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| Completing your RS20 annual return  Version 1.0  Released 30 June 2025 |

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# Introduction

This document provides guidance for completing your RS20 return.

The RS20 is a census collected containing data on the students and staff at private training establishments (PTEs).

Data is collected annually for the week that 31 July falls in. It provides a one-week snapshot of data from the academic year

The Ministry of Education uses the data you supply to support policy analysis, development and decision making, to monitor the outcomes of the New Zealand Education system, and for national and international reporting purposes.

RS20 data is collected via an excel workbook template. Step by step instructions to download and submit the RS20 in DXP Ngā Kete are provided in the [DXP Ngā Kete user guides.](https://dxp-ngakete.tec.govt.nz/user-guides)

# Completing your RS20 annual return

1. Log into DXP Ngā Kete to download the RS20 template and save on your local drive.
2. Open the workbook, go to the cover tab and enter the name of your PTE and the 4-digit institution number.
3. Carefully follow through the flow chart and determine the type of return (A or C) you need to complete.
4. For help completing the RS20 template, TEC Customer Contact Group (CCG) is your first point of contact for enquiries or problems relating to RS20 support. If you have any questions, please call 0800 601 301 or email [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz).

Complete only those worksheets relating to your return type:

|  |  |
| --- | --- |
| **Type A** | Enter the PTE name and 4-digit institution number and the Return Type on the first worksheet only.  All other parts to remain empty  Upload and submit your RS20 in DXP Ngā Kete |
| **Type C** | Complete the PTE name and 4-digit institution number and the Return Type on the first worksheet  Complete Parts 1 to 8 and part 10 – see guidance below  Upload and submit your RS20 in DXP Ngā Kete |

**The data requirements as per the RS20 workbook column headings.**

**When entering your information remember to include:**

* Students studying during the week which has 31 July in it (Monday to Sunday), if they are enrolled in a formal qualification of at least 20 hours in total.
* Students taking even a small number of unit standards towards a national qualification should be included if the total time is 20 hours or more.
* Students at other sites and branch offices.
* Students away sick or on holiday.
* Industry Training Organisation (ITO) trainees enrolled with your PTE to do Off-Job Training.
* Part 9 of this form (Foreign fee-paying students) has been removed as information on these students is no longer collected through RS20. If you have foreign-fee paying students you should be returning UIP (unfunded international provider) data. Please talk to the service desk for assistance.

**Remember to exclude:**

* Students enrolled in courses of less than 20 hours in total.
* Students enrolled in courses that are not formal qualifications.
* STAR funded or alternative education students also enrolled at a secondary school.  This information is collected directly from the school.
* Students being taught under a contract to another institution (e.g. a Wananga) where they are formally enrolled.  This information is collected from the enrolling institution.

# Validation rules and the Error Report

* The error report lists errors found in the data you have entered in the RS20 template and provides guidance about how to correct the error. Please check each comment in the error report, amend the data and re-upload.
* One common reason for the RS20 to error is that there are portions of the census which may not have needed completion. Please review the flowchart to ensure you have completed the correct sections. Another common reason is that the totals between pages should correlate with each other.

| Error Code | **Error field (part)** | **Description** |
| --- | --- | --- |
| 117 | TOTAL (Parts 1, 2 & 3) | Part 3 total must equal Part 1 + Part 2 total for Return Type C |
| 118 | MALE\_TOTAL (Parts 1, 2 & 3) | Part 3 male total must equal Part 1 + Part 2 male total for Return Type C |
| 119 | FEMALE\_TOTAL (Parts 1, 2 & 3) | Part 3 female total must equal Part 1 + Part 2 female total for Return Type C |
| 120 | MALE\_TOTAL (Parts 3 & 4) | Part 4 male total must equal Part 3 male total for Return Type C |
| 121 | FEMALE\_TOTAL (Parts 3 & 4) | Part 4 female total must equal Part 3 female total for Return Type C |
| 122 | TOTAL (Parts 5 & 6) | Part 6 total must equal Part 5 total for prior activity being secondary school student for Return Type C |
| 123 | TOTAL (Parts 3 & 7) | Part 7 total must equal Part 3 total for Return Type C |
| 124 | TOTAL (Parts 7 & 8) | Part 8 total must equal Part 7 total for Return Type C |
| 133 | Initial Validation Failure | Institution Number is invalid |
| 134 | Part 8 G1=Part 7 Total A1...Ax | Part 7 ITO total must equal Part 8 ITO total |
| 135 | Part 8 G2=Part 7 Total B1...Bx | Part 7 Domestic Students total must equal Part 8 Domestic Students total |
| 137 | Part 8 G4=Part 7 Total D1...Dx | Part 7 Other Sources total must equal Part 8 Other Sources total |
| 138 | FT\_MALE\_TOTAL (Parts 1 & 8) | Part 8 Total Full-Time Males must equal Part 1 Total Full-Time Males |
| 139 | FT\_FEMALE\_TOTAL (Parts 1 & 8) | Part 8 Total Full-Time Females must equal Part 1 Total Full-Time Females |
| 140 | PT\_MALE\_TOTAL (Parts 2 & 8) | Part 8 Total Part-Time Males must equal Part 2 Total Part-Time Males |
| 141 | PT\_FEMALE\_TOTAL (Parts 2 & 8) | Part 8 Total Part-Time Females must equal Part 2 Total Part-Time Females |
| 147 | Initial Validation Failure | The template is not correct for the upload year |
| 738 | ANOTHER\_TOTAL (Parts 1, 2 & 3) | Part 3 total of Another Gender must equal Part 1 + Part 2 total of Another Gender for Return Type C |
| 739 | ANOTHER\_TOTAL (Parts 3 & 4) | Part 4 total of Another Gender must equal Part 3 total of Another Gender for Return Type C |
| 740 | FT\_ANOTHER\_TOTAL (Parts 1 & 8) | Part 8 total of Full-Time Another Gender must equal Part 1 total of Full-Time Another Gender |
| 741 | PT\_ANOTHER\_TOTAL (Parts 2 & 8) | Part 8 total of Part-Time Another Gender must equal Part 2 total of Part-Time Another Gender |