

**Tertiary Education
Commission**
Te Amorangi Mātauranga Matua



August 2025 SDR

Meeting Date: 2 July 2025



Karakia timatanga

Whakataka te hau ki te uru
Whakataka te hau ki te tonga
Kia mākinakina ki uta
Kia mātaratara ki tai
E hī ake ana te atākura
He tio, he huka, he hauhū
Tihei mauri ora!

*Get ready for the westerly
and be prepared for the southerly.
It will be icy cold inland,
and icy cold on the shore.
May the dawn rise red-tipped on ice,
on snow, on frost.*



Housekeeping

- Today's session will be recorded
- Cameras and microphones switched off
- If you have any questions, please type them into the meeting chat. We'll either answer as we go, respond directly into the chat or during question time
- A recording will be made available after the session

Contents

1. The August 2025 SDR
2. New data requirements
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5. Questions



The August 2025 SDR

The August 2025 SDR – key dates

- 7 August 2025 Extract date for the August 2025 SDR
- 8 August 2025 SDR Round opens
- 21 August 2025 SDR Round closes



System changes for August SDR

- 27 June: new fields & validation rules available in DXP Ngā Kete
- Your SMS vendor or technical team will let you know when the new fields are available in your SMS system
- You can begin trial August SDRs as soon as the fields are available on both systems



Key messages

- Start trials early, if you can
- Call CCG for quick support if you encounter issues or have questions
- Summary reports - please upload to DXP Ngā Kete (you don't need to email CCG)
- Please submit on time

New data requirements

Data Specification for SDR

The new fields for August SDR are all in the Data Specification for SDR v2.0

- Appendix B: Version history provides an update of all changes

An update to the spec (v2.1) will be released next week to reflect feedback we received during August SDR user testing

- Minor edits and some clarification to validation rule descriptions and additional guidance
- There are no structural changes



New data fields (general data)

Field Title	Fields	File	Mandatory from August ?
Learning hours	The hours for the course - must be between 0 and 2400.99 To reduce the need for TEOs to enter these fields manually in the course register and expedite course setup for TEOs who use these fields.	Course register	Yes
Volume Research Factor	(VRF) is associated with the PBRF eligibility and is a multiplier that measures the research content of a course. Reduce the need for TEOs to enter these fields manually in the course register and expedite course setup for TEOs who use these fields.	Course register	No
Apprenticeships	The field applies to New Zealand Apprenticeships (up to NZQCF level 4). This includes SDR-reported apprenticeship provision previously known as “Managed Apprenticeships” To capture apprenticeship provision within the SDR data Note: In the old MA field ‘No’ was reported as ‘N’, in the new Apprenticeship field ‘No’ is reported as blank	Course enrolment	No

Unknown errors

Background and resolution

- To improve application performance we changed the way some validation rules are processed in DXP Ngā Kete
- These changes were successfully implemented as part of the 2024 SDR pilot but resulted in some unknown errors that became visible in the April 2025 SDR
- To resolve the unknown error issue
 - we made some code corrections (eg for incorrect lwi codes and NameID)
 - We have 'first-pass' validation rules for a small number of fields (refer appendix A) in advance of the full validation - effective from August 2025



First pass validation

- When you upload your SDR files, DXP Ngā Kete will run the validation rules listed in appendix A
- If any errors are found, they will be reported in the SDR error report.
 - You will need to correct the data and re-upload your SDR files before DXP Ngā Kete can run full validation.
- If no errors are found DXP Ngā Kete will continue to run validation for all errors and warnings as per current process.

The first-pass basic validation will only appear for a small number of users.

TEOs with basic data quality checks built into their process will not see the change.



Appendix A: ‘First pass’ validation rules

Rule #	Fields	Error message	File
005	Student Identification Code	Student Identification Code is blank	<ul style="list-style-type: none">• Learner file• Course Enrolment file• Course Completion file
006	Qualification Code	Qualification Code is missing in Course Enrolment Data Submission	<ul style="list-style-type: none">• Course Enrolment file
036	Course Code	Course Code is blank	<ul style="list-style-type: none">• Course Register file• Course Enrolment file• Course Completion file
364	Course Start Date	Course Start Date is blank	<ul style="list-style-type: none">• Course Enrolment file• Course Completion file
712	NSN	National Student Number in Course Enrolment Data Submission is blank	<ul style="list-style-type: none">• Course Enrolment file
748	Provider Code	Provider Code is blank	<ul style="list-style-type: none">• Learner file• Course Register file• Course Enrolment file• Course Completion file
762	Source Of Funding	Source of Funding is blank	<ul style="list-style-type: none">• Course Enrolment file

SDR resources on the TEC website

Resources on the Single Data Return (SDR) page:

- Data Specification for the SDR v2.0
- Data Classifications v1.2 - reference data to be used for the SDR
- Delivery Classification Guide – a link to the TEC delivery classification and funding category codes
- Generic enrolment form 2025 v2 (incl. field for learner IR number)
- SDR overview and guidance



New data requirements for Fees Free

New data for Fees Free

Field Title	Fields	File	Mandatory from August ?
IRD Number	Learner IRD number – format can be with or without dashes – eg 123-456-789 or 123456789	<ul style="list-style-type: none"> Learner Qualification completion 	No
Secondary School Programme Indicator	<p>Indicates whether a course has been undertaken as part of the student's or trainee's school learning programme or secondary-tertiary programme.</p> <p>These course enrolments are excluded from Fees Free.</p>	<ul style="list-style-type: none"> Course enrolment 	Yes (Y/N)
Qualification Completion Date	The date a learner met the requirements to be awarded a qualification.	<ul style="list-style-type: none"> Qualification completion 	Yes
Linked Qualification Code for Fees Free	Field added to identify exit or expired qualifications when the learner's course enrolments have been reported under a different qualification code than the one completed.	<ul style="list-style-type: none"> Qualification completion 	No

New data for Fees Free – Actual Course Fee

Field Title	Fields	File	Mandatory from August ?
Actual Course Fee	The total cost charged to the learner for enrolment in the course.	Course enrolment	Yes

- Actual Course Fee consolidates fields currently collected in Fees Free reporting including the Course Tuition Fees and Compulsory Course Costs charged to the learner.
- Note, the values are not necessarily the same as the amounts reported in the course register file, which are standard (catalogue) amounts and do not include any variations for individual learners.

Q&A: IRD Number

A learner advised of a change to their IR number but we have already submitted their qualification completion. How do I make this update?

We will not ask TEOs to resubmit SDR/ITR data to add missing IRD numbers after a learner's completion if no IRD number (or an incorrect number) was provided during the learner's enrolment.

Follow standard processes for updating other data (resubmission process)



Q&A: Backfilling Actual Course Fees

Am I required to backfill the Actual Course Fee for all existing learners?

It is our preference that you backfill for all learners to ensure there is no missing data for learners who are eligible for Fees Free.

However, to support transition, we will accept backfill reporting of **likely Fees Free eligible enrolments only**.

To help with this, we'll provide you with a list of existing learners who may be eligible for final-year Fees Free.

- It will not be a complete list of eligible learners due to limitations in the data TEC currently holds, for example it will not consider the residency criteria, study done while in secondary school, or prior study not funded by TEC.
- It should **NOT** be used to communicate eligibility to learners in any way.

The Actual Course Fee is mandatory for all learners who enrol or change qualification after the August SDR.

FAQs for the August SDR

Tuition Fee Paid by International Fee Paying Student

Validation rule 736 is currently a warning, will that change for August SDR?

Validation rule 736: Tuition Fee Paid by International Fee Paying Student must be blank or zero if the student has no international enrolments

Validation 736 will stay as a warning for now



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Tuition Fee Paid by International Fee Paying Student

Will the 'Tuition Fee Paid by International Fee Paying Student' field accept the value 0.01?

Validation rule 362 (If the learner is an international fee-paying student, then Tuition Fee Paid by International Fee Paying Student must be > \$0 in either Learner OR Course Register files but not both)

The field will accept a value of 0.01



Disability Fields

Are the disability fields mandatory for the August SDR?

- Disability status: Indicates the disability status of a learner
- Disability support needs: Indicates the support a learner requires

Yes, the fields are mandatory for learners established since April 2025

- It is not compulsory to provide this data for learners established prior to April 2025 – however, you can submit this information if you have collected it from the learner.

Also note the Disability Status indicators changed to 1(Yes) and 2(No)



Leading zeros in upload files - reminder

I need to make a change to the data in my upload file, but when I open the file I lose the leading zeros.

1. Use Excel to open the .CSV file

2. Click 'Do Not Convert'

- Date formats will still lose the leading zero, eg 06/12/2025 will become 6/12/2025 - that's okay, DXP Ngā Kete will accept this format for dates.

If the 'Do Not Convert' pop up doesn't appear, update your Excel settings (File | Options | Data

Automatic Data Conversion

- ☒ Enable all default data conversions below when entering, pasting, or loading text into Excel
 - ☐ Remove leading zeros and convert to a number ⓘ
 - ☒ Keep first 15 digits of long numbers and display in scientific notation ⓘ
 - ☒ Convert digits surrounding the letter "E" to a number in scientific notation ⓘ
 - ☒ Convert continuous letters and numbers to a date ⓘ

Additional Options

- ☒ When loading a .csv file or similar file, notify me of any automatic data conversions ⓘ

SDR – unknown error

If you get an unknown error, contact CCG for escalation, investigation and resolution.



Question time



Questions?



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Karakia Whakamutunga

Kia whakairia te tapu
Kia wātea ai te ara
Kia turuki whakataha ai
Kia turuki whakataha ai
Haumi e, Hui e, Tāiki e!

Restrictions are moved aside
So the pathways is clear
To return to everyday activities

