



# Guidance for Unfunded International Providers

**Recording information  
for the UIP system  
using the UIP file upload portal\***

Version 1.2  
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\*These guidelines are for Group 1 and 2 providers who submit UIP data using the upload portal. There are separate guidelines on STEO to assist providers who upload data by integrating their SMS with the UIP system.

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## Contents

General Information .....	5
Purpose of the Document.....	5
UIP System .....	5
Finding Support.....	5
Submitting Data .....	5
What provider group am I?.....	5
Field Names.....	6
Field Information .....	7
Learner Identity Data .....	7
Demographic Information .....	9
Residency Data.....	10
Course Learning Enrolment .....	12
Course Information .....	15
Course Completion .....	17
Qualification Completion .....	18
Appendix A: Field definitions .....	19
Provider / user input fields .....	19
Appendix B: Reference data lists .....	27
Gender codes .....	27
Ethnicity .....	27
Iwi.....	27
Country of Citizenship codes .....	27
Immigration Status codes .....	27
NZQF Qualification codes.....	28
Qualification Source codes .....	28
Fee paying status codes .....	28
Completion Codes.....	28
NZSCED Field of Study Codes.....	28



## General Information

### PURPOSE OF THE DOCUMENT

This is a set of guidelines to help Tertiary Education Providers to record and verify information in the UIP application (Unfunded International Providers) using the file upload portal.

Providers that wish to upload data by integrating their Student Management System (SMS) with the UIP system should consult the SMS integration guidelines.

### UIP SYSTEM

The Unfunded International Providers (UIP) system is a data collection system which collects individual learner and provider data from private training establishments (PTE) that do not receive funding from the Tertiary Education Commission (TEC) and that are signatories to the *Education (Pastoral Care of International Students) Code of Practice*.

### FINDING SUPPORT

For ongoing help and support refer to the UIP section of the Services for Tertiary Education Organisations (STEO) website: <https://education.govt.nz/further-education/tertiary-administration/steo/>

Alternatively contact the UIP support team at the Ministry of Education by email:  
[UIP.DataCollection@education.govt.nz](mailto:UIP.DataCollection@education.govt.nz).

### SUBMITTING DATA

If you need to fill in the template;

- Source the template from the [STEO website](#) (see above for URL). The template is tab delimited txt file. Consult the Quick Reference Guide on STEO for technical assistance on filling out the template.
- Logon to the [UIP portal](#) (<https://uip.education.govt.nz>) and upload the completed template.

If you are submitting data on tour groups (group study tours):

- Logon to the [UIP portal](#) (<https://uip.education.govt.nz>) and complete the web form

### WHAT PROVIDER GROUP AM I?

Private training establishments (PTEs) that are required to submit information to UIP are divided into two groups depending on the structure of tuition they provide and the information they are required to submit to the Ministry of Education. Group 1 Providers are required to submit the full dataset, while Group 2 providers have reduced data submission requirements.

#### Group 1 Providers

This group includes all UIPs offering programmes leading to a qualification listed on the NZQF (New Zealand Qualification Framework) including English language qualifications. They may also offer other tuition that does not lead to a qualification. This does not include UIPs that provide English language only tuition which form Group 2.

Information on the NZQF requirements can be found on the NZQA website

(<http://www.nzqa.govt.nz/assets/Studying-in-NZ/New-Zealand-Qualification-Framework/requirements-nzqf.pdf>).

## Group 2 Providers

This group only provides English language tuition not leading to a qualification listed on the NZQF. At this time, the tuition will normally be part of a training scheme. Group 2 providers do not need to provide information about component and qualification completion.

### Tour Groups (group study tours)

The definition of a tour group (group study tour) is a group with two or more international learners entering New Zealand together in an organised group, for study and activities, at a tertiary education provider.

The Ministry does not require individual learner information for international learners in tour groups (group study tours). To capture aggregate data for these groups, providers are required to submit their information to the Tour Group portal on STEO.

### What if I offer both individual and tour group programmes?

If you offer individual AND tour groups (group study tours), you will need to submit information to the Ministry of Education using both the UIP template and the Tour Groups portal. This is due to the different levels of information required for Tour Groups compared to the UIP Provider groups. Please refer to the Tour Group information on STEO.

## FIELD NAMES

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The field names listed in this document may not be the same as those in your SMS; the descriptions will help you in identifying the appropriate field. Field definitions are in Appendix A.

Note that some fields are optional to complete. The business rules in this document indicate which fields are optional.



# Field Information

## LEARNER IDENTITY DATA

### Why is this information collected?

Gender and age are used for policy, marketing, research and statistical purposes to analyse various aspects of education.

NSN (National Student Number) is needed for identification of learners across multiple providers and recording the learner's achievement on their New Zealand Record of Achievement. NSNs provide unique identifiers for all learners in the New Zealand education system. The significance of the unique identification assists with tracking learner pathways and can be of real value in marketing and targeting learners, and in tracking international learner outcomes and future study.

### What information is collected?

Field	Description																									
<b>Date of Birth</b>	All learners must be over 6 years of age																									
<b>Gender</b>	UIP Gender Codes are:																									
<table border="1"> <thead> <tr> <th>Code</th> <th>Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><b>M</b></td> <td>Male</td> <td>Sourced from Identity document</td> </tr> <tr> <td><b>F</b></td> <td>Female</td> <td>Sourced from Identity document</td> </tr> <tr> <td><b>I</b></td> <td>Indeterminate</td> <td>If stated on Birth Certificate</td> </tr> <tr> <td><b>X</b></td> <td>X</td> <td>If stated on NZ or Australian passport</td> </tr> <tr> <td><b>O</b></td> <td>Other</td> <td>If stated on identity document</td> </tr> <tr> <td><b>D</b></td> <td>Diverse</td> <td>If stated on identity document</td> </tr> <tr> <td><b>U</b></td> <td>Unknown</td> <td>If no identity document is provided</td> </tr> </tbody> </table>			Code	Name	Description	<b>M</b>	Male	Sourced from Identity document	<b>F</b>	Female	Sourced from Identity document	<b>I</b>	Indeterminate	If stated on Birth Certificate	<b>X</b>	X	If stated on NZ or Australian passport	<b>O</b>	Other	If stated on identity document	<b>D</b>	Diverse	If stated on identity document	<b>U</b>	Unknown	If no identity document is provided
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If your SMS interfaces with the NSI (National Student Index) then you must use either "M" or "F".																										
<b>Family Name</b>	This is the family name as displayed on the identity document. If the learner has only one name; it should be added here.																									
<b>Given Name/s</b>	These are the names displayed on the identity document and not the preferred name. Up to three names can be entered.																									
<b>Provider Student Number</b>	A unique number for each student, generated by providers themselves.																									
<b>National Student Number</b>	<p>This is the unique number assigned to the learner from the National Student Index (NSI).</p> <p>You can search and create NSN's via the NSI Web interface for updating into your SMS. To access NSI in this way contact the Education Service Desk on 0800 422 599 (<a href="mailto:service.desk@education.govt.nz">service.desk@education.govt.nz</a>) and request access to the NSI WEB UI.</p> <p>Alternatively, your SMS could be integrated with NSI to allow you to search and create NSNs directly from your SMS. If you need to know how to access the NSI via your SMS, you should contact your SMS vendor. They could integrate with NSI via a real time interface (REST) or via a BATCH interface. If</p>																									



they don't currently have this interface in place, they should contact the Education Service Desk on 0800 422 599 ([service.desk@education.govt.nz](mailto:service.desk@education.govt.nz)) for the integration and testing requirements.

STEO has more information about the NSI (<http://services.education.govt.nz/steo/nsi/national-student-index/>).

## Business Rules

Name	Rules
<b>Date of Birth</b>	Must Be Recorded
<b>Gender</b>	Must Be Recorded
<b>Family Name</b>	Must Be Recorded
<b>Given Name/s</b>	Must Be Recorded      Recorded unless the learner only has one name
<b>Provider Student Number</b>	Optional
<b>National Student Number</b>	Must be recorded



## DEMOGRAPHIC INFORMATION

### Why is this information collected?

Ethnicity and Iwi are used for policy, marketing, research and statistical purposes to analyse various aspects of education.

### What information is collected?

Name	Description																		
<b>Ethnicity</b>	<p>At least one ethnicity can be recorded.</p> <p>You can enter up to three ethnicities.</p> <p>Examples of ethnicity are:</p> <table border="1"> <thead> <tr> <th>Code</th><th>Name</th></tr> </thead> <tbody> <tr> <td><b>111</b></td><td>NZ European/Pākehā</td></tr> <tr> <td><b>128</b></td><td>Australian</td></tr> <tr> <td><b>211</b></td><td>Māori</td></tr> <tr> <td><b>311</b></td><td>Samoan</td></tr> <tr> <td><b>341</b></td><td>Tokelauan</td></tr> <tr> <td><b>421</b></td><td>Chinese</td></tr> <tr> <td><b>442</b></td><td>Japanese</td></tr> <tr> <td><b>443</b></td><td>Korean</td></tr> </tbody> </table> <p>A full list of the Level 3 Ethnic Groups Classification is available on Education Counts (<a href="http://www.educationcounts.govt.nz/data-services/collecting-information/code-sets-and-classifications/ethnic_group_codes.">http://www.educationcounts.govt.nz/data-services/collecting-information/code-sets-and-classifications/ethnic_group_codes.</a>)</p>	Code	Name	<b>111</b>	NZ European/Pākehā	<b>128</b>	Australian	<b>211</b>	Māori	<b>311</b>	Samoan	<b>341</b>	Tokelauan	<b>421</b>	Chinese	<b>442</b>	Japanese	<b>443</b>	Korean
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<b>421</b>	Chinese																		
<b>442</b>	Japanese																		
<b>443</b>	Korean																		
<b>Iwi</b>	<p>This information is only required if you have recorded the learner as <b>211 Māori</b> in any of the ethnicity fields.</p> <p>A full list of iwi is available on Education Counts (<a href="http://www.educationcounts.govt.nz/data-services/collecting-information/code-sets-and-classifications/iwi_codes.">http://www.educationcounts.govt.nz/data-services/collecting-information/code-sets-and-classifications/iwi_codes.</a>).</p>																		

### Business Rules

Name	Rules	Conditions
<b>Ethnicity</b>	Optional	
<b>Iwi</b>	Optional	Exception; Mandatory when the learner is recorded as <b>211 Māori</b> in any ethnicity field



## RESIDENCY DATA

### Why is this information collected?

Citizenship is used for policy, marketing, research and statistical purposes to analyse various aspects of education.

Immigration Status (visa type) and passport number are used to monitor and match learners to visas.

### What information is collected?

Name	Description																						
<b>Country of Citizenship</b>	<p>This is the country of citizenship shown on the learner's identity document.</p> <p>Examples for Countries are:</p> <table border="1"> <thead> <tr> <th>Code</th><th>Name</th></tr> </thead> <tbody> <tr> <td><b>AUS</b></td><td>Australia</td></tr> <tr> <td><b>CHN</b></td><td>China</td></tr> <tr> <td><b>GBR</b></td><td>United Kingdom</td></tr> <tr> <td><b>JPN</b></td><td>Japan</td></tr> <tr> <td><b>KOR</b></td><td>Korea, Republic of</td></tr> <tr> <td><b>NZL</b></td><td>New Zealand</td></tr> <tr> <td><b>TON</b></td><td>Tonga</td></tr> <tr> <td><b>WSM</b></td><td>Samoa</td></tr> </tbody> </table> <p>A full list of the countries is available on Education Counts (<a href="http://www.educationcounts.govt.nz/data-services/collecting-information/code-sets-and-classifications/country_of_citizenship_codes">http://www.educationcounts.govt.nz/data-services/collecting-information/code-sets-and-classifications/country_of_citizenship_codes</a>).</p>	Code	Name	<b>AUS</b>	Australia	<b>CHN</b>	China	<b>GBR</b>	United Kingdom	<b>JPN</b>	Japan	<b>KOR</b>	Korea, Republic of	<b>NZL</b>	New Zealand	<b>TON</b>	Tonga	<b>WSM</b>	Samoa				
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<b>WSM</b>	Samoa																						
<b>Immigration Status</b>	<p>This is the learner's visa category.</p> <p>If a student changes their visa type part way through a reporting period, record the visa category they held at the time of their enrolment.</p> <p>The visa categories are:</p> <table border="1"> <thead> <tr> <th>Code</th><th>Name</th></tr> </thead> <tbody> <tr> <td><b>11</b></td><td>Consular</td></tr> <tr> <td><b>12</b></td><td>Diplomatic</td></tr> <tr> <td><b>13</b></td><td>Limited</td></tr> <tr> <td><b>14</b></td><td>Military</td></tr> <tr> <td><b>15</b></td><td>Official</td></tr> <tr> <td><b>16</b></td><td>Permanent Resident</td></tr> <tr> <td><b>17</b></td><td>Resident</td></tr> <tr> <td><b>18</b></td><td>Returning Resident's</td></tr> <tr> <td><b>19</b></td><td>Student</td></tr> <tr> <td><b>20</b></td><td>Transit</td></tr> </tbody> </table>	Code	Name	<b>11</b>	Consular	<b>12</b>	Diplomatic	<b>13</b>	Limited	<b>14</b>	Military	<b>15</b>	Official	<b>16</b>	Permanent Resident	<b>17</b>	Resident	<b>18</b>	Returning Resident's	<b>19</b>	Student	<b>20</b>	Transit
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	<b>21</b> Visitor's	
	<b>22</b> Work	
	<b>23</b> Interim	
<b>Passport Number</b>	This is the number displayed on their passport	

## Business rules

Name	Rules	Conditions
<b>Country of Citizenship</b>	Must be recorded	
<b>Immigration Status</b>	Must be recorded	When the learner is an international fee-paying learner
<b>Passport Number</b>	Must be recorded	When the learner is an international fee-paying learner



## COURSE LEARNING ENROLMENT

### What is a component?

A component of learning is the smallest level of learning that a learner is undertaking with a provider. Synonyms used include module, paper, project or unit. This section applies to all components of learning currently offered by the provider.

### What is a course?

A course is one or more components that a student may enrol in. This may or may not contribute to a qualification.

### Why is this information collected?

The information is used for counting new and continuing learners for the EEL (Export Education Levy) invoice and identifying fees for the EEL calculation.

Teaching hours and weeks are used to calculate a learner's EFTS (Equivalent Full Time Student), which is a measure of education consumption.

Delivery site and course identification information is used for the tertiary sector location and fields of study reporting.

### What information is collected?

Name	Description						
<b>Course Delivery Start Date</b>	This is the first day the learner undertakes the course of learning.						
<b>Course Delivery End Date</b>	This is the last day the learner undertakes the course of learning and includes study breaks and the final assessment or examination.						
<b>Course Delivery Site</b>	<p>This is the code of the location where the course of learning is to be delivered to the learner.</p> <p>If you have only one location you can use your MOE Number and "/1" eg 1234/1</p> <p>If you have multiple sites you can check with NZQA for a list of codes for each site eg 1234/3</p>						
<b>Qualification Source Code</b>	<p>This identifies whether the qualification is awarded by the provider or is a qualification listed on the NZQF.</p> <p>This should be used in conjunction with the Qualification Code.</p> <p>If no qualifications are offered, select 'Provider' as the code.</p> <p>The codes are:</p> <table border="1"> <thead> <tr> <th>Code</th><th>Name</th></tr> </thead> <tbody> <tr> <td>11</td><td>NZQF</td></tr> <tr> <td>12</td><td>Provider</td></tr> </tbody> </table>	Code	Name	11	NZQF	12	Provider
Code	Name						
11	NZQF						
12	Provider						
<b>Qualification Code</b>	<p>This is the code for the qualification the learner is aiming to achieve.</p> <p>This should be used in conjunction with the Qualification Source Code.</p> <p>This can be either a code you have created internally or a code on the NZQF for example 2108 New Zealand Certificate in Hospitality (Level 2).</p>						

You can find the list of qualifications using the Qualifications search on NZQA (<http://www.nzqa.govt.nz/nzqf/search/results.do>).

<b>Course Scheme Code</b>	This identifies the scheme the learner is aiming for. It should not be completed if the Qualification Code and Qualification Source Code have been completed.						
<b>Teaching Hours</b>	The total contact hours for this learner's enrolment. It includes classes, lectures, tutorials, workshops, supervised study etc.						
<b>Teaching Weeks</b>	The overall number of weeks the learner is studying the course including study breaks. A week is defined as seven days (Monday – Sunday). It is counted from the first teaching to the last assessment or examination <i>excluding holidays</i> .						
<b>Fee Paying Status</b>	This is used to determine whether the learner should be included in the Export Education Levy (EEL) calculation. The statuses are: <table border="1" data-bbox="571 864 1468 1179"> <thead> <tr> <th>Code</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td><b>02</b></td> <td>International Fee-Paying (IFP) Learners (including Australian citizens and New Zealand permanent residents residing overseas)</td> </tr> <tr> <td><b>03</b></td> <td>Domestic Full Fee Paying Learners Note: students on English for Migrants courses funded by TEC are domestic students</td> </tr> </tbody> </table>	Code	Name	<b>02</b>	International Fee-Paying (IFP) Learners (including Australian citizens and New Zealand permanent residents residing overseas)	<b>03</b>	Domestic Full Fee Paying Learners Note: students on English for Migrants courses funded by TEC are domestic students
Code	Name						
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<b>03</b>	Domestic Full Fee Paying Learners Note: students on English for Migrants courses funded by TEC are domestic students						
<b>Tuition Fee</b>	This is the fee for a single component excluding GST. This is to ensure that you are invoiced only for the courses undertaken in the current trimester. If a student studies more than one course in the same trimester, record each course separately. Record all courses that are offered in the trimester, even if the course does not finish by the end of the trimester or began in a previous semester. Note that there is no minimum reportable fee; however, fees under \$200.00 or over \$5000.00 may be queried.						



## Business Rules

Name	Rules	Conditions
<b>Course Delivery Start Date</b>	Must be recorded	
<b>Course Delivery End Date</b>	Must be recorded	
<b>Delivery Site</b>	Must be recorded	
<b>Qualification Source Code</b>	Optional	Exception; Must be recorded if qualification code is completed
<b>Qualification Code</b>	Optional	Exception; Must be recorded if qualification source code is completed
	Must be	An internally created code if the qualification source code is set to <b>Provider</b>
	Must be	The NZQF code if the qualification source code is set to <b>NZQF</b>
<b>Course Scheme Code</b>	Optional	Exception; Must not be recorded If qualification source code and qualification code have been completed
<b>Teaching Hours</b>	Must be recorded	
	Must be	0.5 or greater
<b>Teaching Weeks</b>	Must be recorded	
	Must not be	Greater than the number of weeks in the course delivery period
	Must be	Greater than 0
<b>Fee-Paying Status</b>	Must be recorded	
<b>Tuition Fee</b>	Must be recorded	
	Must be	No more than 99,999,999.99



## COURSE INFORMATION

### What is a component of learning?

A component of learning is the smallest level of learning that a learner is undertaking with a provider. Synonyms used include paper, module, project and unit. This section applies to all components currently offered by the provider.

### Why is this information collected?

The information is used to report on specific courses and fields of study undertaken by international learners.

### What information is collected?

Name	Description
<b>Course Code</b>	This uniquely identifies your Course of learning
<b>Course Version</b>	This uniquely identifies your Course of learning
<b>Course Title</b>	This is the name of your Course of learning
<b>Course NZSCED Code</b>	<p>This is the code for the Course listed on the NZSCED Field of Study Codes. This list can be found on the Education Counts website (<a href="http://www.educationcounts.govt.nz/data-services/collecting-information/code_sets/new_zealand_standard_classification_of_education_nzsced">http://www.educationcounts.govt.nz/data-services/collecting-information/code_sets/new_zealand_standard_classification_of_education_nzsced</a>)</p> <p>For example 010101 (Mathematics) or 010303 (Astronomy)</p>
<b>Course Level</b>	This is the level of the Course
<b>Course Credit</b>	The number of credits to be achieved in the Course

### Business Rules

Name	Rules	Conditions
<b>Course Code</b>	Must be recorded	
<b>Course Version</b>	Optional	
<b>Course Title</b>	Must be recorded	
<b>Course NZSCED Code</b>	<p>Optional</p> <p>Must be</p>	<p>A code in the NZSCED Field of Study reference data list on the education counts website <a href="http://www.educationcounts.govt.nz/data-services/collecting-information/code_sets/new_zealand_standard_classification_of_education_nzsced">http://www.educationcounts.govt.nz/data-services/collecting-information/code_sets/new_zealand_standard_classification_of_education_nzsced</a>)</p> <p>If you are a Private Language School that does not capture the NZSCED, use "091506 English for Speakers of other Languages"</p>
<b>Course Level</b>	<p>Optional</p> <p>Must be</p>	<p>Exception; must be recorded If the Course is part of a quality assured qualification</p> <p>Between 1 and 10</p>

<b>Course Credit</b>	Optional	Exception; Must be recorded If the Course is part of a quality assured qualification
	Must be	Between 2 and 120



## COURSE COMPLETION

### Why is this information collected?

It is used to identify learners that have withdrawn from the Course when counting new and continuing learners. It is also used for performance monitoring, quality assurance and contributes to the learner's New Zealand Record of Achievement.

### What information is collected?

Name	Description												
<b>Course Completion Code</b>	<p>This is how the learner completed the Course.</p> <p>The options are:</p> <table border="1" data-bbox="611 696 1191 999"> <thead> <tr> <th>Code</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Still to complete</td> </tr> <tr> <td>2</td> <td>Pass</td> </tr> <tr> <td>3</td> <td>Fail</td> </tr> <tr> <td>4</td> <td>Withdrawn*</td> </tr> <tr> <td>9</td> <td>Finished**</td> </tr> </tbody> </table> <p>*The learner cannot be withdrawn after the Course Delivery End Date</p> <p>**Finished should only be used when attendance is the only completion criteria</p>	Code	Name	1	Still to complete	2	Pass	3	Fail	4	Withdrawn*	9	Finished**
Code	Name												
1	Still to complete												
2	Pass												
3	Fail												
4	Withdrawn*												
9	Finished**												
<b>Course Completion Date</b>	<p>The date the learner passed, withdrew or failed the Course.</p> <p>Where known, the actual (rather than the expected) completion date should be stated.</p>												

### Business Rules

Name	Rules	Conditions
<b>Course Completion Code</b>	Optional	
<b>Course Completion Date</b>	<p>Optional</p> <p>Must be</p> <p>Must not be</p>	<p>After the learner's enrolment date</p> <p>After the first date the Course was delivered to the learner</p> <p>A future date</p>



## QUALIFICATION COMPLETION

### Why is this information collected?

It is used for performance monitoring, quality assurance and contributes to the learner's New Zealand Record of Achievement.

### What information is collected?

Name	What you need to know
<b>Qualification Source Code</b>	<p>This identifies whether this is a provider or NZQA qualification.</p> <p>This should be used in conjunction with the Qualification Code</p>
<b>Qualification Completion Code</b>	<p>This is the code for the qualification the learner has achieved.</p> <p>This should be used in conjunction with the Qualification Source Code.</p> <p>This can be either the provider code or a code on the NZQF for example 2108 New Zealand Certificate in Hospitality (Level 2)</p> <p>You can find the list of qualifications using the Qualifications search on NZQA (<a href="http://www.nzqa.govt.nz/nzqf/search/results.do">http://www.nzqa.govt.nz/nzqf/search/results.do</a>).</p>
<b>Qualification Completion Date</b>	<p>The date the learner was awarded the qualification.</p> <p>It must not be a future date.</p>

### Business Rules

Name	Rules	Conditions
<b>Qualification Completion Source Code</b>	Optional	
	Must be	Used in conjunction with the qualification completion code
<b>Qualification Completion Code</b>	Optional	
	Must be	Used in conjunction with the qualification completion source code
	Must be	A provider code if the qualification completion source code is set to Provider
	Must be	The NZQF code if the qualification completion source code is set to NZQF
<b>Qualification Completion Date</b>	Optional	
	Must not be	<p>A future date</p> <p>Before the component completion date</p>



## Appendix A: Field definitions

### Notes:

- The delimiter is to be a tab, not a comma.
- The first row of the file must contain headings.
- The order of the fields must not be changed.
- Fields without information are to be left empty.

### PROVIDER / USER INPUT FIELDS

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Name	Code	Type	Optionality, Validation and Business Rules	Description
Provider code	ProviderCode	String (10)	Mandatory	The Ministry's identifier for the provider.
Delivery site	LearnerCourseDeliverySite	String (10)	Mandatory Must contain only valid characters A-Z, 0-9, only forward slash (/) special character allowed Must contain a code to identify the delivery site. If your PTE only has one delivery site it is your MoE Number and '/1' e.g. 7154/1. If you have more than one delivery site you can reference NZQA's website to identify the codes for each site e.g. 7154/2.	The location in which the majority of the delivery of the course occurs for the learner.
Student Number	ProviderStudentID	String (50)	Optional Must contain only valid characters A-Z, 0-9, no special characters	The unique identifier for learners generated by, and used within, the Provider organisation.
NSN	NationalStudentNumber	String (10)	Mandatory Must contain only valid characters 0-9, no special characters or spaces. Provide between 2-10 numerals only with no leading zeros.	The unique identifier, requested from NSI, for learners used across the education sector. This number is <u>NOT</u> generated by the Provider organisation.



Name	Code	Type	Optionality, Validation and Business Rules	Description
Student Surname	LearnerOfficialFamilyName	String (100)	Mandatory. If learner only has one name it must be recorded in this field. Must contain only valid characters (see Section 9 – name).	The learner's official family name, sourced from an identity document. Must be the official family name (as recorded on identity documents) NOT the preferred family name.
Student First Name 1	LearnerOfficialGiven1Name	String (100)	Given1Name, Given2Name and Given3Name are Optional (but note business rule below). If the learner only has one name it is to be recorded in the LearnerOfficialFamilyName field above. If a given name is supplied, then the name must be recorded in the Given1Name field. Send up to three names only. Must contain only valid characters (see Section 9 – name).	The learner's official given name(s), sourced from an identity document. Must be the official given name(s) (as recorded on identity documents) NOT the preferred given name(s).
Student First Name 2	LearnerOfficialGiven2Name	String (100)	Refer LearnerOfficialGiven1Name above	Refer LearnerOfficialGiven1Name above
Student First Name 3	LearnerOfficialGiven3Name	String (100)	Refer LearnerOfficialGiven1Name above	Refer LearnerOfficialGiven1Name above
Gender	LearnerGenderCode	String (1)	Mandatory. Must be one of the codes in the supplied Gender reference data list (Appendix B: Reference data lists). A gender code of "U" (Unknown) must be used in cases where none of "M", "F", "D", "X", "I", or "O" is specified on the identity documents. If your SMS currently interfaces with NSI, you must only use "M" or "F".	The learner's gender as sourced from an identity document.
Date of Birth	LearnerBirthDate	Date yyyy-mm-dd	Mandatory. Birth date must not be for a learner of age 6 or less when enrolled. Must be a valid date (see Section 9 – date).	The learner's date of birth as sourced from an identity document.



Name	Code	Type	Optionality, Validation and Business Rules	Description
Ethnicity 1 Code	Ethnicity1Code	String (10)	<p>Optional</p> <p>Must be one of the codes in the supplied Ethnicity reference data list (Appendix B: Reference data lists).</p> <p>If code '999' (Not Stated) is selected then no other ethnicity code field must be populated.</p> <p>A specific ethnicity value must only be selected once e.g. code '122' (Dutch) must not be entered in EthnicGroup1Code and EthnicGroup2Code.</p>	The learner's ethnicity (ethnicities). The order has no meaning and is arbitrary
Ethnicity 2 Code	Ethnicity2Code	String (10)	Refer Ethnicity1Code above	Refer Ethnicity1Code above
Ethnicity 3 Code	Ethnicity3Code	String (10)	Refer Ethnicity1Code above	Refer Ethnicity1Code above
Iwi 1 Code	Iwi1Code	String (4)	<p>Optional</p> <p>Iwi1Code is mandatory if code '211' (New Zealand Māori) is recorded in any ethnic group code field.</p> <p>Iwi codes are only allowed if an ethnic group code field is '211' (New Zealand Māori').</p> <p>Must be one of the codes in the supplied Iwi reference data list (Appendix B: Reference data lists).</p> <p>If codes '4444', '5000', '5555', '6000', '7777', '8888' or '9999' (other response) are selected in Iwi1Code then no other iwi code field must be populated.</p> <p>A specific iwi value must only be selected once e.g. code '0101' (Te Aupōuri) must not be entered in Iwi1Code and Iwi2Code.</p>	The iwi that the learner identifies with. The order has no meaning and is arbitrary.
Iwi 2 Code	Iwi2Code	String (4)	<p>Optional</p> <p>Refer Iwi1Code above</p>	Refer Iwi1Code above
Iwi 3 Code	Iwi3Code	String (4)	<p>Optional</p> <p>Refer Iwi1Code above</p>	Refer Iwi1Code above
Country of Citizenship	LearnerCountryOfCitizenshipCode	String (3)	<p>Mandatory.</p> <p>Must be one of the codes in the supplied Country of Citizenship Codes reference data list (Appendix B: Reference data lists).</p>	The learner's country of citizenship sourced from an identity document.



Name	Code	Type	Optionality, Validation and Business Rules	Description
Immigration Status	LearnerImmigrationStatusCode	String (2)	<p>Mandatory if the learner is an international student.</p> <p>Must be one of the visa type codes in the supplied Immigration Status reference data list (Appendix B: Reference data lists).</p>	The learner's visa type sourced from an identity document.
Passport Number	LearnerPassportNumber	String (12)	<p>Mandatory.</p> <p>Must contain only valid characters A-Z, 0-9, no special characters.</p>	The learner's passport number sourced from their passport.
Learner Course Delivery Start Date	LearnerCourseDeliveryStartDate	Date yyyy-mm-dd	<p>Mandatory.</p> <p>Must not be after the current Learner Course Delivery End Date</p> <p>Must be a valid date (see Section 9 – date).</p>	Date on which the delivery of the course is scheduled to start for the learner.
Learner Course Delivery End Date	LearnerCourseDeliveryEndDate	Date yyyy-mm-dd	<p>Mandatory.</p> <p>Must not be before the Learner Course Delivery Start Date.</p> <p>Must be a valid date (see Section 9 – date).</p>	Date on which the delivery of the course is scheduled to end for the learner including the last assessment or examination date. This is not to be updated if the learner withdraws from the course.
Qualification code	LearnerCourseQualificationCode	String (10)	<p>Optional but if completed, both qualification and source code must be completed.</p> <p>If source code is '11' (NZQF) the qualification code must be the alpha-numeric code as on the Qualifications Register.</p> <p>Must contain only valid characters A-Z, 0-9, no special characters.</p>	Used with QualificationSourceCode to identify the qualification the learner is aiming for.
Qualification Source	QualificationSourceCode	String (2)	<p>Optional but if completed, both qualification and source code must be completed.</p> <p>Must be one of the codes in the supplied Qualification Source reference data list (Appendix B: Reference data lists).</p>	Used with LearnerCourseQualificationCode to identify the qualification the learner is aiming for.
Course Scheme	LearnerCourseSchemeCode	String (10)	<p>Optional.</p> <p>Must not be completed if LearnerCourseQualification is completed.</p> <p>Must contain only valid characters A-Z, 0-9, no special characters.</p>	Identifies the scheme the learner is aiming for.



Name	Code	Type	Optionality, Validation and Business Rules	Description
Course code	CourseCode	String (20)	Mandatory. Must contain only valid characters A-Z, 0-9, no special characters.	Used with CourseVersion to uniquely identify the NZQF course that is being offered by the provider.
Course Version	CourseVersion	String (10)	Optional. Must contain only valid characters A-Z, 0-9, only single full stop (.) and hyphen (-) special characters allowed.	Used with CourseCode to uniquely identify the NZQF course that is being offered by the provider.
Course title	CourseTitle	String (100)	Mandatory. Must contain only valid characters (see Section 9 – name, noting that numerals (0-9) are also allowed).	The title of the course as prescribed or published by the provider.
Course narrow field of study	CourseNZSCEDCode	String (6)	Optional. Must be one of the codes in the supplied NZSCED Field of Study Codes reference data list (Appendix B: Reference data lists).  If you are a Private Language School who does not currently capture the NZSCED code - use '091506' English for Speakers of other Languages	NZSCED code of the course.  Detailed Fields of Study should be used e.g. '010101' (Mathematics) or '010303' (Astronomy).
Course credits	CourseCredit	Int (3 digits)	Optional, but must be completed if the course is part of a quality assured qualification.  Must be between 2 – 120	The number of credits to be achieved within the course.
Course Level	CourseLevel	Int (2 digits)	Optional, but must be completed if the course is part of a quality assured qualification.  Must be between 1 – 10	The course level.
Course teaching hours	LearnerCourseTeachingHours	Real	Mandatory. Must be 0.5 or greater. Must be a positive number with up to two decimal places.	The teaching hours for this learner's enrolment.  Defined as total contact hours per course including classes, lectures, tutorials, workshops, supervised study etc.



Name	Code	Type	Optionality, Validation and Business Rules	Description
Course weeks	LearnerCourseTeachingWeeks	Real	<p>Mandatory.</p> <p>Must be a positive number greater than 0.</p> <p>Must not be greater than the total number of weeks between LearnerCourseDeliveryStartDate and the LearnerCourseDeliveryEndDate</p>	<p>The overall number of weeks during which learners are studying for this course, including study breaks, from the first tuition date until after the last assessment or examination but excluding holidays.</p> <p>A week is seven consecutive calendar days (less public holidays) or part thereof.</p> <p>Examples:</p> <p>Courses running for one day or seven consecutive days both amount to a single week.</p> <p>Courses running for three days one week and two days another week amounts to two weeks.</p>
Course Fee Paying Status	LearnerCourseFeePayingStatus	String (2)	<p>Mandatory.</p> <p>Must not be 02 International Fee-Paying if LearnerCountryOfCitizenship is NZL</p> <p>Must be GST exclusive</p> <p>Must be one of the codes in the supplied Fee Paying Status reference data list (Appendix B: Reference data lists).</p>	The fee paying status of the learner e.g. International Fee-Paying, Domestic Full Fee-Paying used to identify if Export Education Levy (EEL) is to be calculated on the tuition fees.
Course tuition fee	LearnerCourseTuitionFee	Real	<p>Mandatory.</p> <p>Must be a positive number with up to two decimal places.</p> <p>Must be between \$0.00 and \$99,999,999.99.</p>	Course tuition fee, excluding GST, used to calculate EEL for International Fee-Paying Students. Fee amount identified at course level to ensure the provider only pays EEL for courses undertaken in the current trimester.
Course Completion Code	LearnerCourseCompletionCode	Int (1 digit)	<p>Optional.</p> <p>Must be one of the codes in the supplied Completion Code reference data list (Appendix B: Reference data lists).</p> <p>Code '9' (Finished) must only be used for completion of course for which the only completion criteria is attendance.</p>	Identifies how the learner has completed the course (i.e. Pass, Fail, Finished or Withdrawn).



Name	Code	Type	Optionality, Validation and Business Rules	Description
Course Completion Date	LearnerCourseCompletionDate	Date yyyy-mm-dd	Optional. Must be after the LearnerCourseDeliveryStartDate Must be before or on the LearnerCourseDeliveryEndDate Must be a valid date (see Section 9 – date). Must not be in the future.	Date on which the learner passed, failed, finished or withdrew from the course.
Qualification Completion Code	QualificationCompletionCode	Int (1 digit)	Optional. If source code is '11' (NZQF), the qualification code must be the alpha-numeric code as on the Qualifications Register. Must contain only valid characters A-Z, 0-9, no special characters.	Used with QualificationSourceCode to identify the qualification the learner has achieved.
Qualification Completion Date	QualificationCompletionDate	Date yyyy-mm-dd	Optional. Must be after the LearnerQualificationDeliveryStartDate Must be before or on the LearnerQualificationDeliveryEndDate Must be on or after the CourseCompletionDate Must be a valid date (see Section 9 – date). Must not be in the future.	Date the qualification was awarded to the learner.



## GLOSSARY OF DATA INPUT TYPES

Data type	Representation
<b>date</b>	Presented and transferred as in ISO 8601 format. yyyy-mm-dd See RFC 3339 <a href="http://tools.ietf.org/html/rfc3339">http://tools.ietf.org/html/rfc3339</a>
<b>integer</b>	A number which is not a fraction; a whole number.
<b>name</b>	Must contain only valid characters as defined in the <a href="#">Personal name good practice</a> <sup>1</sup> in the Education Sector. (Following is an extract from this document.) <ul style="list-style-type: none"> <li>the total number of characters in all names for a person (including non alphabetic characters, eg spaces) is 100 unicode characters</li> <li>non alphabetic characters permitted are only embedded single spaces, hyphen (-) and single quote (')</li> <li>only Latin alphabetic characters</li> <li>the following Latin alphabet diacritic marks: macron, acute accent (‘), grave accent (‘), umlaut, cedilla, tilde (~), and circumflex (^), namely:</li> </ul> <p>á é ï ò ù Á É Ì Ò Ù â ê ï ò ù Â É Ì Ò Ù à è ò ù À È Ì Ò Ù á é í ó ú Á É Í Ó Ú ä è ï ö ü Ä È Ì Ö Ü ã ã ñ õ ù Ã Í Ñ Õ Ü ç Ç</p> <ul style="list-style-type: none"> <li>other symbols are not permitted</li> <li>numerals are not permitted</li> </ul>
<b>string</b>	String of Unicode characters An empty string is never permissible. <code>i.nil="true"</code> should be used when no value exists. Note that true is case sensitive and must be in lower case.
<b>timestamp</b>	Presented and transferred as in ISO 8601 format. The SMS must specify the time offset, e.g. NZDT and NZST. yyyy-mm-ddThh:mm:ss.nnn+nn:nn See RFC 3339 <a href="http://tools.ietf.org/html/rfc3339">http://tools.ietf.org/html/rfc3339</a>
<b>Real</b>	A positive number up to two decimal places.

<sup>1</sup> Available on request



## Appendix B: Reference data lists

These lists are detailed in this document as an aid to readability; they are accurate at the date of publication but will not be updated unless the document is re-versioned. For access to the current reference data lists, please refer to STEO [SMS Information](#).

Where possible the reference data lists are the same as those used in the Single Data Return.

### GENDER CODES

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Code	Name	Description
M	Male	sourced from identity document
F	Female	sourced from identity document
I	Indeterminate	if stated on Birth Certificate
X	X	if stated on NZ and Australian passport
D	Diverse	if stated on identity document
O	Other	if stated on identity document
U	Unknown	if no identity document provided

NOTE: If your SMS has an interface with NSI use only "M" and "F"

### ETHNICITY

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[http://www.educationcounts.govt.nz/data-services/collecting-information/code\\_sets/ethnic\\_group\\_codes](http://www.educationcounts.govt.nz/data-services/collecting-information/code_sets/ethnic_group_codes)

Level 3 codes must be used.

### IWI

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[http://www.educationcounts.govt.nz/data-services/collecting-information/code\\_sets/iwi\\_codes](http://www.educationcounts.govt.nz/data-services/collecting-information/code_sets/iwi_codes)

The 4 character codes from the region tables must be used.

### COUNTRY OF CITIZENSHIP CODES

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[http://www.educationcounts.govt.nz/data-services/collecting-information/code\\_sets/country\\_of\\_citizenship\\_codes](http://www.educationcounts.govt.nz/data-services/collecting-information/code_sets/country_of_citizenship_codes)

### IMMIGRATION STATUS CODES

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Code	Name
11	Consular
12	Diplomatic
13	Limited
14	Military
15	Official
16	Permanent Resident

Code	Name
<b>17</b>	Resident
<b>18</b>	Returning Resident's
<b>19</b>	Student
<b>20</b>	Transit
<b>21</b>	Visitor's
<b>22</b>	Work
<b>23</b>	Interim
<b>99</b>	Other, e.g. offshore

## NZQF QUALIFICATION CODES

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Link to <http://www.nzqa.govt.nz/nzqf/search/results.do>

## QUALIFICATION SOURCE CODES

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Code	Name
<b>11</b>	NZQF
<b>12</b>	Provider

## FEES PAYING STATUS CODES

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Code	Name
<b>02</b>	International Fee-Paying (IFP) Students (including Australian citizens and New Zealand permanent residents who are residing overseas)
<b>03</b>	Domestic Full Fee Paying Students

## COMPLETION CODES

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Code	Name
<b>1</b>	Still to complete
<b>2</b>	Pass
<b>3</b>	Fail
<b>4</b>	Withdrawn
<b>9</b>	Finished

NOTE: If your SMS also provides information to SDR please note that "9" is not an acceptable code for this field in SDR. Code 9 - Finished was added for the UIP sector and must only be used for courses for which the only criteria of completion is attendance.

## NZSCED FIELD OF STUDY CODES

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[http://www.educationcounts.govt.nz/data-services/collecting-information/code\\_sets/new\\_zealand\\_standard\\_classification\\_of\\_education\\_nzsced](http://www.educationcounts.govt.nz/data-services/collecting-information/code_sets/new_zealand_standard_classification_of_education_nzsced)

Detailed Fields of Study must be used e.g. '010101' for Mathematics or '010303' for Astronomy.

Where a PTE does not capture this field because they are a Private Language School which only offers English language studies the SMS can send '091506' English for Speakers of other Languages.