelines.
 - Provide Training to staff where necessary

2. Data Collection and Entry

- **At the Start of each trimester or study block:**
 - **Student Data**
 - Collect and enter Students' personal data, ensure all data fields required for TCSI reports are collected.
 - Download Student Data TCSI report from SASS, submit and validate student data on TCSI Data Entry.
 - This should be submitted for new students before the first study period of their first course commence
 - Refer to the [Student Group Packages](#) on TCSI Support Website
 - **Course Admission Data**
 - Collect and enter Students' Course Admission Data, ensure all data fields required for TCSI reports are collected.
 - Download Students Course Admission TCSI report from SASS, submit and validate student data on TCSI Data Entry.
 - This should be submitted for new students before the first study period of their first course commence
 - Refer to the [Course Admission Group Packages](#) on TCSI Support Website
 - **Unit enrolment data**
 - Collect and enter student Unit Enrolment datas, ensure all data fields required for TCSI reports are collected.
 - Download Students Unit Enrolment TCSI report from SASS, submit and validate student data on TCSI Data Entry.
 - This should be done **within 7 days** of the student enrolling in a UoC.
 - Refer to the [Unit Enrolment Group Packages](#) on TCSI Support Website.

3. Pre-Census Data Validation

- **3 weeks before Census Date:**
 - Perform a preliminary validation of all student data in your SMS.
 - Identify and rectify any data errors or discrepancies.

4. Census Date Activities

- **On or after the Census Date:**
 - Finalise the enrolment data, ensuring all enrolments, withdrawals, and changes are accurately recorded in SASS.
 - Conduct a final validation of the data to ensure accuracy and completeness.
 - This step is critical because the census date is the official deadline for student enrolments to be reported.

5. Post-Census Data Submission

- **Within 14 days After Census Date:**
 - Download Students Unit Enrolment TCSI report from SASS. Ensure the following fields have been updated to the most current and accurate data
 - E619 Course assurance indicator
 - E329 Mode of attendance code
 - E490 Student status code
 - E384 Amount charged
 - E381 Amount paid upfront

- E529 Loan fee
- E558 HELP loan amount
- E577 Recognition of prior learning code
- Submit the report to TCSI Data Entry and Validate the data.
- The submission should include all necessary data elements. Refer to the [Unit Enrolment Group Packages](#) on TCSI Support Website.

6. Ongoing Data Maintenance

- **Throughout the Academic Year:**
 - Continuously update student records with any changes (e.g., unit withdrawals, changes in enrolment status, changes in Unit Outcome Status).
 - Ensure regular data validation checks to maintain data accuracy.
 - Report any significant changes to student data promptly to TCSI.

Timeline Breakdown

Timeline	Activity
Before Trimesters/study block Start	System setup, staff training, review guidelines
Start of Trimesters/study blocks	Collect and enter enrolment data
3 weeks before Census Date	Preliminary data validation
On/Just After Census Date	Finalise and validate enrolment data
Within 14 days After Census Date	Submit data to TCSI
Throughout Academic Year	Ongoing data maintenance and reporting

Section 3 – Reference and Supporting Information

Document name	Document type	Location
Higher Education Support Act 2003	Legislation	External
VET student Loan Act 2016 (amendment 2020)	Legislation	External
ASQA Standards for RTO's 2015 (Revised 2017)	Regulatory Standards	External
Higher Education Standards Framework (Threshold Standards) 2021	Regulatory Standards	External
Privacy Act 1988	Legislation	External
TCSI Support	Government Support Website	External
NextEd Compliance Handbook	Guideline	Internal
Privacy and Data Collection Policy	Policy	Internal

Section 4 – Change History

Version	Approval date	Approved by	Change
1.0	03/03/2017	GM	New policy and procedure
	06/03/2018	Compliance Manager	Review/approval by new Compliance Manager
1.1	24.03.2020	Group Quality, Accreditation & Compliance Manager	Review and update to new format
1.2	13.11.2020	Group Quality, Accreditation & Compliance Manager	Review
2.0	08/07/2024	Executive General Manager - Group Quality, Accreditation & Compliance	Additional definitions and updated template. Additional clarification on timeline requirement
2.1	19/09/2025	General Manager, Group Quality, Accreditation & Compliance	Update to include reference to 'Greenwich Higher Education'