



ERS Implementation Update – December 2006

It has been quite a while since TEC last sent out an ERS Implementation update, so this is quite a lengthy one!

Since ERS was born over a year ago, 88% of TEOs who are contracted to deliver Training Opportunities or Youth Training have signed up to use ERS, either through the web based forms or directly through a Student Management System. If you are one of the remaining 12% yet to sign up, why not talk to another TEO to see what the benefits can be and consider getting on board for 2007.

Even if you are not an ERS user, the following information will still be of interest as it contains new information regarding eligibility, and helps to clarify some other matters which have been raised by some of you recently.

Enrolling 15 year olds

A number of issues have arisen regarding enrolment of 15 year old learners onto Youth Training programmes.

During the ERS roadshows, a document called “Changing The Way We Work” was included in the roadshow packs. Section 4.3 on page 9 of this document suggested that if a learner who was still 15, wished to pathway from one YT programme to another YT programme delivered by a *different* Provider, it would be necessary for the 2 TEOs to correspond. This was in order that the original exemption letter issued by the MoE could be exchanged and the details therein used to support the learners second enrolment through ERS.

Further to that earlier advice, we clarify that process as follows:

1. The new TEO must write a letter to the learner advising that there is a vacancy in their programme upon which the learner may enrol.
2. The learner's Parents/Legal Guardian will be responsible for making application to MoE requesting a transfer, enclosing the above TEO letter with the application. TEOs may support/manage this process but the application must be signed by the parents or guardians.
3. If accepted, the MoE will send a confirmation letter to the new TEO and Parents/Guardian.
4. The information on the new exemption / confirmation letter (eg. ELX number) should then be used by the new TEO to enrol the learner.

Eligibility documentation

Remember that *before* you enrol a learner on to a Youth Training or Training Opportunities programme, all the necessary documentation which supports the eligibility of that learner must be in your possession.

A common example of circumstances which do not align with this, is when a TEO has informed a learner that he or she may commence training before the necessary documentation (eg. Work and Income referral letters, MoE exemption letters etc) has been received. Without the required documentation it is not possible to fully determine eligibility, and consequently the TEO is not eligible for payment for that learner. Audits of TEOs will seek to ensure that enrolment dates and dates on supporting documentation, are appropriately aligned.

Learner enrolment start dates must be on or after the date when the required eligibility documentation was received by the TEO (or sent to the TEC). TEC will not back pay a TEO for enrolment periods which are not supported by the appropriate documentation.

Eligibility criteria changes for 2007

Currently, if a learner has 40 credits or more, the eligibility criteria determines that such a person has high qualifications. Many of you have raised the issue about 39 credits being quite a low number when it is considered that many school leavers or adult learners have perhaps gathered a number of credits which total more than 39, but who can still be considered to be in need of further development of basic foundation skills.

In recognition of this situation, the definition of low qualifications will change from 1 January 2007. Learners with **80 credits or less** (raised from 39 credits or less) will be deemed to have low qualifications.

Two particular eligibility criteria (ATRSK and YT_FDS) require a TEO to ascertain the level of Maths and English capability of a learner. The limit for this is also being raised from less than 8 credits, to less than 12 credits.

Note that as long as a potential learner has less than 12 credits in either English or Maths, they are eligible. For example if a learner has 20 English credits but only 8 maths ones, and assuming they meet all the other criteria required for these two categories, he or she *would* be eligible to enrol.

Revised TEC forms – Labour Market Outcomes and Learner Enrolment

Labour Market Outcomes – Some months ago TEC revised its 2 month labour market outcomes form to include a box for TEOs to indicate whether outcomes relate to the programme of study which the learner undertook. If you are not already using it, please do so from now onwards. It can be found for download at:

http://www.tec.govt.nz/downloads/a2z_publications/ers-two-month-labour-market-outcomes-form.htm

Learner Enrolment – Because of the eligibility criteria changes, the wording on the YT and TO enrolment forms have been altered to reflect those. The new enrolment form will shortly be available for download at the above link.

These new forms should be used from 1 January 2007. If you have already completed old enrolment forms for learners who plan to enrol next year, you may still use those forms but only up until the 31 January 07.

Document retention

The introduction of the Public Records Act 2005 means that TEOs are obligated to "create, maintain and not destroy records".

What this means is that each TEO has to produce a Retention and Disposal Schedule in conjunction with Archives New Zealand. This schedule includes all pieces of legislation that might impact on how long TEOs have to retain records. Each TEO should get in touch with Archives New Zealand. Archives New Zealand will be able to advise you of pertinent legislation and will be able to provide definitive answers to all your record keeping questions.

The web site is <http://www.archives.govt.nz/>

NZQA results

You will all be aware that NZQA has changed its policy, requiring that all TEOs now submit learner unit results electronically instead of on paper forms. The TEC is currently working with NZQA to align our two systems to share that electronic results data.

This alignment will not be finalised until the first quarter of next year and as such TEC requires that you continue to submit learner unit results to TEC on paper forms until otherwise advised.

Duplicate trainees

On a substantial number of occasions TEC has had to undertake merges of learner records. This most often occurs because a TEO creates a new NSN for a learner without doing an adequate search to see if that learner already has an active NSN. Please take extra care to ensure you do a thorough search in the NSI.

If you are unable to find a match on the National Student Index for a learner whom you know has done a targeted training programme in the past, please contact your nearest TEC area office first to ascertain what NSN the TEC has on file for that learner rather than creating a new NSN.

Currency of the Client Basic Details Report

Just a reminder that a learner start date should be no more than two weeks after the date of the Client Basic Details report.

A note regarding data entry errors

TEC has designed a "placement in error" form for TEOs to use when a learner is placed on the wrong programme by mistake. Of course, these are not the only errors which can occur! In the event that another type of error is made, please write to your nearest TEC office to ask for the necessary amendments to be made, and keep a copy of that correspondence on your files.

Submission of Labour Market results

A reminder that contractual requirements still dictate that Labour Market results must be submitted to the TEC 60 days after a learner is withdrawn from a programme, and that the result submitted should reflect the location of the learner on that sixtieth day.

Although an additional 30 days is programmed into ERS before unreported results default to NOK, this extra time should be used as an absolute exception for the *occasional* learner, and it should not be assumed that TEOs have 90 days to report all the results.

In the New Year, ERS will be changed to enable TEOs to report multiple employment outcomes for learners where applicable. Multiple employer contact details must also be noted in such cases.

And finally....

TEC encourages TEOs to register with TEC NoW (News off the Web) to ensure you remain up to date with changes and developments in the targeted funds. You can do this at the following link if you have not already done so.

<http://www.tec.govt.nz/updates/update.php>