

# Electronic Receipting System Update

8 October 2007

## Skill Enhancement

This week we released a new version of the Electronic Receipting System (ERS) web form, to include support for the two Skill Enhancement programmes: Rangatahi Māia and Tupulaga Le Lumana'i.

A new Skill Enhancement Enrolment Form is available from the ERS page on the TEC website ([www.tec.govt.nz](http://www.tec.govt.nz)), to support the new electronic transactions. Whether or not you are an ERS user, please ensure that the new form is used for any future Skill Enhancement enrolments.

Also on the website is a new version of the ERS User Guide, which now incorporates Skill Enhancement, for your assistance.

Skill Enhancement is not yet available for those providers that submit enrolments via a Student Management System (SMS), although TEC will be contacting the SMS vendors shortly and will provide them with the technical information required for them to upgrade their systems.

### A reminder of where to go to get ERS assistance:

For assistance with Eligibility Criteria, Business Process, Funding Rules etc.	Refer the Targeted Training Funding Handbook available from <a href="http://www.tec.govt.nz">www.tec.govt.nz</a>
For assistance with using ERS	Refer the ERS User Guide (for Training Opportunities, Youth Training and Skill Enhancement), available from <a href="http://www.tec.govt.nz">www.tec.govt.nz</a>
For assistance with ERS (Web Form) issues	Please contact the TEC Service Centre on 0800 601 301 or <a href="mailto:servicecentre@tec.govt.nz">servicecentre@tec.govt.nz</a>
For assistance with ERS (Web Services for SMS) issues	Please contact the TEC Help Desk on 0800 435 737 or <a href="mailto:helpdesk@tec.govt.nz">helpdesk@tec.govt.nz</a>
For assistance with the National Student Index (NSI)	Please contact the Ministry of Education's Sector Service Desk on 0800 422 599 or <a href="mailto:sector.servicedesk@minuedu.govt.nz">sector.servicedesk@minuedu.govt.nz</a>
For assistance with ESAA login (for new Users)	Please refer the Ministry of Education's STEO website; <a href="http://www.steo.govt.nz">www.steo.govt.nz</a> or contact the Sector Service Desk on 0800 422 599 or <a href="mailto:sector.servicedesk@minuedu.govt.nz">sector.servicedesk@minuedu.govt.nz</a>

## Discretionary Approvals

The TEC Service Centre is the point where all requests for Discretionary Approvals (DAs) are now being sent. Discretionary Approval is granted by the TEC, and when approved it enables a tertiary education organisation (TEO) to enrol an otherwise ineligible learner on to a Training Opportunities (TO), Youth Training (YT) or Skill Enhancement (SE) programme, through ERS.

A number of TEOs have indicated that a set of guidelines to provide clarity on the circumstances under which the TEC may consider granting DA to a learner would be of value.

Discretionary Approval is required if a TEO wishes to enrol a learner under either the SL16/17 category, or under the EXPT\_YT category:

SL16/17 – Applies only to enrolment on TO programmes. DA could be given for this category when a potential 16 or 17 year old learner has left school and wants to undertake a specific training pathway (eg. engineering) but the only programme available in the local area of that kind is in TO (ie. there is no YT programme in engineering).

EXPT\_YT – Applies only to enrolment on TO programmes. DA could be given for this category when a potential learner (no age restrictions on this one) has left a youth training programme in the last 3 months and wants to undertake a specific training pathway (eg. engineering) but the only programme available in the local area of that kind is in TO (ie. there is no YT programme in engineering).

The remaining DA category of “Other” should be used in situations such as those noted below. Although it is not possible to specify every circumstance under which the TEC may approve DA’s, requests for DA which fall outside the following scenarios are unlikely to be approved. The general rule is that those granted DA under “Other” will be only those who fall just outside the published criteria.

Other – It is possible to enrol young people with high quals under the YNYOUTH category, as 15 percent (nationally) of learners in this category may have high quals. This 15 percent limit has to be monitored of course, and therefore in order to permit such enrolments through ERS, DA is required. In addition, if the learner has a referral letter from Youth Transition Services, then DA is required to be sought under this category.

Other - a DA request for learners who are just outside the required length of registration with Work and Income criteria (eg. they have 23 weeks registration and not 26) and who may be disadvantaged by an enrolment delay. Full information to support any requests for DA under the “other” category should be accompanied by the necessary supporting eligibility documentation.
Other – a student has specific support needs because of a disability, and the programme upon which they wish to enrol specifically caters for these needs.
Other – a student has just a handful of credits too many to fit under the eligibility criteria eg. the learner has 10 literacy credits but 15 numeracy credits (rather than the <12 required), or the learner has 83 credits (rather than the <80 which the criteria requires).
Other – the student left school just over 26 weeks prior to the proposed date of enrolment (eg. 28 weeks rather than the “no greater than 26 weeks” which the criteria may require)
Other – the student has high qualifications which they obtained a number of years ago, has not been in work (eg. on a sickness benefit) for some time, now wishes to return to work but needs re-training and assistance with development of core foundation skills.

Documentation which must accompany DA requests should include:

1. a fully detailed and correctly completed the TEC DA request form
2. a copy of a completed learner enrolment form
3. a copy of the learners record of learning
4. Work and Income documentation (if applicable)

Once fully complete DA forms with all the required accompanying information have been received by the Service Centre, the expected turn around time for decisions to be communicated to TEOs is 3 working days. The start date for enrolments should be the same as the date when DA was granted.

### **And finally....**

The TEC encourages TEOs to register with TEC NoW 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/templates/smartmail.aspx?id=1776>.