**Work-based data: Off-job delivery**

**What's needed**

Off-Job Delivery data is required as part of the work-based data specification to be submitted via the new work-based APIs. It replaces data that was previously collected via the Single Data Return (SDR) under source of funding (SoF) 11.

The inclusion of this data in the new WB APIs was signalled during the UFS tactical project and in all versions of the work-based data specifications that have been published under the DSR project.

The Unified Funding System (UFS) tactical off-job and mixed-mode data collection templates will no longer be required due to the direct match of off-job delivery with the ‘parent’ work-based programme in the new data exchange platform (DXP Ngā Kete).

**Requirement for API usage**

Since the start of the project APIs have been provided for synchronisation of data and are the preferred method for integration. An exception was made for Learner Fees data to accommodate potential difficulty in aggregating providers’ other systems into an export e.g., finance and student management systems.

**Back-filling off-job delivery data**

There is a gap in the off-job delivery data from 1 January 2025:

* The last SDR submissions for SoF11 data were in the December 2024 SDR;
* The new work-based APIs go-live 1 July 2025.

Back-dating off-job delivery data needs to cover:

* All off-job delivery that has occurred since 1 January 2025.

* Courses that started prior (and were reported in the December 2024 SDR) and continue into 2025.
	+ If you need/want to amend the start dates for these courses it will be important to amend the Course EFTS Factor, please refer to the question below “What should the course start date be for pre-July 2025 data?”

N.b. the data needs to include all valid off-job delivery that occurred from 1 Jan 2025. E.g., if a learner was enrolled in a course, but didn’t complete it; you would process the full course details (start / end dates and course EFTS factor); but also transmit the withdrawal date.

**Timeframe for processing the Jan – Jul 2025 off-job delivery data**

Please submit the data as soon as possible, and within the deadline of 31 August 2025. This deadline aligns with the first work-based data “snap-shot” after we go-live.

**Questions and Answers**

**Q. What off-job data is required after go-live?**

A: All off-job delivery data:

* that has occurred since 1 January 2025, and
* courses that started prior (and were reported in the December 2024 SDR) and continue into 2025

The 2025 portion of courses submitted via SoF11 in the December 2024 SDR will not be recognised in the 2025 volume and value of delivery.

**Q. What is the deadline to process all “back-filling” (from 1 Jan 2025) of off-job delivery?**

A: By **31 August 2025**. This is the next work-based “snapshot” after go-live and as with all other data, we ask that you have the off-job data up-to-date by this date.

**Q. How should TEOs submit the back-fill data?**

A: This should be submitted via the off-job API.

We expect your WB API solution to include failure-mode capability that allows a backlog of transactions to be submitted in case of an outage to DXP and you are unable to connect for a period of time. It is assumed that this feature can be used to provide the back-fill of the off-job data.

**Q. What Edumis number / provider code should I report?**

A: The Edumis number / provider code of the organisation responsible for the delivery of the course.

If the organisation is not NZQA registered, please report your own number.

Te Pūkenga divisions should **not** use 6044 (the code that identifies Te Pūkenga WBL).

**Q. What should the course start date be for pre-July 2025 data?**

A: Generally speaking, it should be the actual start date for the course. This could pre-date 1 January 2025, e.g. if you have already reported the course in the December 2024 SoF11 data.

For these “old” courses, if you wish / need to submit a different start date (e.g. on or after 1 January 2025), you must amend the **Course EFTS Factor** to deduct the amount of off-job delivery that occurred prior to 2025. (Noting that this will have no effect on the 2024 volume of delivery reported in the December 2024 SDR.)

e.g. Same course, but with different start dates, and therefore different EFTS factor.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | ***Start*** | ***End*** | ***EFTS factor*** | ***Number of months*** | ***EFTS per month*** |
| Keep original start date | 1/10/2024 | 15/07/2025 | 0.1667 | 10 | 0.0167 |
| *If changed to 2025 start date* | *1/01/2025* | *15/07/2025* | ***0.1169*** | *7* | *0.0167* |

**Q. When should we report off-job data?**

1. **Prior to the course - when dates, attendees are known; or**
2. **When the course starts - and actual (starting) attendance is confirmed; or**
3. **When the course finishes – so full attendance details are known?**

A: Either of these options, as long as all data, including off-job data is as up to date **as possible** by the snapshot dates of 30 June, 31 August and 31 January. Previous year’s data must be up to date by 31 March for funding wash-ups, monitoring and reporting.

**Q. Can TEC provide guidance / expectations on how to report off-job delivery?**

*(This relates to how courses should be structured and reported in the data. E.g., duration, size, amalgamation of small packages of learning.)*

A: TEC will not provide any guidance on off-job delivery reporting until the VET-Work-based policy settings are confirmed.

TEOs should continue with their current off-job delivery reporting.

**Q. What do we report in the Intramural/Extramural Attendance field?**

A: The codes to use are:

|  |  |
| --- | --- |
| **1** | Intramural and residing in New Zealand |
| **2** | Extramural and residing in New Zealand |

The reported course enrolment will be regarded as being 100% in a particular mode, and this can be different from the underlying programme components.

**Q. Do I need to process an off-job withdrawal if the learner withdraws from the main work-based programme?**

A: The system will automate withdrawals across components and programmes when a learner has withdrawn from a training agreement. This will include off-job courses.

**Q. When do I process an off-job withdrawal?**

A: You should submit an off-job withdrawal date if a learner **only** withdraws from their off-job training (e.g. they do not complete a block-course) **but** they continue in the associated work-based programme.

**Q. How do I calculate the EFTS value of a course?**

A: Refer to the data specification “Assign a course EFTS factor”.

The EFTS value is a function of credits (if specific credits / standards can be attributed to the off-job learning), or hours and credits (where the "industry standard" is that 10-hours of learning represents 1 credit).

(The original UFS examples used credits as the whole numbers are more 'consumable' compared with the decimals required when small numbers of credits are converted to EFTS values.)

**Q. What will happen to the EFTS delivered if the course start / end dates change?**

*E.g., could this result in double-dipping*

A: We will be considering the best way to calculate the off-job vs on-job EFTS and looking at exception reporting to pick-up start / end date changes that would change the EFTS values for off-job.