

2024 SINGLE DATA RETURN

A Manual for
Tertiary Education Organisations
and
Student Management System Developers

Specifications of the Ministry of Education and Tertiary Education
Commission Data Requirements for the Single Data Return for the
2024 Academic Year

Version 1.3

Ministry of Education and Tertiary Education Commission

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SUMMARY OF CHANGES FOR 2024

Funding Category

Removed SoF24 from fund category 'Z' for years 2023 onwards for Validation rule 27.

Course Classification

Fixed error code 27 removes Course Classification 24.0 for Funding Cat “Z”.

Fees Free Eligibility

A new code is introduced for submissions after December 2023:

- Code 4 - Student is eligible for Fees Free, started Fees Free consumption in 2024, and will always have status as 4

Validation rules will be updated to reflect this change.

Refer to Fees Free Eligibility – [page 70](#)

Course Classification

- New Course Classifications 42.0 Mātauranga Māori and Te Reo Māori added for 2024 and beyond
- Retiring Course Classifications 40.0 and 41.0 from 2024
- New Funding Category W1-W4 for the new course classification 42.0 from 2024

Funding Category	Course Classification for 2024
A1	3.0, 5.2,
A2	3.0,
A3	3.0,
A4	3.0,
W1	42.0
W2	42.0
W3	42.0
W4	42.0
Z	1.0, 2.0, 3.0, 3.1, 4.0, 5.2, 6.0, 7.0, 7.1, 7.2, 8.0, 9.0, 10.0, 11.0, 11.1, 11.2, 12.0, 13.0, 13.1, 13.2, 14.0, 15.0, 15.1, 15.2, 16.0, 17.0, 17.1, 17.2, 17.3, 18.0, 19.1, 19.2, 20.0, 22, 23.0, 23.1, 23.2, 23.3, 24.0, 25.0, 26.0, 27.0, 28.0, 29.0, 30.0, 31.0, 32.0, 33.0, 34.0, 35.0, 36.0, 37.0, 38.0, 39.0, 39.1, 39.2, 42.0

SUMMARY OF CHANGES FOR 2023

Changes to fund names

The following source of funding (SoF / FUNDING) have new names following implementation of the new Delivery of Qualifications appropriation and the end of the Student Achievement Component fund. The new names are:

- 01 Delivery on the NZQCF at Levels 7 (degree) and above Fund (DQ7+), replaces SAC3+ from 31/12/2022
- 11 Off Job Training Delivery at NZQCF levels 1 to 7 (non-degree)
- 26 Delivery on the NZQCF Levels 1 and 2 Fund (DQ1-2)
- 37 Non-degree Delivery at Levels 3-7 on the NZQCF and all Industry Training Fund (Delivery and Learner Components of the Unified Funding System) (DQ3-7), replaces SAC3+ from 31/12/2022

Note that name changes have been updated in this document and will be updated in the data exchange applications in 2024.

UFS and changes to reporting requirements

The introduction of the unified funding system (UFS) changes some reporting requirements for the reporting of Non-degree Delivery at Levels 3-7 on the NZQCF (DQ3-7). For information, please refer to the Interim Solution Guidance on the TEC website [here](#).

Please note that there should be no new Managed Apprentice arrangements reported through the SDR in 2023, unless you have a specific arrangement with TEC. The grand-parenting of learners who commenced as MA prior to 31 December 2022 should continue to be reported under SoF37 until they complete their programme of study.

New and amended SDR Validations

Note: These changes are valid for the April 2023 returns onwards. The majority are due to the Unified Funding System (UFS)

New SDR validations

Error Code	Displayed error message	SDR field name	Error type	Description
690	FUNDING = 37 and course start date is less than 01/01/23	FUNDING	Error	New UFS validation – a catch-all based on the course start date
691	FUNDING = 37 and Qual level is not 3-7	FUNDING	Error	New UFS validation – a catch-all based on the qualification level

Error Code	Displayed error message	SDR field name	Error type	Description
694	FUNDING = 01, course start date >= 01/01/23 but Qual Level and/or QAC code are not valid for 01	QUAL	Error	New validation – source of funding (SoF) 01 must now have course start date >= 01/01/23 and - If Qual level between 3 and 4 then QAC code must be one of 60, 90, 97, 99 - If Qual level = 5 then QAC code must be one of 25, 60, 90, 97, 99 - If Qual level = 6 then QAC code must be one of 21, 25, 90, 97, 99 - If Qual level = 7 then QAC code must be one of 20, 21, 25, 90, 97, 99 - If Qual level greater than or equal to 8 then QAC code must be one of 01, 10, 11, 12, 13, 14, 50, 55, 90, 97, 99
695	FUNDING = 37, course start date >= 01/01/23 but Qual Level and/or QAC code are not valid for 37	QUAL	Error	New UFS validation – SoF37 must have course start date >= 01/01/23 and - If Qual level between 3 and 4 then QAC code must NOT be one of 60, 90, 96, 97, 99 - If Qual level between 5 and 7 then QAC code must NOT be one of 20, 21, 25, 60, 90, 96, 97, 99
696	FUNDING = 01, Course is cross year (start year < 2023 and end year >= 2023) but Qual Level not valid for QAC code	FUNDING	Error	New UFS validation – source of funding 01 and if year of course start date <= 2022 and year of course end date >= - If Qual level between 3 and 5 then QAC code can be in 60 - If Qual level >= 3 then QAC code can be one of 01, 10, 11, 12, 13, 14, 20, 21, 25, 31, 32, 33, 35, 36, 37, 40, 41, 46, 50, 55, 90, 96, 97, 99
697	FUNDING = 01, Qual Level must be >= 3	QUAL	Error	New UFS validation – for SoF01 the Qual level must be >= 3
698	FUNDING in 01,11,37 Course Start Year >= 2023 but Qual Level is null	QUAL	Error	New UFS validation – SoF01, SoF11 and SoF37 and if year of course start date >= 2023 then Qual level must NOT be null

Changes to SDR validations

Amendments noted in red.

Error Code	Displayed error message	SDR field name	Error type	Description of change
014	Qualification Code in Course Enrolment is not approved for funding and FUNDING is 01, 11, 22, 25, 26, 27, 28, 29, 30, 32, 33 or 37	QUAL	Error	Now includes SoF 11 and 37
026	CATEGORY is not valid for CLASS	CATEGORY	Error	For the year applies and source of funding the Category is not valid for that Class
027	CATEGORY is Z and FUNDING is 01, 11, 22, 24, 27, 28, 29 or 37	CATEGORY	Error	Now includes SoF 11 and 37

Error Code	Displayed error message	SDR field name	Error type	Description of change
603	ASSIST is 08 and FUNDING is not 01, 11 , 12, 23, 25, 26, 27, 30, 32, 33, 35, 36 or 37	ASSIST	Error	Now includes SoF 11 and 37
604	ASSIST is 13 and FUNDING is not 01, 11 , 22, 25, 26, 27, 30, 32, 33 or 37	ASSIST	Error	Now includes SoF 11 and 37
645	MANAAPPR is Y and FUNDING is not 01, 02, 03, or 37	MANAAPPR	Error	Now includes SoF 37
660	RESIDENCY or AUS_RESIDENCY is Y or CITIZEN is NZL or AUS and ASSIST is 00 or 13 and ATTEND is 4 and FUNDING = 01 or 30 and Qual Level is less than 7	FUNDING	Error	Now includes SoF 30
686	CRS_WTD is within 1st month or 10% of course length and FUNDING = 01, 11 ,22,26,28,29,30 or 37 and Year is greater than or equal to 2022	CRS_WTD	Warning	Now includes SoF 11 and 37
629	If FUNDING = 22, student must have not reached their 20th birthday (if course start <= 2022) or 25th birthday (if course start >= 2023) at the time of the earliest course start date of the qualification being funded by Youth Guarantee	FUNDING	Error	Youth Guarantee: Validation changed to extend the YG age limit.

Course Classification

- New Course Classifications 40.0 Te Reo Māori and 41.0 Tikanga Māori are added for 2023 and beyond
- Retiring Course Classifications 21 and 22.1 from 2023
- Updated Funding Category and the new course classifications 40.0 and 41.0 combinations

Funding Category	Course Classification for 2023
A1	3.0, 5.2, 40.0, 41.0
A2	3.0, 40.0, 41.0
A3	3.0, 40.0, 41.0
A4	3.0, 40.0, 41.0
Z	1.0, 2.0, 3.0, 3.1, 4.0, 5.2, 6.0, 7.0, 7.1, 7.2, 8.0, 9.0, 10.0, 11.0, 11.1, 11.2, 12.0, 13.0, 13.1, 13.2, 14.0, 15.0, 15.1, 15.2, 16.0, 17.0, 17.1, 17.2, 17.3, 18.0, 19.1, 19.2, 20.0, 22, 23.0, 23.1, 23.2, 23.3, 24.0, 25.0, 26.0, 27.0, 28.0, 29.0, 30.0, 31.0, 32.0, 33.0, 34.0, 35.0, 36.0, 37.0, 38.0, 39.0, 39.1, 39.2, 40.0, 41.0

Note: TEC will use the course classification code and funding rate ID to map to the UFS F1-F6 rates.

Enrolment Validation Updates

Changes originally notified here under version 1.0 for 2023 have been superseded. Please refer below for the updated validation changes.

The following Course Enrolment validations are introduced to check whether the COURSE start date in STEO (course register table) is before the course enrolment start date (from the enrolment file).

Note: New warning code 38 introduced just for Dec 2022 SDR, but this will be an error 39 from April 2023.

Error Code	Description	SDR Field	Error Type	Comment
38	COURSE start date must exist before the course enrolment start date	COURSE	Warning	New warning message for Dec 2022 SDR returns
39	COURSE start date must exist before the course enrolment start date	COURSE	Error	New error message from April 2023 SDR returns

Iwi Codes Update

Iwi Code	Iwi Description	New/Retired
0120	Ngāti Torehina ki Mata-ure ō Hau	New
0213	Ngāti Huarere	New
0312	Tāinui Awhiro	New
0313	Ngāti Hinerangi	New
0717	Ngāti Hinemanu (Heretaunga)	New
0912	Ngāti Hinemanu (Rangitīkei)	New
1105	Moriori	Retired & replaced with 1201
1106	Ngāti Mutunga (Wharekauri/Chatham Islands)	Retired & replaced with 1202
1201	Moriori	New
1202	Ngāti Mutunga (Wharekauri/Chatham Islands)	New
2114	Ngāti Hinemanu, region not known	New
2312	Rēkohu/Wharekauri Region, Imi/Iwi not named	New

MAX Exempt Fee Field – Definitional Change

The value reported during the student's enrolment should reflect the amount of the student services fee charged to the student for the calendar year.

Each SDR should report the total amount charged in students services fees to a student at the point of time in reporting. For example, if a learner pays the student services fee for the full year in February, then the April SDR will report the full amount. The December SDR should capture the total amount charged to the individual student in the calendar year.

SUMMARY OF CHANGES FOR 2022

Enrolment Validation Updates

Changes originally notified here have been superseded. Please refer to the Enrolments Validation Updates section in the 2023 updates.

Workforce Questionnaire (Staffing Return)

1. It is no longer required to report data on staff members who carry out 'academic' or 'research-only' activities for organisations via a subsidiary or third party.
2. Clarified definition of full-time: A full-time equivalent load, or 1 FTE, is defined as working between 36 and 40 hours per week, *across the whole year*.
3. Clarified categorisation of staff who work full-time for part of the year: to be entered in the part-time category, with FTE calculated as the proportion of the year worked.
4. Deleted instruction to report undergraduate student tutors as 'non-academic' staff.

Details of changes made since 2016 to reporting requirements for the WFQ can be found in the "Guide to completing your Workforce Questionnaire", <https://applications.education.govt.nz/services-tertiary-education-organisations-steo/how-use-steo/workforce-questionnaires>

Compulsory Course Costs (CCCOSTS) Fee

Amended the CCCOSTS description to:

The compulsory course costs fee that are charged to all students enrolled in a course, which includes (but are not limited to) the following: any compulsory costs associated with enrolment, examinations (including reporting of credits to the NZQA), field trips, and any compulsory purchase of equipment or books through the TEO; and excludes any administrative fees or charges (other than tuition fees of compulsory course costs) for additional services that are payable as a result of the specific circumstances of a student, which includes (but are not limited to) the following: reassessment or remarking of examination results, examination relocation fees, fees associated with recognition of prior learning or fees associated with an application for selected entry programmes.

Refer to Compulsory Course Costs (CCCOSTS) Fee – page [122](#)

Fees Assessment for International Students

Amending the ASSIST Code 13:

- Code 13 – Refugee or protected person, yet to be granted a resident visa; the immediate family¹, also without a resident visa, of a person with refugee or protected person status; and those who have made a claim to be recognised as a refugee or protected person

New ASSIST codes are added and amended two codes for 2022 and 2023 calendar years:

- Code 14 – 2021 Resident Visa pathway, children 25 years or under on 1 January 2022 and residing in New Zealand, of a parent on an eligible work visa for the 2021 Resident Visa²New validation rules (681, 682, 683, 684, and 685) are added for all Student Types (B, C, and D)

¹ 'Immediate family' is used as defined by the Domestic Tertiary Students Notice (2)(c) as including the partner and any child in New Zealand of a person recognised as a refugee or protected person, or if the person recognised is a dependent child, their parents and any siblings in New Zealand. Refer to <https://www.education.govt.nz/our-work/legislation/international-student-legislation/definition-domestic-student-new-zealand>

² This category of domestic tertiary student will apply for the 2022 and 2023 calendar years only. The specific criteria are outlined in the Domestic Tertiary Students Notice (2)(j). Refer to <https://www.education.govt.nz/our-work/legislation/international-student-legislation/definition-domestic-student-new-zealand>

- Code 620 validation rule description was updated to include Code 14 for all Student Types (B, C, and D).

Refer to ASSIST – page 94

Maxima Exempt Fees

Updated the Maxima Exempt Fees' description, reason for field and classification and classification to:

Description: The maxima exempt fees are fees for the provision of student services (GST inclusive) only.

Reason for Field: This field is used to monitor how much tertiary education providers are charging in fees for the provision of student services.

Other updates refer to Maxima Exempt Fees – page 80

Fees Free Eligibility

A new code is introduced for submissions after December 2021:

- Code 2 - Student is eligible for Fees Free, started Fees Free consumption in 2022, and will always have status as 2

Validation rules will be updated to reflect this change.

Refer to Fees Free Eligibility – page 71

Source of Funding

Validation errors description have been updated by adding “or 14” or “13 or 14” in the error descriptions of 595 and 613 error codes.

Funding – page 102

New validation rules for Confirmed student enrolment Withdrawal Date

New validations have been added to the field 'Confirmed student enrolment Withdrawal Date' consistent with the existing Tertiary Education Commission funding conditions.

Validation warnings have been added for the following conditions from August 2022:

- 686: CRS_WTD is within 1st month or 10% of course length and FUNDING = 01,22,26,28,29,30 and Year is greater than or equal to 2022 (please note that this will become an error from the December 2022 SDR and beyond)
- 689: FUNDING = 31 and CRS_WTD is within 10% of course length and Year is greater than or equal to 2022

A validation error has been added for this condition from August 2022:

- 688: FUNDING = 31 and CRS_WTD is within 7 days of CRS_SRT and Year is greater than or equal to 2022

Funding validation warning

A new validation warning been added to the field 'Funding' consistent with the existing Tertiary Education Commission funding conditions. Please refer to page 36 for more details on Funding Source 03.

- Warning 687: FUNDING = 03 and Qualification is approved for funding and NZQFLEVEL = 1 to 9 and Year is greater than or equal to 2022

SUMMARY OF CHANGES FOR 2021

Reference Data Update – Gender

In April 2021 Statistics New Zealand updated a gender descriptor. “Gender diverse” was renamed “Another gender”. There is no change of code for collecting gender information. Code “D” is still used to identify “Another Gender”, previously known as “Gender Diverse”.

Reference Data Update – Secondary Schools

The appendices 2A and 2B have been updated with additional secondary schools, and corrections where macrons were not displayed previously.

Course Start Date

The error message 662 has been updated to “FUNDING = 35 or 36 and course start date is not in year 2018” - page 89

International Ph.D. students

For International Ph.D. students doing online study off-shore due to COVID-19, please use the following reporting combinations until 31 December 2021, or until borders are open to international students, whichever comes first:

- ASSIST (2.8) = 09 (page 94)
- ATTEND (2.9) = 02 (page 98)

CRS_SITE (2.10) = 98 (page 100)

Country of Citizenship

Appendix 3 has been updated to align with the latest Statistics New Zealand’s country standard classification. Note the 3-letter alpha codes used in the data collection will remain unchanged.

- Additions of three country names

Alpha Code	Country Name
XKX	Kosovo

- Revive a country name

Alpha Code	Country Name
PRK	Korea, Democratic People’s Republic of

- Updates to country names

Alpha Code	Updated Country Name
BOL	Bolivia
CHN	China, People's Republic of
CZE	Czechia
IRN	Iran
LAO	Laos
MDA	Moldova
MKD	North Macedonia
PSE	Gaza Strip/Palestine/West Bank
RUS	Russia
SWZ	Eswatini

SYR	Syria
TZA	Tanzania
VAT	Vatican City State
VCT	St Vincent and the Grenadines
VEN	Venezuela

Updates to Ethnicity

Ethnicity descriptions have been updated to align with the latest Statistics New Zealand's ethnicity standard classification.

Refer to ETHNIC – page 80

Classification Code	New Description
111	New Zealand European
121	British and Irish
211	Māori
321	Cook Islands Maori
371	Other Pacific Peoples
611	Other Ethnicity

Refer to FUNDING – page 102

Updated Ethnicity Group	Updated Ethnicity Description
Māori	211 Māori
Pacific Peoples	321 Cook Islands Maori 371 Other Pacific Peoples

Ethnicity descriptions in the SDR use the level three Stats NZ Ethnicity classifications standards (refer to the Overview tab at [Ariā - Classifications \(stats.govt.nz\)](#) for more detail).

Providers that collect ethnicity data at the most detailed level of the classification, level four, can obtain the level three to four data mapping from [Ariā - Classifications \(stats.govt.nz\)](#). Note the link is subject to change by Stats NZ. Please refer to Stats NZ releases for the latest guidance.

For more details on the SDR Ethnicity field, refer to the SDR Manual page 80.

Fees Free Eligibility

A new code is introduced for submissions after December 2020:

- Code 1 - Student is eligible for Fees Free, started Fees Free consumption in 2021, and will always have status as 1

Validation rules will be updated to reflect this change.

Refer to FEES_FREE_ELIGIBLE – page 71

SUMMARY OF CHANGES FOR 2020

The **Education and Training Act 2020** came into effect on 1 August 2020. The Act incorporates and replaces the Education Acts of 1964 and 1989, and also incorporates the Education (Pastoral Care) Amendment Act 2019 and the Education (Vocational Education and Training Reform) Amendment Act 2020. The references in this manual have been updated accordingly.

Managed Apprenticeship

Providers should only flag an enrolment as a Managed Apprenticeship if there is an agreement between the provider and the TEC to offer Managed Apprenticeships in this programme.

The Ministry announced a new definition for Managed Apprenticeship on 29 June 2020. Changes to STEO system validation including updated error conditions will take effect from the December 2020 submission round. Under the new definition, Managed Apprenticeship applies to each course enrolment where the overall programme of study has been approved as a Managed Apprenticeship. These programmes meet the following criteria:

- the overall programme of study leads to a national qualification at Level 4, consisting of 120 or more credits, and are approved as Managed Apprenticeship programmes by TEC
- enrolments in qualifications that together have at least 120 credits, provided those qualifications are at Level 3 and 4 on the NZQF, and are approved as Managed Apprenticeship programmes by TEC, and have at least 60 credits at Level 4 on the NZQF
- apprentices must be enrolled at a subsidiary of NZIST, wānanga or private training establishment
- study is funded through the student achievement component (funding code '01'), or the student is an International Fee-Paying Student (funding code '02'). Off-job industry training enrolments (funding code '11'), and other funding types should not be reported as a Managed Apprenticeship
- the students are in work and training in a field that applies to their employment
- training is governed by a tripartite training agreement between the institution, the apprentice and the employer
- Transitional ITOs have little or no involvement in training administration.

Refer to MANAAPPR – page 109

Course Classification **Clinical Psychology [#34.0]** is moved from Funding Category [B3] to [V3] due to the increase in funding provision effective from 1 January 2020. Appendix 7 Valid Funding Category for Course Classifications has been updated.

Training Scheme QAC Code

Two new QAC codes have been introduced for Training Schemes to simplify the identification and submission of Training Schemes in the SDR:

- QAC 55 is for Formal Training Schemes (NZQF level 1-10)
- QAC 91 is for Non-Formal Training Schemes (No NZQF level)

Appendix 9 has been updated with the new codes as well as ISCED/NZQF Levels to use.

Note: Training schemes have now been discontinued and replaced by Micro-credentials

Reminder – 2020 is a Leap year

This means your Indicative SDR, taken as at 1 March and due on Wednesday 4 March, is a little earlier than usual.

Reminder – Total fee for domestic student field

The validation rules 665 and 666 for the 'Total fee for domestic student field' were removed during the August 2019 SDR round. While these validations are no longer being applied, we still require you to enter a value (the total fee you charge your students) in this field for all domestic students. We will be contacting you if you make use of null or zero beyond the very occasional case. The information you provide will be checked as part of our standard auditing process.
Refer to TOTAL_FEE – page 58.

Reminder – Disability and Disability Access indicators

We use the data returned from these two fields to monitor enrolments of those with disabilities. We understand that students are often reluctant to indicate they have a disability through the enrolment process. Lack of data in this area makes it difficult for government to ensure that we are reducing barriers to learning for those with a disability. Anything you can do to encourage students to feel safe to indicate they have a disability would be much appreciated (page 72).

Completing and updating the disability access indicator is very helpful to us as it gives us some information if a student hasn't indicated a disability on enrolment (page 64).

SUMMARY OF CHANGES FOR 2019

The Fees Free eligible flag is being updated to accommodate the additional 8, 9 and 0 values.
Refer to FEES_FREE_ELIGIBLE – page 71

From the 2019 December SDR onwards, students undertaking STAR that are international students can be recorded as domestic students for the purposes of fees (assuming they are paying all their fees to their secondary school). **For this a new validation rule 672 is being introduced.**

Refer to FUNDING – page 102

The validation rules for 'Fees Free eligible indicator' field have been modified from August 2019 SDR onwards as follow:

- **Validation 663 to be in 'ERROR' mode**
- **Validation 664 removed**

Refer to FEES_FREE_ELIGIBLE – page 71

In response to the feedback received from the sector we have decided **to remove the validation rules 665 and 666 for the 'Total fee for domestic student field' from August 2019 SDR onwards.** While these validations were removed, we still require you to enter a value in this field for all domestic students. We will contact you if we identify any discrepancies. The information you provide will be checked as part of our standard auditing process.

Refer to TOTAL_FEE – page 58

In order to support the exceptional case for **international students studying at school and at a Trade Academy, a new validation rule 671 has been added effective from August 2019.** This validation allows such students to be treated in the SDR, for funding/fees purposes, as domestic. Existing validation 607 is modified to support potential historic SDR submissions prior to August 2019.

Refer to ASSIST – page 94

Source of Funding 25 – SAC Level 1 & 2 Competitive Process Funding finishes at the end of 2018

The SAC levels 1 and 2 Competitive Process Funding finishes at the end of 2018.

Refer to FUNDING – page 102

Source of Funding 32 – SAC Level 3 & 4 Competitive Process Funding finishes at the end of 2018

The Levels 3 and 4 SAC Competitive Pilot finishes at the end of 2018.

Refer to FUNDING – page 102

Source of Funding 33 – Dual Pathways Pilot finishes at the end of 2018

The Dual Pathways Pilot funding finishes at the end of 2018.

Refer to FUNDING – page 102

Addition of gender diverse/D in Gender field by April 2019 SDR

Refer to Gender – page 56

ASSIST code 03 and 06 reporting requirements clarification

Refer to ASSIST – page 94

Appendix 4 – Iwi codes is updated with the Iwi codes 2022 version

Appendix 9 – Added QAC code for Micro Credential along with NZQF to ISCED mapping

Appendix 10 – SDR Error/Warning Codes is updated with latest error codes 2019 August version

Appendix 13 – History of Changes updated for 2019 August version

Reminder – pre-service teacher education and Main fields

In planning the supply of and demand for secondary teachers, it is important to know the curriculum subjects the graduates intend to teach. For graduates who complete a pre-service secondary sector qualification, please ensure that the MAIN_1, MAIN_2, and MAIN_3 fields identify the curriculum subjects that the trainees intend to teach (page 134).

Reminder – Disability and Disability Access indicators

We use the data returned from these two fields to monitor enrolments of those with disabilities. We understand that students are often reluctant to indicate they have a disability through the enrolment process. Lack of data in this area makes it difficult for government to ensure that we are reducing barriers to learning for those with a disability. Anything you can do to encourage students to feel safe to indicate they have a disability would be much appreciated (page 72).

Completing and updating the disability access indicator is very helpful to us as it gives us some information if a student hasn't indicated a disability on enrolment (page 64).

SUMMARY OF CHANGES FOR 2018

Fees Free eligible indicator field (Fees_Free_eligible) and Total fee for domestic student field (Total_fee) was added to the SDR Student file [STUD] for the August 2018 SDR onwards

Fees Free eligible

Adding a Fees Free indicator as part of the SDR Student File, allows the Ministry of Education (MoE) to use SDR data to monitor outcomes of the Fees Free policy.

This field records the Y/N/U at the extraction date of the SDR return.

- 'Yes' (Y) if a student is Fees Free eligible, or
- 'No' (N) if a student is not Fees Free eligible, or
- 'Unknown' (U) if a student's eligibility is unknown

Refer to FEES_FREE_ELIGIBLE – page 71

Total fee

Having the total fee for each student allows the MoE to undertake policy modelling on the wider tertiary funding system (including the introduction of additional years of Fees Free).

This field collects fee data for all domestic students returned in the SDR. The total fee for an individual student is a sum of the following three components that a domestic student is charged for the whole year. It is made up of tuition fees, compulsory course cost fees, and student services fees and any other compulsory fees. It is GST inclusive.

Refer to TOTAL_FEE – page 58

Data for the '**Fees Free eligible indicator field**' and '**Total fee for domestic student field**' was optional for August and for December 2018.

- In the August 2018 SDR, the validations for these fields remained in '**WARNING**' mode.
- In the December 2018 SDR, the validations for these fields will remain in '**WARNING**' mode. But those that could submit the data for the December SDR, are urged to do so.
- In the April 2019 SDR, the validations for these fields will be in '**ERROR**' mode, this data must be provided from the April 2019 SDR onwards.

Clarification on reporting enrolments to Domestic Full Fee Paying Students (Source of Funding 03)

Refer to page 41

Confirmed student enrolment definition update

Refer to page 47

Source of Funding codes 35, 36 are required to be reported from the April 2018 SDR onwards

Source of Funding codes 35, 36 will enable TEOs to differentiate delivery between 23 – Adult and Community Education in TEIs (ACE in TEIs), 35 – Emergency Management – Adult and Community Education (EM ACE), and 36 – Search and Rescue – Adult and Community Education (SAR ACE).

TEOs are required to report EM ACE and SAR ACE using these new Source of Funding codes from April 2018 SDR onwards.

Refer to FUNDING – page 102 and ASSIST – page 94

The technical specifications are published on the [STEO website](#).

SUMMARY OF CHANGES FOR 2017

Delivery site code (CRS_SITE) will be changed to allow alpha-numeric from December 2017 SDR onwards

In the current system design, the CRS_SITE is a two-digit numeric code which will allow a maximum capacity of 99 delivery sites for each provider. However, some providers have already reached the maximum capacity and cannot register any new delivery site.

To solve this problem, the field type of the CRS_SITE will be changed to two characters and the validations of the Site Code field in the secure STEO website will allow two characters. The characters are alpha-numeric and restricted to any combination of the letters (from A to Z, capital only) and the numbers 0 to 9.

Refer to CRS_SITE – page 100

SDR validations will be changed to allow the lowest age limit to be 5 from December 2017 SDR onwards

In the current SDR system, the lowest age of entering Tertiary education is 10, however, there are some students who were under 10 years old when they entered into tertiary education (as eligible enrolments). This is causing Error code 397 – FIRST_YR puts student at age less than 10 or greater than 100, etc. To correct this, the SDR validations will be changed to allow the lowest age limit to be 5.

Refer to FIRST_YR – page 62 and DOB – page 57

The definitions of Confirmed student enrolment and Course Enrolment are updated.

Refer to page 47

Source of Funding code 31 will be required to be reported from August 2017 SDR onwards

Source of Funding code 31 - Non-funded confirmed student enrolments enables TEOs to report the confirmed student enrolments from the August 2017 SDR onwards.

- Existing validation 611 is changed
- Existing validation 139 is updated to exclude Source of Funding 31
- New validations 652, 653 are introduced

Note: For the April 2017 SDR TEOs are able to report Source of Funding 31, but it is not compulsory and the validation 652 and 653 are in WARNING mode. For the August 2017 SDR onwards it is compulsory for TEOs to report Source of Funding 31 and validations 652 and 653 will be changed to ERROR.

Refer to FUNDING – page 102 and CRS_WTD – page 92

SDR validations for Annual Maximum Fee Movement will be removed

The policy of the Annual Maximum Fee Movement (AMFM) setting the maximum percentage by which TEOs can increase tuition fees charged to domestic students at SAC-funded courses at Levels 3 and above on the NZQF is still in place. TEC has business processes to ensure the fee increase will be continued with AMFM of 2% in 2017. Therefore, the SDR validations for AMFM are removed.

FEE related validations 369-373, 384 and EXEMPT Indicator validations 377 and 378 are removed.

Refer to FEE – page 126 and EXEMPT Indicator – page 131

Reporting definition of Domestic student (ASSIST = 00) is updated

Refer to ASSIST – page 94

SDR validations will be changed for New Zealand Citizens and New Zealand Residents who study in overseas campus on and after 1 January 2017

For study starting on or after 1 January 2017, tuition subsidy funding and student support will be available to domestic students (as defined by section 159(1) of the Education Act 1989 and any applicable regulations made under section 159(4) of the Education Act 1989) who study at an overseas campus or delivery site of a New Zealand TEO.

- Existing validation 582 is updated
- New validations 659, 660 are introduced

Refer to FUNDING – page 102 and ASSIST – page 94

Source of funding 27 – “Under 25 Fees Free Standard plan process Level 1 and 2” cannot be used for enrolments starting on or after 1 January 2017

- New validation 661 is introduced

Refer to FUNDING – page 102

New Source of Funding code 32 will be introduced from April 2017 SDR

The new funding source code is 32 - SAC Level 3 and 4 Competitive Process Funding. The changes are effective from the April 2017 return onwards.

- Existing validations 014, 602, 603, 604, 608, 611 are changed
- New validations 654, 655 are introduced

Refer to FUNDING – page 102

New Source of Funding code 33 will be introduced from April 2017 SDR

The new funding source code is 33 - DualPathways (Level 2-3 secondary-tertiary pilot) Funding. The changes are effective from the April 2017 return onwards.

- Existing validations 014, 595, 603, 604, 611, 620 are changed
- New validations 656, 657, 658 are introduced

Refer to FUNDING – page 102

New funding categories Q3, Q4, Q5 will be introduced from 2017

The new funding categories Q3, Q4, Q5 will come into effect from 1 January 2017.

Refer to CATEGORY – page 111

SUMMARY OF CHANGES FOR 2016

ASSIST code 08 description changes

Because of the Immigration policy change, visiting military personnel should now be considered as International Fee-Paying Students (ASSIST = 03), therefore, the description of ASSIST 08 should be amended to 08 Diplomatic staff or family, persons associated with Antarctic programme.

Refer to ASSIST – page 94

New field MANAAPPR was added to the Course Enrolment (COUR) file from August 2016 SDR

- Managed Apprentices can be enrolled at a polytechnic, institute of technology, wānanga or private training establishment. See the links below for definitions of this provision.
- The new MANAAPPR field is a course enrolment indicator. It is a simple binary - 'yes' or 'no'. If the course enrolment is an approved Managed Apprenticeship, providers must indicate this with "Y" for yes, while providers without Managed Apprentices will retain the default value, "N" for no.

Refer to MANAAPPR – page 109

MPTT age validation changes were introduced from August 2016 SDR

- Existing validation 626 was changed
- New validation 651 was introduced

Refer to FUNDING – page 102

Change of start and end dates for April 2016 SDR

- Extraction date was altered to 15 April 2016
- Submission date was altered to 29 April 2016

Indicative Enrolment return

- Enrolment as at 01 March
- Submission date will be the Tenth Wednesday of the year – 9 March for 2016 Year.

Removal of IRDNO collection from April 2016

IRD Number is no longer required to be collected during SDR. As of April 2016 IRD Number was removed from SDR submission.

Updated Validations in SDR Manual version 1.2

The following validations have been changed from Warnings to Errors

Code	Updated Error Message	Field	Type	Student Type	Page
642	IRDNO is not Blank	IRDNO	Error	D	

INTRODUCTION

What is the Single Data Return (SDR)?

The Single Data Return (SDR) is a set of data items that are required by the Ministry of Education and the Tertiary Education Commission (TEC) for funding, monitoring performance (including against Investment Plans), publishing performance information, as well as statistical reporting and policy formation purposes.

All TEOs that receive TEC funding for Qualification Delivery or Foundation Education, including Youth Guarantee, and/or have students with Student Loans or Allowances are required to complete an SDR. All students must be reported in SDR including non-funded students. The SDR provides one central point for the collection, processing and delivery of information from TEOs to education agencies.

What information is needed for the SDR?

The information required for the SDR is based on unit-record data obtained from TEOs' student management systems. This information is provided to the Ministry four times a year (including IND SDR) to represent student data as at:

- 1 March, and
- 15 April, and
- 07 August, and
- 31 December

Course and Qualification completions are also returned three times a year in line with the SDR dates.

Some of this information is now also collected in March each year through the Indicative (IND) SDR.

All students for whom a confirmed student enrolment has been made in a TEO's student management system are required to be reported.

Information is required on student characteristics, course enrolment details, course and qualification completions, course details, and actual EFTS on a monthly basis. Further information on EFTS forecasts is required as part of the validation process.

TERTIARY EDUCATION COMMISSION (TEC)

The Tertiary Education Commission (TEC) is responsible for managing approximately \$3 billion annual Government funding for tertiary education. It also provides advice on implementing policy across the sector, and supports tertiary education organisations to be accountable, self-improving and self-managing.

The TEC also gives effect to the Government's requirements for tertiary education as outlined in the Tertiary Education Strategy and acts in accordance with its role and responsibilities as set out in the Education and Training Act 2020.

All forms of funded post-secondary school education and training come under the TEC's umbrella. These range from literacy and numeracy education to academic study, New Zealand Apprenticeships and work-related training through to doctoral research.

Three excerpts from the Education and Training Act 2020, which form the basis of the SDR data collections, are quoted below:

Section 254 of the Education and Training Act 2020

Ministry may hold and disseminate information

Any information collected by TEC or NZQA—

- (a) may be held by the Ministry on behalf of TEC or NZQA; and
- (b) may be disclosed by the Ministry to TEC or NZQA or to any other person or agency that is entitled to receive it.

Section 426 of the Education and Training Act 2020

Conditions on receiving funding

- (1) It is a condition of an organisation receiving funding under section 425 that the organisation supply to TEC or the Ministry, as required by TEC or the Ministry, and in a form specified by TEC or the Ministry, any financial, statistical, or other information that TEC or the Ministry requires the organisation to supply.

Section 429 of the Education and Training Act 2020

Conditions on funding received under section 428

- (1) It is a condition of receiving funding under section 428 that the recipient supply TEC or the Ministry, as required by TEC or the Ministry, and in a form specified by TEC or the Ministry, any financial, statistical, or other information that TEC or the Ministry requires the organisation to supply.

THE COLLECTION PROCESS

This section describes the process of preparing and returning the SDR and associated data to the TEC. There are five stages in the process from original data capture, to the publication of summary information.



Data Collection	TEOs collect data from students on application and enrolment forms and enter the data in their SMSs*. These systems should also contain details of courses and qualifications, which are required for the Course Register and SDR Qualifications Register.
Data Extraction	TEOs extract data from their SMSs, creating data files in the format specified in the SDR manual. In the case of the Forecast Return and the Workforce Questionnaire (Staffing Return), the data is entered manually, or a file is uploaded into the validation system.
Data Validation	TEOs use the web-based validation system supplied by the TEC to check the accuracy and integrity of the data files. This ensures that the files are in the correct format and that individual data items are correctly coded. It is essential that TEOs have access to the Internet to access the validation systems.
Data Transfer	TEOs return the validated data files to the Ministry via the online web validation. Every SDR received by the TEC is acknowledged by an automatic email. A signed declaration that certifies the data validated and submitted is correct is returned by the TEOs to the TEC. There are four individual Summary Report pages, a broad summary and sign off of the validated SDR file, a detailed summary of the data in the SDR (Student, Enrolment and Course Register files), a summary of Course Completion data and a summary of Qualification Completion data.
Data Analysis	The Ministry and the TEC use the data files received from TEOs, to revalidate the data, to monitor performance – particularly against the delivery and outcome commitments in the Investment Plan or Funding Agreement – to undertake modelling for policy development and generate statistical reports. TEOs that supply a valid return will receive a funding notice. TEOs that supply an invalid return will be notified and asked to submit a revised SDR.

CONDITIONS FOR PROVISION OF INFORMATION

Confidentiality of Information on Students	Use of data Government agencies, including: • the Ministry of Education • the New Zealand Qualifications Authority • the Tertiary Education Commission • Education New Zealand (International students) • the Ministry of Social Development: in relation to student loans and allowances • Immigration New Zealand (a branch of the Ministry of Business, Innovation and Employment): for those who are not New Zealand citizens or resident visa holders will use the data supplied by tertiary education organisations to: • administer the tertiary education system, including allocating funding • develop policy advice for government • conduct statistical analysis and research • update the New Zealand Record of Achievement. The Ministry of Education supplies the data collected to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Data and Statistics Act 2022. The integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes. When required by law, this information will be released to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).
Responsibility for the Integrity of Data Collected at each TEO	Each TEO is responsible for the integrity of data collected from students and staff. In order to gain consistency in items collected across the tertiary sector, an enrolment/application form template is available from the STEO website: Services for Tertiary Education Organisations.
Responsibility for the Integrity of Data Provided to the TEC	The responsibility for checking the integrity of the data provided to the TEC will rest with the TEO. To ensure the integrity of the data, TEOs will be required to undertake data validation checks, to check inconsistencies that arise in comparing frequency counts from previous years' data, and to correct errors before submitting the data to the TEC. TEOs are to return the summary reports sign off sheet to the TEC. The summary report and sign off sheet is produced by the validation program after the SDR files have been validated. The summary report sign off sheet declaration will need to be signed by the Chief Executive or Vice Chancellor for April and August SDR to confirm the reliability of data contained on the files and to confirm total roll numbers. From December 2016 onwards, each organisation's summary report for the December SDR submission must be signed by either the Chief Executive or, where the organisation has one, the Chair of the Council or Board.

**The Ministry and
TEC's
Responsibility for
Quality Assurance**

The agencies acknowledge that TEOs have an obligation towards the students who furnish the information to ensure that the data supplied to the agencies is used appropriately.

Summary statistics reports of enrolments for the whole tertiary sector will be posted on the Ministry's website:

<http://www.educationcounts.govt.nz>.

KEY MESSAGES

The following are some key messages relating to the SDR manual and processes.

To obtain an Education Sector Logon account	To login to the STEO website you will need an Education Sector Logon (ESL) account, please contact the Ministry of Education's (MoE) Education Service Desk for information on how to obtain an account. Catalogue of tools and online services Applications and Online Systems (education.govt.nz)
Keep your contact details updated	The STEO website (secure site) features contact details for every TEO. Keep these up-to-date to ensure that important information reaches the appropriate person at your TEO.
STEO's Message of the Day	Remember to keep an eye on the Message of the Day that is featured on the home page of the STEO website - you will be informed of the latest news and updates relating to the activities on the STEO website. Services for Tertiary Education Organisations
Passwords for the STEO and NSI websites	There is a maximum of three attempts when logging on to the STEO or NSI websites (or any of the NZQA or TEC applications) utilising the Shared Authentication tool. After three unsuccessful attempts to logon you will need to contact the MoE Service Desk who will unlock your account and issue a temporary password.
Generic course start and end dates	Ensure that you only use generic course start and end dates when submitting data where it is impractical to identify the relevant start and end dates for each unit or course.
The December SDR is definitive for Enrolment, Student, Course and Course Completion	While the April, August and December SDRs are cumulative for Enrolment, Student, Course and Course Completion, the December SDR must include all data related to confirmed student enrolments for the reporting period January to December.
Qualification Completion is definitive on submission of File	Each Qualification completion record can only be reported once in each SDR submission but can be repeated in another SDR submission.
Course Register File	The Course Register file should be processed as early as possible so that course differences can be resolved by the TEC without incurring any delays. Once the courses in the file have been approved, you should continue to use this file as the basis for your courses when submitting SDRs.

TIMETABLE AND EXTRACT DATES

The timetable below lists the return dates of the data files provided by TEOs to the Ministry and TEC over the 2024 year. Note that the "Extract Date" is the reporting date and is the 'as at' date for which the data file extracted from your Student Management System represents. The actual return date, usually two weeks later, is the date by which the data files must be submitted.

The actual return and extract dates are specified in the following table:

Return Periods	SDR Files and Return Dates
March Return	- Student, Course and Course Register files - Go to the Indicative Data Collection User Guide for further information Indicative Data Collection user guide Applications and Online Systems (education.govt.nz) <i>To be returned by 6 March 2024</i>
April Return	- Student, Course Enrolment, Course Register, Course Completion files for all students enrolled in current year, plus the Qualification Completion file for any Qualification Completion records to date that have not already been reported. - Course Completion must include all enrolments from the course enrolment file of Type D students who do not have a funding source of 06, 07, 08, or 11 AND all completions from previous years that need to be updated with an outcome. <i>To be returned by 29 April 2024</i>
August Return	- Student, Course Enrolment, Course Register and Course Completion files for all students enrolled in current year, plus the Qualification Completion file for any Qualification Completion records to date that have not already been reported. - Course Completion must include all enrolments from the course enrolment file of Type D students who do not have a funding source of 06, 07, 08, or 11 AND all completions from previous years that need to be updated with an outcome. <i>To be returned by 21 August 2024</i>
December Return	- Workforce Questionnaire (Staffing Return) for staff employed over the 2024 year - Student, Course Enrolment and Course Register files for all students enrolled during the current year, plus the Qualification Completion file for any Qualification Completion records to date that have not already been reported. - Course Completion must include all enrolments from the course enrolment file of Type D students who do not have a funding source of 06, 07, 08, or 11 AND all completions from previous years that need to be updated with an outcome. <i>To be returned by 31 January 2025</i>
Course Completion Returns	There may be a need for TEOs to submit course completion information at the end of the academic year but before the December SDR. There is a guide for submitting voluntary course completion files between SDR return periods. See Appendix 12.

Contact the Customer Contact Group either via email Customer.Service@tec.govt.nz or phone 0800 601 301.

SUMMARY OF FILES REQUIRED FOR 2024

Return Period	1-6 March 2024	17-29 April 2024	8-21 August 2024	1-31 January 2025
Extract Date	1 March 2024	15 April 2024	7 August 2024	31 December 2024
Student File	✓	✓	✓	✓
Course Enrolment File	✓	✓	✓	✓
Course Register File	✓	✓	✓	✓
Course Completion File		✓	✓	✓
Qualification Completion File		✓	✓	✓
Workforce Questionnaire (Staffing Return)				✓

SDR QUALIFICATIONS REGISTER

What is the SDR Qualifications Register?	The SDR Qualifications Register is a database, maintained by the TEC, which lists information on all quality assured qualifications offered by TEOs.
Why is the SDR Qualifications Register important?	Because the course enrolment records supplied by TEOs to the TEC contain a qualification code, the Ministry and the TEC are able to use the SDR Qualifications Register to collate data into qualifications for both national and international comparative purposes. For this reason, the integrity of the SDR Qualifications Register is paramount to the meaningful interpretation of what is happening in NZ tertiary education. It is vital, therefore, that all qualifications for which you are submitting course enrolment and student data are accurately recorded in the SDR Qualifications Register. This means that National and/or New Zealand qualifications recorded in the SDR Qualifications Register must use the qualification code assigned by the New Zealand Qualifications Authority (NZQA). NZQA is working on delivering a sector qualifications register that stores information about all quality assured qualifications listed on the New Zealand Qualifications Framework. Now that the sector qualifications register is built, it will progressively replace qualification repositories held across the sector, and in the future the TEC's validation system will validate the data received against information held in NZQA sector qualifications register. TEOs must also use the appropriate qualification code to report student enrolments in the SDR for Qualification Delivery funding and for student allowances and loans purposes. In planning the supply of and demand for teachers, it is important that the number of students enrolled in pre-service teacher education be identified. It is essential that all pre-service teacher education qualifications be identified by their sector and any other special characteristic, e.g. bilingual or immersion training. Where possible, please ensure that separate qualification codes are created for each type of pre-service teacher education. If it is not possible to do this at the qualification level, please ensure that the NZSCED codes assigned to the pre-service teacher education courses identify the sector and any other special characteristic.
Qualification	A qualification is an award which provides formal recognition of a specified set of learning outcomes.
Quality assured Qualifications	A quality assured qualification is one that has been approved by the quality assurance bodies, NZQA or Universities New Zealand (CUAP). Each qualification listed in the SDR Qualifications Register is attached to a TEO, and the data stored for the qualification includes a qualification code, NZSCED code, a Qualification Award Category code and a NZQCF Level. Refer to Appendix 9 for more information.
Key Information for Students	Information provided by TEOs in the SDR Qualification Register and SDR is used to supply data for the Key Information for Students (KIS). This data is derived from the Course Register file, the Course Enrolment file and the Course Completion file. The TEC have developed the KIS to provide a consistent and comparable set of information to help learners with their decision-making about qualifications including entry requirements, student success rates and outcomes of study. It is important to ensure the accuracy of the data you provide so that information published is up-to-date. You can find out more about the KIS here – http://www.tec.govt.nz/teo/working-with-teos/kis/
Where to find the SDR	The SDR Qualifications Register is found on the STEO web site which can be reached by logging on to Services for Tertiary Education Organisations . The SDR

Qualifications Register?

Qualifications Register can (currently) be downloaded from the *Which Course Where* website. The instructions and URL for downloading the SDR Qualifications Register are available in the document “**Guide to downloading Qualification and Course Registers from Which Course Where**”, from the STEO web site.

Which Course Where is going to be decommissioned later in 2024 – once a mechanism for downloading your course and qualification files from the registers has been developed.

[Single Data Return user guides and forms | Applications & Online Systems \(education.govt.nz\)](https://education.govt.nz/single-data-return/user-guides-and-forms/applications-and-online-systems)

How to update the SDR Qualifications Register?

- The SDR Qualifications Register can be updated on the STEO website.
 - TEOs require password access to STEO to add or change information on the SDR Qualifications Register.
 - Any New Zealand qualification information added to the SDR Qualifications Register **must be identified by the qualification code assigned to it by the New Zealand Qualification Authority** along with other relevant information (e.g. title, level, etc.).
-

COURSE REGISTER

What is the Course Register?	The Course Register is a listing of all courses, which form part of one or more qualifications listed in the SDR Qualifications Register, offered by a TEO. It includes all the funding parameters and classifications agreed between TEOs and the TEC. The Course Register contains the following information on each offered course - Provider Code, Course Code, Course Title, Quality Assured Qualification, Course Classification, NZSCED Field, NZQCF Level, Credit Value, Funding Category, EFTS Factor, Stage of Pre-service Teacher Education, Course Tuition Fee for domestic students, Internet Based Learning Indicator, PBRF Eligible Indicator, Foreign Fee, Compulsory Course Costs, an EXEMPT Indicator (in relation to the AMFM policy) and Embedded Literacy and Numeracy Indicator. The Course Register is to contain only one entry for each course. Some courses lead to different qualifications and may have different funding categories, via the TEC's "programme funding". However since funding is based on information provided in the Course Enrolment file, the fact that a course is associated with one and only one qualification in the Course Register file does not directly affect funding. The purpose of having a quality assured qualification on the Course Register is to provide the link between a course and a specific qualification for which: ▪ EFTS-based course factors have been derived and approved ▪ Quality assurance was originally obtained ▪ The non-degree, degree, taught-post-graduate and research-based funding levels have been derived
NOTE:	IT IS ESSENTIAL THAT THE COURSE CODE IN THE COURSE REGISTER IS EXACTLY THE SAME AS THAT USED IN THE COURSE ENROLMENT FILE.
Where to find the Course Register?	▪ The Course Register is found on the TEC web site which can be reached by logging in to TEC data exchange platform "DXP" ▪ Single Data Return user guides and forms Applications & Online Systems (education.govt.nz)
How to update the Course Register?	▪ The Course Register can be updated on to TEC data exchange platform "DXP" ▪ TEOs require password access to TEC data exchange platform "DXP" to add or change information on the Course Register

NATIONAL STUDENT INDEX

What is the National Student Index?	The National Student Index (NSI) is a database, system and a set of processes used to assign a unique identifier, the National Student Number (NSN), to all students in the NZ Education system. It should only be necessary at the tertiary level to assign new NSNs to new international students and mature students registering for the first time since the NSN was phased in.
National Student Numbers	NSNs must be included for every student reported in the SDR. This allows student information to be linked together, even if different TEOs report it in different years, so that accurate data about student characteristics and paths of study is recorded.
NSNs and the Record of Achievement	The NSI is also used by NZQA as part of the administration of the Record of Achievement (RoA). All RoA numbers are NSNs. The NSI does not hold any information about students' assessment standards or qualifications, so queries about these will need to be directed to NZQA.
How to access the NSI	TEOs can have access to the NSI system through a 'live' interface with their student management system(s), through batch processing of requests, or through the NSI website. TEOs have the ability to assign NSNs for their students and update existing NSI records that their students may already have.
NSN and Enrolment Type	NB Type C and D students are required to provide a date of birth at enrolment, and Type D students must have a verified date of birth.
Things to Note	TEOs are encouraged to validate their files regularly as a means of checking and cleaning data. When running validations, the NSN cut-off date should be set to the date you validate. Information for submitting a 'challenge' in the NSI can be found in the NSI Web Application User Guide. This guide can be found on the STEO website. Additional information about the NSI can be found on the following web site: ▪ https://nsi.education.govt.nz/

ANNUAL MAXIMUM FEE MOVEMENT

Annual Maximum Fee Movement (AMFM)	The Annual Maximum Fee Movement (AMFM) policy is designed to permit TEOs some flexibility to set fee/course costs while maintaining affordability and some certainty for learners. The Annual Maximum Fee Movement applies to short awards, certificate, diploma, degree and postgraduate courses that receive student achievement component funding. The Annual Maximum Fee Movement (AMFM) policy replaced the Fee/Course Costs Maxima (FCCM), Annual Fee Movement Limit (AFML) and Postgraduate Fee Increase Limit (PFIL) in 2011. The AMFM covers compulsory costs (inclusive of GST) when all of the following apply: ▪ The TEO is the sole source of the relevant items, and ▪ All learners are required to pay, and ▪ The charge meets guidelines for borrowing under the compulsory fees/course costs component of the Student Loan Scheme Refer to the Fund Finder on the TEC website for more information.
Fee/Course Costs	Fee/course costs include the following: ▪ Tuition fees ▪ Compulsory administration charges ▪ Examination fees ▪ Other charges associated with a course or programme of study ▪ Material charges ▪ Field trips ▪ Any compulsory purchase of equipment or books through the TEO.
Exclusions	The AMFM does not apply to: ▪ Courses that do not receive Qualification Delivery funding ▪ Fees for international students.
Monitoring Annual Maximum Fee Movement	In order to monitor the Annual Maximum Fee Movement there will be a separation of student tuition fees and student course costs fees in the reporting of the SDR. The following will be collected through SDR processes: ▪ Course tuition fees ▪ Compulsory course cost fees ▪ Exemptions ▪ Costs charged to students outside the Annual Maximum Fee Movement.
More Information	Information on the Annual Maximum Fee Movement, can be found on TEC's website here.

WORKFORCE QUESTIONNAIRE (STAFFING RETURN)

What is the Workforce Questionnaire (Staffing Return)?	An annual return of staff employed at TEOs. The data collected is used to measure the size of the education workforce, the proportion of gender in each category, and the calculation of staff student ratios. The return includes all staff employed at TEOs during the full calendar year.
What is reported?	For Tertiary Education Institutions (TEIs), the return will report numbers of staff and full-time equivalents by designation, ethnicity, age group and gender. For Private Training Establishments (PTEs), the return will report numbers of staff and full-time equivalents for teaching, executive and support staff by ethnicity, age group and gender. The return includes all staff, whether employed through government funds, tuition fees, International fee-paying student funds, scholarship funds, etc. It also includes staff from any branch offices and contractors.
How to submit the Workforce Questionnaire (Staffing Return)	The Workforce Questionnaire (Staffing Return) data can be inputted by uploading a completed staff return template. The template can be downloaded from the STEO application, to be completed and uploaded to the STEO application. Guide to complete your Workforce Questionnaire.
When to submit the Workforce Questionnaire (Staffing Return)?	The Workforce Questionnaire (Staffing Return) can be completed and returned during January. The Workforce Questionnaire (Staffing Return) must be completed and submitted before the December SDR can be submitted.

PERFORMANCE-BASED RESEARCH FUND (PBRF)

Background Information

The PBRF is administered by the TEC. Full details on the PBRF can be found at

<http://www.tec.govt.nz/funding/funding-and-performance/funding/funder/performance-based-research-fund/>

For more information, please email pbrfinfo@tec.govt.nz

PBRF eligible courses

PBRF eligible courses are those completed within a TEO that meet the following criteria:

- the degree has an externally assessed research component of 0.75 EFTS value or more
- the student who has completed the degree has met all compulsory academic requirements by the end of the relevant year (the year preceding the return)
- the student has successfully completed the course.

Definition of theses written in te reo Māori

The definition has two aspects:

- (1) the primary language in which the thesis is written, submitted, and examined must be in te reo Māori; and
- (2) the thesis is considered to be Māori research.

Further details on the definition are provided below.

Meaning of 'primary language'

Material that may appear in the thesis in languages other than te reo Māori is restricted to:

- a translation of the abstract;
- pictures, diagrams, charts, and other visual medium;
- a partial or full translation from Māori into another language, if made by the student, provided as an appendix to the thesis; and
- citations and quotations from other works.

Translation

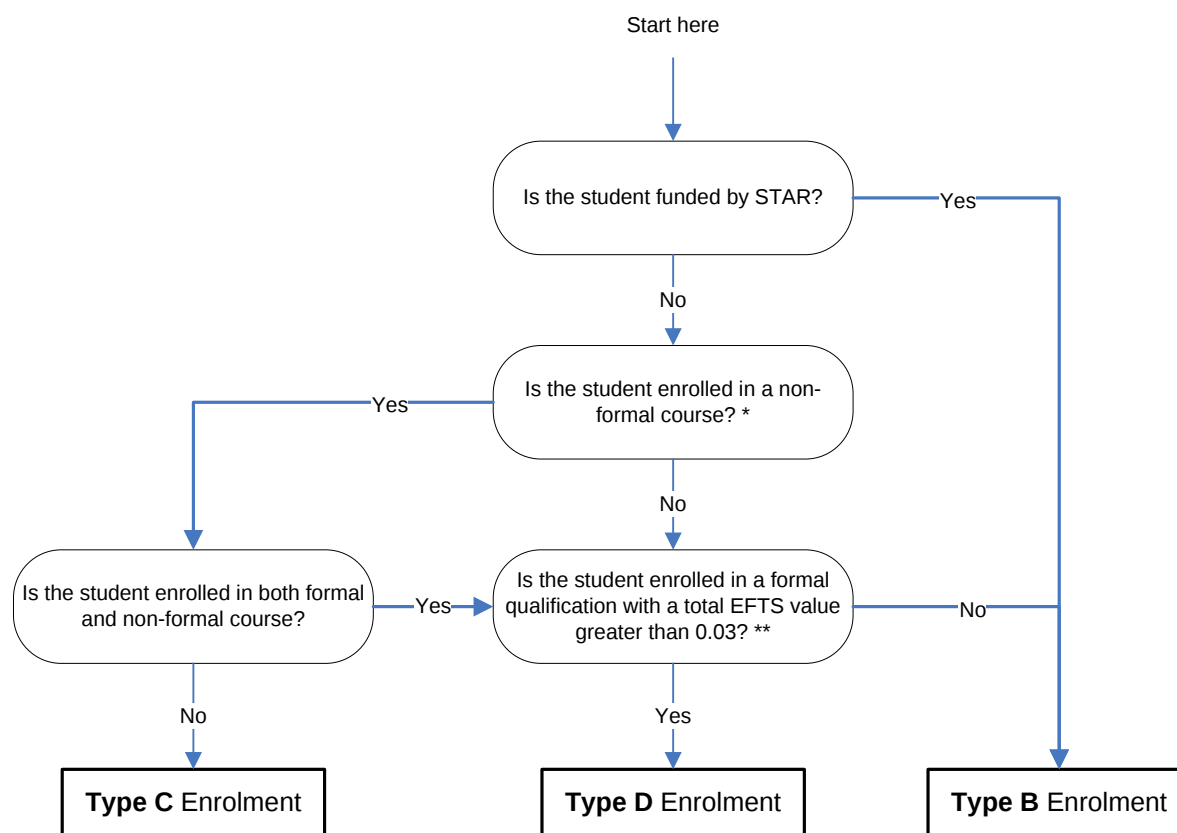
A thesis originally researched and written in another language and then, on completion, translated into te reo Māori for the purposes of submission and examination, would not meet the requirement of this definition.

Māori Research

The thesis must be consistent with the definition of Māori research, as applied by the Māori Knowledge and Development advisory panel for the PBRF 2018 Quality Evaluation³.

³ See <https://www.tec.govt.nz/assets/Forms-templates-and-guides/PBRF/76cca23ea0/PBRF-2018-Panel-Specific-Guidelines-April-2018.pdf> for further detail.

IDENTIFYING ENROLMENT TYPES



Things to note:

- * Where a student is enrolled in a combination of formal and non-formal courses, the sum of EFTS from formal enrolments will identify them as a Type B or Type D student
- ** Includes students with workplace training agreements. EFTS from formal qualifications must be greater than 0.03, then the enrolment will be identified as Type D.

INFORMATION REQUIREMENTS

The amount of data required by the Ministry from TEOs varies by the type of qualification a student is enrolled in. The following explains what information is required for each type of enrolment.

- Type D Enrolment**
- Those students enrolled in a qualification or a course of a qualification (qualification award category **is not 90, 91, 97 or 99**) with a total EFTS value greater than 0.03
 - Includes students enrolled in courses that are funded through:
 - Qualification Delivery funding or
 - Youth Guarantee
 - Student's name and date of birth AND residential status must be verified for a Type D student.

- Type C Enrolment**
- Those students who are enrolled in a non-formal programme
 - Only minimal data needs to be recorded for purposes of statistical reporting:

SDR File	Information required																						
Student	Only the following fields are required: <table> <tr> <th>Field Name</th><th>Field Number</th></tr> <tr> <td>INSTIT</td><td>1.1</td></tr> <tr> <td>ID</td><td>1.2</td></tr> <tr> <td>GENDER</td><td>1.3</td></tr> <tr> <td>DOB</td><td>1.4</td></tr> <tr> <td>NAMEID</td><td>1.6</td></tr> <tr> <td>CITIZEN</td><td>1.13</td></tr> <tr> <td>IWI</td><td>1.17</td></tr> <tr> <td>NSN</td><td>1.19</td></tr> <tr> <td>FOREIGN_FEE</td><td>1.20</td></tr> <tr> <td>ETHNIC</td><td>1.22</td></tr> </table>	Field Name	Field Number	INSTIT	1.1	ID	1.2	GENDER	1.3	DOB	1.4	NAMEID	1.6	CITIZEN	1.13	IWI	1.17	NSN	1.19	FOREIGN_FEE	1.20	ETHNIC	1.22
Field Name	Field Number																						
INSTIT	1.1																						
ID	1.2																						
GENDER	1.3																						
DOB	1.4																						
NAMEID	1.6																						
CITIZEN	1.13																						
IWI	1.17																						
NSN	1.19																						
FOREIGN_FEE	1.20																						
ETHNIC	1.22																						
Course Enrolment	All fields																						
Qualification Completion	Type C students must not be reported in the Qualification Completion file																						
Course Completion	Type C students must not be reported in the Course Completion file																						

- Type C students may already have National Student Numbers. These may have a verified or unverified NSN.
- If the student does not already have an NSN, one must be created.

Type B Enrolment

- Includes all STAR students and students enrolled in quality assured qualifications that have an EFTS value less than or equal to 0.03.
- Type B students normally require less reporting than type D students but because of recent changes in TEC reporting, if at all possible, you are encouraged to report Type B students as if they were Type D.

SDR File	Information required																				
Student	Only the following fields are required: <table><tr><th>Field Name</th><th>Field Number</th></tr><tr><td>INSTIT</td><td>1.1</td></tr><tr><td>ID</td><td>1.2</td></tr><tr><td>GENDER</td><td>1.3</td></tr><tr><td>DOB</td><td>1.4</td></tr><tr><td>NAMEID</td><td>1.6</td></tr><tr><td>CITIZEN</td><td>1.13</td></tr><tr><td>NSN</td><td>1.19</td></tr><tr><td>FOREIGN_FEE</td><td>1.20</td></tr><tr><td>MAX_FEE_EXEMPT</td><td>1.21</td></tr></table>	Field Name	Field Number	INSTIT	1.1	ID	1.2	GENDER	1.3	DOB	1.4	NAMEID	1.6	CITIZEN	1.13	NSN	1.19	FOREIGN_FEE	1.20	MAX_FEE_EXEMPT	1.21
Field Name	Field Number																				
INSTIT	1.1																				
ID	1.2																				
GENDER	1.3																				
DOB	1.4																				
NAMEID	1.6																				
CITIZEN	1.13																				
NSN	1.19																				
FOREIGN_FEE	1.20																				
MAX_FEE_EXEMPT	1.21																				
Course Enrolment	All fields																				
Qualification Completion	Type B students may still be omitted from the Qualifications Completion file. TEOs are encouraged to provide Qualification Completions records for Type B students that (a) have included courses with funding source 01, 22, 25 or 26; and (b) do not have qualification award category codes of 25, 37, 90, 91, 96, 97, 98, or 99.																				
Course Completion	Type B students may still be omitted from the Course Completion file. TEOs are encouraged to provide Course Completion records for Type B students that (a) have funding source 01, 22, 25 or 26; and (b) do not have qualification award category codes of 90, 91, 96, 97, or 99.																				

STAR students will already have National Student Numbers.

DEFINITIONS

Secondary Tertiary Alignment Resource (STAR)	STAR is where secondary schools receive funding for the purpose of offering non-conventional and tertiary-type courses to their students. STAR funded students may enrol with a tertiary education provider for the purpose of receiving tuition.
Non-Formal Education/Courses	Non-formal education/course is learning that does not contribute towards a qualification. This includes adult community education courses, courses taken for personal interest (CPI) and learning for which only a certificate of attendance is given. Non-formal education can include assessment, but the assessment does not contribute toward a qualification. If a student receives a certificate of completion or attainment simply by virtue of attending classes, or in some other non-discriminatory way, the learning is considered to be non-formal.
A quality assured qualification	A quality assured qualification is one that has been approved by the quality assurance bodies New Zealand Vice Chancellors' Committee (CUAP) or NZQA; or leads to an award issued by a tertiary education organisation for which the organisation's council (or academic board, with delegation) has given approval.
Recognised qualification	A qualification that has been approved by a quality assurance body and meets the requirements of the New Zealand Qualifications Framework.
Verified NSN (Previously known as 'Active')	Once the name and date of birth, AND the residential status of the student has been verified, the status of the NSN is 'Verified'. When a student has a 'Verified' NSN they have fulfilled the verification requirements for enrolment at any TEO.
Unverified NSN (Previously known as 'Partial')	An unverified NSN is where some of the data on the NSI record is missing or some or all of the data is unverified.
An Inactive NSN	An inactive NSN is where the record relates to a deceased or fictional person and should no longer be used.
A Merged NSN	A merged NSN is where the record is no longer current. The record will indicate which NSN should now be used for the student in question.

REPORTING REQUIREMENTS

How to report enrolments of Trade Academies and Youth Guarantee programmes	All students enrolled in Trade Academies and Youth Guarantee programmes are Type D students and therefore must complete a full enrolment which requires a 'Verified' NSN. Youth Guarantee Youth Guarantee students will be enrolled in courses that will lead to either national qualifications or locally awarded qualifications. In either case, the qualification must have been through the appropriate NZQA and TEC approval processes. All Youth Guarantee enrolments should use a source of funding of 22 and the qualification code of the qualification that the student is enrolled in. Trades Academies Students enrolled at a Trades Academy remain enrolled in a secondary school. Each Trades Academy will deliver a trades-related programme that should include both NCEA (Level 2) credits and a nationally transferable tertiary qualification (Levels 1 to 3 on the New Zealand Qualification Framework). All tertiary qualifications for Trades Academies must have been through the appropriate NZQA and TEC approval processes as required. All Trades Academy enrolments should use a source of funding of 24 and the qualification code of the qualification that the student is enrolled in. Note that generic qualification codes cannot be used for Trades Academy enrolments.
How to report the enrolment of STAR students	All students enrolled in Secondary Tertiary Alignment Resource (STAR) programmes are Type B students which require a minimum of a 'Partial' NSN. All STAR students should be enrolled under a generic qualification PCSTAR. Other statistical reporting requirements are outlined on the Information Requirements page.
How to report the enrolment of students into other contracted courses	A number of organisations and Government agencies, e.g. Ministry of Social Development (MSD) contract TEOs to run specific courses. Students in these contracted courses will have a source of funding (code 12) and should be enrolled under a generic qualification code. For PTEs it is PCCONT. For TEIs it is XXCONT where XX is the two letter organisation code. These students are Type C students.
How to report the enrolment of students in a Certificate of Personal Interest	The Certificate of Personal Interest (CPI) applies to students who choose to enrol in a recognised course (subject/paper/module) for personal interest only and do not enrol in a Qualification or gain recognised credit toward a qualification. TEIs use XXCPI code. PTEs use PCCPI. PTE CPI enrolments are not eligible for Student Achievement Component funding. Use source of funding 'Domestic full fee paying' (code 03).

**What to report
under Domestic
Full Fee Paying
Students (SoF 03)**

Source of funding (SoF) 03 can only be used to report course enrolments in:

- Qualifications and training schemes **not** approved in STEO as eligible to access TEC funding (this includes PTE certificates of personal interest (CPIs)), and
- Doctoral study where the four EFTS threshold for Qualification Delivery funding, source of funding (SoF) 01, has been surpassed.

Notes:

For doctoral study over the four EFTS threshold:

- If you already report these EFTS under SoF 03, you can continue to do so but you now need to manually VoS the enrolment through to StudyLink with SoF 01. Notify StudyLink of this through its Student Allowance Knowledge Base. StudyLink will lock down the student file with SoF 01 so the student can access any loan entitlement. Under this option, the enrolment will show as SoF 03 in your SMS and in the SDR.
- If you already report these EFTS over the four EFTS threshold under SoF 01, you can continue to do so, but by zero'ing the EFTS factor so as not to claim Qualification Delivery funding, and so the delivery is not included in your delivery volume.

For PTEs, all course enrolments in qualifications approved in STEO as eligible to access Qualification Delivery funding, and that are listed in the PTE's agreed mix of provision for Qualification Delivery funding **must** be reported under SoF 01, not SoF 03.

DATA VALIDATION AND SUMMARY REPORT

Validation of Data Files	The TEC provides a web-based validation system for the purpose of checking the accuracy and integrity of data items in the files extracted from your SMS. The rules for the validation tests are outlined for each field in this document. There are two types of checks performed: ▪ Errors – An error report is provided for individual records which fail the validation test. These errors must be corrected in your SMS and the files re-extracted before the validation process can be completed. ▪ Warnings – A warning report is provided for each individual record in the data files. These records must be checked in your SMS. If the data item is correct according to your records, then no change is required in your system.
EFTS Forecast	As part of the validation process, TEOs delivering qualifications eligible for TEC funding Level 3 and above with a source of funding code of 01 Delivery at NZQCF levels 7 (degree) and above (DQ7+) (SAC3+ to 31/12/2022) 29 Māori Pasifika Trades Training Level 3 and 4 11 Off Job Training Delivery at NZQCF levels 1 to 7 (non-degree) 37 Non-degree Delivery at Levels 3-7 on the NZQCF (DQ3-7), (SAC3+ to 31/12/2022) must enter their EFTS forecasts for the current year and for four out-years. Monthly forecasts will be required by course classification and funding category for the current and first out-year, and six-monthly forecasts for the following three out-years. ^[1]
Staffing	The Workforce Questionnaire is completed for the full year. The Workforce Questionnaire (Staffing Return) must be completed and submitted before the December SDR can be submitted. For TEIs, the return will report numbers of staff and full-time equivalents by designation, ethnicity, age group and gender. For PTEs, the return will report numbers of staff and full-time equivalents for teaching, executive and support staff by ethnicity, age group and gender.
Summary Report	When you use the validation program, a summary report is generated. The summary is provided so that you can check student numbers and thus ensure that there are no obvious inconsistencies. The summary is also used to certify that your data files are accurate and that they have been validated in accordance with the TEC's standards. The summary report sign-off page for the April and August returns must be signed by your Chief Executive or Vice Chancellor. The return for December must be signed by either your Chief Executive or, if your organisation has one, the Chair of your Council or Board. Only the sign-off page is required to be uploaded to STEO. Please ensure that the summary report sign-off page has been signed BEFORE uploading to STEO.

^[1] No other funds are required to submit EFTS forecasts.

CONTACT CENTRE AND LIAISON CONTACTS

Education Service Desk

For help on accessing STEO and the SDR via Education Sector Login (ESL), please contact the Ministry, via the Education Service Desk.

For NSI support, please contact the NSI Unit.

Phone 0800 422 599

Email: Service.Desk@education.govt.nz
NSI.Unit@education.govt.nz

Post: Education Service Desk
Ministry of Education
P O Box 1666
Wellington 6140

TEC Contacts

For assistance with processing the SDR and matters relating to the setting of course EFTS, course register differences, funding approvals and other funding issues contact the TEC Customer Contact Group:

Free Phone 0800 601 301
+64 4 462 5201 (for international callers)

Email: customerservice@tec.govt.nz

Fax: +64 4 462 5401

Post: The Tertiary Education Commission
Te Amorangi Mātauranga Matua

PO Box 27048
Wellington 6141
New Zealand

PTEs that require information on course changes, delivery site or qualification approval requests should contact the TEC Customer Contact Group on 0800 601 301.

TEIs should contact their TEC Relationship Manager.

Generic Enrolment Form

A generic enrolment form has been produced to assist TEOs, especially Private Training Establishments, with the collection of information from students that fulfil the data requirements of the SDR.

The generic enrolment form template is available from the STEO website:

<https://applications.education.govt.nz/services-tertiary-education-organisations-steo/how-use-steo/single-data-return-user-guides-and>

FILE SPECIFICATIONS

The SDR requires that data items extracted from your Student Management System be formatted into five fixed column-width text files. The following section specifies the content of the files and the data items required for each separate file.

Student File (File 1) This file, (commonly referred to as STUD), will contain records for individual students who are enrolled in a course or qualification and have not received a complete refund of tuition fees.

All students for which a **confirmed student enrolment** has been made in your student management system should be reported. This includes all students enrolled in Youth Guarantee programmes and Industry Training Organisation (ITOs) programmes.

Note: Every student in the Course Enrolment file must appear only once in the Student file.

Recommended file name format: STUD####.txt (where #### represents the TEO code).

Course Enrolment File (File 2) This file, (commonly referred to as COUR), contains records of all **valid** student enrolments in courses. That is, for each individual student a record of each separate course enrolment is required.

All **confirmed student enrolments** should be reported.

Note: Every student in the Student file should appear at least once in the Course Enrolment file.

Recommended file name format: COUR####.txt (where #### represents the TEO code).

Course Register File (File 3) This file, (commonly referred to as CREG), contains, at a minimum, records of all courses in which students are enrolled in the current year by each TEO. Note that the CREG does not limit the courses reported in it to ones that have a corresponding enrolment in the enrolment file. TEOs are encouraged to include all courses that they have open on the TEC course register in the CREG in order that the various attributes of a course (for example fees), can be kept up to date.

All courses should be reported regardless of the level of study or the funding source.

Note: Every unique course in the Course Enrolment file should appear only once in the Course Register file.

Recommended file name format: CREG####.txt (where #### represents the TEO code).

Qualification Completion File (File 4) This file, (commonly referred to as QUAL), contains records for individual students who have met the requirements to be eligible for the award of the qualification as set out in the approved regulations.

This file is required along with the student, course enrolment, course and course completion file each round. The records are required to be reported once only, unlike the other files which are cumulative for the year.

Note: Only students who have completed a qualification should be included in the Qualification Completion file.

Every student in the qualification completion file must have a record in the student file or have been reported in an earlier submitted student file.

Recommended file name format: QUAL####.txt (where #### represents the TEO code).

Course Completion File (File 5)

The course completion file, (commonly referred to as COMP), contains records for:

- a) all current enrolments for Type D students (not including Training Opportunities, Skills Enhancement, Off Job Training Delivery at NZQCF levels 1 to 7 (non-degree) are to be included in the course completion file, irrespective of whether a completion date has been reached.
- b) any completion reported in the December SDR course completion file for previous years that has not been reported with an outcome code of
 - i. 2 – completed course successfully
 - ii. 3 – completed course unsuccessfully
 - iii. 4 – did not complete course

Once a code of 2, 3 or 4 has been reported for a course completion (i.e. where the course end date is in a previous year), that completion can be removed from the file.

Completions from previous year

When entering a completion for an earlier year, (where the course end date is in an earlier year), it is not necessary to resubmit enrolments as the SDR will match the completion against all previous December submissions.

Where a type D student meets the requirements to be reported in the Course Completion file, and is also enrolled in non-formal education, these non-formal courses are not to be returned in the completion file.

To make transparent the reporting of multiyear completions, the course completion summary report is broken down by Course End Date to reflect the year completions are aligned with. Within each year courses are listed alphabetically and the associated completion codes with the count of students per code. The Retention Ratio and the Completion Ratio will be displayed for current year completions.

The Ratio Calculations are:

A= # of completed successfully (completion indicator =2)

B= # of completed unsuccessfully (completion indicator =3)

C= # of did not complete (completion indicator =4)

Retention Ratio = (A+B)/(A+B+C)

Completion Ratio = (A)/(A+B+C)

Recommended file name format: COMP####.txt (where #### represents the TEO code)

FILE SPECIFICATIONS – SUBMITTING FILES

The following information should be used as a guide when submitting files to the TEC. See the 'Timetable and Extract Dates' section earlier in the manual for the return dates of these files.

Upload Types

SDR Full: includes the Course Register file, Student file and Course Enrolment file, as well as the Course Completion file and the Qualification Completion file. The files can be uploaded as five uncompressed text files, or inside a compressed zip file. If compressing, the recommended file name format must be used (see below). Note: This is the 'upload type' that must be submitted for each SDR.

Course Completion (Comp): the Course Completion file can be uploaded as an uncompressed text file, or inside a compressed zip file. If compressing, the recommended file name format must be used (see below).

Course Register: the Course Register file can be uploaded as an uncompressed text file, or inside a compressed zip file. If compressing, the recommended file name format must be used (see below).

Qualification Completion: the Qualification Completion file can be uploaded as an uncompressed text file, or inside a compressed zip file. If compressing, the recommended file name format must be used (see below).

Individual File Name Formats

Course Register file	CREG####.txt
Student file	STUD####.txt
Course Enrolment file	COUR####.txt
Course Completion file	COMP####.txt
Qualification Completion file	QUAL####.txt

where #### represents the TEO code

See Indicative Data Collection User Guide on page <http://steo.govt.nz/sdr/indicative-data-collection-ind/> for IND return file names

Compressing Files

The file name formats must be used when compressing into a zip file so that the **TEC** server can recognise which file is which.

The compressed zip file does not need to be a specific name but should not include characters that may not be recognised by our server such as spaces, commas, periods or exclamations.

For security reasons, the compressed zip file **must not** include the paths to the source files.

An alpha-numeric format is recommended e.g. SDR####.zip.

FILE SPECIFICATIONS – DEFINITIONS

Confirmed student enrolment	You must ensure that your SDR accurately records all “confirmed student enrolments” where fees apply and that have a programme start on or after 1 January 2017. A confirmed student enrolment occurs where: A. a student and your organisation have entered into an enrolment or tuition contract or arrangement and the student has paid or committed to pay his or her fees; and B. the period during which the student is entitled to withdraw from a course, programme or training scheme and receive a full refund of fees (less any applicable administration fee) has passed; or C. the student has not received a full refund of fees (less any applicable administration fee). You must provide information about each student who withdraws from a course, programme or training scheme after becoming a confirmed student enrolment. Refer to the Fund Finder on the TEC website for more information.
Withdrawal	A “withdrawal” is when a student ceases to participate in a course, programme or training scheme (regardless of whether they have been refunded any fees), either: • by providing notice to your organisation that they wish to withdraw participation, or • as a result of non-attendance or non-participation for any reason.
Course	A course is the smallest component of a programme of study in which a learner may be enrolled and returned in the SDR. It is a set of learning with level, credit, title, grade on assessment, equivalent full-time student (EFTS), courses classification. Papers, modules, units, and subjects are all terms that are sometimes applied to courses. A course encompasses teaching, learning and assessment. In some cases it also includes research A course may occur at any location at any time during the year.
Course Enrolment	A course enrolment event is described as the enrolment of a student in a course as defined above. An enrolment is eligible for funding that: A. is a valid domestic enrolment, and B. has completed 10% (rounded up to the nearest whole day), or one calendar month of the course for which they have enrolled, whichever is earlier
Qualification Completion	A student has completed a qualification when they have met the requirements for the award of the qualifications as set out in the approved regulations for the qualification.
Course Completion	A student has successfully completed a course when they have met the requirements for the successful completion of a course as set out in the approved course outline or descriptor.

FILE SPECIFICATIONS – STUDENT FILE [STUD]

Field No	Field Name	Field Title	Field Length	File Position	Student Types	Page No.
1.1	<u>INSTIT</u>	Provider Code	4	1-4	B,C,D	54
1.2	<u>ID</u>	Student Identification Code	10	5-14	B,C,D	55
1.3	<u>GENDER</u>	Gender	1	15	B,C,D	56
1.4	<u>DOB</u>	Date of Birth	8	16-23	B,C,D	57
1.5	<u>TOTAL_FEE</u>	Total fee for domestic student	6	24-29	B,C,D	58
1.6	<u>NAMEID</u>	Name ID Code	5	30-34	B,C,D	59
1.7	<u>PRIOR_A</u>	Main Activity at 1 October in Year Prior to Formal Enrolment	2	35-36	D	60
1.8	<u>FIRST_YR</u>	First Year of Tertiary Education	4	37-40	D	62
1.9	<u>DIS_ACCESS</u>	Disability Services Accessed Indicator	1	41	D	64
1.10	<u>S_SCHOOL</u>	Last Secondary School Attended	4	42-45	D	65
1.11	<u>Y_SCHOOL</u>	Last Year at Secondary School	4	46-49	D	66
1.12	<u>SEC_QUAL</u>	Highest Secondary School Qualification	2	50-51	D	67
1.13	<u>CITIZEN</u>	Country of Citizenship	3	52-54	B,C,D	69
1.14.1	<u>FEES_FREE_ELIGIBLE</u>	Fees Free Eligibility indicator	1	55	B,C,D	71
1.14.2	<i>(removed)</i>	<i>(padded blanks)</i>	1	56		
1.15	<u>DISABILITY</u>	Disability Indicator	1	57	D	72
1.16	<u>FINISH</u>	Expectation to Complete a Qualification this year	1	58	D	73
1.17	<u>IWI</u>	Iwi Affiliation	12	59-70	C,D	74
1.18	<u>IRDNOS</u> (removed)	Padded Blanks (previously IRD Number)	9	71-79	D	75
1.19	<u>NSN</u>	National Student Number	10	80-89	B,C,D	76
1.20	<u>FOREIGN_FEE*</u>	Tuition fee paid by international fee-paying student	5	90-94	B,C,D	78
1.21	<u>MAX_Exempt_Fee</u>	Maxima Exempt Fees	5	95-99	B,D	79
1.22	<u>ETHNIC</u>	Ethnicity	9	100-108	C,D	80
1.23	<u>PERM_POST_CODE</u>	Permanent Post Code	4	109-112	D	82
1.24	<u>TERM_POST_CODE</u>	Term Post Code	4	113-116	D	83

Notes: Every student in the Course Enrolment file should appear only once in the Student file.

* The Foreign Fee can be returned on either the Student File or the Course Register File, **but not on both**.

Validation Errors:

310 Record not in correct format

FILE SPECIFICATIONS – COURSE ENROLMENT FILE [COUR]

Field No	Field Name	Field Title	Field Length	File Position	Student Types	Page No.
2.1	<u>INSTIT</u>	Provider Code	4	1-4	B,C,D	54
2.2	<u>ID</u>	Student Identification Code	10	5-14	B,C,D	55
2.3	<u>QUAL</u>	Qualification Code	6	15-20	B,C,D	85
2.4	<u>COURSE</u>	Course Code	20	21-40	B,C,D	87
2.5	<u>CRS_SRT</u>	Course Start Date	8	41-48	B,C,D	89
2.6	<u>CRS_END</u>	Course End Date	8	49-56	B,C,D	91
2.7	<u>CRS_WTD</u>	Student's Course Withdrawal Date	8	57-64	B,C,D	92
2.8	<u>ASSIST</u>	Category of Fees Assessment for International Students for each enrolment	2	65-66	D	94
2.9	<u>ATTEND</u>	Intramural/Extramural Attendance	1	67	B,C,D	98
2.10	<u>CRS_SITE</u>	Course Delivery Site	2	68-69	B,C,D	100
2.11	<u>FUNDING</u>	Source of Funding	2	70-71	B,C,D	102
2.12	<u>RESIDENCY</u>	Residential Status	1	72	B,C,D	107
2.13	<u>AUS_RESIDENCY</u>	Australian Residential Status	1	73	B,C,D	108
2.13.1	<u>MANAAPPR</u>	Managed Apprenticeship	1	74	D	109
2.14	<u>CATEGORY</u>	Funding Category	2	75-76	B,C,D	111
2.15	<u>CLASS</u>	Course Classification	4	77-80	B,C,D	114
2.16	<u>NZSCED</u>	NZSCED Field of Study	6	81-86	B,C,D	116
2.17	<u>FACTOR</u>	Course EFTS Factor	6	87-92	B,C,D	117
2.18	<u>EFTS_MTH</u>	EFTS by Month	84	93-176	B,C,D	118
2.19	<u>NSN</u>	National Student Number	10	177-186	B,C,D	76

Notes: A student enrolled in two or more courses will have two or more records in the Course Enrolment file, but only one record in the Student file.

Validation

Errors:

310 Record not in correct format

FILE SPECIFICATIONS – COURSE REGISTER FILE [CREG]

Field No	Field Name	Field Title	Field Length	File Position	Page No.
3.1	<u>INSTIT</u>	Provider Code	4	1-4	54
3.2	<u>COURSE</u>	Course Code	20	5-24	87
3.3	<u>CTITLE</u>	Course Title	75	25-99	121
3.4	<u>QUAL</u>	Qualification Code	6	100-105	85
3.5	<u>CLASS</u>	Course Classification	4	106-109	114
3.6	<u>NZSCED</u>	NZSCED Field of Study	6	110-115	116
3.7	<u>NZQCFLEVEL</u>	Level on the NZ Qualifications and Credentials Framework	1	116	122
3.8	<u>CREDIT</u>	Credit	3	117-119	124
3.9	<u>CATEGORY</u>	Funding Category	2	120-121	111
3.10	<u>FACTOR</u>	Course EFTS Factor	6	122-127	117
3.11	<u>STAGE</u>	Stage of Pre-Service Teacher Education Qualification	2	128-129	125
3.12	<u>FEE</u>	Course Tuition Fee	5	130-134	126
3.13	<u>INTERNET</u>	Internet Based Learning Indicator	1	135	128
3.14	<u>PBRF Eligible</u>	PBRF Eligible Course Indicator	1	136	129
3.15	<u>FOREIGN_FEE*</u>	Tuition fee paid by international fee-paying student	5	137-141	78
3.16	<u>CC COSTS Fee</u>	Compulsory Course Costs Fee	5	142-146	130
3.17	<u>EXEMPT Indicator</u>	Course Exemption from AMFM	1	147	131
3.18	<u>EMB_LIT_NUM</u>	Embedded Literacy and Numeracy Flag	1	148	132

Notes: Every unique course in the Course Enrolment file should appear only once in the Course Register file.

* The Foreign Fee can be returned on either the Course Register File or the Student File, **but not on both**.

Validation Errors:

310 Record not in correct format

FILE SPECIFICATIONS – QUALIFICATION COMPLETION FILE [QUAL]

Field No	Field Name	Field Title	Field Length	File Position	Student Types	Page No.
4.1	<u>INSTIT</u>	Provider Code	4	1-4	D	54
4.2	<u>ID</u>	Student Identification Code	10	5-14	D	55
4.3	<u>NSN</u>	National Student Number	10	15-24	D	76
4.4	<u>QUAL</u>	Qualification Code	6	25-30	D	85
4.5	<u>MAIN_1</u>	Main Subject 1	4	31-34	D	134
4.6	<u>MAIN_2</u>	Main Subject 2	4	35-38	D	134
4.7	<u>MAIN_3</u>	Main Subject 3	4	39-42	D	134
4.8	<u>YR_REQ_MET</u>	Year Requirements Met	4	43-46	D	135
4.9	<i>(removed)</i>	<i>(padded blanks)</i>	4	47-50	D	

Notes: Type D students where Qualification Award Category is between 01 and 60 (inclusive) are to be included in the Qualification Completion file. Type B student completions to be included in figures produced by the TEC are to be included in the Qualification Completion file.

Validation Errors:

- 310 Record not in correct format
- 571 Course Completion or Qualification Completion record does not have a corresponding Student Record.
(Either in the uploaded Student File or previously reported in a submitted return)

Warnings:

- 536 No matching enrolment record exists for year of return
- 537 No matching enrolment record exists
- 538 Enrolment Record exists with End Date Greater than Year of Qualification Record
- 589 Historical SDR processing cannot have data for Comp or Qual

History:

- 2007 Validation 536, 537, 538 introduced
- 2008 Validation 571 introduced
- 2008 Validation warning 589 introduced
- 2013 Validation 571 updated to include check on course completion (COMP)

NOTE: It is expected that each Qualification Completion Record be supplied to the Ministry only once. This file is NOT cumulative for the year. Qualification Completion records can be supplied for any year in a return (i.e. historical records can be supplied in a current year return)

FILE SPECIFICATIONS – COURSE COMPLETION FILE [COMP]

Field No	Field Name	Field Title	Field Length	File Position	Student Types	Page No.
5.1	<u>INSTIT</u>	Provider Code	4	1-4	D	54
5.2	<u>ID</u>	Student Identification Code	10	5-14	D	55
5.3	<u>COURSE</u>	Course Code	20	15-34	D	87
5.4	<u>COMPLETE</u>	Student Course Completion indicator	1	35	D	136
5.5	<u>CRS_SRT</u>	Course Start Date	8	36-43	D	89
5.6	<u>NSN</u>	National Student Number	10	44-53	D	76
5.7	<u>CRS_END</u>	Course End Date	8	54-61	D	91
5.8	<u>PBRF CRS COMP YR</u>	PBRF Course Completion Year	4	62-65	D	139

Notes: All current enrolments for Type D students (not including Training Opportunities, Skills Enhancement, Off Job Training Delivery at NZQCF levels 1 to 7 (non-degree) are to be included in the course completion file, irrespective of whether a completion date has been reached.

Where a type D student meets the requirements to be reported in the Course Completion file, and is also enrolled in courses in non-formal programmes, these courses are not to be returned in the completion file.

Validation Errors:

- 310 Record not in correct format
- 540 Completion record is not unique in completion file

Warnings:

- 589 Historical SDR processing cannot have data for Comp or Qual

History:

- 2007 Validation 540 introduced
- 2008 Validation warning 589 introduced

FIELD DESCRIPTIONS

A description of each field is provided on the following pages. A number of items of information are provided:

Field Name	The unique name given to each field. This name is used in the Ministry's and the TEC's databases, and in the SDR Validation Program.																
Field Number	A reference to the file and field position - corresponds to the field numbers given in the preceding section on File Specifications.																
Field Title	The full title of the field.																
Description	A full description of the contents of the field.																
Reason for Field	An explanation of why this particular data item is collected and how it relates to other data items.																
Field Specifications	Information on the type and position of the field. Some fields are included in several files and, therefore, the field specifications can vary from file to file. The abbreviation "n/a" means "not applicable". <table> <tr> <td>Length</td><td>The length of the field in characters, including any fill characters.</td></tr> <tr> <td>Type</td><td>Although the field type may be shown as <i>character</i>, <i>alpha-numeric</i> or <i>numeric</i>, this refers to the likely format of the source data.</td></tr> <tr> <td>Justification</td><td>The position of the first character of data in the field.</td></tr> <tr> <td>Fill Character</td><td>The character used to fill the field; either where there is no value to be returned, or to pad out the field where the value does not occupy the available length.</td></tr> <tr> <td>Record Position</td><td>The starting and finishing position of the field in an individual record.</td></tr> <tr> <td>Type of Students</td><td>Indicates whether this value has to be returned for the type of student.</td></tr> <tr> <td>Preceding Field</td><td>The field that immediately precedes this field.</td></tr> <tr> <td>Following Field</td><td>The field that immediately follows this field.</td></tr> </table>	Length	The length of the field in characters, including any fill characters.	Type	Although the field type may be shown as <i>character</i> , <i>alpha-numeric</i> or <i>numeric</i> , this refers to the likely format of the source data.	Justification	The position of the first character of data in the field.	Fill Character	The character used to fill the field; either where there is no value to be returned, or to pad out the field where the value does not occupy the available length.	Record Position	The starting and finishing position of the field in an individual record.	Type of Students	Indicates whether this value has to be returned for the type of student.	Preceding Field	The field that immediately precedes this field.	Following Field	The field that immediately follows this field.
Length	The length of the field in characters, including any fill characters.																
Type	Although the field type may be shown as <i>character</i> , <i>alpha-numeric</i> or <i>numeric</i> , this refers to the likely format of the source data.																
Justification	The position of the first character of data in the field.																
Fill Character	The character used to fill the field; either where there is no value to be returned, or to pad out the field where the value does not occupy the available length.																
Record Position	The starting and finishing position of the field in an individual record.																
Type of Students	Indicates whether this value has to be returned for the type of student.																
Preceding Field	The field that immediately precedes this field.																
Following Field	The field that immediately follows this field.																
Classification	If codes or special values are used in the field, these are supplied here.																
Validation Logic	The logic statement used by the SDR Validation Program to test for errors and warnings to be returned by the Program.																
Data Collection	Advice on the source and frequency of data, and suggestions for collecting the data for enrolment/application forms.																
Field History	Information on when the field was introduced into the statistical collection, and on any recent changes to its format or classifications.																

Field Name	INSTIT	Field No. 1.1, 2.1, 3.1, 4.1, 5.1
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Field Title Provider Code

Description A four digit code assigned by the Ministry to uniquely identify each TEO.

Reason for Field The code is used by the TEC to identify the data obtained from TEOs. The codes will also be used by other education agencies, such as the Ministry and NZQA.
This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes.

Field Specifications	File	Student	Course Enrolment	Course Register	Qualification Completion	Course Completion
Length	4	4	4	4	4	4
Type	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric
Justification	n/a	n/a	n/a	n/a	n/a	n/a
Fill Character	n/a	n/a	n/a	n/a	n/a	n/a
Record Position	1-4	1-4	1-4	1-4	1-4	1-4
Type of Students	B, C, D	B, C, D	B, C, D	B, C, D	B, C, D	B, C, D
Preceding Field	n/a	n/a	n/a	n/a	n/a	n/a
Following Field	ID	ID	COURSE	ID	ID	ID

Classification Refer to Appendix 1 for a list of 4 digit codes assigned to TEOs.

Validation Logic Applies To: Type B, C and D students

Error 100: Provider Code is not on provider list

Data Collection Source: This data item should be supplied by your student management system at the time that the TEC's data files are created. It is likely that the value, i.e. the Ministry code for your organisation, is a parameter that was set up in your student management system at the time it was installed.

- Field History**
- The field has existed since data collection was introduced
 - 2000 – Renamed to Provider Code and classification enlarged to include all TEOs
 - 2000 – Validation test introduced
 - 2004 – Validation message 100 amended

Field Name	ID	Field Number 1.2, 2.2, 4.2, 5.2			
Field Title	Student Identification Code				
Description	A code which uniquely identifies the student within each TEO. The student ID must remain constant for the student throughout their enrolment history at your organisation.				
Reason for Field	This field provides the link between the various data files and enables the Ministry to link records from one file with records from another file. The field also allows TEOs to respond to inquiries from the TEC about inconsistencies within the data. The use of a constant student ID number within a TEO will allow the Ministry to do longitudinal studies and hence allow more accurate forecasting of student numbers.				
Field Specifications	File	Student	Course Enrolment	Qualification Completion	Course Completion
	Length	10	10	10	10
	Type	Character	Character	Character	Character
	Justification	Left	Left	Left	Left
	Fill Character	Blank	Blank	Blank	Blank
	Record Position	5-14	5-14	5-14	5-14
	Type of Students	B, C, D	B, C, D	D	D
	Preceding Field	INSTIT	INSTIT	INSTIT	INSTIT
	Following Field	GENDER	QUAL	NSN	COURSE
Classification	The value is generated by each TEO.				
Validation Logic	Applies To: Type B, C and D students Errors 001: Student ID in course enrolment file is not in student file 002: Student ID is not unique in student file 005: Student ID is blank 577: Student ID is in student file but missing in course enrolment file and qualification completion file				
Data Collection	Source:	This data item should be created by your student management system at the time that a student is first enrolled, and should stay with the student during any subsequent enrolments; i.e. each student should have one, and only one, ID in your system.			
Field History	• The field has existed since data collection was introduced • 2000 – Validation test introduced • 2003 – Validation 003 amended from warning to error • 2004 – Validation messages 001, 002, 003, 005 amended • 2008 – Validation 577 introduced (amendment of 003) • 2008 – Validation 003 removed				

Field Name	GENDER		Field Number 1.3
Field Title	Gender		
Description	A code to identify the gender of a student.		
Reason for Field	As a key standard demographic field this field is used for policy and statistical purposes to analyse various aspects of tertiary education by gender. E.g. participation of students in various fields of study by gender. This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes.		
Field Specifications	File	Student	
	Length	1	
	Type	Character	
	Justification	n/a	
	Fill Character	n/a	
	Record Position	15	
	Type of Students	B, C, D	
	Preceding Field	ID	
	Following Field	DOB	
Classification	Code	Meaning	
	F	Female	
	M	Male	
	D	Another gender	
	Note:	The GENDER must match the equivalent Gender on the NSN reported except D. (The validation to check if the Gender record in SDR matches the Gender record in NSI will be bypassed if Gender D is submitted to the SDR)	
Validation Logic	Applies To:	Type B, C, and D students	
	Error	101: GENDER is not M or F or D	
Data Collection	Source:	Student application/enrolment form.	
	Frequency:	Once, at first enrolment at your organisation.	
Field History	- The field has existed since data collection was introduced 2004 – Validation message 101 amended 2004 – Classification: further clarification of field matching with Gender on NSN 2008 – Field removed from Qualification Completion file 2019 – Gender D is added to the classification 2021 – Gender D description has been updated to “Another Gender” from Gender Diverse”		

Field Name	DOB	Field Number 1.4																		
Field Title	Date of birth																			
Description	The day, month, and year of birth of the student.																			
Reason for Field	Along with gender, age is a core standard demographic variable used for both policy and statistical purposes. Statistics on the age breakdown of tertiary students are used widely for planning, policy and research purposes. This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes.																			
Field Specifications	<table><tr><th>File</th><th>Student</th></tr><tr><td>Length</td><td>8</td></tr><tr><td>Type</td><td>Numeric</td></tr><tr><td>Justification</td><td>Left</td></tr><tr><td>Fill Character</td><td>n/a</td></tr><tr><td>Record Position</td><td>16-23</td></tr><tr><td>Type of Students</td><td>B, C, D</td></tr><tr><td>Preceding Field</td><td>GENDER</td></tr><tr><td>Following Field</td><td>Field 1.5 (blank)</td></tr></table>	File	Student	Length	8	Type	Numeric	Justification	Left	Fill Character	n/a	Record Position	16-23	Type of Students	B, C, D	Preceding Field	GENDER	Following Field	Field 1.5 (blank)	
File	Student																			
Length	8																			
Type	Numeric																			
Justification	Left																			
Fill Character	n/a																			
Record Position	16-23																			
Type of Students	B, C, D																			
Preceding Field	GENDER																			
Following Field	Field 1.5 (blank)																			
Classification	For all students the format must be an eight digit value using zeros to stuff single digit day and month values. Year value must be four digit: DDMMYYYY – i.e. day/month/year 01121961 = 1 December 1961 Note: The Date of Birth must match the equivalent Date of Birth on the NSN reported.																			
Validation Logic	Applies To: Type B, C and D students Errors 102: DOB is invalid or blank 408: Age is less than 5 or greater than 100 Warning 409: Age is less than 15 or greater than 70 (will be applied to all returns)																			
Data Collection	Source: Student application/enrolment form. Note: Type C and D students are required to provide a date of birth at enrolment, and type D students must have a verified date of birth. Where the date of birth for a Type B student has not been identified, the official Ministry proxy of 11/11/1918 may be used. Refer to the National Student Index information page at the beginning of the manual for further information. Frequency: Once, at first enrolment at your organisation.																			
Field History	• The field has existed since data collection was introduced • 1998 – Age band codes for older students ceased to be valid • 1999 – Validation logic tightened • 2000 – Four digit year introduced • 2004 – Reporting requirements amended to include Type B students • 2004 – Validation logic amended to include Type B & C students • 2004 – Validation 131 removed • 2004 – Classification and Data Collection fields; further clarification provided • 2006 – Validations 104 and 127 redundant and replaced with 408 and 409 • 2008 – Field removed from Qualification Completion file • 2015 April – Updated validation 102 description • 2017 December – Updated validations 408 and 409																			

Field Name	TOTAL_FEE	Field Number 1.5																		
Field Title	Total fee for domestic student (inclusive of GST)																			
Description	The total fee for an individual student is a sum of the following three components that a domestic student is charged for the whole year. Tuition fees; compulsory course cost fees; and student services fees (and any other compulsory fees). The tuition fee charged to an international fee paying student must be reported to FOREIGN_FEE field.																			
Reason for Field	Having the total fee for each student allows the MoE to undertake policy modelling on the wider tertiary funding system.																			
Field Specifications	<table><tr><th>File</th><th>Student</th></tr><tr><td>Length</td><td>6</td></tr><tr><td>Type</td><td>Numeric</td></tr><tr><td>Justification</td><td>Right</td></tr><tr><td>Fill Character</td><td>Blank</td></tr><tr><td>Record Position</td><td>24-29</td></tr><tr><td>Type of Students</td><td>B,C,D</td></tr><tr><td>Preceding Field</td><td>DOB</td></tr><tr><td>Following Field</td><td>NAMEID</td></tr></table>	File	Student	Length	6	Type	Numeric	Justification	Right	Fill Character	Blank	Record Position	24-29	Type of Students	B,C,D	Preceding Field	DOB	Following Field	NAMEID	
File	Student																			
Length	6																			
Type	Numeric																			
Justification	Right																			
Fill Character	Blank																			
Record Position	24-29																			
Type of Students	B,C,D																			
Preceding Field	DOB																			
Following Field	NAMEID																			
Classification	A numeric value representing whole dollars in form: NNNNNN The value reported is the total fee that a domestic student is paying as at the extraction date of the SDR, this may increase or decrease in subsequent SDRs if courses are added or withdrawn.																			
Validation Logic	None																			
Data Collection	Student application/enrolment form.																			
Field History	2018 August – Field was introduced 2018 August – Validations 665,666 were introduced 2019 August – Validations 665,666 were removed																			

Field Name	NAMEID	Field Number 1.6																		
Field Title	Name ID Code																			
Description	This field consists of the first four characters of a student's surname plus initial of first legal name.																			
Reason for Field	This field is used in the Results of Study exchange of data with Study Link which assists Study Link in determining eligibility of Students to Student Allowances. This field is also used to develop longitudinally linked datasets containing historical data where no NSN is available, such as the integrated student loan dataset used for Student Loan Scheme valuation and research purposes.																			
Field Specifications	<table><tr><th>File</th><th>Student</th></tr><tr><td>Length</td><td>5</td></tr><tr><td>Type</td><td>Character</td></tr><tr><td>Justification</td><td>Left</td></tr><tr><td>Fill Character</td><td>n/a</td></tr><tr><td>Record Position</td><td>30-34</td></tr><tr><td>Type of Students</td><td>B, C, D</td></tr><tr><td>Preceding Field</td><td>Field 1.5 (blank)</td></tr><tr><td>Following Field</td><td>PRIOR_A</td></tr></table>	File	Student	Length	5	Type	Character	Justification	Left	Fill Character	n/a	Record Position	30-34	Type of Students	B, C, D	Preceding Field	Field 1.5 (blank)	Following Field	PRIOR_A	
File	Student																			
Length	5																			
Type	Character																			
Justification	Left																			
Fill Character	n/a																			
Record Position	30-34																			
Type of Students	B, C, D																			
Preceding Field	Field 1.5 (blank)																			
Following Field	PRIOR_A																			
Classification	The value is generated by your organisation from the student's name. The NAMEID is generated from the first four characters of the surname and the first initial of forename 1. Characters must be capitalised. If the surname is less than 4 characters then blanks must be inserted before forename initial. The initial must be located in fifth position. e.g LEE A for Andrew Lee e.g VAN M for Michael van der Hum e.g DE WP for Peter de Wittering If surname contains punctuation, then please include these: e.g O'COB for Brian O'Connor Note: The NAMEID must match the equivalent NAMEID from either the main name or an alternative name on the NSN reported.																			
Validation Logic	Applies To: Type B, C and D students Error 114: NAMEID is blank																			
Data Collection	Source: This data item should be created by your student management system at the time that the TEC's data files are compiled or, alternatively, created and stored in your system when the student first enrolls and then supplied for the TEC files. If you use the second option, you will need to ensure that the value changes if the student's name changes.																			
Field History	1997 – The field was introduced 2000 – Field amended to include initial of first name 2000 – Validation logic introduced 2004 – Reporting requirements amended to include Type B & C students 2004 – Validation logic amended to include Type B & C students 2004 – Reason for field amended 2004 – Classification: further clarification on field matching with NAMEID from NSN 2007 – Preceding field amended																			

Field Name	PRIOR_A	Field Number 1.7																								
Field Title	Main Activity at 1 October in Year Prior to Current Formal Enrolment																									
Description	The field describes the main activity or occupation for the student on 1 October of the year prior to enrolling as a Type D student at your organisation. PRIOR_A is not required to be changed upon re-enrolment if the duration between the end of the previous enrolment and the re-enrolment is 12 months or less. If a student returns to the same TEO after not being enrolled for a period of more than 12 months, PRIOR_A should be updated to reflect the student's most recent main activity at 1 October of the year before. If the student enrolled for the first time between 1 October and 31 December of the current year then report the main activity at 1 October of the current year.																									
Reason for Field	The field is used to monitor movement of students between education and employment sectors, and to monitor the flow of secondary school students going directly on to tertiary education. The field is used by the Ministry in conjunction with the FIRST_YR field.																									
Field Specifications	<table><tr><th>File</th><th>Student</th></tr><tr><td>Length</td><td>2</td></tr><tr><td>Type</td><td>Numeric</td></tr><tr><td>Justification</td><td>Right</td></tr><tr><td>Fill Character</td><td>Blank</td></tr><tr><td>Record Position</td><td>35-36</td></tr><tr><td>Type of Students</td><td>D</td></tr><tr><td>Preceding Field</td><td>NAMEID</td></tr><tr><td>Following Field</td><td>FIRST_YR</td></tr></table>	File	Student	Length	2	Type	Numeric	Justification	Right	Fill Character	Blank	Record Position	35-36	Type of Students	D	Preceding Field	NAMEID	Following Field	FIRST_YR							
File	Student																									
Length	2																									
Type	Numeric																									
Justification	Right																									
Fill Character	Blank																									
Record Position	35-36																									
Type of Students	D																									
Preceding Field	NAMEID																									
Following Field	FIRST_YR																									
Classification	<table><tr><th>Code</th><th>Meaning</th></tr><tr><td>01</td><td>Secondary school student</td></tr><tr><td>02</td><td>Non-employed or beneficiary (excluding retired)</td></tr><tr><td>03</td><td>Wage or salary worker</td></tr><tr><td>04</td><td>Self-employed</td></tr><tr><td>05</td><td>University student</td></tr><tr><td>06</td><td>Polytechnic student</td></tr><tr><td>07</td><td>College of Education student</td></tr><tr><td>08</td><td>House person or retired</td></tr><tr><td>09</td><td>Overseas (irrespective of occupation)</td></tr><tr><td>11</td><td>Private Training Establishment student</td></tr><tr><td>12</td><td>Wānanga student</td></tr></table> The classification of '99 – other' has been removed and may only be used historically.		Code	Meaning	01	Secondary school student	02	Non-employed or beneficiary (excluding retired)	03	Wage or salary worker	04	Self-employed	05	University student	06	Polytechnic student	07	College of Education student	08	House person or retired	09	Overseas (irrespective of occupation)	11	Private Training Establishment student	12	Wānanga student
Code	Meaning																									
01	Secondary school student																									
02	Non-employed or beneficiary (excluding retired)																									
03	Wage or salary worker																									
04	Self-employed																									
05	University student																									
06	Polytechnic student																									
07	College of Education student																									
08	House person or retired																									
09	Overseas (irrespective of occupation)																									
11	Private Training Establishment student																									
12	Wānanga student																									
Validation Logic	Applies To: Type D students Error 108: FIRST_YR is current year and PRIOR_A is not 01, 02, 03, 04, 08, 09 150: PRIOR_A is not valid																									
Data Collection	Source: Student application/enrolment form. Frequency: Once, at first enrolment at your organisation and again upon any subsequent enrolments at your TEO if the period of time since the student was last enrolled spans more than 12 months. For example: if a student enrolls at your TEO the year after leaving secondary school, the PRIOR_A field will be 01. If the student leaves your TEO and joins the workforce and later returns, PRIOR_A should be changed to 03 if the period since the student left has been more than 12 months.																									
Field History	• The field has existed since data collection was introduced																									

-
- 1998 – Validation logic amended to include warning
 - 1998 – The code 10 (TOPs student) removed
 - 2000 – Validation logic amended to exclude code 99
 - 2001 – Classification amended for code 02 to include non-employment - e.g. voluntary work, prisoners
 - 2004 – Validation messages 108 and 150 amended
 - 2004 – Classification 99 removed and can only be used historically
 - 2006 – Field altered so that PRIOR_A can be changed upon a new enrolment, if/when appropriate

Field Name	FIRST_YR	Field Number 1.8
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Field Title	First Year of Tertiary Education	
Description	The field should contain a year value showing the year in which a student first enrolled in any "quality assured" qualification at a TEO in New Zealand or overseas, or in the Foundation Year at the University of the South Pacific, or at a registered Private Training Establishment. Enrolment in STAR, community, or other non-formal education does not count for first year purposes.	
Reason for Field	The field is used to monitor movement of students between secondary and post-secondary education. The field is used by the Ministry in conjunction with the PRIOR_A field.	
Field Specifications	File	Student
	Length	4
	Type	Numeric
	Justification	n/a
	Fill Character	Blank
	Record Position	37-40
	Type of Students	D
	Preceding Field	PRIOR_A
	Following Field	DIS_ACCESS
Classification	Code	Meaning
	yyyy	A four digit year value, e.g. "1999"
Validation Logic	Applies To:	Type D students
	Errors	117: FIRST_YR is greater than the current year 135: FIRST_YR of enrolment is less than year of birth 397: FIRST_YR puts student at age less than 5 or greater than 100 (calculated from DOB) 576: FIRST_YR cannot be blank or 9999 if CITIZEN is NZL, AUS, or RESIDENCY or AUS_RESIDENCY is Y
	Warning	106: FIRST_YR is less than 1930 398: FIRST_YR must be equal to Y_SCHOOL or Y_SCHOOL plus 1 when PRIOR_A equals 01 399: FIRST_YR puts student at age less than 15 or greater than 70 (calculated from DOB) 572 FIRST_YR is blank or 9999
Data Collection	Source:	Student application/enrolment form.
	Frequency:	Once, at first enrolment in a qualification at your organisation. Once you have collected the data item for a student, it should remain unchanged in your student management system for the duration of that student's current and future enrolments at your organisation.

Field History	• The field has existed since data collection was introduced • 1993 – Codes Y, N, were amended in 1993 to collect the year of first enrolment • 1998 – Removal of code 9999 ("Not Stated") • 1998 – Validation amended: blanks and code 9999 made an error • 1999 – Validation amended: first year earlier than birth date made an error • 2000 – Validation 107 amended to apply to domestic students only
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- 2003 – Validation 117 introduced and removed from validation 106
 - 2004 – Validations 107, 117 and 106 messages amended
 - 2006 – Validations 397, 398 and 399 introduced
 - 2008 – Validation 576 introduced (amendment of 107)
 - 2008 – Validation 107 removed
 - 2008 – Validation 572 introduced
 - 2014 – Validation 576 updated to include AUS_RESIDENCY
 - 2017 December – Validation 397 updated

Field Name	DIS_ACCESS		Field Number 1.9
Field Title	Disability Services Accessed Indicator		
Description	A code to indicate whether or not a student has accessed disability services.		
Reason for Field	This field assists in monitoring access and participation in tertiary education by people with disabilities. In particular this field will identify students with possible ‘undeclared’ disabilities, with a view to eventually having them feel safe enough to declare their disability. Information collected through this question will also assist organisations in meeting the needs of these students.		
Field Specifications	File	Student	
	Length	1	
	Type	Numeric	
	Justification	n/a	
	Fill Character	Blank	
	Record Position	41	
	Type of Students	D	
	Preceding Field	FIRST_YR	
Following Field	S_SCHOOL		
Classification	Code	Meaning	
	1	Disability services accessed	
	2	Disability services not accessed	
Validation Logic	Applies To:	Type D students	
	Error	358: DIS_ACCESS is not 1 or 2	
Data Collection	Source:	Student Management System (with appropriate security in place to prevent unauthorised staff accessing this information).	
	Frequency:	Annually. It is expected that it would be entered late in the Academic year.	
Field History	2004 – Field introduced		

Field Name	S_SCHOOL	Field Number 1.10																		
Field Title	Last Secondary School Attended																			
Description	A code to identify the last secondary school attended by the student.																			
Reason for Field	This code is used to monitor access to tertiary education by using the school number as a link to the school profile. The link to the school profile will allow the monitoring of access to tertiary education from state versus private schools, and schools from different localities and from different deciles. It is recognised that this field does not allow the successful monitoring of access to tertiary education for rural versus urban students.																			
Field Specifications	<table><tr><th>File</th><th>Student</th></tr><tr><td>Length</td><td>4</td></tr><tr><td>Type</td><td>Numeric</td></tr><tr><td>Justification</td><td>Right</td></tr><tr><td>Fill Character</td><td>Zero</td></tr><tr><td>Record Position</td><td>42-45</td></tr><tr><td>Type of Students</td><td>D</td></tr><tr><td>Preceding Field</td><td>DIS_ACCESS</td></tr><tr><td>Following Field</td><td>Y_SCHOOL</td></tr></table>	File	Student	Length	4	Type	Numeric	Justification	Right	Fill Character	Zero	Record Position	42-45	Type of Students	D	Preceding Field	DIS_ACCESS	Following Field	Y_SCHOOL	
File	Student																			
Length	4																			
Type	Numeric																			
Justification	Right																			
Fill Character	Zero																			
Record Position	42-45																			
Type of Students	D																			
Preceding Field	DIS_ACCESS																			
Following Field	Y_SCHOOL																			
Classification	Secondary school codes are found in Appendix 2. The following codes are to be used for students who did not attend a recognised NZ secondary or composite school: <table><tr><th>Code</th><th>Meaning</th></tr><tr><td>972</td><td>Home schooling</td></tr><tr><td>997</td><td>Never attended a secondary school</td></tr><tr><td>998</td><td>Attended NZ school not on list</td></tr><tr><td>999</td><td>Overseas secondary school</td></tr><tr><td>1040</td><td>Secondary school not known</td></tr></table>		Code	Meaning	972	Home schooling	997	Never attended a secondary school	998	Attended NZ school not on list	999	Overseas secondary school	1040	Secondary school not known						
Code	Meaning																			
972	Home schooling																			
997	Never attended a secondary school																			
998	Attended NZ school not on list																			
999	Overseas secondary school																			
1040	Secondary school not known																			
Validation Logic	Applies To: Type D students Errors 112: S_SCHOOL is not in classification 115: FIRST_YR is current year and PRIOR_A is 01 and S_SCHOOL is 1040 119: FIRST_YR is current year and S_SCHOOL is blank Warning 118: FIRST_YR is current year and S_SCHOOL is 1040 (i.e. “not known”)																			
Data Collection	Source: Student application/enrolment form. Frequency: Once, at first enrolment at your organisation. Once you have collected the data item for a student, it should remain unchanged in your student management system for the duration of that student’s current and future enrolments at your organisation.																			
Field History	• The field has existed since data collection was introduced • 2000 – Validation 112 amended from warning to error • 2001 – Validation logic introduced • 2004 – Validation messages 112, 115, 118, 119 and 208 amended • 2008 – Field removed from Qualification file • 2008 – Validation 208 removed																			

Field Name	Y_SCHOOL	Field Number 1.11
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Field Title Last Year at Secondary School

Description The year in which the student finished their secondary school education.

Reason for Field This code is used to monitor the transition of students from secondary school to tertiary education. Also used in conjunction with prior activity and first year.

Field Specifications	File	Student
	Length	4
	Type	Numeric
	Justification	n/a
	Fill Character	Blank
	Record Position	46-49
	Type of Students	D
	Preceding Field	S_SCHOOL
	Following Field	SEC_QUAL

Classification	Code	Meaning
	yyyy	A four digit year value, e.g. "1999"
	(blank)	Not specified by student or not known

Validation Logic **Applies To:** Type D students

Error 113: Y_SCHOOL is less than year of birth +5 or greater than current year
 116: FIRST_YR is current year and PRIOR_A is 01 and Y_SCHOOL is blank

Warning 120: FIRST_YR is current year and Y_SCHOOL is blank
 539: Y_SCHOOL is not blank and S_SCHOOL is 997

Data Collection Source: Student application/enrolment form.

Frequency: Once, at first enrolment at your organisation. Once you have collected the data item for a student, it should remain unchanged in your student management system for the duration of that student's current and future enrolments at your organisation.

- Field History**
- The field has existed since data collection was introduced
 - 2001 – Validation logic introduced
 - 2004 – Validation 113, 116 and 120 messages amended
 - 2006 – Validation 113 changed to an error
 - 2007 – Validation 539 introduced
 - 2008 – Field removed from Qualification Completion file

Field Name	SEC_QUAL	Field Number 1.12																				
Field Title	Highest Secondary School Qualification																					
Description	This field contains a code to show the highest secondary school qualification attained by the student.																					
Reason for Field	The field is used to identify the highest Secondary School Qualification of students enrolling in a Tertiary Qualification. A broad open-access tertiary system means that more New Zealanders have the opportunity to access tertiary education, including those who may not have been successful at school. The level of academic achievement prior to tertiary, however, does have a strong influence on academic achievement at tertiary level. This field allows research for example, on outcomes of all types of tertiary student by school achievement and can allow international comparisons with countries with more restricted academic entry.																					
Field Specifications	<table><tr><th>File</th><th>Student</th></tr><tr><td>Length</td><td>2</td></tr><tr><td>Type</td><td>Numeric</td></tr><tr><td>Justification</td><td>Left</td></tr><tr><td>Fill Character</td><td>Blank</td></tr><tr><td>Record Position</td><td>50-51</td></tr><tr><td>Type of Students</td><td>D</td></tr><tr><td>Preceding Field</td><td>Y_SCHOOL</td></tr><tr><td>Following Field</td><td>CITIZEN</td></tr></table>	File	Student	Length	2	Type	Numeric	Justification	Left	Fill Character	Blank	Record Position	50-51	Type of Students	D	Preceding Field	Y_SCHOOL	Following Field	CITIZEN			
File	Student																					
Length	2																					
Type	Numeric																					
Justification	Left																					
Fill Character	Blank																					
Record Position	50-51																					
Type of Students	D																					
Preceding Field	Y_SCHOOL																					
Following Field	CITIZEN																					
Classification	<table><tr><th>Code</th><th>Meaning</th></tr><tr><td>00</td><td>No formal secondary school qualification</td></tr><tr><td>11</td><td>14 or more credits at any level</td></tr><tr><td>12</td><td>NCEA Level 1 or School Certificate</td></tr><tr><td>13</td><td>NCEA Level 2 or 6th Form Certificate</td></tr><tr><td>14</td><td>University Entrance</td></tr><tr><td>15</td><td>NCEA Level 3 or Bursary or Scholarship</td></tr><tr><td>09</td><td>Overseas qualification (includes International Baccalaureate & Cambridge Exams)</td></tr><tr><td>98</td><td>Other</td></tr><tr><td>99</td><td>Not known</td></tr></table>	Code	Meaning	00	No formal secondary school qualification	11	14 or more credits at any level	12	NCEA Level 1 or School Certificate	13	NCEA Level 2 or 6th Form Certificate	14	University Entrance	15	NCEA Level 3 or Bursary or Scholarship	09	Overseas qualification (includes International Baccalaureate & Cambridge Exams)	98	Other	99	Not known	
Code	Meaning																					
00	No formal secondary school qualification																					
11	14 or more credits at any level																					
12	NCEA Level 1 or School Certificate																					
13	NCEA Level 2 or 6th Form Certificate																					
14	University Entrance																					
15	NCEA Level 3 or Bursary or Scholarship																					
09	Overseas qualification (includes International Baccalaureate & Cambridge Exams)																					
98	Other																					
99	Not known																					
Validation Logic	Applies To: Type D students Error 133: SEC_QUAL code is not on classification list 136: FIRST_YR is current year and PRIOR_A is 01 and value is 99 546: SEC_QUAL is not valid for return year Warning 134: SEC_QUAL = 99																					
Data Collection	Source: Student application/enrolment form. Frequency: Once, at first enrolment at your organisation.																					
Notes	There are a number of ways that a student can attain NCEA Level 2 or 3. For detailed information on allowable credits: http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/																					

Field History

- The field has existed since data collection was introduced
- 1999 – Validation amended
- 2000 – Year of highest secondary qualification dropped and classification amended
- 2000 – A & B Bursary categories amalgamated - code 06 removed for first year students in 2000
- 2001 – Validation logic introduced
- 2003 – Code 01 amended to include NCEA level 1
- 2004 – Validation messages 133, 134 and 136 amended
- 2004 – Reason for Field description amended
- 2004 – Classification codes 02 and 07 amended to reflect NCEA levels 2 and 3
- 2004 – Classification code 08 amended to remove 'university'
- 2005 – Classification codes 00 through to 08 amended to reflect NCEA levels 1 to 4
- 2005 – Classification codes 09 amended to reflect additional overseas qualifications taught within New Zealand
- 2007 – New codes introduced
- 2007 – Validation 133 amended
- 2007 – Validation 546 introduced
- 2008 – Field removed from Qualification Completion file

Field Name	CITIZEN	Field Number 1.13																		
Field Title	Country of Citizenship																			
Description	This field is used to identify the country of citizenship of a student.																			
Reason for Field	The field is to identify NZ and Australian Citizens and the students' country of origin for Residents and overseas students. This field is used to monitor and analyse the make-up of international students, and their patterns of participation and achievement.																			
Field Specifications	<table><tr><th>File</th><th>Student</th></tr><tr><td>Length</td><td>3</td></tr><tr><td>Type</td><td>Character</td></tr><tr><td>Justification</td><td>n/a</td></tr><tr><td>Fill Character</td><td>9</td></tr><tr><td>Record Position</td><td>52-54</td></tr><tr><td>Type of Students</td><td>C, D</td></tr><tr><td>Preceding Field</td><td>SEC_QUAL</td></tr><tr><td>Following Field</td><td>Field 1.14 (blank)</td></tr></table>	File	Student	Length	3	Type	Character	Justification	n/a	Fill Character	9	Record Position	52-54	Type of Students	C, D	Preceding Field	SEC_QUAL	Following Field	Field 1.14 (blank)	
File	Student																			
Length	3																			
Type	Character																			
Justification	n/a																			
Fill Character	9																			
Record Position	52-54																			
Type of Students	C, D																			
Preceding Field	SEC_QUAL																			
Following Field	Field 1.14 (blank)																			
Classification	All students are to have the three-letter country code corresponding to their citizenship as shown by their passport in Citizen Field. Country of citizenship codes are listed in Appendix 3. <table><tr><th>Code</th><th>Meaning</th></tr><tr><td>NZL</td><td>New Zealand Citizen (include Niuean, Cook Island, and Tokelauan students)</td></tr><tr><td>AUS</td><td>Australian Citizen</td></tr></table> This field only collects Country of Citizenship. Whether or not a student is classified as a New Zealand Resident visa holder is now collected in a separate field – RESIDENCY (field 2.12 in the course enrolment file).		Code	Meaning	NZL	New Zealand Citizen (include Niuean, Cook Island, and Tokelauan students)	AUS	Australian Citizen												
Code	Meaning																			
NZL	New Zealand Citizen (include Niuean, Cook Island, and Tokelauan students)																			
AUS	Australian Citizen																			
Validation Logic	Applies To: Type C and D students Error 121: CITIZEN is blank 132: CITIZEN code is not on classification list 545: CITIZEN Code is not valid for return year Applies To: Type D students only Error 597: CITIZEN cannot be '999' – Unknown Note: 999 is valid for Type B and C students.																			
Data Collection	Source: Student application/enrolment form. Frequency: The citizenship code should be supplied by your student management system at the time that the TEC data files are created.																			
Field History	1997 – The field was introduced 2000 – Country codes amended & "Not Known" code (XXX) removed 2004 – Terminology of Domestic and International students expanded 2004 – Reporting requirements amended to apply to Types B, C & D students 2004 – Validation amended to apply to Types B, C & D students 2004 – New Classification Code (999) for reporting Type B & C students with 'unknown' introduced 2007 – Preceding field amended																			

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- 2007 – Some new and amended codes introduced
 - 2007 – Validation 545 introduced
 - 2008 – Field Description changed, residence component removed from field
 - 2008 – Classification amended to reflect removal of residence status
 - 2008 – Field removed from Qualification Completion File
 - 2008 – Classification Code 999 extended for reporting Type D Student
 - 2011 – Validation 597 introduced

Field Name	FEES_FREE_ELIGIBLE	Field Number 1.14.1
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Field Title	Fees Free eligible indicator
Description	This field contains a one-character code to identify if the student is eligible for Fees Free or not, at the extraction date of the SDR.
Reason for Field	This field is used to determine whether a student is eligible for Fees Free at the extraction date of the SDR. Note: the student eligibility data is supplied by the TEC.

Field Specifications	File	Student
	Length	1
	Type	Character
	Justification	n/a
	Fill Character	n/a
	Record Position	55
	Type of Students	B,C,D
	Preceding Field	CITIZEN
	Following Field	Padded blank

Classification	Code	Meaning
	Y	Student is eligible for Fees Free
	N	Student is not eligible for Fees Free
	U	Student's Fees Free eligibility is unknown

Numeric: From 2018 please enter the last digit of the year,
e.g. 2018 = 8; 2024 = 4

The value reported should reflect the Fees Free Eligibility (provider-based study) that the TEC provides, published on Workspace 2. Please click on link below, select the TEO and click on the List of NSNs eligible for Fees Free study. <https://web.dxp.tec.govt.nz/>

Validation Logic	Applies To: Type B,C,D students
	Error
663	FEES_FREE_ELIGIBLE is other than Y or N or U for prior Dec 2019 submissions
673	FEES_FREE_ELIGIBLE is other than Y or N or U or 8 or 9 or 0 or 1 or 2 or 3 or 4 or 5 on or after Dec 2019 submissions
674	FEES_FREE_ELIGIBLE cannot be 0 for submission year 2019

Data Collection	Student application/enrolment form.
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Field History	2018 August – Field was introduced 2018 August – Validations 663,664 were introduced 2019 August – Validation 664 was removed 2019 December – Validation 663 updated 2019 December – Validation 673, 674 were introduced 2021 April – introduction of Code 1 2021 April – Validation 673 updated to include 1 2021 November – Introduction of Code 2 2021 November – Validation 673 updated to include 2 2024 - Introduction of codes 3,4,5 2024 - Validation 673 updated to include new values
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Field Name	DISABILITY	Field Number 1.15
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Field Title Disability Indicator

Description A code to indicate whether or not a student has a disability.

Reason for Field This field assists in monitoring access and participation in tertiary education by people with disabilities. Information collected through this question will also assist organisations in meeting the needs of these students.

Field Specifications	File	Student
	Length	1
	Type	Numeric
	Justification	n/a
	Fill Character	9
	Record Position	57
	Type of Students	D
	Preceding Field	Field 1.14 (blank)
	Following Field	FINISH

Classification	Code	Meaning
	1	No disability identified
	2	Disability identified
	9	Not stated (question asked of student, but no answer was provided)

Validation Logic **Applies To:** Type D students
Error 129: DISABILITY is not 1, 2 or 9

Data Collection **Source:** Student enrolment form and/or subsequent information received from the learner.
Frequency: Annually, because a student's disability status can change. For students at first enrolment, it is recommended that the question be asked at the time of formal enrolment and following acceptance into a qualification.

- Field History**
- 1998 – The field was introduced
 - 2004 – Validation 129 amended
 - 2004 – Field removed from the Qualification Completion file

Field Name	FINISH	Field Number 1.16
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Field Title Expectation to Complete a Qualification this year

Description The field contains a yes/no value to show whether the student expects to be eligible for the award of a qualification in this academic year.

Reason for Field The field measures the expected output of students and therefore the effect on the labour market. The field is also used for resource planning purposes.

Field Specifications	File	Student
	Length	1
	Type	Character
	Justification	n/a
	Fill Character	N.A.
	Record Position	58
	Type of Students	D
	Preceding Field	DISABILITY
	Following Field	IWI

Classification	Code	Meaning
	Y	Yes, the student expects to be eligible for the award of a qualification in this academic year., or in the next academic year if their current enrolment spans the end of an academic year.
	N	No, the student does not expect to be eligible for the award of a qualification in this academic year. , or in the next academic year if their current enrolment spans the end of an academic year.
	Note:	By default, the value will be "Y" for students who are enrolled full-time in qualifications of less than or equal to one year duration.

Validation Logic **Applies To:** Type D students

Error 130: FINISH is not Y or N or is blank

Data Collection Source: Student re-enrolment form.

Frequency: At each re-enrolment in a qualification that takes more than one year.

- Field History**
- The field has existed since data collection was introduced
 - 2000 – The field was moved from course enrolment file to student file and description amended to refer to completion of any qualification in the current academic year
 - 2000 – The field was amended to apply to courses of less than one year duration
 - 2000 – Validation logic introduced
 - 2004 – Validation 130 message amended

Field Name	IWI	Field Number 1.17
Field Title	Iwi Affiliation	
Description	A code to indicate the iwi affiliation of a student. If a student has more than one affiliation then up to three iwi are to be recorded.	
Reason for Field	This field assists in analyzing access and participation and outcomes of Māori in tertiary education, by their iwi affiliation. For example, this field is used to provide profiles for iwi of their Māori students.	
Field Specifications	File	Student
	Length	12 (i.e. up to three 4-digit codes)
	Type	Numeric
	Justification	Left
	Fill Character	Blank
	Record Position	59-70
	Type of Students	C, D
	Preceding Field	FINISH
	Following Field	IRDNOS
Classification	A list of four digit codes for this field is found in Appendix 4.	
	For Māori students who do not identify or cannot name an iwi affiliation please use the following codes:	
	5000	Do not know name of iwi
	6000	Unidentifiable response
	9999	Not Specified
Note: If the name of an iwi is specified but cannot be found on the classification list, please re-code to rohe or region of iwi not further defined. If region is not identified, code to 6000.		
Validation Logic	Applies To:	Type C and D students
	Error	143: IWI is not valid
		588: IWI is blank where ethnic group is identified as "211" and first year is current year
	Applies To:	Type B students (there is no requirement to report for type B students)
	Warning	359: IWI is not valid
Data Collection	Source: Student/application enrolment form.	
	Frequency: Once, at first enrolment at your organisation.	
Field History	2002 – The field is introduced 2003 – Validation logic introduced 2004 – Validation 137 and 143 messages amended and now apply to Type C & D 2004 – New Warning 359 for Type B students 2004 – Field Title and Description amended 2007 – Some amended codes 2008 – Field removed from Qualification Completion file 2022 – New Iwi codes added for 2023 and beyond	

Field Name	Padded Blanks (Previously IRDNOS)	Field Number 1.18
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Field Title None

Description From April 2016 IRDNOS is no longer collected as part of SDR.

Reason for Field IRDNOS is no longer collected.

Field Specifications	File	Student
	Length	9
	Type	Padded Blanks
	Justification	Right
	Fill Character	Blank
	Record Position	71-79
	Type of Students	N/A
	Preceding Field	IWI
	Following Field	NSN

Classification	Code	Description
	XXXXXXXXXX	Padded Blanks

Validation Logic **Applies To:** N/A

Error 642: IRDNO is not blank

- Field History**
- 1996 – The field was first introduced for purposes of monitoring student allowances
 - 1999 – The field was dropped as a result of changes to the student allowance scheme
 - 2001 – The field was re-introduced for the purposes of identifying student loan recipients who are currently studying full-time or part-time
 - 2015 August – Warning 642 introduced.
 - 2016 – Field replaced by padded blanks
 - 2016 – Warning 642 turned to error

Field Name	NSN	Field Number 1.19, 2.19, 4.3, 5.6
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Field Title National Student Number

Description A number which uniquely identifies the student. The NSN must remain constant for the student throughout their enrolment at your or any other organisation. The NSN is part of the NSI database system maintained by the Ministry.

Reason for Field This field provides the link between the various data files and enables the Ministry to link records from one file with records from another file.

The NSN allows the Ministry to do longitudinal studies and undertake more accurate forecasting of student numbers.

This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes.

Field Specifications	File	Student	Course Enrolment	Qualification Completion	Course Completion
	Length	10	10	10	10
	Type	Numeric	Numeric	Numeric	Numeric
	Justification	Right	Right	Right	Right
	Fill Character	Blank	Blank	Blank	Blank
	Record Position	80-89	177-186	15-24	44-53
	Type of Students	B, C, D	B, C, D	D	D
	Preceding Field	IRDNOS	EFTS_MTH	ID	CRS_SRT
	Following Field	FOREIGN_FEE	n/a	QUAL	CRS_END

Classification The value is generated by the National Student Index (NSI). Please refer to the National Student Index Web Application User Guide (Appendix 14) for details.

Note: The data that sits on an NSI record must match the equivalent data in the associated SDR Field.

For example:

Date of Birth field in SDR = Date of Birth on NSN

CITIZEN field in SDR = Equivalent Residential status on NSN (In some cases this may not match)

NAMEID field in SDR = NAMEID from NSN (the NAMEID from the main name or the alternative name field)

GENDER field in SDR = Gender on NSN

Type D students **Student's** name & date of birth AND residential status must be verified for a Type D student.

Type B and C students are not required to provide verification documentation. There is no requirement to complete either field for verification on the NSN

Validation Logic **Applies To:** **Type B, C and D students**

Error

- 151: NSN reported is invalid
- 152: NSN reported is not unique in student file
- 153: NSN is invalid for reporting, is not a master NSN
- 154: Date of Birth reported does not match Date of Birth on NSN
- 251: NSN created after the cut-off date
- 252: NSN does not exist
- 254: Gender reported does not match Gender on NSN
- 256: NAMEID reported does not match NAMEID from NSN

382: NSN reported in Course Enrolment file is not in Student file

Warning 157: NSN record status is Inactive

159: Citizenship or resident status reported does not match resident status on NSN

Applies To: Type D students

Error 156: Student's name & date of birth AND residential status must be verified for a Type D student.

360: Proxy Date of birth cannot be used for a Type D student

Applies To: Type B and C students

Warning 361: Proxy Date of birth has been used for a Type B or C student

Field History

- 2003 – The field was introduced
- 2003 – Validations 153, 154, 156, 157, 158, 159 introduced
- 2003 – Validations 251 to 257 introduced
- 2004 – Validations 154, 159, 254 & 256 tightened to apply to B, C & D students
- 2004 – Validations 158, 253, 255 & 257 removed
- 2004 – Validation messages 151, 152, 153, 154, 156, 159, 254, 256 and 157 amended
- 2004 – New validations 360, 361, 382 & 383
- 2004 – Classification: further clarification on the reporting and validation in the SDR
- 2005 – Code format altered to match changes in Course Completion File layout
- 2005 – Validation 383 removed from NSN page
- 2007 – Following field amended in Qualification Completion File
- 2008 – Validation 159 changed to a Warning
- 2008 – New field number and file position in Qualification Completion File
- 2015 – Error description updated for validation 156

Field Name	FOREIGN_FEE	Field Number 1.20 or 3.15
Field Title	Tuition fee paid by international fee-paying student (\$ New Zealand excluding GST)	
Description	For the purposes of the Export Education Levy and the Code of Practice for the Pastoral Care of International Students; 'international student' is defined as any student that is not a 'domestic student'. For a definition of 'domestic student' refer to the Fund Finder on the TEC website for more information. The tuition fee charged to an international student should always exceed the tuition fee charged to a domestic student. The foreign tuition fee in addition to all the normal domestic tuition costs must also include the costs of sale such as agents' fees and marketing costs as well as recovering the cost of the Export Education Levy. Additional compulsory course costs are not included in the tuition fee. This must be recorded in \$ New Zealand (excluding GST).	
Reason for Field	This field is used to calculate the Export Education Levy. The Tuition fee must be reported on either the Student File or the Course Register File, but not on both .	
Field Specifications	File	Student Course Completion
	Length	5
	Type	Numeric
	Justification	Right
	Fill Character	Blank
	Record Position	90-94
	Type of Students	B, C, D
	Preceding Field	NSN
	Following Field	MAX Exempt Fee
		CCCOSTS Fee
Classification	A numeric value representing whole dollars in form: NNNNN	
Validation Logic	Applies To: All 'on-shore' international fee paying students with student type B, C or D determined by (ATTEND = 1 or 2) and (FUNDING = 02 or (FUNDING = 01 and ASSIST = 06)) Error 164: FOREIGN FEE is not numeric 362: International fee-paying student has no FOREIGN FEE in either the Student file or the Course Register file (i.e. is zero) 363: FOREIGN FEE is blank on both Student and Course Register files 368: FOREIGN FEE has been reported on both the Student and Course Register files Warning 165: If source of funding is 02 and foreign fee<100	
Data Collection	Source:	Enrolment. Fees Invoice.
		Because the fee charged to an international student for a qualification does not necessarily relate to the sum of the course or qualification fees, the foreign fee field can be put on either the student file or the course register file, but not on both. It is acknowledged that the foreign fee value reported on the student file may change between SDRs.
Field History	2004 – Field was introduced 2005 – Field description updated 2006 – Validation amended to accommodate International PhD policy change 2008 – Correction to Validation Logic description	

Field Name	MAX Exempt Fee	Field Number 1.21																		
Field Title	Maxima Exempt Fees (Inclusive of GST)																			
Description	The maxima exempt fees are fees for the provision of student services (GST inclusive) only. The Maxima Exempt Fees are net of the Course Tuition Fee which is covered in field 3.12 and Compulsory Course Costs which are covered in field 3.16.																			
Reason for Field	This field is used to monitor how much tertiary education providers are charging in fees for the provision of student services.																			
Field Specifications	<table><tr><th>File</th><th>Student</th></tr><tr><td>Length</td><td>5</td></tr><tr><td>Type</td><td>Numeric</td></tr><tr><td>Justification</td><td>Right</td></tr><tr><td>Fill Character</td><td>n/a</td></tr><tr><td>Record Position</td><td>95-99</td></tr><tr><td>Type of Students</td><td>B, D</td></tr><tr><td>Preceding Field</td><td>FOREIGN_FEE</td></tr><tr><td>Following Field</td><td>ETHNIC</td></tr></table>	File	Student	Length	5	Type	Numeric	Justification	Right	Fill Character	n/a	Record Position	95-99	Type of Students	B, D	Preceding Field	FOREIGN_FEE	Following Field	ETHNIC	
File	Student																			
Length	5																			
Type	Numeric																			
Justification	Right																			
Fill Character	n/a																			
Record Position	95-99																			
Type of Students	B, D																			
Preceding Field	FOREIGN_FEE																			
Following Field	ETHNIC																			
Classification	A numeric value representing whole dollars in form: NNNNN The value reported during the student’s enrolment should reflect the amount of the student services fee per charged to the student for the calendar year. Each SDR should report the total amount charged in students services fees to a student at the point of time in reporting. For example, if a learner pays the student services fee for the full year in February, then the April SDR will report the full amount. The December SDR should capture the total amount charged to the individual student in the calendar year.																			
Validation Logic	Applies To: Type B and D students Error 379: MAX Exempt Fee is not numeric or is blank 380 MAX Exempt Fee < 0 Warning 381: MAX Exempt Fee = 0																			
Data Collection	Source: The maxima exempt fees will be an attribute of the student's enrolment.																			
Field History	• 2004 – Field was introduced • 2007 – Following field amended • 2007 – Validation 379 wording amended • 2022 – Description amended																			

Field Name	ETHNIC	Field Number 1.22
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Field Title	Ethnicity
Description	Up to three ethnic codes can be entered in this field. The codes identify the ethnic group or groups to which a student belongs.
Reason for Field	Education allows everyone to reach their full potential and to bring about a tolerant and equitable society. All sectors of society including different ethnic groups must equally partake of education. This field allows the Ministry to monitor the participation in education and educational outcome of major ethnic groups in New Zealand. This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes.

Field Specifications	File	Student
	Length	9 (i.e. up to three 3 digit codes)
	Type	Numeric
	Justification	Left
	Fill Character	n/a
	Record Position	100-108
	Type of Students	C, D
	Preceding Field	MAX Exempt Fee
	Following Field	PERM_POST_CODE

Classification	Code	Meaning
	111	New Zealand European
	121	British and Irish
	122	Dutch
	123	Greek
	124	Polish
	125	South Slav
	126	Italian
	127	German
	128	Australian
	129	Other European
	211	Māori
	311	Samoan
	321	Cook Islands Maori
	331	Tongan
	341	Niuean
	351	Tokelauan
	361	Fijian
	371	Other Pacific Peoples
	411	Filipino
	412	Cambodian
	413	Vietnamese
	414	Other Southeast Asian
	421	Chinese
	431	Indian
	441	Sri Lankan

442	Japanese
443	Korean
444	Other Asian
511	Middle Eastern
521	Latin American
531	African
611	Other Ethnicity
999	Not Stated

Note: For validation 627 under FUNDING:

Ethnicity Group Ethnicity

Māori	211 Māori
Pacific Peoples	311 Samoan
	321 Cook Islands Maori
	331 Tongan
	341 Niuean
	351 Tokelauan
	361 Fijian
	371 Other Pacific Peoples

Validation Logic

Applies To: **Type C and D students**

Error 105: ETHNICITY is not in the classification list or is blank
 403: ETHNICITY contains a duplicate or triplicate code
 547: ETHNICITY is not valid for return year

Applies To: **Type B students**

Warning 103: ETHNICITY is not in the classification list or is blank
 548: ETHNICITY is not valid for return year

Data Collection

Source: Student application/enrolment form.
 Frequency: Once, at first enrolment at your organisation, but amendable on request by student.

Field History

- The field has existed since data collection was introduced
- 1995 – Different codes were used
- 1996 – Code 68 was introduced
- 1997 – “No response” was amended to code 99
- 2004 – Validation 105 amended to apply to Type C & D students
- 2004 – Validation 103 amended to apply to Type B students only
- 2004 – Data Collection explanation amended to enable Ethnicity to change
- 2006 – Validation 403 introduced
- 2007 – New codes introduced
- 2007 – Change in field length
- 2007 – Change in field positions
- 2007 – Removal of priority
- 2007 – Validations 547 and 548 introduced
- 2008 – Field removed from Qualification Completion File
- 2021 – Updated some ethnicity descriptions

Field Name	PERM_POST_CODE	Field Number 1.23
Field Title	Permanent Post Code	
Description	The students' main location during the 12 months prior to first enrolling at the TEO. This information would only be updated where the TEO has not had an enrolment at any stage in the last 2 academic years or longer.	
Reason for Field	The purpose of this information is to identify where students were predominately residing prior to their first enrolment with the TEO. This information will inform the tertiary network of provision by providing enhanced information on where students were residing prior to enrolment.	
Field Specifications	File	Student
	Length	4
	Type	Numeric
	Justification	n/a
	Fill Character	8
	Record Position	109-112
	Type of Students	D (B, C optional)
	Preceding Field	ETHNIC
	Following Field	TERM_POST_CODE
Classification	NZ Post Codes 9999 Overseas 8888 Not yet known (Default) List of Post Codes is available (Appendix 15)	
Validation Logic	Applies To: Type B, C, D students (note there is no requirement to report for Type B and C students, however if Post Codes are reported then this validation applies) Error 556: PERM_POST_CODE is blank or not numeric 558: PERM_POST_CODE is not a valid Post Code	
	Applies To: Type D students Warning 557 PERM_POST_CODE is 8888 for more than two consecutive returns Note: Only post codes implemented from 1 July 2008 are accepted.	
	Data Collection Source: Student application/enrolment form. Frequency: It is expected that this data item will not change, except in the circumstances explained in the 'Description' above, for a student during the year while enrolled in a qualification. The post code should be supplied by your student management system at the time that the Ministry's data files are created.	
Field History	• 2008 – This field was introduced • 2009 – Validation 557 changed to an error • 2009 – Validations 556 and 558 amended to include Type B and C students • 2009 – Validation 557 reverted to warning	

Field Name	TERM_POST_CODE	Field Number 1.24																		
Field Title	Term Post Code																			
Description	The student's current residential location while receiving the learning. The information would be updated when the details change.																			
Reason for Field	The purpose of this information is to identify where learners are residing when receiving the learning. This information will be used to build a more accurate picture of learner location during study. This information will be more detailed and accurate than current 'delivery site' information and be used by the TEC to produce performance information for investing, funding, and monitoring purposes. The Term Post Code may or may not be the same as the Permanent Post Code. For Example: If a student's home post code is Island Bay (Wellington) and is studying in Otago (Dunedin): PERM_POST_CODE = 6023, TERM_POST_CODE = 9016 If a student's home post code is Kelburn and is studying in Kelburn (Wellington): PERM_POST_CODE = 6012, TERM_POST_CODE = 6012																			
Field Specifications	<table><tr><th>File</th><th>Student</th></tr><tr><td>Length</td><td>4</td></tr><tr><td>Type</td><td>Numeric</td></tr><tr><td>Justification</td><td>n/a</td></tr><tr><td>Fill Character</td><td>8</td></tr><tr><td>Record Position</td><td>113-116</td></tr><tr><td>Type of Students</td><td>D (B, C optional)</td></tr><tr><td>Preceding Field</td><td>PERM_POST_CODE</td></tr><tr><td>Following Field</td><td>n/a</td></tr></table>	File	Student	Length	4	Type	Numeric	Justification	n/a	Fill Character	8	Record Position	113-116	Type of Students	D (B, C optional)	Preceding Field	PERM_POST_CODE	Following Field	n/a	
File	Student																			
Length	4																			
Type	Numeric																			
Justification	n/a																			
Fill Character	8																			
Record Position	113-116																			
Type of Students	D (B, C optional)																			
Preceding Field	PERM_POST_CODE																			
Following Field	n/a																			
Classification	NZ Post Codes 9999 Overseas 8888 Not yet known (Default) List of Post Codes is available (Appendix 15)																			
Validation Logic	Applies To: Type B, C & D students (note there is no requirement to report for Type B and C students, however if Post Codes are reported then this validation applies). Error 559: TERM_POST_CODE is blank or not numeric 561: TERM_POST_CODE is not a valid Post Code Applies To: Type D students Warning 560: TERM_POST_CODE is 8888 for more than two consecutive Returns Note: Only post codes implemented from 1 July 2008 are accepted.																			
Data Collection	Source: Student application/enrolment form. Frequency: The information would be updated when the details change. This data item may change for a student during the year while enrolled in a qualification. The post code should be supplied by your student management system at the time that the Ministry's data files are created.																			
Field History	• 2008 – This field was introduced • 2009 – Validation 560 changed to an error • 2009 –Validations 559 and 561 amended to include Type B and C students																			

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- 2009 – Validation 560 reverted to warning

Field Name	QUAL	Field Number 2.3, 3.4, 4.4
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Field Title Qualification Code

Description The field identifies the Qualification code relating to a quality assured qualification. The field is used to indicate the qualification the student is currently enrolled in; a qualification that has been completed by a student or a qualification for which a course has been approved for Student Achievement Component funding.

This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes.

Reason for Field This information is used to link with the SDR Qualifications Register to enable statistical analysis of student enrolments and satisfy international and national reporting requirements. It is also used for policy and resource planning purposes which includes monitoring the number of students completing qualifications and checking that the qualification is approved for Student Achievement Component funding, student allowances and loans.
This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes.

Field Specifications	File	Course Enrolment	Course Register	Qualification Completion
Length	6	6	6	6
Type	Alpha-Numeric	Alpha-Numeric	Alpha-Numeric	Alpha-Numeric
Justification	Left	Left	Left	Left
Fill Character	Blank	Blank	Blank	Blank
Record Position	15-20	100-105	25-30	
Type of Students	B, C, D	n/a	D	
Preceding Field	ID	CTITLE	NSN	
Following Field	COURSE	CLASS	MAIN_1	

Classification The value should be a six alpha-numeric code as on the SDR Qualifications Register which uniquely identifies a quality assured qualification.
(Note requirements for pre-service teacher education qualifications in SDR Qualifications Register section).

Model: Aannnn Example: NC5121

Non-Formal Education (TEIs only)

Note that prog_award_code (aka QAC code) of all non formal qualification must be one of 90, 91, 97, 99.

For community, continuing, and general education qualifications that are less than or equal to 40 hours of teaching use the Qualification code: G9999 and prog_award_code (aka QAC code) must be one of 90, 97, 99.

For community, continuing, and general education qualifications that are greater than 40 hours of teaching use the Qualification code built on this model:

Model: GFFSSX Example: G48017

(where G = community; FF = field of study; SS = sub-field; X = digit 0-9)

Note: Non-Formal Education is not required to be reported in the Qualification Completion file.

Qualification Completion File

Note: It is now becoming common for students to enroll in a long qualification but be awarded embedded qualifications along the way. For example, a student may be enrolled in a 3 year Diploma qualification and be awarded a certificate after the successful completion of the first year. Please ensure that the Qualification Completion file reflects the qualification gained for the year in which it was awarded.

Validation Logic **Applies To:** Type B, C, and D students

Error 006: Qualification Code is missing in Course Enrolment file

010: Qualification Code is not listed on SDR Qualifications Register

- 014: Qualification Code in Course Enrolment is not approved for funding and FUNDING is 01, 11, 22, 25, 26, 27, 28, 29, 30, 32, 33 or 37
- 017: Qualification Code is missing in Course Register file
- 202: Qualification Code in Qualification Completion is duplicated for same student
- 396: Qualification code cannot be blank
- 694: FUNDING = 01, course start date >= 01/01/23 but Qual Level and/or QAC code are not valid for 01
- 695: FUNDING = 37, course start date >= 01/01/23 but Qual Level and/or QAC code are not valid for 37
- 697: FUNDING = 01, Qual Level must be >= 3
- 698: FUNDING in 01,11,37 Course Start Year >= 2023 but Qual Level is null

Warning 012: Qualification Code in Course Register is not approved for funding

Data Collection

Source: This data item should be supplied by your student management system at the time that the TEC's data files are created. The value for the enrolled or awarded qualification must be a valid code on the SDR Qualifications Register.

Field History

- 2000 – The field has been separated out from previous PROG specification
- 2000 – Title amended to QUALIFICATION Code for Completed Qualification
- 2004 – Fields PROG and APP_QUAL have combined and are now all covered under QUAL specification
- 2004 – Validations 006, 010, 012, 014, 017 and 202 amended
- 2005 – Validation 396 introduced
- 2008 – New field no. and file position in Qualification Completion file
- 2013 – Validation updated: 014
- 2013 – Definition updated for non formal qualification and program_award_code.
- 2014 – Validation 014 updated to include source of funding 27, 28, 29
- 2015 - Validation 014 updated to include source of funding 30
- 2017 April – Validation 014 updated to include source of funding 32, 33
- 2020 April – Added QAC code 91 to list of accepted non-formal codes
- 2023 - Validation 014 updated to include source of funding 11 and 37
- 2023 – Validation 694 introduced
- 2023 – Validation 695 introduced
- 2023 – Validation 697 introduced
- 2023 – Validation 698 introduced

Field Name	COURSE				Field Number 2.4, 3.2, 5.3
Field Title	Course Code				
Description	The internal code for a course in which students are enrolled. The code must be able to uniquely identify a specific course in which a student is enrolled regardless of the period, location and year in which it is taught. The course code should be consistently reported to the Ministry for each course offered by the TEO.				
Reason for Field	Allows the Ministry to link the student enrolment file with the course register. This enables the Ministry to establish whether the course is correctly classified for statistical purposes. This field is a key identifier in any analysis at the course level. This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes.				
Field Specifications	File	Course Enrolment	Course Register	Course Completion	
	Length	20	20	20	
	Type	Alpha-Numeric	Alpha-Numeric	Alpha-Numeric	
	Justification	Left	Left	Left	
	Fill Character	n/a	n/a	n/a	
	Record Position	21-40	5-24	15-34	
	Type of Students	B, C, D	n/a	D	
	Preceding Field	QUAL	INSTIT	ID	
	Following Field	CRS_START	CTITLE	COMPLETE	
Classification	The internal code for the course. The code should contain no reference to dates or years in which the course is taught. e.g. "ECON112" Note: Every unique course in the course enrolment file should appear once, and once only, in the course register file.				
Validation Logic	Applies To: Type B, C and D Students Error 008: COURSE is not unique on course register file 015: Student is enrolled in COURSE more than once with same start date 036: COURSE is blank 037: COURSE is not on course register 039: COURSE start date must exist before the course enrolment start date 305: Open course change requests for this course code already exist 335: Enrolments against invalid deleted course on TEC course register 337: COURSE is not on TEC Course register Warning 009: Student is enrolled in COURSE more than once 043: Student is enrolled in more than 25 courses 038: COURSE start date must exist before the course enrolment start date				
Data Collection	Source: The course code will be an attribute of a student's course enrolment and will exist on the course register.				
Field History	1999 – The field was introduced as part of the automated RS21/22 return 2000 – Field moved to course register file 2000 – Validation 13 introduced 2004 – SPF Validations 500 and 501 introduced 2004 – Existing validations 305, 306 & 335 included on page 2005 – SPF validations removed				

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- 2011 – Validation 306 removed as not implemented in system.
 - 2013 – Logic behind validation 337 updated to include check on COMP file.
 - 2022 – Added new validation logic warning 038
 - 2023 – Added new validation logic warning 039

Field Name	CRS_SRT	Field Number 2.5, 5.5	
Field Title	Course Start Date		
Description	This field is to contain the start date of the student's course(s) in the current or previous academic year. This date is the officially notified beginning date of instruction and/or structured supervision associated with each student's course(s) at a tertiary education organisation.		
Reason for Field	The field is used with the CRS_END field to ascertain the length of student course enrolments, and also to monitor student intake patterns throughout the year. This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes.		
Field Specifications	File	Course Enrolment	Course Completion
	Length	8	8
	Type	Numeric	Numeric
	Justification	n/a	n/a
	Fill Character	n/a	n/a
	Record Position	41-48	36-43
	Type of Students	B, C, D	D
	Preceding Field	COURSE	COMPLETE
	Following Field	CRS_END	NSN
Classification	An eight -digit value using zeros to stuff single digit day and month values: DDMMYYYY — i.e. day/month/year 01022000 = 1 February 2000		
Validation Logic	Applies To: Type B, C and D students Error 144: The course start date is prior to date of approval for funding in Qualification 364: CRS_SRT is invalid or blank 621 FUNDING = 25 or 26 and course start date is not greater than 31/12/12 630 FUNDING = 27, 28 or 29 and course start date is not greater than 31/12/13 640 FUNDING = 30 and Course start date is not greater than 31/05/2015 641 FUNDING = 30 is not valid for SDR prior to August 2015 655 FUNDING = 32 and course start date is not greater than 31/12/16 657 FUNDING = 33 and course start date is not greater than 31/12/16 662 FUNDING = 35 or 36 and course start date is not in year 2018 Warning 109: The year value is not equal to the return year or the previous year		
Data Collection	Source: This data item should be supplied by your student management system at the time that the Ministry's/TEC's data files are created. The system should maintain start and finish dates for all student course enrolments.		
Field History	2000 – The Field was introduced 2004 – Field introduced in Course Completion File 2004 – Validation 364 introduced 2013 – New validation introduced: 621 2013 Apr – Validation 621 fixed for all student types 2014 – New validation introduced: 630		

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- 2015 April – Updated validation 364 description
 - 2017 April – New validations introduced: 655, 657
 - 2018 April – New validation introduced: 662
 - 2021 November – Updated validation 662

Field Name	CRS_END	Field Number 2.6, 5.7	
Field Title	Course End Date		
Description	This field will contain the end date of the student's course. This will normally be the officially notified end date of instruction and/or examination associated with a course. If a course spans the end of the normal academic year, the last date will be for the following year.		
Reason for Field	The field is used with the CRS_START field to ascertain the length of student course enrolments, and also to monitor student exit patterns throughout the year. This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes.		
Field Specifications	File	Course Enrolment	Course Completion
	Length	8	8
	Type	Numeric	Numeric
	Justification	n/a	n/a
	Fill Character	n/a	n/a
	Record Position	49-56	54-61
	Type of Students	B, C, D	D
	Preceding Field	CRS_START	NSN
	Following Field	CRS_WTD	PBRF_CRS_COMP_YR
Classification	An eight-digit value using zeros to stuff single digit day and month values: DDMMYYYY — i.e. day/month/year 01122000 = 1 December 2000		
Validation Logic	Applies To: Type B, C and D students Error 138: Course end date is before the course start date 395: Course end date cannot be blank for both enrolment and completion returns 541: Completion record end date does not match enrolment record end date 637: CRS_END is invalid 638: CRS_END is blank Warning 110: The year value is not equal to the return year or the next year		
Data Collection	Source: This data item should be supplied by your student management system at the time that the Ministry's/TEC's data files are created. The system should maintain start and finish dates for all student course enrolments.		
Field History	• 2000 – The Field was introduced • 2000 – Validation 110 amended from error to warning • 2004 – Validation 138 amended • 2005 – Field introduced to Course Completion File • 2005 – Validation 395 introduced • 2006 – Validation 138 amended • 2007 – Validation 541 introduced • 2015 April – Validations 637, 638 introduced • 2015 April – Applied validation 110 to COMP as well as COUR file		

Field Name	CRS_WTD	Field Number 2.7
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Field Title Confirmed student enrolment Withdrawal Date

Description This field will contain the date of withdrawal of a confirmed student enrolment from a course, programme or training scheme otherwise should be left blank.

Reason for Field This field assists in the analysis of attrition of confirmed student enrolments, by providing an important distinction between those students who stay until the end of the course and are not successful, with those that withdraw before the end of the course

Field Specifications	File	Course Enrolment
	Length	8
	Type	Numeric
	Justification	n/a
	Fill Character	n/a
	Record Position	57-64
	Type of Students	B, C, D
	Preceding Field	CRS_END
	Following Field	ASSIST

Classification An eight-digit value using zeros to stuff single digit day and month values:
DDMMYYYY — i.e. day/month/year
01122000 = 1 December 2000

A “withdrawal” means the withdrawal of a confirmed student enrolment from a course, programme or training scheme, by notice from the student to the TEO or as a result of non-attendance or non-participation by a student at the TEO for any reason, and whether or not the student has been refunded any fees

Validation Logic

Applies To: Type B, C and D students

Error

139: The course withdrawal date is not between the course start date and course end date if FUNDING is not 31

639: Withdrawal Date is invalid

653: FUNDING = 31 and CRS_WTD is null

688: FUNDING = 31 and CRS_WTD is within 7 days of CRS_SRT and Year is greater than or equal to 2022

Warning

401: The course withdrawal date is less than or equal to thirty days after the course start date

686: CRS_WTD is within 1st month or 10% of course length and FUNDING = 01,11,22,26,28,29,30 or 37 and Year is greater than or equal to 2022

689: FUNDING = 31 and CRS_WTD is within 10% of course length and Year is greater than or equal to 2022

Data Collection Source: This data item should be supplied by your student management system at the time that the TEC’s data files are created. The system should maintain the withdrawal dates for all confirmed student enrolment course, programme or training scheme enrolments.

Field History

- 2000 – The field was introduced
- 2006 – Validation 401 introduced
- 2015 April – Validation 639 introduced
- 2016 March – Descriptions, reason, classification and data collection of field updated
- 2017 April – New validation introduced: 653
- 2022 June – New validations introduced: 686, 688, 689
- 2023 – Validation 686 updated to include Source of Funding 11 and 37

Field Name	ASSIST	Field Number 2.8
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Field Title Category of Fees Assessment for International Students for each enrolment

Description This field contains a two character code to identify the category of fees assessment for international students. International students are those not classified as NZL or AUS in the CITIZEN field (Student File), or Y in the RESIDENCY field, except if RESIDENCY is Y or CITIZEN is AUS and ATTEND is resident overseas.

Reason for Field This field provides more information on the type and funding of international students.

Field Specifications	File	Course Enrolment
Length	2	
Type	Character	
Justification	Right if leading zero not supplied	
Fill Character	N.A.	
Record Position	65-66	
Type of Students	B, C, D	
Preceding Field	CRS_WTD	
Following Field	ATTEND	

Classification	Code	Meaning
	00	Domestic Student ^{*1}
	01	NZAID student
	03	International Fee-Paying Student (including people on current work visa) ^{*3}
	04	Student on a recognised exchange scheme
	06	Foreign research based post-graduate ^{*2}
	08	Diplomatic staff or family, persons associated with Antarctic programme
	09	International On-Shore PhD student
	12	International student doing ITO off-job training
	13	Refugee or protected person, yet to be granted a resident visa; the immediate family ⁴ , also without a resident visa, of a person with refugee or protected person status; and those who have made a claim to be recognised as a refugee or protected person
	14	2021 Resident Visa pathway, children aged 25 years or under on 1 January 2022 and residing in New Zealand, of a parent on an eligible work visa for the 2021 Resident Visa ⁵

*1 The ASSIST field will:

- Always be 00 (zero zero) for New Zealand citizens (CITIZEN = NZL);
- Be 00 for the following students if they are residing in New Zealand (ATTEND = 1 or 2):
 - Students holding New Zealand resident status (RESIDENCY = 'Y'),
 - Australian citizens (CITIZEN = AUS),

⁴ 'Immediate family' is used as defined by the Domestic Tertiary Students Notice (2)(c) as including the partner and any child in New Zealand of a person recognised as a refugee or protected person, or if the person recognised is a dependent child, their parents and any siblings in New Zealand. Refer to <https://www.education.govt.nz/our-work/legislation/international-student-legislation/definition-domestic-student-new-zealand>.

⁵ This category of domestic tertiary student will apply for the 2022 and 2023 calendar years only. The specific criteria are outlined in the Domestic Tertiary Students Notice (2)(j). Refer to <https://www.education.govt.nz/our-work/legislation/international-student-legislation/definition-domestic-student-new-zealand>.

- Students holding a current Australian permanent resident visa (AUS_RESIDENCY = 'Y').
- Be 00 for the following students if they are intramural and residing overseas (ATTEND = 4) and the students must be studying at Level 7 or above in a country they are not familiar with:
 - Students holding New Zealand resident status (RESIDENCY = 'Y'),
 - Australian citizens (CITIZEN = AUS),
 - Students holding a current Australian permanent resident visa (AUS_RESIDENCY = 'Y').

*2 An international student enrolled in a programme of study that is a Masters (Level 9 on the NZQCF) or a Doctoral Programme, excluding PhDs (Level 10 on the NZQCF). This category has been discontinued from 2019. They are now international Fee-Paying Student – Assist = 03.

*3 Assist = 09 is for student enrolled in a programme of study that is:

- A PhD (Level 10 on the NZQCF), and
- wholly research (for example, 120 credits thesis).

Validation Logic

Applies To: All Students

Error 405: ASSIST is 09 and ATTEND is 3 or 4

581: CITIZEN must be NZL or AUS, or RESIDENCY or AUS_RESIDENCY must be Y if ASSIST=00

582: RESIDENCY or AUS_RESIDENCY is Y or CITIZEN is AUS and ATTEND is 3 or 4 and ASSIST is not 03 if the course start date is before 01/01/2017

590: ASSIST is Blank or not a valid classification code

604: ASSIST is 13 and FUNDING is not 01, 11, 22, 25, 26, 27, 30, 32, 33 or 37

620: ASSIST is not 00, 08 or 13 or 14 and FUNDING = 22, 25, 26, 27, 28, 29 or 33

631: ASSIST=09 and QUALIFICATION AWARD CATEGORY is not 01 or 10

632: ASSIST=06 and QUALIFICATION AWARD CATEGORY is not 01, 10 or 11

659: RESIDENCY or AUS_RESIDENCY is Y or CITIZEN is NZL or AUS and ATTEND is 4 and ASSIST is not 00, 03 or 13 if the course start date is after 31/12/2016

681: ASSIST = 14 and CRS_SRT is before 1 January 2022

682: ASSIST = 14 and CRS_SRT is after 31 December 2023

683: ASSIST = 14 and DOB is before 1 January 1996

684: ASSIST = 14 and ATTEND is not 1 or 2

685: ASSIST = 14 and FUNDING = 02

Warning 583: RESIDENCY or AUS_RESIDENCY is Y or CITIZEN is NZL or AUS and ATTEND is 1 or 2 and ASSIST is not 00

Applies To: Type D students

Error 602: Assist is 04 and Funding is not 01, 12, 30 or 32

603: ASSIST is 08 and FUNDING is not 01, 11, 12, 23, 25, 26, 27, 30, 32, 33, 35, 36 or 37

605: Assist is 12 and Funding is not 11 or 12

606: Assist is 06 and Funding is not 01, 12 or 30

607: Assist is 03 and Funding is not 02 or 12 for prior Aug 2019 submissions

608: Assist is 01 and Funding is not 01, 20, 30 or 32

609: Assist is 09 and Funding is not 01, 02, 03 or 30

610: Assist is 00 or NULL and Funding is 02

671: Assist is 03 and Funding is not 02, 12 or 24 for submissions on or after August 2019

Warning 601: Assist is 01 and Funding is 01

Data Collection

Source: Student application/enrolment form.

Frequency: This data item may change for an international student during the year depending on whether a student obtains a residence class visa while enrolled in a qualification. The current status of fees assistance should be supplied by your student management system at the time that the data files are created.

Field History

- The field has existed since data collection was introduced
- 1997 – Classifications were amended in 1997
- 1998 – Code 06 has been clarified by changing from NZAID post-graduate scholarship
- 2000 – Wholly Research students amended to Research-based Post-graduate Students
- 2000 – Validation logic amended to include warning
- 2003 – Validation 128 amended, validation 160 introduced
- 2004 – Validation 161 introduced, validation 128 amended to include Funding of 21
- 2004 –Description and Classification: terminology of international students expanded
- 2004 – Code 03 amended to include ITO
- 2006 – New code 09 for on-shore international PhD students
- 2006 – Validation 122 removed and replaced with 406
- 2006 – Validation 161 removed and replaced with 407
- 2006 – Validations 400, 404, 405, 406, 407 and 410 introduced
- 2008 – Field moved to enrolment file
- 2008 – Field removed from student and Qualification Completion Files
- 2008 – Introduced validations 578, 579, 580, 584 (amendment of 124, 128, 160, 404 to be enrolment specific)
- 2008 – Validations 124, 128, 160, 404 removed
- 2008 – Introduced validations 583, 581, 582, 585 (amendment of 400, 406, 407, 410 to validate against RESIDENCY instead of CITIZEN for New Zealand resident visa holder students)
- 2008 – Validations 400, 406, 407, 410 removed
- 2008 – Clarification of codes 06 and 09
- 2008 – New Classification 12 International ITO Off-Job Trainee
- 2008 – Additional change to introduced validation 581 (amendment of validation 406 to include Classification 12)
- 2008 – New validation 562 introduced
- 2008 – Code 03 amended, Foreign ITO removed from classification
- 2009 – Validation 590 introduced
- 2012 – New code 13 added
- 2012 – Code wording changes: 01, 03, 04, 06, 08, 09, 12
- 2012 – Validations introduced (Errors): 602, 603, 604, 605, 606, 607, 608, 609, 610
- 2012 – Validations introduced (Warnings): 601
- 2012 – Validations removed (Errors): 562, 578, 579, 580
- 2012 – Validations removed (warnings): 126, 584, 585

- 2012 – Validation wording updates: 581, 583
- 2013 – Added new validation error 620
- 2013 – Updated validation error 604
- 2013 April – Fill character = N.A.
- 2013 April – Corrected the logic & description of validation error 581
- 2013 April – Corrected the logic & description of validation error 610
- 2013 April – Corrected the logic of validation error 620 for all student types
- 2014 April – ASSIST is required for all students
- 2014 April – Updated validation 590 for all students
- 2014 – Validation 604 updated to include source of funding 27
- 2014 – Validation 620 updated to include source of funding 27, 28 or 29
- 2014 – Validation 581, 582, 583 updated to include AUS_RESIDENCY
- 2014 – New validations 631, 632 added
- 2015 April – Updated validation 603 for funding = 01, 12, 23, 25, 26 or 27
- 2015 April – Updated validation 620 for ASSIST = 00, 08, 13
- 2015 August – Updated validations 602, 603, 604, 606, 608, 609 to include FUNDING = 30
- 2016 December – ASSIST code 08 description updated
- 2017 April – Updated validations 602, 603, 604, 608 to include FUNDING = 32
- 2017 April – Updated validations 603, 604 620 to include FUNDING = 33
- 2017 April – New validation 659
- 2018 April – Validation 603 updated to include FUNDING = 35, 36
- 2019 August – Validation 607 updated
- 2019 August – New validation 671 introduced
- 2021 December – Amended the Code 13
- 2021 December – New Code 14
- 2022 January – Added new validation codes 681, 682, 683, 684, and 685
- 2022 January – Updated validation codes 620
- 2023 – Validation 603 updated to include Source of Funding 11 and 37
- 2023 – Validation 604 updated to include Source of Funding 11 and 37

Field Name		ATTEND	Field Number 2.9
Field Title	Intramural/Extramural Attendance		
Description	The field is used to record a code which specifies whether a student is enrolled in a course that requires students to attend scheduled teaching sessions.		
Reason for Field	The field is used to determine the number of extramural students, whether or not they reside in New Zealand, and the type of courses they study. This information is used for policy development purposes. This field is used in analysis to determine access and participation in New Zealand for various population subgroups, such as older students, or students with disability. Also for understanding differences in student outcomes in tertiary education.		
Field Specifications	File	Course Enrolment	
	Length	1	
	Type	Numeric	
	Justification	n/a	
	Fill Character	n/a	
	Record Position	67	
	Type of Students	B, C, D	
	Preceding Field	ASSIST	
	Following Field	CRS_SITE	
Classification	Code	Meaning	
	1	Intramural and residing in New Zealand — covers courses where students must be physically present in scheduled teaching sessions in New Zealand in order to meet the course requirements. These courses may, however, include periods of supervised research and clinical or field experience which may take place outside the campus.	
	2	Extramural and residing in New Zealand — covers students who are resident in New Zealand and unable to attend on-campus courses in New Zealand. These courses use postal services and distance communication Technology. These courses may, however, include short periods of on-campus attendance.	
	3	Extramural and residing overseas — covers students who are resident overseas and are unable to attend on-campus courses in New Zealand.	
	4	Intramural and residing overseas — covers courses where students must be physically present in scheduled teaching sessions at a TEO's campus located in an overseas country in order to meet the course requirements. These courses may, however, include periods of supervised research and clinical or field experience which may take place outside the campus.	
Validation Logic	Applies To:	Type B, C and D students	
	Error	123: ATTEND is blank or contains a value other than 1, 2, 3 or 4	
Data Collection	Source:	This data item should be supplied by your student management system from the enrolment record at the time that the Ministry's/TEC's data files are created. The value may be determined either on the basis on the course, i.e. all students enrolled in the course are intramural or extramural; alternatively the value may have to be determined at the individual student enrolment, i.e. some students in a course are intramural, whilst others are extramural and may be studying overseas.	
	Frequency:	The value must be checked at each return date, as it is possible for a student's attendance status to change.	
Field History	The field has existed since data collection was introduced		

-
- 1991 – The codes were modified because of the deletion of the Extramural Load field from the student file
 - 2000 – Field amended to refer to courses and include residence status of extramural students
 - 2004 – Correction to type of students; includes B, C & D students (no change to reporting)
 - 2004 – New Field No. No change to File Position
 - 2006 – Code 4 introduced. Other codes modified to more clearly define whether a student is resident in New Zealand or overseas whilst studying

Field Name	CRS_SITE	Field Number 2.10																		
Field Title	Course Delivery Site																			
Description	The field is used to record the delivery site or campus of the course or module of a qualification in which a student is enrolled. The delivery site refers to the location in which the majority of the teaching, instruction or learning occurs for a particular course. The campus or site must be a recognised centre of learning by the TEO that is geographically separate from other sites or campuses.																			
Reason for Field	The field is used by the Ministry/TEC for tertiary sector reporting by location of student. This enables the Ministry/TEC to calculate student participation by geographic areas. Code 98 is used to identify courses that are in the main offered by distance learning (some courses may involve short periods of campus contact). In conjunction with post code information, and location of last secondary school information this field can be used to analyse student mobility patterns, e.g. where students choose to study by where they came from, or for regional planners in estimating where their students come from.																			
Field Specifications	<table><tr><th>File</th><th>Course Enrolment</th></tr><tr><td>Length</td><td>2</td></tr><tr><td>Type</td><td>Character</td></tr><tr><td>Justification</td><td>n/a</td></tr><tr><td>Fill Character</td><td>n/a</td></tr><tr><td>Record Position</td><td>68-69</td></tr><tr><td>Type of Students</td><td>B, C, D</td></tr><tr><td>Preceding Field</td><td>ATTEND</td></tr><tr><td>Following Field</td><td>FUNDING</td></tr></table>	File	Course Enrolment	Length	2	Type	Character	Justification	n/a	Fill Character	n/a	Record Position	68-69	Type of Students	B, C, D	Preceding Field	ATTEND	Following Field	FUNDING	
File	Course Enrolment																			
Length	2																			
Type	Character																			
Justification	n/a																			
Fill Character	n/a																			
Record Position	68-69																			
Type of Students	B, C, D																			
Preceding Field	ATTEND																			
Following Field	FUNDING																			
Classification	The value is a two-character alpha-numeric code that refers to a course delivery site or campus of each TEO. The two characters are alpha-numeric and restricted to any combination of letters (from A to Z, capital only) and numbers 0 to 9. A register of course delivery sites is available on the STEO website. <table><tr><th>Code</th><th>Meaning</th></tr><tr><td>01</td><td>Main campus or delivery site of a TEO</td></tr><tr><td>02 - 96</td><td>Other delivery sites</td></tr><tr><td>98</td><td>Courses delivered extramurally or by distance learning</td></tr><tr><td>99</td><td>Community education courses</td></tr></table> Any combination of letters, for example: AA, AB Any combination of alpha-numeric, for example: A1, 1A		Code	Meaning	01	Main campus or delivery site of a TEO	02 - 96	Other delivery sites	98	Courses delivered extramurally or by distance learning	99	Community education courses								
Code	Meaning																			
01	Main campus or delivery site of a TEO																			
02 - 96	Other delivery sites																			
98	Courses delivered extramurally or by distance learning																			
99	Community education courses																			
Validation Logic	Applies To: Type B, C and D students Error 140: CRS_SITE is blank 141: CRS_SITE does not exist or not yet approved 402: CRS_SITE is 98 and ATTEND is 1 or 4																			
Data Collection	Source: This data item should be supplied by your student management system at the time that the TEC's data files are created. The course site should be registered with TEC through the secure STEO website prior to the return date. The CRS_SITE must have prior approval from NZQA or QABs and authorisation from TEC before funding can be claimed at that site.																			
Field History	2001 – The field was introduced																			

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- 2003 – Validation 141 amended to error
 - 2004 – Validation 140 and 141 messages amended
 - 2004 – Data Collection explanation amended
 - 2004 – New Field No. No change to File Position
 - 2006 – Two character code option removed
 - 2006 – Validation 402 introduced
 - 2017 December – Two character alpha-numeric code introduced

Field Name	FUNDING		Field Number 2.11
Field Title	Source of Funding		
Description	The field contains a code that identifies the source of the funding that supports the student's enrolment in the course.		
Reason for Field	The field is used to differentiate between students funded through Qualification Delivery funding, full fee paying students, and students who are funded through some other scheme or through some other agency. This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes.		
Field Specifications	File	Course Enrolment	
	Length	2	
	Type	Numeric	
	Justification	n/a	
	Fill Character	n/a	
	Record Position	70-71	
	Type of Students	B, C, D	
	Preceding Field	CRS_SITE	
	Following Field	RESIDENCY	
Classification	Code	Meaning	
	01	Delivery at Levels 7 (degree) and above (DQ7Degree+) (SAC 3+ until 31/12/2022)	
	02	International Fee-Paying (IFP) Students (including Australian citizens and New Zealand permanent residents who are residing overseas)	
	03	Domestic Full Fee Paying Students	
	04	TEC — Supplementary Grants/Fund	
	05	STAR funded student	
	06	Training Opportunities (also includes Training for Work)	
	07	Youth Training - Ceased 31/12/2011; refer to Youth Guarantee	
	08	Skills Enhancement	
	09	Prison Education (Department of Corrections)	
	10	Ministry of Health	
	11	Off Job Training Delivery at NZQCF levels 1 to 7 (non-degree)	
	12	Other (including other contracts)	
	13	English for Migrants (TEC only)	
	14	Primary Pre-service Teacher Education Contracts	
	15	Secondary Pre-service Teacher Education Contracts	
	16	Youth Action Training Programme (DWI)	
	20	NZAID and Commonwealth Scholarships	
	22	Youth Guarantee Scheme	

23	ACE (Adult and Community Education)
24	Trade Academies
25	SAC Level 1 & 2 Competitive Process Funding
26	Delivery at NZQCF Levels 1 and 2 (DQ1-2) (was SAC 1&2 until 31/12/2022)
27	Under 25 Fees Free Standard plan process Level 1 & 2
28	Māori Pasifika Trades Training Level 1 and 2
29	Māori Pasifika Trades Training Level 3 and 4
30	ICT Graduate Schools
31	Non-funded confirmed student enrolments
32	SAC Level 3 & 4 Competitive Process Funding
33	DualPathways (Level 2-3 secondary-tertiary pilot) Funding
35	EM ACE (Emergency Management - Adult and Community Education)
36	SAR ACE (Search and Rescue - Adult and Community Education)
37	Non-degree Delivery at Levels 3-7 on the NZQCF and all Industry Training Fund (DQ3-7) (SAC3+ to 31/12/2022)

Validation Logic

Applies To: Type B students

Warning

672: ASSIST = 03, FUNDING is 05 and FOREIGN FEE is not blank

Applies To: Type B, C and D students

Error	594	NZQCF Level of the qualification associated with the enrolment must be 1, 2 or 3 if FUNDING = 22.
	595	RESIDENCY or AUS_RESIDENCY must be Y, or CITIZEN is NZL or AUS, or ASSIST must be 00, 08 or 13 or 14 if FUNDING = 22, 27, 28, 29 or 33
	596	FUNDING = 22 is not valid for SDR prior 2010
	611	FUNDING is blank or not a valid funding code
	613	FUNDING = 23, 35 or 36 and either ASSIST is not 00 or 08, 13 or 14, or the ATTEND is not 1 or 2
	615	FUNDING = 25, 27, 28 or 29 and ATTEND is not 1 or 2
	616	FUNDING = 25, 26, 27, 28 and QUAL is not NZQCF Level 1 or 2
	618	FUNDING = 25 or 26 is not valid for SDR prior 2013
	624	Student must be less than 25 years of age at the time of the earliest course start date of the qualification being funded by FUNDING = 27
	625	FUNDING = 27, 28 or 29 not valid for SDR prior to 2014
	626	Student must be 18 years of age or older but not reached their 35th birthday at the time of the earliest course start date of the qualification being funded by FUNDING = 28 or 29 and the course_start_date must be before 01/01/2016
	627	FUNDING = 28 or 29 and Ethnicity is not Māori or Pacific Peoples (Refer Note on the next page)
	628	FUNDING = 29 and QUAL is not NZQCF Level 3 or 4
	629	If FUNDING = 22, student must have not reached their 20th birthday (if course start <= 2022) or 25th birthday (if course start >= 2023) at the

- time of the earliest course start date of the qualification being funded by Youth Guarantee
- 630 FUNDING = 27, 28 or 29 and course start date is not greater than 31/12/2013
- 635 FUNDING is 01 or 30 and QUAL NZQCF LEVEL is 1 or 2
- 640 FUNDING = 30 and course start date is not greater than 31/05/2015
- 641 FUNDING = 30 is not valid for SDR prior to August 2015
- 651 Student must be 16 years of age or older but not reached their 41st birthday at the time of the earliest course start date of the qualification being funded by FUNDING = 28 or 29 and the course_start_date must be greater than 31/12/2015.
- 652 FUNDING = 31 and COMPLETE is not 4
- 654 FUNDING = 32 and QUAL is not NZQCF Level 3 or 4
- 656 FUNDING = 33 and QUAL is not NZQCF Level 2 or 3 or FACTOR is greater than 0.35
- 658 If FUNDING = 33, student must be 16 years of age or older but not reached their 20th birthday at the time of the earliest course start date of the qualification being funded by DualPathways (Level 2-3 secondary-tertiary pilot) Funding
- 660 RESIDENCY or AUS_RESIDENCY is Y or CITIZEN is NZL or AUS and ASSIST is 00 or 13 and ATTEND is 4 and FUNDING = 01 or 30 and Qual Level is less than 7.
- 661 FUNDING = 27 and course start date is greater than 31/12/2016
- 668 FUNDING = 25 and course start date is greater than 31/12/2018
- 669 FUNDING = 32 and course start date is greater than 31/12/2018
- 670 FUNDING = 33 and course start date is greater than 31/12/2018
- 690 FUNDING = 37 and course start date is less than 01/01/23
- 691 FUNDING = 37 and Qual level is not 3-7
- 696 FUNDING = 01, Course is cross year (start year < 2023 and end year >= 2023) but Qual Level not valid for QAC code

Warning

- 593 If FUNDING = 22, student must be 16 years of age or older but not reached their 18th birthday at the time of the earliest course start date of the qualification being funded by Youth Guarantee prior to 2014
- 687: FUNDING = 03 and Qualification is approved for funding and NZQCFLEVEL = 1 to 9 and Year is greater than or equal to 2022. For more information refer to page 36.

Note: For validation 627:

Ethnicity Group	Ethnicity
Māori	211 Māori
Pacific Peoples	311 Samoan
	321 Cook Islands Maori
	331 Tongan

341 Niuean
 351 Tokelauan
 361 Fijian
 371 Other Pacific Peoples

Field History

- 1997 – The field was introduced
- 1998 – Code 99 (Not Stated) ceased to be valid
- 1998 – Code 02 has been clarified to include MFAT and Codes 14 and 15 introduced
- 1998 – Domestic Wholly Research has been moved from code 04 to 01
- 2000 – Code 03 amended to Domestic Full-Fee Paying Students
- 2000 – Code 07 amended to Youth Training (TEC – ex Skill NZ)
- 2000 – Code 13 amended to English for Migrants
- 2000 – Code 16 introduced for Youth Action Training Programme
- 2000 – Code 01 amended to EFTS based tuition subsidies & incl. Research-based
- 2003 – Code 02 amended to exclude MFAT & code 20 introduced for MFAT students
- 2004 – Code 02 clarified to include non-resident extramural students who are not NZ citizens
- 2004 – New Field No. No change to File Position
- 2004 – New Source of Funding 21 – ITO Off Job Training FOREIGN Student
- 2004 – Validation 125 amended to include Source of Funding 21
- 2006 – Code 01 amended to include on-shore international PhD students (first enrolled after 19th April 2005)
- 2010 – New Source of Funding, 22 – Youth Guarantee
- 2010 – New Validations 593, 594, and 595 for Youth Guarantee (Source of Funding 22)
- 2010 - Validation 125 amended to include Source of Funding 22
- 2011 – (Aug) Funding Code 24 – Trade Academies added
- 2012 – Code description updates: 01, 02, 12, 20
- 2012 – Code 21 removed
- 2012 – New code 23 introduced
- 2012 – New validation 611 introduced
- 2012 – Validation (Error) 125 removed
- 2012 – Validation 593 updated
- 2012 – New validation 613 introduced
- 2013 – New funding code 25, 26 introduced
- 2013 – Updated validations: 611
- 2013 – Changed 595 from Error to Warning
- 2013 – Added validations 615, 616, 618
- 2013 April – Corrected the logic in validations 615 by excluding FUNDING 26
- 2013 April – Corrected the logic in validations 616, 618
- 2014 – New funding source added: 27, 28, 29
- 2014 - Validation 593 updated for prior 2014
- 2014 – Validation 595 updated to include source of funding 27, 28 or 29
- 2014 – Validation 611 updated to check for valid source of funding
- 2014 – Validation 615 updated to include source of funding 27, 28 or 29
- 2014 – Validation 616 updated to include source of funding 27, 28
- 2014 – New validations introduced: 624, 625, 626, 627, 628, 629
- 2014 – Validation 595 updated to include AUS_RESIDENCY
- 2014 – Validation 626 updated with correct upper age limit
- 2015 April – Validation 595 updated to include ASSIST = 08
- 2015 April – Validation 613 updated to include ASSIST = 08
- 2015 August – Validation 635 updated to include FUNDING = 30
- 2015 August – New validations 640 and 641 introduced
- 2016 August – Validation 626 updated
- 2016 August – New validation 651 introduced

- 2017 April – Validation 611 updated to include source of funding 31, 32, 33
- 2017 April – New validation 652 introduced
- 2017 April – Validation 595 updated to include source of funding 33
- 2017 April – New validations 654, 656, 658 introduced
- 2017 April – New validations 660, 661 introduced
- 2018 April – Validation 611 updated to include source of funding 35, 36
- 2018 April – Validation 613 updated to include FUNDING = 35, 36
- 2019 April – New validation 668, 669, 670 introduced
- 2019 December – New validation 672 introduced
- 2022 January – Validations 595 and 613 updated to include source of fundings '14 or '13 or 14'
- 2022 June – New validation introduced: 687
- 2022 – Validation 629 updated
- 2023 – New validation 690 introduced
- 2023 – New validation 691 introduced
- 2023 – New validation 696 introduced
- 2023 – Validation 660 updated to include Source of Funding 30
- 2023 – Validation 629 updated to extend the YG age limit

Field Name	RESIDENCY		Field Number 2.12
Field Title	Residential Status		
Description	This field contains a one character code to identify if the student has New Zealand resident status for each enrolment.		
Reason for Field	This field is used to determine the New Zealand Residence status of a student.		
Field Specifications	File	Course Enrolment	
	Length	1	
	Type	Character	
	Justification	n/a	
	Fill Character	N	
	Record Position	72	
	Type of Students	B, C, D	
	Preceding Field	FUNDING	
	Following Field	AUS_RESIDENCY	
Classification	Code	Meaning	
	Y	New Zealand Resident visa holder (Excludes all New Zealand and Australian Citizens)	
	N	Not a New Zealand Resident visa holder (Includes all New Zealand and Australian Citizens)	
Validation Logic	Applies To:	Type B, C, D students	
	Error	563: RESIDENCY code is other than Y or N	
	Warning	564: RESIDENCY is Y and CITIZEN is NZL or AUS	
		574: Both RESIDENCY and AUS_RESIDENCY is N and CITIZEN is 999	
Data Collection	Student application/enrolment form.		
Field History	2008 – Field was introduced 2014 – Validation 574 updated to include AUS_RESIDENCY and applied to all students		

Field Name	AUS_RESIDENCY		Field Number 2.13
Field Title	Australian Residential Status		
Description	This field contains a one character code to identify if the student has Australian permanent resident status for each enrolment.		
Reason for Field	This field is used to determine the Australian Permanent Residence status of a student.		
Field Specifications	File	Course Enrolment	
	Length	1	
	Type	Character	
	Justification	n/a	
	Fill Character	N	
	Record Position	73	
	Type of Students	B, C, D	
	Preceding Field	RESIDENCY	
	Following Field	Padded Blank	
Classification	Code	Meaning	
	Y	Australian Permanent Resident	
	N	Not a Australian Permanent Resident	
Validation Logic	Applies To:	Type B, C, D students	
	Error	633: AUS_RESIDENCY code is other than Y or N	
	Warning	634: AUS_RESIDENCY is Y and CITIZEN is NZL or AUS	
		574: RESIDENCY or AUS_RESIDENCY is N and CITIZEN is 999	
Data Collection	Student application/enrolment form.		
Field History	2015 – Field was introduced 2015 – Validation 633, 634 introduced		

Field Name	MANAAPPR	Field Number 2.13.1
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Field Title Managed Apprenticeship

Description This field contains a one-character code to identify if the student is enrolled as a Managed Apprentice. The course enrolment must be part of a wider programme of study that each provider has gained approval from the TEC to offer, and that meets the Managed Apprenticeships criteria. Each course enrolment in a Managed Apprenticeship programme should be indicated as such.

Please note that there should be no new Managed Apprentice arrangements reported through the SDR in 2023, unless you have a specific arrangement with TEC. The grand-parenting of learners who commenced as MA prior to 31 December 2022 should continue to be reported under SoF37 until they complete their programme of study.

Reason for Field This field is used to determine whether a student is engaged in an approved Managed Apprenticeship programme. The definition applies to each course enrolled where the overall programme of study meets the following criteria:

- the overall programme of study is approved as a Managed Apprenticeship programme by TEC
- the overall programme of study leads to a national qualification at Level 4, consisting of 120 or more credits, or
- enrolments in qualifications that together have at least 120 credits, provided those qualifications are at Level 3 and 4 on the NZQCF, and are approved as Managed Apprenticeship programmes by TEC, and have at least 60 credits at Level 4 on the NZQCF
- apprentices must be enrolled at a subsidiary of Te Pūkenga, wānanga or private training establishment
- study is funded through the student achievement component (funding code '01'), or the student is an International Fee-Paying Student (funding code '02'). The following should not be reported as a Managed Apprenticeship: off-job industry training enrolments (funding code 11), and other funding types
- the students are in work and training in a field that applies to their employment
- training is governed by a tripartite training agreement between the institution, the apprentice and the employer
- Transitional ITOs have little or no involvement in training administration.

Field Specifications	File	Course Enrolment
	Length	1
	Type	Character
	Justification	n/a
	Fill Character	N
	Record Position	74
	Type of Students	D
	Preceding Field	AUS_RESIDENCY
	Following Field	CATEGORY

Classification	Code	Meaning
	Y	Enrolment is part of a Managed Apprenticeship programme
	N	Enrolment is not part of a Managed Apprenticeship programme

Validation Logic **Applies To:** Type D students
Error 643 MANAAPPR is invalid for University

- 644 MANAAPPR is other than Y or N
- 645 MANAAPPR is Y and FUNDING is not 01, 02, 03, or 37
- 646 MANAAPPR is Y and ASSIST is 12
- 647 MANAAPPR is Y and Attend is not 1
- 648 MANAAPPR is Y and NZQCF Level of the qualification is less than 3
- 649 MANAAPPR is Y and both Provider Credits and NZQCF Credits of the qualification are less than 120 – *applies to historical submissions prior to December 2020*
- 675 MANAAPPR is Y and NZQCF Level of the qualification is greater than 4
- 677 MANAAPPR is Y And Qualification Award Category is 90, 91, 97 or 99
- Warning** 676 If MANAAPPR is Y, the overall study must include at least 60 credits at NZQCF Level 4 Qualification
- 678 If MANAAPPR is Y, the overall study must have at least 120 credits and lead to NZQCF Level 4 Qualification

Data Collection Student application/enrolment form.

- Field History**
- 2016 August – Field was introduced
 - 2016 August – Validations 643, 644, 645, 646, 647, 648, 649 were introduced
 - 2020 September – Validation 648 was updated
 - 2020 September – Validations 675, 676, 677, 678 were introduced
 - 2023 – Validation 645 updated to include Source of Funding 37

Field Name	CATEGORY	Field Number 2.14, 3.9
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Field Title	Funding Category
Description	A two-character code assigned by the TEC to uniquely identify Student Achievement Component funding categories. Note: TEOs are to use the normal Student Achievement Component funding rates for courses funded under Youth Guarantee and Trade Academies The field is an alpha-numeric combination of funding category and funding degree/research status.
Reason for Field	Category is used to assign EFTS to a particular tertiary funding rate. This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes. This field will also be used to provide data for the Key Information for Students (KIS).

Field Specifications	File	Course Enrolment	Course Register
	Length	2	2
	Type	Alpha-Numeric	Alpha-Numeric
	Justification	n/a	n/a
	Fill Character	n/a	n/a
	Record Position	75-76	120-121
	Type of Students	B, C, D	n/a
	Preceding Field	Padded blank	CREDIT
	Following Field	CLASS	FACTOR

Classification	Details of the funding categories are published on the TEC's website. For the current year Qualification Delivery Funding categories: Refer to the Fund Finder on the TEC website for more information. (Also refer Appendix 7 for valid funding categories for different course classifications). The field consists of a two alpha-numeric value that concatenates funding category (A-Z) and level of study. Model = An; For examples: C2, M1.
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Code	Description
A	Arts [#03], General [#5.2],
B	Architecture (non-degree) [#02], Computer Science [#06], Fine Arts, Design [#12], Music and Performing Arts [#16], Health-related Professions [#17], Medical Imaging [#25], Occupational Therapy [#28]
C	Architecture (degree) [#02], Engineering, Technology [#11], Health Sciences [#13], Midwifery [#27], Physiotherapy [#29], Speech Language Therapy [#32],

	Medical Laboratory Science [#33], Audiology [#35]
G	Dentistry (postgraduate only) [#7], Medicine (postgraduate only) [#15],
H	Agriculture and Horticulture (degree) [#01], Specialist Large Animal Science (#39)
I	Teaching [#19.1, #19.2, #20]
J	Business, Accountancy [#04], Law [#14],
L	Agriculture and Horticulture (non degree) [#01], Osteopathy, Acupuncture [#3.1], Nursing [#24]
M	Pilot Training [#11.2], Optometry [#13.1], Dental Therapy [#17.3] Pharmacy [#31]
N	Priority Engineering [#11.1], Dietetics [#36]
O	Medical Radiation Therapy (#30)
P	Trades [#22],
Q	Veterinary Science [#23], Veterinary Science (years 3–5) [#23.3]
R	Dentistry (undergraduate excluding intermediate - years 2-5) (#07)
S	Foreign-Going Nautical (#38)
T	Medicine (Years 2-3) (#15)
U	Medicine (Years 4-6) (#37)
V	Science [#18.0], Clinical Psychology [#34]
W	Mātauranga Māori and Te Reo Māori (#42.0)
Z	FUNDING codes 02 to 15, 16, 20, 23 (i.e. not Qualification Delivery or Youth Guarantee or Trade Academies) Note: The use of “Z” to denote other funding sources (i.e. FUNDING 02 to 15, 16, 20, 23) may be a concept not in use in some student management systems, therefore the validation program translates whatever value is used by the system to a “Z”.

Code	Description
1	Non-Degree
2	Undergraduate Degree
3	Taught Post-graduate
4	Research-based Post-graduate

Validation Logic	Applies to:	Type B, C and D students
Error	025:	CATEGORY is not a valid category code
	026:	CATEGORY is not valid for CLASS
	027:	CATEGORY is Z and FUNDING is 01, 11, 22, 27, 28, 29 or 37
	046:	Second character of CATEGORY is not 5 and ASSIST is 06
	347:	CATEGORY is not same as TEC course register for this course
Warning	047:	CATEGORY is not same as course register file for this course

Data Collection	Source: Depending on your student management system, the category will either be an attribute of a student's individual course or will be looked up from the offered course record to which that enrolment is related.
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Field History	• 1999 – The field was introduced with the automated RS21/22 return • 2000 - Additional character introduced to reflect changes to funding categories with the addition of Non-Degree, Degree, Taught Post-graduate and Research-based Post-graduate funding add-ons. Funding categories D, E and post-graduate in Funding category C removed • 2000 – Funding category X (extramural) removed • 2000 – Amended classification for category "Z" • 2004 – Validation messages 025, 026, 027, 046, 047 and 347 amended • 2004 – New Field No. Course Enrolment file. No change to File Position • 2004 – New Funding Category J (Business, Accountancy and Law removed from Funding Category A) • 2005 – New Funding Category K (ACE – Adult and Community Education) • 2006 – Funding Category changes • 2006 – New Funding Categories L, M, P, T • 2007 – Funding Category changes • 2007 – New Funding Categories N, O, Q, R, S, T, U • 2013 – Added new funding category: V • 2013 – Updated funding category: L, M, N • 2013 – Updated validation logic in validation 025, 026 • 2014 – Validation 027 updated to include source of funding 27, 28, 29 • 2020 – Course Classification Clinical Psychology [#34] moved from Funding Category B3 to V3 to be effective from 1st January 2020 • 2023 – Validation 027 updated to include source of funding 11 and 37 • 2024- Course Classifications 40 & 41 are retired • 2024 – New Course Classification 42 • 2024 – New Funding Category: W • 2024 – Funding Cat “Z” allows Course Classification 24.0 • 2024 – Removed SoF 24 from error 27
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Field Name	CLASS	Field Number 2.15, 3.5
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Field Title Course Classification

Description A four-character code assigned by the TEC to uniquely group courses into subject classifications.

Reason for Field Classification is used to determine the basis (course) on which EFTS are generated, and to provide a link between EFTS and funding category.
This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes.

Field Specifications	File	Course Enrolment	Course Register
	Length	4	4
	Type	Numeric	Numeric
	Justification	Left	Left
	Fill Character	n/a	n/a
	Record Position	77-80	106-109
	Type of Students	B, C, D	n/a
	Preceding Field	CATEGORY	QUAL
	Following Field	NZSCED	NZSCED

Classification A complete list of codes is provided in Appendix 6.
Further details of the course classifications are available on TEC's website, refer to the Delivery Classification Guide.

Validation Logic **Applies to:** Type B, C and D students

Error 021: CLASS is not a valid classification code
348: CLASS is not the same as TEC course register for this course
623: CLASS 11.1 or 11.2 is not a valid classification code prior 2013.
622: CLASS 40.0 and 41.0 is not valid classification code prior 2023.
700: CLASS 42.0 is not valid classification code prior to 2024

Warning 048: CLASS is not the same as course register file for this course

Data Collection Source: Depending on your student management system the classification will either be an attribute of a student's individual course enrolment or will be looked up from the offered course record to which that enrolment is related.

- Field History**
- 1999 – The field was introduced with the automated RS21/22 return
 - 2000 – Course classifications 07.1, 07.2, 08, 09, 10, 13.1, 13.2, 15.1, 15.2, 17.1, 17.2 23.1, 23.2, 30.2 have been removed or amended for 2000
 - 2004 – Validations 021, 048 and 348 amended
 - 2004 – New Field No. No change to File Position
 - 2007 – Course classifications 5.1 and 26 removed
 - 2007 – Fill character amended
 - 2013 – Added validation 623;
 - 2013 – Updated validation logic in validation 021
 - 2013 – Added classifications for 11.1, 11.2.
 - 2013 – Added and updated funding category L, N, M and V.
 - 2013 April – Classification 5.3 removed.
 - 2023 April – Classifications 40.0 and 41.0 added for 2023 and beyond
 - 2023 April – Classifications 21.0 and 22.1 are removed from 2023 and beyond

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- Added validation 622 for 2023 and beyond
 - 2024 April – Classifications 40.0 and 41.0 removed/ retired for 2024 and beyond
 - 2024 April – Classifications 42.0 added for 2024 and beyond

Field Name	NZSCED			Field Number 2.16, 3.6
Field Title	NZSCED Field of Study			
Description	The field is used to classify the field of study of courses and qualifications.			
Reason for Field	Field of study is a key study-related variable used for both statistical and policy planning purposes. Along with level of study, this is the primary variable for analysing the type of skills and knowledge people are acquiring. Information from this field is used for example in policy setting to address skills shortages. This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes.			
Field Specifications	File	Course Enrolment	Course Register	
	Length	6	6	
	Type	Numeric	Numeric	
	Justification	n/a	n/a	
	Fill Character	n/a	n/a	
	Record Position	81-86	110-115	
	Type of Students	B, C, D	n/a	
	Preceding Field	CLASS	CLASS	
	Following Field	FACTOR	NZQCFLEVEL	
Classification	The NZSCED classification is provided in Appendix 8. (Refer Single Data Return user guides and forms Applications & Online Systems (education.govt.nz) for details). <i>Note: A course may have only one NZSCED classification based on "best-fit" criteria</i>			
Validation Logic	Applies To: Type B, C and D students Error 022: NZSCED is not valid 023: NZSCED is blank 353: NZSCED is not same as on TEC course register file for this course Warning 053: NZSCED is not same as on course register file for this course			
Data Collection	Source: This data item should be supplied by your student management system from the course register record at the time that the Ministry's/TEC's data files are created. The course register should contain an NZSCED value for each course.			
Field History	• 2000 – Field was introduced • 2000 – Validation amended from error to warning for year 2000 • 2004 – Validations 022, 023, 053 and 353 amended • 2004 – New Field No. No change to File Position			

Field Name	FACTOR			Field Number 2.17, 3.10
Field Title	Course EFTS Factor			
Description	This is the proportion of the total EFTS value set for the qualification that the course is deemed to represent. The value is expressed as a decimal rounded to four decimal places. Refer to the Fund Finder on the TEC website for more information.			
Reason for Field	Equivalent full-time study is a key study-related variable for analysing and reporting trends in study load. In conjunction with length of study, EFTS is used to determine full-time/part-time study status of students, a standard statistic in most countries. This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes. This field will also be used to provide data for the Key Information for Students (KIS).			
Field Specifications	File	Course Enrolment	Course Register	
	Length	6	6	
	Type	Numeric	Numeric	
	Justification	n/a	n/a	
	Fill Character	n/a	n/a	
	Record Position	87-92	122-127	
	Type of Students	B, C, D	n/a	
	Preceding Field	NZSCED	CATEGORY	
	Following Field	EFTS_MTH	STAGE	
Classification	Model: n.nnnn Example: 0.1666			
Validation Logic	Applies to: Type B, C and D students Error 045 FACTOR is blank or zero in course register and/or course enrolment file 056 Student has consumed more than 2.0000 EFTS in a year 357 FACTOR is not same as TEC course register for this course 614 FACTOR in the enrolment file must be less than or equal to FACTOR in the course register for this course Warning 049: FACTOR is 0 or greater than 1.0000 057: FACTOR is not same as course register file for this course [Valid prior December 2012 SDR] 058: FACTOR is greater than course EFTS value for course 059: Student has consumed more than 1.6000 EFTS in a year (but less than 2.0000)			
Data Collection	Source: The course factor will be an attribute of the offered course to which the student's course enrolment is related.			
Field History	• 1999 – The field was introduced with the automated RS21/22 return • 2000 – Validation logic amended - Error 45 and Warning 49 • 2001 – Validation logic amended - Error 56 • 2004 – Validation messages 045, 056, 057, 357, 049, 058 and 059 amended • 2004 – New Field No. No change to File Position • 2013 – Warning 57: valid up to August 2012 SDR and historical SDR • 2013 – New validation 614 introduced • 2015 April – Updated validation 56 to associates with COUR file • 2015 April – Updated the implementation logic of validation 59.			

Field Name	EFTS_MTH	Field Number 2.18
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Field Title	EFTS by Month
Description	The field contains the portion of the course EFTS factor for each month of enrolment for all students.
Reason for Field	The field is used to determine the Student Achievement Component funding entitlement for each student enrolled in approved courses and qualifications. The EFTS consumed is the EFTS per month in the reporting period for students enrolled in the reporting period. The EFTS awaiting consumption is the EFTS per month for future funding periods of currently enrolled students. This information is used for funding allocation, forecasting and financial modelling purposes. Equivalent full-time study is a key study-related variable for analysing and reporting trends in study load. In conjunction with length of study, EFTS is used to determine full-time/part-time study status of students, a standard statistic in most countries. This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes. This field will also be used to provide data for the Key Information for Students (KIS).

Field Specifications	File	Course Enrolment
	Length	6 (x12 for each month Jan-Dec in return year)
	Type	Numeric
	Justification	Left – each month space separated
	Fill Character	Zero
	Record Position	93-98, 100-105, 107-112, 114-119, 121-126, 128-133, 135-140, 142-147, 149-154, 156-161, 163-168, 170-175
	Type of Students	B, C, D
	Preceding Field	FACTOR
	Following Field	NSN

Classification	The value is calculated by evenly dividing the course EFTS factor by each month in which the student is enrolled. That is, the course EFTS factor is divided by the number of calendar months a student is enrolled in a course, irrespective of which day in the month the course starts or ends. The result is rounded down to 4 decimal places. The formula is:
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$$\frac{\text{Course EFTS factor}}{\text{Course Finish Month - Course Start Month (inclusive)}}$$

The calculation applies even if enrolment withdrawals occur after the withdrawal period. That is, include the EFTS of students who withdraw after one calendar month or 10 percent of the course duration (rounded up to the nearest whole day) or as determined by the academic board or council (refer to TEC's *Funding Information*).

Model: n.nnnn e.g. 0.0100

The calculated monthly EFTS value should be reported for all the months in which the student is enrolled in the course, beginning in January and ending in December of the return year. If no EFTS were calculated for a particular month, then this should be reported as 0.0000. If a course began in the previous year or ends in the following year, then only the proportion of the EFTS consumed in the current year should be reported.

The total of EFTS for all months (including months in the following year) for a course enrolment must equal the course factor exactly. Where rounding error occurs, the last month must contain the remainder of the course factor. (refer example 3)

Validation Logic	Applies To:	Type B, C and D students
	Error	016: EFTS_MTH must be numeric and between 0.0 and 0.9999
		052: The sum of the monthly EFTS is greater than FACTOR
		060: EFTS Not Allowed Before Course Start date or after Course End Date
		636: EFTS_MTH are not equal for all except last month of enrolment
Data Collection	Source: This data item should be supplied by your student management system from the enrolment record at the time that the Ministry's/TEC's data files are created. Examples of how the values are calculated are given below.	
	Examples of Calculation of "EFTS months":	
	1.	Consider an enrolment that starts on 13 April (i.e. month number 4) and ends on 17 August (i.e. month number 8) of the same academic year . This enrolment has an associated course EFTS factor of 0.1670. The monthly EFTS for each month in which the course runs would be calculated as such: Monthly EFTS = $0.1670 / ((8-4)+1)$ = 0.0334 The associated monthly array (January to December) would be: 0.0000 0.0000 0.0000 0.0334 0.0334 0.0334 0.0334 0.0334 0.0000 0.0000 0.0000 0.0000
	2.	Consider an enrolment that starts on 13 April (i.e. month number 4) and ends on 17 August (i.e. month number 8) of the following academic year . This enrolment has an associated course EFTS factor of 0.8670. The monthly EFTS for each month in which the course runs would be calculated as such: Monthly EFTS = $0.8670 / ((8-4)+13)$ = 0.0510 The associated monthly array now stretches over two academic years for this enrolment. If the SDR is being reported in the first academic year of the enrolment, then the associated monthly array (January to December) would be: 0.0000 0.0000 0.0000 0.0510 0.0510 0.0510 0.0510 0.0510 0.0510 0.0510 0.0510 0.0510 If the SDR is being reported in the second academic year of the enrolment, then the associated monthly array (January to December) would be: 0.0510 0.0510 0.0510 0.0510 0.0510 0.0510 0.0510 0.0510 0.0000 0.0000 0.0000 0.0000
	3.	Consider an enrolment that starts on 13 April (i.e. month number 4) and ends on 23 February (i.e. month number 2) of the following academic year . This enrolment has an associated course EFTS factor of 0.8670. The monthly EFTS for each month in which the course runs would be calculated as such: Monthly EFTS = $0.8670 / ((2-4)+13)$ = 0.0788 The associated monthly array now stretches over two academic years for this enrolment. If the SDR is being reported in the first academic year of the enrolment, then the associated monthly array (January to December) would be: 0.0000 0.0000 0.0000 0.0788 0.0788 0.0788 0.0788 0.0788 0.0788 0.0788 0.0788 0.0788 If the SDR is being reported in the second academic year of the enrolment, then the associated monthly array (January to December) would be:

0.0788 0.0790 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000
0.0000

Note that the last month has been calculated to ensure the sum of the monthly factors is equal to the course factor. That is, the last month is expressed as the course factor less the sum of monthly EFTS for duration minus one month. In this case, it is calculated thus:

$$0.8670 - (10 \times 0.0788) = 0.0790$$

4. Consider an enrolment that starts in January 2006 and ends in May 2008 which represents a study period of 29 months and this enrolment has an associated course EFTS factor of 0.0250. The monthly EFTS for each month in which the course runs would be calculated as such:

$$\begin{aligned} \text{Monthly EFTS} &= 0.0250/29 \\ &= 0.0008 \end{aligned}$$

The associated monthly array now stretches over three academic years for this enrolment. If the SDR is being reported in the **first** academic year of the enrolment, then the associated monthly array (January to December) would be:

0.0008 0.0008 0.0008 0.0008 0.0008 0.0008 0.0008 0.0008 0.0008 0.0008 0.0008
0.0008

If the SDR is being reported in the **second** academic year of the enrolment, then the associated monthly array (January to December) would be:

0.0008 0.0008 0.0008 0.0008 0.0008 0.0008 0.0008 0.0008 0.0008 0.0008 0.0008
0.0008

Note that the last month has been calculated to ensure the sum of the monthly factors is equal to the course factor. That is, the last month is expressed as the course factor less the sum of monthly EFTS for duration minus one month. In this case, it is calculated thus:

$$0.0250 - (0.0009 \times 28) = 0.0026$$

If the SDR is being reported in the **third** academic year of the enrolment, then the associated monthly array (January to December) would be:

0.0008 0.0008 0.0008 0.0008 0.0026 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000
0.0000

Field History

- 2000 – Field was introduced
- 2000 – Validation 51 removed
- 2004 – Validation 60 amended
- 2004 – Validation 50 removed
- 2004 – Validation 61 introduced
- 2004 – Validation 62 introduced
- 2004 – New Field No. No change to File Position
- 2015 April – Validations 61, 62 removed
- 2015 April – Validation 60 description changed and updated
- 2015 April – New validation 636 introduced as warning initially, will be error later
- 2015 June – Validation 16 description updated

Field Name	CTITLE	Field Number 3.3
Field Title	Course Title	
Description	The title of the course as prescribed or published by the TEO.	
Reason for Field	The course title provides an indication of the content of the course and is used by the TEC to ensure that like courses are classified in a like manner.	
Field Specifications	File	Course Register
	Length	75
	Type	Character
	Justification	Left
	Fill Character	Blank
	Record Position	25-99
	Type of Students	n/a
	Preceding Field	COURSE
	Following Field	QUAL
Classification	The title of the course as determined by the TEO. It would be useful to the TEC if the course title reflected the specific academic or vocational content of the course. If alternative titles exist for courses, use the title which has most common currency. For example, if the course corresponds to an NZQA Unit Standard, the short Unit Standard title may be used.	
Validation Logic	Warning 041: CTITLE is blank	
Data Collection	Source: The course title will be an attribute of the offered course to which the student's course enrolment is related.	
Field History	1999 – The field was introduced as part of the automated RS21/22 return	

Field Name	NZQCFLEVEL	Field Number 3.7
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Field Title	Level on the NZ Qualifications and Credentials Framework. Formerly known as REGISTERLEVEL.
Description	The field describes the level of credits on the NZ Qualifications and Credentials Framework contained in a course or paper contributing to a qualifications registered on the NZQCF.
Reason for Field	Level of study is a core study-related field needed for both policy planning purposes and for statistical reporting and research. Along with field of study, this is one of the primary variables for analysing the level of skills and knowledge people are acquiring. Information from this field is used for example, in the understanding of student progression and pathways through study for different groups of students. This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes. NZQCF Level is defined by New Zealand Qualifications Authority and please refer to the document published on NZQA website below: http://www.nzqa.govt.nz/assets/Studying-in-NZ/New-Zealand-Qualification-Framework/requirements-NZQCF.pdf

Field Specifications	File	Course Register
	Length	1
	Type	Numeric
	Justification	n/a
	Fill Character	n/a
	Record Position	116
	Type of Students	n/a
	Preceding Field	NZSCED
	Following Field	CREDIT

Classification	Code	Meaning
	1	Level 1 - Certificates
	2	Level 2 - Certificates
	3	Level 3 - Certificates
	4	Level 4 - Certificates
	5	Level 5 - Certificates / Diplomas
	6	Level 6 - Certificates / Diplomas
	7	Level 7 - Bachelor's degrees, Graduate Certificates/Diplomas, Certificates/Diplomas
	8	Level 8 - Bachelor's with honours degrees, Postgraduate Certificates/Diplomas
	9	Level 9 - Master's Degrees
	0	Level 10 - Doctoral Degree

Note:

- If a course contains a number of NQF units of different NZQCF Levels (formerly and commonly referred to as NQF levels) then the level assigned should be determined by the level of the largest number of credits.
- Code 0 is used in SDR for Level 10 Doctoral Degree defined by NZQA.
- Please refer to Appendix 9 - QUALIFICATION AWARD CATEGORY CODES AND THEIR RELATIONSHIP WITH ISCED LEVEL AND NZQCF LEVEL for further information on how NZQCF Level applies to certain types of qualification.

Validation Logic	Error 054: NZQCFLEVEL is blank or not valid 365: NZQCFLEVEL must match the equivalent field in TEC Course Register 598: NZQCFLEVEL must be 8 or 9 when PBRF value is L or M 599: NZQCFLEVEL must be 10 when PBRF value is C or D
Data Collection	Source: The NZQCF Level will be an attribute of the offered course to which the student's course enrolment event is related.
Field History	• 2000 – Field introduced • 2000 – Classification codes amended to include a new code-9 and a revised code-0 • 2004 – Validation 365 introduced • 2004 – Validation 54 amended • 2004 – Field updated to reflect NZ Register of Quality Assured Qualifications • 2006 – Field name amended to REGISTERLEVEL • 2011 – Field name updated to reflect NZ Qualifications Register • 2014 – Descriptions of code updated.

Field Name	CREDIT	Field Number 3.8
Field Title	Credit	
Description	The field specifies the number of credits on the NZ Qualifications and Credentials Framework contained in a course or paper contributing to a qualification registered on the NZQCF.	
Reason for Field	The field is used to determine the amount of learning required by a course or qualification.	
Field Specifications	File	Course Register
	Length	3
	Type	Numeric
	Justification	Right
	Fill Character	Blank
	Record Position	117-119
	Type of Students	n/a
	Preceding Field	NZQCFLEVEL
	Following Field	CATEGORY
Classification	The number of credits allocated to a course or paper. Model: nnn Example: "6" bbb (left blank) i.e. not applicable Note: Where decimals are included these will be removed i.e. truncated Example 1: "8.3" will become "8" Example 2: "8.6" will become "8"	
Validation Logic	Error	044: CREDIT value cannot be blank, less than 0 or greater than 240
	Warning	055: CREDIT is greater than 120 573: CREDIT value must be an integer
Data Collection	Source: The credit will be an attribute of the offered course to which the student's course enrolment event is related.	
Field History	• 2000 – Field introduced • 2004 – Validation messages 044 and 055 amended • 2004 – Field Name & Title amended • 2004 – Field updated to reflect NZ Register of Quality Assured Qualifications • 2008 – Validation 573 introduced • 2014 – Validation 044, 055, 573 updated	

Field Name	STAGE	Field Number 3.11
Field Title	Stage of Pre-Service Teacher Education Qualification	
Description	The field is used only for pre-service teacher education qualifications. It contains a value to indicate the stage of the qualification to which the course contributes. For a course of one year or less the value is 01.	
Reason for Field	The field is used to monitor teacher supply.	
Field Specifications	File	Course Register
	Length	2
	Type	Numeric
	Justification	n/a
	Fill Character	Blank
	Record Position	128-129
	Type of Students	D students in pre service teacher education qualification
	Preceding Field	FACTOR
	Following Field	FEE
Classification	Code	Meaning
	01	First stage of qualification
	02	Second stage of qualification
	03	Third stage of qualification
	04	Fourth stage of qualification
	etc.	
	bb (left blank)	i.e. student is not enrolled in pre-service teacher training
Validation Logic	Applies To:	Type B, C, D students
	Error	111: If the NZSCED value in Course Register is 070101/03/05/08/18/20/22/24/26/28 and the STAGE value is not 01 to 06 inclusive
		667: If the Course Classification value in Course Register is 19.1, 19.2 or 20.0 and the STAGE value is not 01 to 06 inclusive
Data Collection	Source: This data item should be supplied by your student management system from the enrolment record at the time that the Ministry's/TEC's data files are created.	
Field History	- The field has existed since data collection was introduced 1995 – this field no longer collected for Nursing students 2000 – Field now refers to courses and is moved to Course Register file 2001 – Validation 111 amended 2004 – Classification codes amended from 'programme' to 'qualification' 2004 – Field Title change 2018 December – New validation 667 introduced	

Field Name	FEE	Field Number 3.12
Field Title	Course Tuition Fee (Inclusive of GST)	
Description	The course tuition fee is the standard fee that domestic students normally pay for tuition and costs associated with enrolment in a course. The course tuition fee is net of compulsory course costs (e.g. administration charges, examination fees, material charges etc) which are covered in field 3.16, and Maxima exempt fees (e.g. student services levies, student association fees, health fees, record of prior learning fees etc) which are covered in field 1.21.	
Reason for Field	This field is used for policy monitoring purposes. This field will also be used to provide data for the Key Information for Students (KIS).	
Field Specifications	File	Course Register
	Length	5
	Type	Numeric
	Justification	Right
	Fill Character	n/a
	Record Position	130-134
	Type of Students	n/a
	Preceding Field	STAGE
	Following Field	INTERNET
Classification	A numeric value representing whole dollars in form: NNNNN The validation logic is dependent on a number of factors, namely the level of study, the nature of the study (e.g. #5.1, professional masters, category z and Funding Category level 5 are excluded), and the Benchmark level. The nature of the AMFM (Annual Maximum Fee Movement) policy as it affects each course will be different, dependant on the combination of these factors. The SDR will determine how the particular course relates to the maxima policy.	
Validation Logic	Error	155: FEE is not numeric or is blank 354: FEE < 0 Warning 355: FEE = 0 Note: The validations for Annual Maximum Fee Movement and benchmark fee are assessed by TEC Customer Contact Group when the course changes are assessed.
Data Collection	Source: The course tuition fee will be an attribute of the offered course to which the student's course enrolment event is related.	
Field History	2002 – Field was introduced 2003 – Validation 354 and 355 introduced 2004 – Validation 155 amended 2004 – Field Title, Description & Classification amended for the implementation of Fee/Course Costs Maxima 2004 – Validations 369, 370, 371, 372, 373 and 384 introduced 2005 – Validation 371 amended 2007 – Fill character amended 2007 – Validation 155 wording amended	

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- 2011 – FCCM Policy replaced with AMFM Policy
 - 2017 – Validations 369-373 and 384 are removed in 2017

Field Name	INTERNET		Field Number 3.13
Field Title	Internet Based Learning indicator		
Description	The field is used to indicate whether teaching and learning in each course is currently available in part or as a whole via the Internet.		
Reason for Field	The field is used by the Ministry for tertiary sector reporting and policy purposes. For example, is internet-based learning helping to increase participation, comparison of outcomes for students learning online to those learning on campus.		
Field Specifications	File	Course Register	
	Length	1	
	Type	Numeric	
	Justification	n/a	
	Fill Character	n/a	
	Record Position	135	
	Type of Students	n/a	
	Preceding Field	FEE	
	Following Field	PBRF Eligible	
Classification	Code	Meaning	
	1	No Access	
	2	Web-supported	
	3	Web-Enhanced	
	4	Web-Based	
Validation Logic	Error	331: INTERNET does not contain a value 1, 2, 3 or 4	
Data Collection	Source: This data item should be supplied by your student management system from the course register record at the time that the Ministry's/TEC's data files are created		
	No Access is where no part of the paper or course is accessible online.		
	Web-Supported is where a paper or course provides students access to limited online materials and resources. Access is optional, as online participation is likely to be a minor component of study.		
	Web-Enhanced is where a paper or course expects students to access online materials and resources. Access is expected, as online participation is likely to make a major contribution to study.		
	Web-Based is where a paper or course requires students to access the accompanying online materials and resources. Access is required, as online participation is required.		
Field History	2003 – The field was introduced 2004 – Field amended to include new classification codes 2004 – Classification codes defined 2004 – Reason for field amended to include Tertiary e-learning portal 2004 – Validation 331 amended		

Field Name	PBRF Eligible	Field Number 3.14
Field Title	PBRF Eligible Course Indicator	
Description	The field is used by TEOs to indicate courses that are eligible for Performance Based Research Fund (PBRF) i.e. they are wholly research based and meet TEC's PBRF policy guidelines, which are detailed on web page: http://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/performance-based-research-fund/ Distinction is made in this field between Masters or Doctorate courses and also part-time courses.	
Reason for Field	The field is used by the TEC to correctly identify PBRF eligible courses. The number of PBRF eligible course completions can be calculated after the course completion returns have been received. This information is used in the allocation of part of the PBRF.	
Field Specifications	File	Course Register
	Length	1
	Type	Character
	Justification	n/a
	Fill Character	n/a
	Record Position	136
	Type of Students	n/a
	Preceding Field	INTERNET
	Following Field	FOREIGN FEE
Classification	Code	Meaning
	M	Masters (greater than 0.75 EFTS)
	D	Doctorate (greater than 0.75 EFTS)
	L	Part-time Masters
	C	Part-time Doctorate
	X	Not PBRF Eligible
Validation Logic	Error	367: PBRF Eligible Course Indicator is blank or contains a value other than C, D, L, M or X
Data Collection	Source: This data item should be supplied by your student management system from the course register record at the time that the Ministry's/TEC's data files are created.	
Field History	2004 - The field was introduced	

Field Name	CC COSTS Fee	Field Number 3.16
Field Title	Compulsory Course Costs Fee (Inclusive of GST)	
Description	The compulsory course costs fee that are charged to all students enrolled in a course, which includes (but are not limited to) the following: any compulsory costs associated with enrolment, examinations (including reporting of credits to the NZQA), field trips, and any compulsory purchase of equipment or books through the TEO; and excludes any administrative fees or charges (other than tuition fees of compulsory course costs) for additional services that are payable as a result of the specific circumstances of a student, which includes (but are not limited to) the following: reassessment or remarking of examination results, examination relocation fees, fees associated with recognition of prior learning or fees associated with an application for selected entry programmes.	
Reason for Field	This field is used for policy monitoring purposes. This field will also be used to provide data for the Key Information for Students (KIS).	
Field Specifications	File	Course Register
	Length	5
	Type	Numeric
	Justification	Right
	Fill Character	n/a
	Record Position	142-146
	Type of Students	n/a
	Preceding Field	FOREIGN FEE
	Following Field	EXEMPT Indicator
Classification	A numeric value representing whole dollars in form: NNNNN	
Validation Logic	Error 374: CC COSTS is not numeric or is blank 375: CC COSTS < 0 Warning 376: CC COSTS = 0	
Data Collection	Source: The compulsory course costs fee will be an attribute of the offered course.	
Field History	2004 - Field was introduced 2007 – Fill character amended 2022 – Description amended	

Field Name	EXEMPT Indicator	Field Number 3.17
Field Title	Course Exemption from AMFM (Annual Maximum Fee Movement)	
Description	An indication against any course that has been granted an exemption including the 2% AMFM (Annual Maximum Fee Movement) and professional masters.	
Reason for Field	This field will be used to identify all courses that have been granted an exemption from AMFM (Annual Maximum Fee Movement).	
Field Specifications	File	Course Register
	Length	1
	Type	Numeric
	Justification	n/a
	Fill Character	n/a
	Record Position	147
	Type of Students	n/a
	Preceding Field	CC COSTS Fee
	Following Field	n/a
Classification	Code	Meaning
	1	Course has been granted exemption from AMFM
	2	Course has no exemption from AMFM
	The Course will automatically be exempt from AMFM if	
	#5.1 (Adult and Community Education)	
	Under exceptional circumstances, an exemption may be approved by TEC (an increase of up to 8%).	
Validation Logic		
Data Collection	Source: The course exemption from AMFM (Annual Maximum Fee Movement) will be an attribute of the offered course.	
Field History	2004 - Field was introduced 2011 – AMFM replaced AMFL and FCCM 2017 – Validations 377 and 378 are removed	

Field Name		EMB_LIT_NUM	Field Number 3.18
Field Title	Embedded Literacy and Numeracy Flag		
Description	This field will hold a Yes/No flag to indicate if the course includes embedded literacy and/or numeracy. Embedded literacy and numeracy combine the development of literacy and numeracy with the development of vocational and other skills. It includes opportunities to improve reading, writing, speaking, listening, number and measurement and statistics competencies, as defined in the Learning Progressions, along with the existing programme of learning. In an embedded approach, literacy and numeracy skills are taught within course content and skill development, as part of a coherent programme of learning, not in separate unrelated blocks of learning. There is also explicit assessment of literacy and numeracy skills alongside assessment of other programme and course outcomes. Specifically, a course that embeds literacy and numeracy will deliver deliberate teaching of literacy and numeracy that is contextualised to the relevant curriculum and in response to the diagnosed learner needs and will be part of a programme that has: • explicit literacy and numeracy statements, such as learning outcomes and/or teaching and learning statements within programme documentation and/or course descriptors. • a literacy and numeracy diagnostic assessment for all students. • assessment of learners' progress in literacy and numeracy.		
Reason for Field	This field identifies if literacy and/or numeracy is embedded in NZQCF Level 1-5 courses. It will be used by TEC for investing, funding and monitoring purposes.		
Field Specifications	File	Course Register	
	Length	1	
	Type	Yes/No	
	Justification	n/a	
	Fill Character	N	
	Record Position	18	
	Type of Students	n/a	
	Preceding Field	EXEMPT_Indicator	
	Following Field	n/a	
Classification	An optional one character field that can take one of the following values: N = no embedded literacy and numeracy component in course Y = embedded literacy and numeracy component in course Note: If the TEO does not have any courses with an embedded literacy and/or numeracy component then the SDR interface will also accept a CREG file in 2009 format, the validation system will insert a default value of N in this case. If the CREG file contains one or more courses with embedded literacy and/or numeracy, then the whole CREG file must be in the 2010 format and each course must contain a Y or N value. We will utilize error code 310 if the CREG file contains a mixture of records in both 2009 and 2010 format.		
Validation Logic	Error	591 Invalid Embedded Literacy and Numeracy Flag – Must be 'Y' or 'N' 592 NZQCFLEVEL for this course with Embedded Literacy and Numeracy is not in range 1 to 5 inclusive	

Data Collection	Source: This data item should be supplied by your student management system from the course register record at the time that the Ministry/TEC's data files are created.
Field History	2010 – Field Created

Field Name	MAIN_1	MAIN_2	MAIN_3	Field Number 4.5, 4.6, 4.7
Field Title	Main Subject(s)			
Description	The three fields, which are identical in format, are used to record codes for the main subjects studied by a student who has completed a qualification that has no specific field of study; e.g. BA, BSc, NZCE.			
Reason for Field	The field is required for generic qualifications such as a BA in order that qualification completions can be classified by subject area. In planning the supply of and demand for secondary teachers, it is important to know the curriculum subjects the graduates intend to teach. For graduates who complete a pre-service secondary sector qualification, please ensure that the MAIN_1, MAIN_2, and MAIN_3 fields identify the curriculum subjects that the trainees intend to teach.			
Field Specifications	File	Qualification Completion		
	Length	4		
	Type	Character		
	Justification	Left		
	Fill Character	Blank		
	Record Position	31-34, 35-38, 39-42		
	Type of Students	n/a		
	Preceding Field	INTERNET		
	Following Field	FOREIGN FEE		
Classification	Subject codes are listed in Appendix 5. For pre-service secondary teacher trainees list the subject(s) that the trainees intend to teach. The list of codes available has been compiled from information published by organisations. If you believe that the list should be extended to include additional subjects, please contact Tertiary Information at the Ministry of Education - Tertiary.Information@education.govt.nz at the Ministry.			
Validation Logic	Applies To:	Type D students		
	Error	203: If NZSCED codes ends in '00' then must have at least one main subject 204: If NZSCED is 070105, 070126, 070128 then must have at least one main subject 211: Main subject is not on list		
Data Collection	Source:	The value must be compiled by your student management system each time data files are returned to the Ministry. The data required will come either from course enrolment records, depending on how your system determines individual student loads.		
Field History	• The field has existed since data collection was introduced • 1999 – The field length and code values were modified • 2001 – Validation logic amended • 2008 – New field no. and file position			

Field Name	YR_REQ_MET	Field Number 4.8
Field Title	Year Requirements Met	
Description	This field is to contain the year the requirements have been met for the award of a qualification as set out in the approved regulations.	
Reason for Field	The field is used by the Ministry for tertiary sector reporting and policy purposes and the TEC for monitoring purposes. It will clearly define which year the qualification requirements are completed for each record.	
Field Specifications	File	Qualification Completion
	Length	4
	Type	Numeric
	Justification	n/a
	Fill Character	Blank
	Record Position	43-46
	Type of Students	D
	Preceding Field	MAIN_3
	Following Field	Field 4.9 (removed)
Classification	A four -digit value: YYYY — i.e. year	
Validation Logic	Applies To: Type D students Error 565: YR_REQ_MET is in the future 569: YR_REQ_MET is blank or not numeric 600 YR_REQ_MET value cannot be less than 1999	
Data Collection	Source: This data item should be supplied by your student management system at the time that the Ministry's data files are created.	
Field History	• 2008 – The Field was introduced • 2012 – Validation 600: YR REQ MET value cannot be less than 1999 is introduced	

Field Name	COMPLETE	Field Number 5.4
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Field Title Student Course Completion indicator

Description This field is used to record the completion status of a course.
A student is deemed to have successfully completed the course when they have met the requirements set out in the approved course or outline.

Reason for Field The field is used by the Ministry for tertiary sector reporting and policy purposes. The Tertiary Education Strategy highlights an increasing focus on outcomes. Along with qualification completion, this field provides the basis for monitoring and analysis of achievement in tertiary. This field allows important distinctions to be made in terms of success at the course level, compared with success at the qualification level.
This field is used by the TEC for the purposes of investment, funding, monitoring and publication of performance information.

Field Specifications	File	Course Completion
	Length	1
	Type	Numeric
	Justification	n/a
	Fill Character	n/a
	Record Position	35
	Type of Students	D
	Preceding Field	COURSE
	Following Field	CRS_SRT

Classification	Code	Meaning
	0	Still to complete course – valid extension or grade not yet available (NZQCF Level 1-8)
	1	Still to complete course – course end date not yet reached (NZQCF Level 1-8)
	2	Completed course successfully
	3	Completed course unsuccessfully
	4	Did not complete course
	5	Practicum to complete – on job training (NZQCF Levels 1-8)
	6	Yet to complete – NZQCF Levels 9 & 10
	7	Extension granted or under moderation – NZQCF Levels 9 & 10
	8	Completed Successfully Thesis written in Te Reo Māori

Validation Logic	Applies To:	Type D students
Error	220:	COMPLETE is not 0, 1, 2, 3, 4, 5, 6, 7 or 8
	366:	COMPLETE must be 4 if CRS_WTD is not null
	383:	COMPLETE is 0,1, 2, 3, 4 or 8, CRS_END date is 2004 or greater and no corresponding enrolment is found
	386:	COMPLETE is 0, 1 or 5 and course is not NZQCF Level 1-8
	387:	COMPLETE is 6 or 7 and course is not NZQCF Level 9 or 10
	388:	COMPLETE is 1 and course end date has passed
	391:	COMPLETE is 0 for more than three consecutive SDR periods
	394:	COMPLETE is 2,3 or 8 and course has not started
	542:	Type D enrolment reported in Dec SDR, course end date in the return year or earlier, not found in Completion file for same return period and source of funding is not 06, 07, 08, 11 or 21
	544:	COMPLETE is 0 when course end has not been reached

552: PBRF_CRS_COMP_YR is blank when complete indicator is 2, 3 or 8
 612: COMPLETE is 8 and course is not NZQCF Level 8, 9 or 10

- Warning** 385: COMPLETE is 0,1, 2, 3, 4 or 8, CRS_END date is 2003 or less and no corresponding enrolment is found
 389: COMPLETE is 5, 6 or 7 and no corresponding enrolment is found
 390: COMPLETE has been reported as 0 for two consecutive returns
 392: COMPLETE reported as 0, 1, 5, 6 or 7 in previous completion return and cannot be found
 393: Type D Enrolment reported in latest SDR file not found in Completion file for the same return period
 543: COMPLETE has been reported as 0 for three consecutive returns
 586: PBRF_CRS_COMP_YR is entered, and complete code is other than 2, 3 or 8

NOTE: Warning 390, 543 and Error 391 – updated to commence in the year following the course end date, when the enrolment was reported in the Dec return.
 All three will be returned, in their appropriate timeframe, if the record in the previous return was reported as code 0, and the record is omitted from the file, or is in the current file as code 0.

Data Collection

Source: This data item should be supplied by your student management system from the course completion record at the time that the Ministry's/TEC's data files are created.

All current enrolments for Type D students (not including Training Opportunities, Skills Enhancement, Off Job Training Delivery at NZQCF levels 1 to 7 (non-degree) are to be included in the course completion file, irrespective of whether a completion date has been reached.

Post Graduate completion records, for every year, for multi-year courses, are not required to be updated with the successful or unsuccessful complete code. The successful (or unsuccessful) complete code should be recorded in the final year of the multi-year Post Graduate course. The earlier year completion records should not be updated from their complete codes of 6 or 7.

Classification Definitions

- 0 Still to complete course – valid extension or grade not yet available (NZQCF Level 1-8)** - By the extraction date, the completion date for the course has passed but an extension or resubmission has been granted or the grade is not yet available. A completion (code 2, 3 or 4) will be returned in a later SDR.
- 1 Still to complete course – course end date not yet reached (NZQCF Level 1-8)** - By the extraction date, the completion date for the course has not yet been reached. Student completion will be captured in a later SDR return and does not mean that the student will be counted as incomplete.
- 2 Completed course successfully** – By the extraction date, the learner has met the requirements for successful completion as set out in the approved course descriptor or outline. This student enrolment will be captured as a course completion in the SDR return.
- 3 Completed course unsuccessfully** – By the extraction date, the learner has completed requirements for course completion but unsuccessfully as set out in the approved course descriptor or outline. This student enrolment will be captured as a course completion in the SDR return.
- 4 Did not complete course** – By the extraction date, learners have not attempted or met the all requirements for successful course completion. This includes learners who have formally or not formally withdrawn from the course outside the regulations

for withdrawal. The completion date for the course has been reached. The student enrolment will be captured as a course incompleteness in the SDR return.

- 5 **Practicum to complete – on job training (NZQCF levels 1-8)** - By the extraction date, the theory training with the academic provider is complete but the student still has to complete a practical module. A completion result will be available after the external practical module has been completed. E.g. as per classification 22.
- 6 **Yet to complete – NZQCF Levels 9 and 10** - The student is enrolled in a thesis component. By the extraction date, the student is **formally** enrolled, but no formal submission of work is required.
- 7 **Extension or under moderation – NZQCF Levels 9 and 10** - The student is enrolled in a thesis component. The student is **not** formally enrolled and either an extension has been granted, results are under moderation or the enrolment has been deferred
8. **Completed Successfully Theses written in Te Reo Māori** – By the extraction date, the learner has met the requirements for the successful completion of a Thesis written in Te Reo Māori.

Field History

- 2002 – The field was introduced
- 2004 – Validation 366 introduced
- 2004 – Classification codes defined
- 2005 – Classification codes revised and re-defined
- 2005 – Validations 220 and 383 revised
- 2005 – Validations 338, 391 and 394 introduced
- 2005 – Validations 385, 386, 387, 389, 390, 392 and 393 introduced
- 2006 – Validations 386 and 387 amended to errors
- 2007 – Validations 542, 543 and 544 introduced
- 2011 – Warning 390, 543 and Error 391 note added
- 2012 – New code 8 introduced
- 2012 – New validation (Error) 612 introduced
- 2012 – Validation descriptions updated: 220, 383, 385, 394, 552, 586
- 2013 – Validation 383 and 385 updated

Field Name	PBRF_CRS_COMP_YR	Field Number 5.8
Field Title	PBRF Course Completion Year	
Description	This field is to contain the actual end year of the student's course(s) for those completing PBRF (funded only) course(s). This field value is the officially notified year the research component of the course is completed.	
Reason for Field	The field is used to determine the end year of the research component of a PBRF funded course. The current CRS_END date is used to determine the end date of funding so therefore cannot be used for this purpose.	
Field Specifications	File	Course Completion
	Length	4
	Type	Numeric
	Justification	n/a
	Fill Character	Blank
	Record Position	62-65
	Type of Students	D
	Preceding Field	CRS_END
	Following Field	n/a
Classification	A four -digit value: YYYY — i.e. year	
Validation Logic	Applies To:	D students
	Error	549: PBRF_CRS_COMP_YR is populated for other than PBRF eligible course
		550: PBRF_CRS_COMP_YR is prior to CRS_SRT
		551: PBRF_CRS_COMP_YR is in the future
		552: PBRF_CRS_COMP_YR is blank when complete indicator is 2, 3 or 8
		555: PBRF_CRS_COMP_YR is not numeric
	Warning:	586 PBRF_CRS_COMP_YR is entered, and complete code is other than 2, 3 or 8
Data Collection	Source: This data item should be supplied by your student management system at the time that the Ministry's data files are created. The system should maintain start and finish dates for all student course enrolments.	
Field History	2007 – The Field was introduced August 2007 SDR as optional 2008 – Compulsory for PBRF TEOs for 2008 2008 – Validation 553 removed 2008 – Introduced validation 586 (amendment of validation 553, removed code 6 or 7) 2011 – Validation 552 changed from Warning to an Error 2012 – Validation description updated: 552, 586	

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GLOSSARY OF TERMS

Name	Explanation
'Verified' NSN	A 'Verified' NSN is where all the required data on the NSI record has been supplied and recorded as being verified. Required data includes name and date of birth (verified) and residential status (verified).
Annual Maximum Fee Movement (AMFM)	TEOs receiving Student Achievement Component funding at Level 3 and above must not increase fee/course costs by more than the limits set. See the TEC website for more information (http://www.tec.govt.nz).
AUS (Australian citizen)	Australian citizens are considered domestic students in the SDR but only if they are resident in New Zealand.
Classification	Each of the fields that make up a file has a classification. The classification supplies information on how the field should be completed. For example, if a code (either numeric or character) or other value is to be entered in this field, it will provide details about these and a meaning or explanation.
Course	A course is the smallest component of a programme of study in which a learner may be enrolled and returned in the SDR. It is a set of learning with level, credit, title, grade on assessment, equivalent full-time student (EFTS), courses classification. Papers, modules, units, components and subjects are all terms that are sometimes applied to courses. A course encompasses teaching, learning and assessment. In some cases it also includes research. A course may occur at any location at any time during the year.
Course Completion	The requirements for course completion are those set out in the approved course descriptor or outline as part of the programme documentation of a quality assured qualification.
Course Completion File	This file is submitted 3 times a year (April, August and December). The file should contain all enrolments for the year to date for Type D students who do not have a funding source of 06, 07, 08, 11 or 21 (see the Funding field for source of funding codes and their meanings). The file should also include all completions since the previous return of this file and include any updates/changes from previous completions reported. There are various fields that are to be included in this file (these can be found in the File Specifications).
Course Enrolment File	This file is submitted 3 times a year (April, August and December). The file should contain all students enrolled in the current year. For each individual student, a record of each separate course enrolment is required. Every student in the Student File should appear at least once in the Course Enrolment File. There are various fields that are to be included in this file (these can be found in the File Specifications).
Course Register File	This file is submitted 3 times a year (April, August and December). This file contains records of all courses in which students are enrolled in the current year by each TEO. All course codes in the register must appear only once and be exactly the same as that used in the course enrolment file. There are various fields that are to be included in this file (these can be found in the File Specifications).
Domestic Student	Domestic students are students who are citizens or resident visa holders of New Zealand or are Australian citizens or current Australian permanent resident visa holders living in New Zealand.
EFTS	Equivalent Full-Time Student (EFTS) is a measure of consumption of education. A student enrolled in a programme of study full-time for the full-year equates to 1 EFTS. A student enrolled full-time for a semester equates to 0.5 EFTS.
EFTS Forecast	Tertiary Education Organisations (TEOs) forecast their EFTS units in the SDR. Forecasts are required by course classification and funding category. The actual EFTS units may change from the previous SDR's forecast EFTS units.
Enrolment Type	See Type B, C and D students
Error	An error report is provided for individual records which fail the validation test in the SDR. These errors must be corrected in your Student Management System and the files re-extracted before the validation process can be completed.

GLOSSARY OF TERMS

Name	Explanation
Export Education Levy	The Education and Training Act 2020 cancels the requirement for providers to make EEL payments for 2020 and 2021. The Export Education Levy (EEL) is collected from all TEOs that enrol international fee-paying students. The levy funds export education industry development, promotion, quality assurance and research. TEOs may recover the cost of the EEL through the tuition fee charged to international students.
Extraction Date	The date, to which the data is current and correct for submitting to TEC.
Field Specifications	Each of the fields that make up a file has a field specification. The specifications of each field can differ. The field specifications include information such as: - The format of the code for each file that the field is included in - The length of the code (including fills), i.e. 4 characters in length - The type of code, i.e. the format. Could be shown as numeric or character for example - The type of students (B, C, D) that the code applies to
Formal Qualifications	Are recognised qualifications that have formal assessment procedures that add to academic credit, or a module of such a recognised qualification.
Generic Enrolment Form	Has been produced to assist TEOs, especially PTEs with the collection of information from students that fulfill the data requirements of the SDR. The Generic Enrolment Form template can be found on the STEO website (STEO: Single Data Return user guides and forms).
'Inactive' NSN	An 'Inactive' NSN relates to a deceased or fictional person and should no longer be used.
International Student	A non-domestic, international fee-paying student. Or a non-domestic PhD student (paying domestic fees).
Managed Apprentice	The course enrolment must be part of a wider programme of study that meets the Managed Apprenticeships criteria. Each course enrolment in a Managed Apprenticeship programme should be indicated as such.
'Merged' NSN	The record is no longer current. The record will indicate which NSN should now be used for the student in question. A merged NSN occurs when more than one NSI record existed for the same student, and the records were merged into one so that the student has one NSN.
'nn' or 'nnn'	Used throughout the SDR fields to indicate where a number should be inserted.
Non-formal education/non-formal course	Non-formal education/course is learning that does not contribute towards a qualification. This includes adult community education courses, courses taken for personal interest (CPI) and learning for which a certificate of attendance only is given. Non-formal education can include assessment, but the assessment does not contribute toward a qualification. If a student receives a certificate of completion or attainment simply by virtue of attending classes, or in some other non-discriminatory way, the learning is considered to be non-formal.
NSI (National Student Index)	The National Student Index (NSI) is a database, system and a set of processes used to assign a unique identifier, the National Student Number (NSN), to all students in the NZ Education system. It should only be necessary at the Tertiary level to assign new NSNs to overseas and mature students registering for the first time.
NSN (National Student Number)	A National Student Number is unique to each student.
NZAID	New Zealand Agency for International Development
NZL	New Zealand Citizen (includes Niuean, Cook Island, and Tokelauan students).
NZP	New Zealand Resident visa holders (excludes Australian citizens).

GLOSSARY OF TERMS	
Name	Explanation
NZQA	New Zealand Qualification Authority.
NZSCED Field of Study Codes	New Zealand Standard Classification of Education (NZSCED) Field of Study Codes are used to classify the field of study of courses and qualifications.
“Unverified” NSN	The NSN has one or more of the required fields not filled in or one or both of the verified indicators set to “unverified”. Required fields are Surname, Forename 1, Date of Birth, Gender and Residential Status.
PBRF Census (staffing return)	The Performance Based Research Fund Census (staffing return) is only required from TEOs that are seeking funding from the PBRF and provides details of staff that are conducting research and an indication in advance of the number of PBRF Evidence Portfolios that the TEC can expect to receive. It is only required in years when these are being submitted.
PTE	Private Training Establishment
Qualification	A qualification recognises the achievement of a set of learning outcomes for a particular purpose through formal certification.
Quality Assured Qualification	A quality assured qualification is one that has been approved by the quality assurance bodies, NZQA or Universities New Zealand (CUAP). Each qualification listed in the SDR Qualifications Register is attached to a TEO, and the data stored for the qualification includes a qualification code, NZSCED code, a Qualification Award Category code and a NZQCF Level.
Qualification Award Category	Recognised qualifications are awarded qualification codes between 01 and 60 & 98. Refer to Appendix 9 of the SDR manual for a description of each code.
QAB (Quality Assurance Body)	Quality Assurance Bodies approve qualifications, making them ‘recognised’. Quality Assurance Bodies include: New Zealand Vice Chancellors’ Committee or NZQA or its agents, (ITP Quality and NZCTE for example).
Qualification Completion	A learner has completed a qualification when they have met the requirements to be eligible for the award of the qualification as set out in the approved regulations for the qualification.
Qualification Completion File	This file is submitted 3 times a year (April, August and December). This file contains records for individual students who have passed all the academic requirements for the completion of a recognised qualification.
SDR Qualifications Register	The SDR Qualifications Register is a database, maintained by the TEC, which lists information on quality assured qualifications offered by TEOs that are eligible for Student Achievement Component funding and for Student Allowances and Loans.
Recognised Qualification	A qualification that has been approved by a Quality Assurance Body and meets the requirements of the New Zealand Qualifications Framework.
NZQCF Level	Refers to the level on the New Zealand Qualifications and Credentials Framework
SDR	The Single Data Return (SDR) is a set of data items that are specifically required by the Ministry of Education and the Tertiary Education Commission (TEC) for monitoring performance against Investment Plans as well as statistical reporting purposes
SMS	An SMS (Student Management System) is a database or application which can store information relating to an organisation. A certified SMS can also generate reports and data files which are required for the Government.
STAR	The Secondary Tertiary Alignment Resource (STAR) is funding received by secondary schools for the purpose of offering non-conventional and tertiary type courses to their students. STAR funded students may enroll with a TEO for the purpose of receiving tuition.
STEO (website)	The Services for Tertiary Education Organisations (STEO) website can be found at: Education Sector Logon (ESL) Applications & Online Systems .

GLOSSARY OF TERMS

Name	Explanation
Student Component Funding	Student Component funding involved allocating a qualification an Equivalent Full-Time Student (EFTS) value, splitting the qualification into courses, calculating the courses' EFTS factors, classifying the courses, and applying funding rates. See the TEC website for more information (http://www.tec.govt.nz).
Delivery on the New Zealand Qualifications and Credentials Framework	Delivery on the New Zealand Qualifications and Credentials Framework (DQ) is the government's contribution to the direct costs of teaching and learning and other costs driven by student numbers within approved tertiary education Investment Plans. See the TEC website for more information (http://www.tec.govt.nz).
Student File	File containing records for individual student enrolled in a course or qualification. All students for which a confirmed student enrolment has been made in your student management system should be reported, regardless of the level of study or the funding source.
Summary Report/Validation Summary Report	When using the validation program a summary report is generated. This is sent with your validated data files to the Ministry.
TEC	Tertiary Education Commission
TEI	Tertiary Education Institution
TEO	Tertiary Education Organisation
Type B students	Includes all STAR students and students enrolled in qualifications that have a total EFTS value (across all enrolments) less than or equivalent to 0.03. Only a minimal set of data for the student is required to be returned – an 'Unverified' NSN is acceptable.
Type C students	Are students enrolled in non-formal education. A limited set of data for the student is required to be returned – a "partial" NSN is required. NB a proxy date of birth is not permissible.
Type D students	Are students enrolled in at least one quality assured qualification or a course(s) toward such a qualification with a total EFTS value (across all enrolments) greater than 0.03. A full data set for the student is required to be returned – a 'Verified' NSN is required.
Confirmed student enrolment	Refer File Specifications - Definitions
Validation Logic	Is described for each field. It defines the errors and warnings that may arise after using the SDR validation programme. A full list of validations for the SDR can be found in appendix 11 of the SDR manual.
Warning	A warning report lists the possible errors for each individual record in the data files. These records must be checked in your SMS.
Workforce Questionnaire (Staffing Return)	An annual return of staff employed at TEOs. The data collected is used to measure the size of the education workforce, the proportion of each gender in each category, and the calculation of staff: student ratios. It is an annual data collection which must be completed and submitted in January before the December SDR can be submitted.

APPENDICES

Please refer to STEO websites for the following appendices.

[Single Data Return manuals | Applications & Online Systems \(education.govt.nz\)](https://education.govt.nz)

SDR Appendix 2023 document contains:

APPENDIX 1A	Tertiary Education Organisations (Sorted by Code)
APPENDIX 1B	Tertiary Education Organisations (Sorted by Name)
APPENDIX 2A	Secondary, Composite and Special Schools (Sorted by Code)
APPENDIX 2B	Secondary, Composite and Special Schools (Sorted by Name)
APPENDIX 3	Country of Citizenship Codes
APPENDIX 4	Iwi Codes
APPENDIX 5	Main Subject Codes
APPENDIX 6	Course Classification Codes
APPENDIX 7	Valid Funding Category for Course Classifications
APPENDIX 8	NZSCED Field of Study Codes
APPENDIX 9	Qualification Award Category Codes and their Relationship with ISCED Level and NZQCF Level
APPENDIX 10	SDR Error/Warning Codes
APPENDIX 11	Important Links
APPENDIX 12	Voluntary Submission of Course Completion Files
APPENDIX 13	Histories of Changes
APPENDIX 14	International PhD Policy and Reporting
APPENDIX 15	Valid Post Codes