Work based data – transition to the new data requirements

This document provides guidance to support transition to the new data requirements. It should be read in conjunction with the Work-based Data Specification and the Data Classifications (reference data) which are both available on the TEC website.

The guidance provides guidance on:

1. Is the field mandatory from 4 August 2025? Is the field mandatory in certain circumstances?
2. For existing records (learners, programmes, training agreements and enrolments);
   * Has the TEC backfilled the new field?
   * Can the new fields be left blank (for existing learners) when updating other data fields?

**Fields backfilled by TEC**

We recommend you or your TMS vendor take a backup of data **after** TEC has completed the final data migration. This will provide you with a full view of data we hold, including the data we have backfilled into new fields (see tables below). The backup can be used to add backfilled data to your own TMS if needed, and/or to check against – for example if you inadvertently over-write backfilled data after go-live and this results in validation errors.

You can access the endpoints to “GET all” within each section of the data [here](https://api-docs.prd.dxs.pub.tec.govt.nz/api/work-based). (See also the screenshot in the appendix.)

**New Learner fields**

* + From 4 August 2025 most new learner fields are mandatory - see below. The mandatory requirement applies to new learners and when creating a new Training Agreement for an existing learner.

| **New data requirements** | **Purpose / change** | **Mandatory from 4 August – updating existing learners** | **Mandatory from 4 August – new learners** |
| --- | --- | --- | --- |
| Learner IR number | For Fees Free | No, however it is expected that TEOs will make best effort to the collect IR number for learners identified as potentially eligible. | No, however it is expected that TEOs will make best effort to collect IR number as it is required for eligible learners to claim a final year Fees Free entitlement. |
| Gender | To improve learner validations | No | Yes |
| Name ID Code | To improve learner validations | No | Yes |
| First year of tertiary education | Standardisation with provider-based data | No | Yes - if Country of Citizenship is NZL or AUS |
| Country of Citizenship | To enable validations for Domestic Learner status | No | Yes |
| Disability Support  Needs | To support the new disability question on enrolment | No | Yes |
| Disability services accessed indicator | To indicate whether a student has accessed disability services | No | Yes |

Note:

* + The Ethnicity and Iwi data fields now allow up to six values.
  + Standardised learner data and consistent learner validation rules are now applied across all funds associated with a learner.

**Overseas Country Code / Last Secondary School**

Our work on existing data for migration has highlighted that the stated ITR validations for these fields were not working correctly. This led to a number of records having invalid combinations of Overseas Country and Last Secondary School.

1. When OverseasCountryCode is not null ---> update LastSecondarySchoolAttended to 999(Overseas Secondary School)
2. When OverseasCountryCode is null ---> update LastSecondarySchoolAttended to 1040 (Secondary School Not Known)
3. When OverseasCountryCode is 9999 (Not Stated) ---> Update LastSecondarySchoolAttended to 999(Overseas Secondary School)

**New Programme fields**

* + From 4 August 2025 all new fields are mandatory for new programmes.
  + TEC will populate data into all new programme fields as part of data migration - see below.
    - TEOs can update the Maximum Programme Fee if needed (and can continue to update the Expiry Date field as in ITR)
    - TEOs cannot update other new fields. If a change is required, please contact TEC to request a data fix (existing process)
  + For fields that the TEC has populated as part of the migration process, please be aware of the following:
    - If your TMS has **no** data in a field that TEC has populated, and you transmit this field as part of an update, then:
      * your update will remove the data populated by TEC and your will receive a validation error
      * You will need to transmit valid data for the field to clear the validation error.
    - If your system has valid data that is different to the data populated by the TEC and you transmit this field as part of an update, then:
      * Your update will successfully change the data TEC populated into the field.
  + TEC Programme approval continues to be required for complex programmes (Programme Type is COM) and for simple programmes when Study Type Code(s) include NZA. This approval mechanism is now extended to micro-credentials – the new Programme Type of MC is now available for these programmes - do not use SCP for these programmes.

| **New data requirements:** | **Purpose / Change** | **Backfilled (by TEC) for existing programmes** |
| --- | --- | --- |
| NZSCED | To identify the field of study associated with a programme version. | Yes, TEC is migrating NZSCED from our current data set (using NZSCED as reported in the Qlik apps) |
| Occupation Code | To enable a better understanding of how programmes relate to occupations. | Yes, TEC is populating as agreed with each TEO. If data is not populated by TEC, the DXP will accept blank entries for this field. |
| Mode of Delivery | Required for the application of funding rates. | Yes, TEC is migrating the data from our current data set (Work-based, Assessment & Verification and Work-based: Pathway to work modes of delivery) |
| Study Type Codes | To identify whether the programme is applicable to industry training (IT) and/or New Zealand Apprenticeship (NZA) and/or Trades Academies (TA). | Yes, TEC is migrating our current data set (with mapping from ITR funding source code) |
| Maximum Programme Fee | The maximum fee amount (inclusive of GST) that a TEO charges for the programme. It includes ALL fees associated with the programme, e.g. training, assessment, off job enrolments and resources. This value is used with the Learner Actual Fee Amount captured as part of the Fees Free data to understand the fees across vocational education. | Yes, TEC is populating with a fee of 0.01 (the field cannot be null, the one cent value entered by TEC has no financial implications.  TEOs are able to update, but there is no obligation to do so for programmes **that existed prior** to migration.  Following feedback we have amended this field to allow for zero free programmes - so going forward you can enter 0.00 into the field if applicable. |

**New Training Agreement fields**

* + From 1 July 2025 most fields are mandatory for new training agreements (including new training agreements for existing learners) – see below
  + TEC will populate data into some new training agreement fields as part of data migration - see below. Where data is not populated by TEC the DXP will accept blank fields.

| **New data requirements:** | **Purpose /change** | **Backfilled (by TEC) for existing training agreements** | **Mandatory from 4 August for new TAs?** |
| --- | --- | --- | --- |
| NZBN | To help identify employers where they have a NZBN. | No | No |
| Employment Region Code  (and see below) | To provide details where learners are employed. | Yes, migrating existing data (mapped from Territorial Authorities already reported) – TEO can update subsequently if needed | Yes |
| Occupation Code | To enable a better understanding of how training relates to occupations. | Yes, populating with occupation codes if agreed with TEO, TEO can update subsequently if needed | Yes |

**Employment Territorial Authority Code**

As noted in the data specification, we have adopted the latest Statistics New Zealand Territorial Authority (Generalised) 2023 classification.

* There is only a single TA Code for Auckland. There is no further breakdown of geography within the Auckland Territorial Authority area.

The existing data will be migrated with the “old” Auckland Territorial Authority, but new data (from go live) must comply with the new classification.

* You may need to update the TA Code for Auckland in your TMS.

**Employment Region Code**

Please note we are anticipating some data changes due to Employment Region being submitted by you (rather than assigned by TEC). The relevant teams within TEC know to expect these changes.

* **Territorial Authorities (TA) that are within more than one Region**: As the “true” Region could not be identified, TEC previously attributed these TAs to just one of the possible Regions. As data is submitted / updated through the DXP APIs, we anticipate “region shift” due to capturing the correct Region.
* **Wairoa District:** This TA was erroneously mapped to Bay of Plenty Region. It is, of course, Hawke’s Bay Region. We are amending this in all migrated data.

**New Enrolment fields**

* + From 1 July 2025 all fields are mandatory for new enrolments, however some are only mandatory in certain circumstances – see below
  + TEC will backfill data into some fields as part of data migration - see below. Where data is not populated by TEC DXP will accept blank fields.

| **New data requirements:** | **Purpose / change** | **Backfilled (by TEC) for existing enrolments** | **Mandatory from 4 August – updating existing learner enrolments?** | **Mandatory from 4 August – new learner enrolments?** |
| --- | --- | --- | --- | --- |
| Residential Status and Australian Residential Status | To identify New Zealand and Australian residents. | No | No | Yes |
| Funding Source Code | To identify the source of funding that supports the learner's enrolment in the programme. | Yes, current value applied as part of migration | n/a | Yes |
| Mode of Delivery | Required for the application of funding rates.  Except for Pathway to Work mode, this replaces the manual templates previously required. | Yes, current value applied as part of migration. | n/a | Yes, however TEC will continue to apply Pathway mode. |
| Study Type Code | To identify whether the learner is undertaking industry training, Trades Academies or an NZA programme. | Yes, TEC is migrating from our current data set (with mapping from ITR funding source code) | n/a | Yes |
| Deletion Date | To identify when an enrolment was deleted. | No | As required | As required |

**Appendix A – Example screenshot for “GET all” within the programme section on the API portal**

