



Guidance for Unfunded International Providers

**Recording information
for the UIP system
using the Tour Group portal***

Version 1.1
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*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](#).

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General Information

PURPOSE OF THE DOCUMENT

This is a set of guidelines to help Tertiary Education Providers to record and verify tour group (group study tour) information using the upload portal.

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.

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.

FIELD NAMES

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.

Field Information

PROVIDER / USER INPUT FIELDS

Why is this information collected?

This is used to count new and continuing learners for the EEL (Export Education Levy) invoicing. It also identifies the period that the provider is responsible for the learner under Section 16.4 of the Education (Pastoral Care of International Students) Code of Practice. This section states that

Each signatory must ensure that there is a written contract entered into between the signatory and each international student (or the student's parent or legal guardian, if the student is under 18 years) which includes clear information about the beginning and end dates of enrolment, the conditions for terminating enrolment, and the conditions for terminating the contract.

What information is collected?

Name	Description																		
Provider code	The 4 digit Provider Number.																		
Delivery Region	Region where the course is delivered.																		
Name of Group Visiting	Name of the group, with two or more international learners entering New Zealand together in an organised group, for study and activities, at a tertiary education provider.																		
Number of International Students	Number of students attending the course from the group.																		
Country of Origin	Country that the group is from. This is the country of origin of the tour group provider or the citizenship shown on the majority of the learner's identity documents. Examples for Countries are																		
	<table border="1"> <thead> <tr> <th>Code</th><th>Name</th></tr> </thead> <tbody> <tr> <td>AUS</td><td>Australia</td></tr> <tr> <td>CHN</td><td>China</td></tr> <tr> <td>GBR</td><td>United Kingdom</td></tr> <tr> <td>JPN</td><td>Japan</td></tr> <tr> <td>KOR</td><td>Korea, Republic of</td></tr> <tr> <td>NZL</td><td>New Zealand</td></tr> <tr> <td>TON</td><td>Tonga</td></tr> <tr> <td>WSM</td><td>Samoa</td></tr> </tbody> </table>	Code	Name	AUS	Australia	CHN	China	GBR	United Kingdom	JPN	Japan	KOR	Korea, Republic of	NZL	New Zealand	TON	Tonga	WSM	Samoa
Code	Name																		
AUS	Australia																		
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	A full list of the countries is available on Education Counts (http://www.educationcounts.govt.nz/data-services/collecting-information/code-sets-and-classifications/country_of_citizenship_codes).																		
Learner Course Delivery Start Date	Date course tuition starts (will most likely match the date a course is planned to start).																		
Learner Course Delivery End Date	Date course tuition finishes (will most likely match the date a course is planned to finish).																		
Course title	Name of the course.																		

If it does match an NZQF qualification you can find the list of qualifications using the Qualifications search on NZQA (<http://www.nzqa.govt.nz/nzqf/search/results.do>).

Course Duration Days	The length of the course in days. Permits fractions of a day, rounded to the nearest quarter day.
Total Payment (NZD)	The total NZD paid by the entire group for the study component of the course.

Business rules

Name	Rules
Provider code	Must be <ul style="list-style-type: none"> 4 digits
Delivery Region	Must be <ul style="list-style-type: none"> Region as listed
Number of International Students	Must be <ul style="list-style-type: none"> Digits, maximum value 999
Country of Origin	Must be <ul style="list-style-type: none"> Country as listed on education counts website
Learner Course Delivery Start Date	Must be <ul style="list-style-type: none"> Date field, must be equal to, or prior to, end date
Learner Course Delivery End Date	Must be <ul style="list-style-type: none"> Date field, must be equal to, or post, start date
Course title	Must be <ul style="list-style-type: none"> Free text
Course Duration Days	Must be <ul style="list-style-type: none"> Digits and decimal point – round to nearest 0.25
Total Payment (NZD)	Must be <ul style="list-style-type: none"> Digits, 2 decimal points