

## **Electronic Receipting System – Implementation News**

The TEC has made a number of enhancements to current business processes, and this update provides details regarding those. Any questions regarding the content of this update can be directed to the team at the TEC Service Centre on 0800 601 301, or by e-mail to [servicecentre@tec.govt.nz](mailto:servicecentre@tec.govt.nz)

### **Payment Advices by e-mail**

Starting in the first quarter of 2008, the TEC will send payment advices out to Training Opportunities, Youth Training and Skill Enhancement funded TEOs via an e-mail instead of by mail in hard copy. Shortly the TEC will contact TEOs to confirm the e-mail address they wish the TEC to use for the receipt of this information.

### **Parking Enrolments in ERS**

Just a reminder that while TEOs can use ERS to partially enrol and then park learner enrolments for a 2008 programme even before the start date of that programme, don't forget to ensure that these learners are not submitted for full enrolment until TEOs can verify that the learner is actually attending.

### **Discretionary Approvals**

Further to the clarification given in the last ERS implementation update<sup>1</sup>, the TEC has changed the Discretionary Approvals (DA) request form to better reflect the scenarios under which a DA may be considered. The form is available at the following link under the heading "Enrolment Forms" and should be utilised for DA requests for enrolments for 2008.

<http://www.tec.govt.nz/templates/standard.aspx?id=948>

If TEOs have already completed an old DA form for a learner, it may still be sent to the Service Centre, but the new form should be used by all TEOs from 18<sup>th</sup> February 08.

### **Provider Supplied Travel**

Here are a few points of clarification for those TEOs using vans or other vehicles to pick up learners to bring them to the training site. These points should be read in conjunction with the existing policy contained in the Targeted Training Provider Handbook.

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<sup>1</sup> available at this link under the heading "ERS Implementation News"  
<http://www.tec.govt.nz/templates/standard.aspx?id=948>

- The standard invoice format for TEOs has been enhanced and is now in an excel format. It is available at the following link under the heading, “Funding Forms“:

<http://www.tec.govt.nz/templates/standard.aspx?id=973>

- Invoices should be created monthly, and e-mailed to the TEC service Centre by the 5th working day of the month following the month being invoiced.
- To assist the Service Centre to process payments more easily, we ask that TEOs please cluster TO and YT learners into 2 groups on the invoice rather than mixing the learners i.e. list TO learners first, then YT learners.
- The maximum daily amount claimable by TEOs for each daily return trip to pick up learners must not exceed the maximums claimable by an individual student in any one day i.e. \$14 per day for TO learners and \$15 per day for YT learners. So for example, if 10 YT students are picked up and dropped off in a day, the claim for that day cannot exceed \$150. Exceptions to this must be discussed with the Service Centre and formally approved.
- It is acceptable for a primary TEO to contract a secondary TEO to pick up learners on their behalf. In such cases, the primary TEO remains responsible for invoicing the TEC, and the 2 TEOs involved must confirm between themselves their own financial agreement regarding this arrangement.