Work-based Frequently Asked Questions

1. **Do I need to back-fill new data fields for existing learners? And how will the new validations work, especially in relation to new data fields?**

All new data requirements are compulsory from when the system goes live on 1 July. You need to backfill:

* All new data fields for learners who commenced training prior to go live if/when a **new** Training Agreement is signed / processed.
  + E.g. the new Disability Support Needs fields are **not** required for existing Training Agreements.
* All new Fees Free data fields for learners who commenced training prior to go live. This ensures any learners that have qualified for their Fees Free entitlement are able to process their claim.
* All off-job delivery that has occurred since 1 January 2025. Please refer to the Off-job Delivery Data document which includes additional questions and answers relating to off-job delivery.

Validation will not fail due to the missing data for existing learners.

For new records post 1 July, the validation rules will check that the data is provided.

* Please refer to the example for the Learner: *First year of tertiary education* data field in at appendix A.
* We will provide further information on back-filling and the validation rules.

1. **Is there any additional advice on the new Disability Support Needs field?**

Please refer to the letter uploaded into DXP Ngā Kete on 4 April 2025. Subject: *Reporting requirements changes to disability enrolment questions*.

As noted in the letter, the two "main" disability questions - Disability Status and Disability Support Needs are upfront / on enrolment (or re-enrolment / new Training Agreement) questions. The data should only be updated if the learner amends their previous response to the questions.

The data should not necessarily be updated if the learner accesses disability services – Disability Status and Support Needs are self-declared by the learner and should not be "inferred".

1. **When should I submit Yes in the new Disability Services Accessed field?**

Disability services could be services offered by your TEO or facilitated by your TEO but delivered by a third party (e.g. arrangements similar to “employee assistance programmes”).

Report "yes" if:

* Your TEO provides services directly
* Your TEO facilitates services for the learner (e.g. like our EAP services, Vitae)
* The learner advises that they have accessed services.

This field is there to pick-up activity that occurs after enrolment and should be updated as required.

1. **Will the existing Detailed Data Transparency sheets continue to be available via Ngā Kete – Qlik? And will they be upgraded to include the new data fields?**

These apps will continue to be available through Ngā Kete – Qlik in the short-term however the new data fields will not be included until we transition to Power BI (date to be confirmed).

Existing Detailed Data Transparency sheets in Ngā Kete - Qlik apps:

1. (App) My Provision – ITR: (sheet) Enrolment data: This provides the year-to-date data per Source Enrolment ID
2. (App) My Industry Training Delivery and Offsets: (sheet) Detailed transparency data provides additional data including monthly data for each enrolment and data relating to the ‘old’ funding offsets
3. **Can we use tohutō / Māori macrons?**

Yes, the new solution support this (known as Unicode).

1. **Is there additional guidance for Accredited Employer Work Visa Learners, Citizenship and Residency fields?**

* Consistent with the policy changes requiring learners to be **domestic**\*, we have introduced new fields that will enable appropriate validations.
* \*For full details refer to the [NZ Gazette](https://gazette.govt.nz/) for the latest *Tertiary Education (Domestic Students) Notice.*
* Learners who are not valid domestic learners and are not in programmes eligible under AEWV (and not grand-parented from before the policy change - 1/Jan/23) should not be reported in the data.
* When non-domestic learners are reported - we will be checking they are in a valid AEWV programme. We are going to check whether validations for grand-parented learners are still required.
* Only people who hold an AEWV will meet the criteria to be deemed a valid domestic enrolment for this funding. The specific requirements can be found at [AEWV holders – funding eligibility](https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/dq3-7/learner-eligibility/accredited-employer-work-visa-aewv-holders-funding-eligibility).
* As a condition of any DQ3-7 funding, TEOs must ensure each funded learner meets the valid domestic enrolment criteria (condition 5.1 in the funding conditions). As part of determining if a learner is a valid domestic enrolment, TEOs must check the visa type/status of most visa holders. This includes monitoring the end dates of visas to ensure they continue to be on a valid AEWV for the duration of their programme. Visa types and statuses must be checked, whether or not our systems have validations in place, as many work visa holders are not eligible to be funded as a valid domestic enrolment under current settings.
* We will provide further information on any data back-filling requirements and the validation rules.

1. **What are the changes for Occupation Codes and Programme Funding Rates**

Please refer to the *Occupation Codes backfilling, including TA*document on the [TEC website](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications-work-based). This document includes additional information about Programme Funding Rates.

**Programme Funding Rates:** The Occupation Codes will replace Programme Group in updated functionality to apply funding rates to Programmes.

**Current state:** Programme Group Narrow (level 2) + NZSCED + NZQCF level (where level is relevant to the funding rate)

**Updated:** Occupation Code (of the programme)+ NZSCED + NZQCF level (where level is relevant to the funding rate)

1. **Why does the Training Plan include fields for Visits?**

Whilst the requirement for reporting four NZA visits per year was removed a few years ago, DSR has been asked to retain these fields.

This will be reviewed and a decision made about whether the visits data is a requirement for apprentices and/or other work-based learners with the changes coming out of the VET reforms.

TEC will provide further information following the policy decisions.

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

* 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.

1. **What are the requirements for Programme approvals – NZAs and micro-credentials?**

Both micro-credentials (MC) and New Zealand Apprenticeships (NZA) programmes require TEC manual approval. When the programme is set-up it will have a status of ‘Pending’; once TEC has approved, the status will change to ‘Active’ and enrolments will be allowed.

* You will be able to check whether your new Programme (Programme-Version) has been approved via a screen in DXP Ngā Kete.

As part of data migration, TEC will migrate the current MCs as MC and SCPs as SCP.

* We are currently reviewing all MCs, and SCPs with the programme name that includes “MC”, against the rules to ensure we migrate the programmes correctly.

Because we “recycled” the SCP programme type (by relaxing the SCP validations) we are checking:

* Duration
* Credit value
* TEC MC funding approval

Note that the volume of delivery algorithm (previously the ‘STM calculation’) is the same for SCPs, MCs and all other programme types.

1. **Are micro-credentials subject to a three-step approval process?**

There are different requirements for micro-credentials (see [Micro-credentials funding and fees](https://www.tec.govt.nz/funding/funding-and-performance/investment/plan-guidance/micro-credentials)). This guidance does recommend discussing with TEC about funding prior to developing a new MC.

Noting that NZA approvals have three steps: Step 1 is TEC pre-approval; Step 2 is NZQA programme approval; Step 3 - TEC approval (in writing and programme approved).

Appendix A: Example of the transition information for new data / validations

**New data fields and new validations**

We will provide clear explanations of what will be validated and when. This will detail the differences between **existing** (at point of migration) learners and training agreements, and **new**.

***Example: Field: Learner - First year of tertiary education[[1]](#footnote-2)***

(n.b. development of this validation is in progress, and detail may be refined.)

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| --- | --- |
| **When processing a new learner** | **Existing learners** (learners who existed at migration) |
| Learner file   * If learner is not NZ or Aus citizen, and * If ***First year of tertiary education*** is blank, then   + no validation error will occur. | Learner file  If you update the learner details, the system will **not** enforce data for new fields. This includes:   * First Year of Tertiary Education, and * Country of Citizenship   **Unless** you set-up a new Training Agreement and Enrolments. |
| Enrolment (this applies to both new learners and *existing* learners with a **new** Training Agreement)   * If learner is not NZ or Aus citizen (from the learner files), and * If learner is NZ or Aus resident, then   + system will generate error requiring submission of ***First year of tertiary education*** in Learner file. | Training Agreement   * If you **update** an existing Training Agreement, the system will **not** enforce data for new fields. * If you create a new Training Agreement for an existing learner, the system **will** enforce the new fields.   Enrolment   * If you **update** an existing Enrolment, the system will **not** enforce data for new fields. * If you create a new Enrolment for an existing learner, the system **will** enforce the new fields. |

***Example: Regarding Accredited Employer Work Visa (AEWV) learners – data migration and new learners***

These learners are domestic for funding purposes, providing they are enrolled in AEWV programmes.

**Data migration**

* There is a periodic data check run by TEC and provided to you;
  + This exception report mainly results in TEO’s updating information in the NSI but could also result in learners being removed from the ITR data.
* This was last provided to you on 25 February for the final 2024 data (in DXP Ngā Kete documents; “Work-based learner residency stats for review”)
* We will ask for this to be run again quite soon, and then again before cut-over to tidy-up all the ITR learners prior to migration.
  + This will ensure that all learners in the system at the point of migration have been reviewed, and their eligibility for TEC funding has been confirmed.

This enables us to **not** require backfilling of Citizenship & Residential Status for existing learners.

However, these fields are mandatory for new learners, and if there is a new Training Agreement for an existing learner.

1. Noting that we need to update the data specification to clarify that Residential Status will be checked on submission of the Enrolment. [↑](#footnote-ref-2)