Transforming the Collection of Student Information (TCSI) Project

Higher education
2020 file template user guide

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1. What's this guide about?

The Transforming the Collection of Student Information (TCSI) project is delivering a business to Government interface that enables automated reporting from education providers' student management systems.

The project will also deliver an internet Portal for providers who are unable to connect to the interface.

Uploading Excel format files to the Portal allows you to create and update many records at once. This guide describes how to add, edit and delete records using file upload in the Portal. The guide also describes how the system returns validation messages to you.

Check out the 2020 Reporting Requirements and Data element specifications for information on the scope of each collection and guidance on reporting for any of the elements. The latest versions are available on the TCSI Resources page under the '2020 Reporting requirements' tab.

2. Structuring your files

The department supplied templates will meet the requirements for file upload. You can work in these templates or generate your own files, so long as they follow these rules:

- File name can only have alphanumeric, underscore, hyphen and period characters, e.g. Student_Submission_File.xlsx
- Only 1 sheet (tab) is allowed per file
- The text in the column titles must match the column titles in the template
- All columns in the template must be included in your file (you can change the order)
- Additional columns cannot be added to your file
- Rows can be in any order.

3. File Parts

Files are made up of the following parts:
- Identifying Elements
- Single Active Value Elements
- Extensions (where applicable)

In our templates, the columns for each part are grouped together and colour is used to identify the different parts of a file, for example, identifying elements are shaded yellow. The examples below use the same formatting as in the templates so you can find them easily.

4. Identifying Elements

A record is created in TCSI when you first report a unique combination of values in the identifying elements columns.

If you have previously reported the same combination of identifying elements in TCSI, the record in your file upload will update the record in our system.

You cannot leave any identifying element columns blank in your file.

E313 **Student Identification Code**	E307 **Course Code**	E534 **Course of Study Commencement Date**
This links the course Admission to the student	*This links the Course Admission to the Course*	*This is the Identifying Element for the Course Admission*

Figure 1: Examples of Identifying Elements

Note that you **cannot** update identifying elements as part of a file submission.

If you accidentally created a record with incorrect identifiers, you can update identifiers, one record at a time, through the web portal. Alternatively, records with incorrect identifiers can be deleted and re-reported.

The identifying elements for each file are listed at Appendix A.

5. Single Active Value Elements

Single Active Value data elements can only have one value at any time.

To report these values, fill in the cell with the relevant information. You can leave them blank if they are not required as part of the submission.

To update or correct a single active value, simply submit another file with the correct value in the relevant cell.

To delete a value you have previously submitted, submit another file and leave the cell that you want deleted blank.

Note that the system will not give you access to the history of changes made to these elements.

For example, the figure below shows a selection of Single Active Value elements from the Student Packet, alongside the Identifying Element E313.

E313 **Student Identification Code**	E314 Date of Birth	E402 Student Family Name	E403 Student given first name	E404 Student given name others	E410 Residential Address Street
E123456	1986-09-12	Smith	Tamar	Rachel	21 Soway Way
Identifying Element	*Single Active Values*				

Figure 2: Examples of Single Active Value Elements

The single active value elements for each file are listed at Appendix A.

6. Extensions

Extensions allow you to manage elements with multiple true values or important history, for example, when a student's citizenship status changes during their study.

Extensions are identified in the file template using different colours to the identifying elements and single true value elements.

The extensions and extension types for each file are listed at Appendix A.

6.1 Full History extension

The full history extension allows you to report changes in an element over time. The date of a change is important for funding and entitlement calculations and informs how publications are prepared.

To report the full history of an element against a set of identifying elements, you:

1. Insert a new row in the file

2. Copy only the identifying elements onto the new row

3. Enter the data required for the extension

You can only report one element per record in the single active values section. Make sure one row is filled out and all other rows for the record are blank.

In the example below, a student's citizenship status have changed during their study so the citizenship extension on the student file has been used twice.

Student E013843 was first reported as a permanent humanitarian visa holder in 2014 and was reported as being an Australian Citizen from 2018. The student will need to be reported with these two extensions **every time** the identifying element (E313) is used in a student file.

E313 **Student Identification Code**	E314 Date of birth	E402 Student family name	…	E615 Disability Code	E609 Disability effective from date	E610 Disability effective to date	E358 Citizen resident code	E609 Citizenship effective from date
E013843	1986-09-12	Smith					1	2018-02-23
E013843							8	2014-03-14
Identifying Element	*Single Active Values*			*Extensions attached to the Identifying Element*				

Figure 3: Adding a full history extension

6.2 Full History – multiples

This extension is just like the full history extension only there can be multiple active values at the same time.

They are reported in the same way as full history extensions, but with the addition of an 'effective from date' (element E610) which is required to apply an end-date value.

6.3 Multiple Current Values

Some elements will be reported with more than one current value per record.

For example, a student might be admitted to a course for two different reasons.

To report multiple current values against a set of identifying elements, you:

1. Insert a new row in the file;

2. Copy only the identifying elements onto the new row; and then

3. Enter the data required for the extension.

E313 Student Identification Code	E307 Course Code	E534 Course of study commencement date	E330 Type of attendance code	…	E327 Basis for admission code	E560 Credit used value	E561 Credit basis code	E566 Credit provider code (HE only)
E013843	BIZ102	2020-09-18	1		31	0.25	0200	9999
E013843	BIZ102	2020-09-18			34	0.25	0200	9999
E013843	BIZ102	2020-09-18				0.125	0400	
Identifying Elements *Repeat every row*			*Single Active Values – one value per record*		*Extensions attached to the Identifying Element*			

Figure 5: Adding multiple current values extensions

6.4 Important note on accidental deletions

When reporting extensions for records which already exist in the system, you must include all previously reported extensions.

Leaving out an extension will cause that information to be deleted from the TCSI database.

This does not apply for campus course fees and full time staff extensions.

6.5 Campus course fees extension

The Course on Campus file allows higher education providers to report the latest information about their course fees without needing to provide their full history.

To **report the latest** staff file, you:

1. Prepare a file with course on campus information, including identifying elements and single true value elements

2. Use 'E609 Campus course fee effective from date' to identify the reference year for the course fees you are reporting (suggest a standard date of YYYY-01-01 for each year)

3. You can add multiple rows if you need to reflect more than one year of course fees.

The date provided under 'E609 Campus course fee effective from date' will act as an identifying element for each course fee at a campus at that date.

To **correct or add to an existing** Campus course fees record for a year, you:

1. Prepare a file with course on campus information, including identifying elements and single active value elements that are true at the time of reporting

2. Use 'E609 Campus course fee effective from date' to identify the reference date for the course fee(s) you are correcting or adding (suggest a standard date of YYYY-01-01 for each year).

6.6 **Full-time staff extension**

The Full time staff file allows higher education providers to report the latest information about their staff members without needing to provide their full history.

To **report the latest** staff file, you:

1. Prepare a file with staff information, including identifying elements and single true value elements

2. Use 'E415 Reporting year' to identify the reference year for the work classification you are reporting

3. You can add as many rows as you need to reflect all the work classifications for each staff member. Ensure the file only contains one set of single active values for each staff member.

The year provided under 'E415 Reporting year' will act as an identifying element for each staff member in that year.

To **correct or add to an existing** staff record for a year, you:

1. Prepare a file with staff information, including identifying elements and single active value elements that are true at the time of reporting

2. Use 'E415 Reporting year' to identify the reference year for the work classification(s) you are correcting or adding

3. Report **ALL** work classifications that applied for the reference year reported in your file. Ensure the file only contains one set of single active values for each staff member.

7. Deleting whole records

A delete file is use to delete whole records.

The delete file must contain the name of the record type you are deleting and all of the identifying elements of the record you are deleting.

To use the department's delete file template:

1. Select a record type by using the drop down list in the first column

2. Enter identifying elements into the white cells (all the unrelated columns will be grey)

3. Upload your file to the Portal.

The example file below has been prepared to delete different types of record using a single delete file.

Information group to be deleted	E307 Course Code	E313 Student Identification Code	E534 Course of Study Commencement Date	E354 Unit of Study Code
Unit of study				SCI123
Course admission	BSCI89	E013658	2018-02-23	
Group to be deleted (select ↓)				
This is where you pick/list the record type	*These are the Identifying Elements needed to identify the record being deleted*			

Figure 11. Deletion File Template

Place all linked records in a delete file to delete them together. For example, you can delete a student and all their linked course admissions and unit enrolments by placing all records in a single delete file.

The order of rows in your file does not matter. The system will process the file in an order that prevents records being orphaned.

8. Response File

The Portal returns a response file for every file that is processed. The response file gives you details on which records were successful, and provides detail on any errors (fatal and warnings).

8.1 What's in a response file?

Column in response file	What is it for?
New/Existing Record	Tells you if the set of identifying elements in your file is new to the government database or if they already exist. This column will also show "incomplete" for any rows where you left an identifying element blank.
Attempted action	Indicates whether a row is attempting to create a new record, update an existing record, or was identical to a record in the government database (no update). The response from a delete file will have the 'delete' attempted action.
Outcome	A status for each row, whether it was successful, failed, or led to no action.
Error code	A unique code for each error which you can use to lookup error resolution wording and guides on the TCSI support website.
Severity	Categorises errors into fatal (stopped the attempted action) and warning (might be a data quality issue for investigation)
Error Description	Provides a detailed description of why the system generated an error for the row.
Copy of your original record	This is a copy of all the columns in the originally submitted file. The rows are filled with the values you reported so you can check the data that you submitted.

The row you reported will be copied for each error that is generated, so there is one error per line. This allows you to sort and filter errors in Excel.

9. Appendix A: File parts and elements for higher education providers

9.1 Curriculum

File	Identifying Elements	Single Active values	Extensions	Extension type	Elements
1.1 Course of study	E533	E394, E310, E350 and E455	N/A		
1.2 Course	E307 and E533	E308, E596, E609, E610	Field of Education	Full history	E461, E462 and E609
			Special Interest Course	Full history	E312, E609 and E610
1.3 Campus	E525, E559 and E644	E609 and E610	N/A		
1.4 Course on campus	E307, E525, E599 and E644	E597, E569, E570, E571, E609 and E610	TAC offer	Multiple current values	E557
			Campus course fees	Campus course fee *(see 6.5 in this guide)*	
1.5 Unit of study	E354 and E609	E464, E337, E551, E622 and E610	N/A		

9.2 Student

File	Identifying Elements	Single Active values	Extensions	Extension type	Elements
2.1 Student	E313	E314, E402, E403, E404, E410, E469, E470, E658, E320, E416, E488, E584, E315, E316, E346, E347, E348, E572, E612, E573, E574, E661 and E319	Disability	Full history – multiples	E615, E609 and E610
			Citizenship	Full history	E358 and E609
2.2 Revise first reported address	E313	E787, E789, E791, E659 and E790	N/A		
2.3 Commonwealth Scholarship	E313, E415, E666 and E545	E526, E538 and E598	N/A		

9.3 Course admission

File	Identifying Elements	Single Active values	Extensions	Extension type	Elements
3.1 Course admission	E313, E307 and E534	E632, E605, E620, E599 and E592	Basis for admission	Multiple current values	E327
			Course Prior Credits	Multiple current values	E560, E561 and E566
			Specialisation	Multiple current values	E463
3.2 Course admission (HDR)	E313, E307 and E534	E330, E632, E605, E620, E599, E592, E591, E594 and E595	Basis for admission	Multiple current values	E327
			Course Prior Credits	Multiple current values	E560, E561 and E566
			Specialisation	Multiple current values	E463
			HDR End User Engagement	Full history – multiples	E593 E609 and E610
			Scholarship	Full history – multiples	E487, E609 and E610
			RTP stipend amount	Full history – multiples	E623 and E415
3.3 Exit award	E313, E307, E534 and E307	E599 and E592	N/A		
3.4 Aggregate award	E313, E307 and E534	E599, E592, E591, E329 and E330	Specialisation	Multiple current values	E463

9.4 Unit enrolment and loans

File	Identifying Elements	Single Active values	Extensions	Extension type	Elements
4.1 Unit enrolment	E313, E307, E534, E354 and E489	E600, E355, E601, E660, E477, E329, E490, E392, E446, E339, E384, E381, E529 and E558	N/A		
4.2 Unit enrolment (AOU)	E313, E307, E534, E354 and E489	E600, E355, E601, E660, E477, E329, E490, E392 and E446	Academic Organisational Unit	Multiple current values	E333, E339, E384, E381, E529 and E558
4.3 OS-HELP	E313, E307, E534 and E527	E490, E528, E529, E521, E553, E554, E583 and E582	N/A		
4.4 SA-HELP	E313 and E527	E490, E384, E381 and E558	N/A		

9.5 **Staff**

File	Identifying Elements	Single Active values	Extensions	Extension type	Elements
5.1 Full-time staff	E401	E314, E315, E316, E346, E348, E501 and E502	Work classifications	Full time staff *(see 6.6 in this guide)*	E415, E505, E506, E507, E408, E510, E511, E412, E513 and E423
5.2 Casual staff actuals	E415, E511, E510, E412, E509 and E315	E514	N/A		
5.3 Casual staff estimates	E415	E515	N/A		

9.6 **Applications, preferences and offers**

File	Identifying Elements	Single Active values	Extensions	Extension type	Elements
6.1 Course applications	E700 and E415	E701, E358, E314, E315, E658, E402, E403, E410, E469, E620, E488, E320, E470, E702, E710, E632, E404, E316, E348, E347, E730, E669, E731, E670, E732, E671, E733, E672, E734, E673, E735, E674, E736, E675, E737, E676	N/A		
6.2 Course Preferences	E700 and E415	N/A	Course preference	Multiple current values	E713, E306, E310, E724, E709, E461, E462, E744, E644, E559 and E329
6.3 Course Offers	E700 and E415	N/A	Course offer	Multiple current values	E713, E306, E310, E724, E709, E744, E705, E461, E462, E644, E559, E329, E723 and E327

9.7 **Deletion**

File	Identifying Elements	Single Active values	Extensions	Extension type	Elements
7.1 Deletion	All identifying elements	N/A	N/A		