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| Data specification  for reporting work-based learning  Version 1.1  Released 29 May 2025 |

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# Introduction

## Document purpose

This document is for tertiary education organisations (TEOs) delivering work-based learning. It has information about the data that the Tertiary Education Commission (TEC) requires when you report actual delivery (Actuals) on our new Data Exchange Platform (DXP).

It's important to note that this document specifically focuses on the data reported for work-based learning. It is not a:

* specification for provider-based learning (e.g., the single data return). This is published in a separate document.
* specification document for the APIs. This document is not structured to show the data required for each API. Refer to the API Portal for this information.
* user guide for DXP.

## The requirement to submit data

The TEC and the Ministry of Education (MoE) require data submitted by TEOs for the purposes of:

* funding
* monitoring performance
* publishing performance information
* statistical reporting, and
* policy formation.

All TEOs that receive TEC funding for work-based learning must report work-based learning. You must report all learners eligible for tuition subsidies.

Each TEO is responsible for the integrity of data provided to the TEC.

Three excerpts from the Education and Training Act 2020 support data submissions from TEOs:

**Section 254 of the Education and Training Act 2020**

Ministry may hold and disseminate information

Any information collected by TEC or NZQA —

1. may be held by the Ministry on behalf of TEC or NZQA; and
2. may be disclosed by the Ministry to TEC or NZQA or to any other person or agency that is entitled to receive it.

**Section 426 of the Education and Training Act 2020**

Conditions on receiving funding

(1) It is a condition of an organisation receiving funding under section 425 that the organisation supply to TEC or the Ministry, as required by TEC or the Ministry, and in a form specified by TEC or the Ministry, any financial, statistical, or other information that TEC or the Ministry requires the organisation to supply.

**Section 429 of the Education and Training Act 2020**

Conditions on funding received under section 428

1. It is a condition of receiving funding under section 428 that the recipient supply TEC or the Ministry, as required by TEC or the Ministry, and in a form specified by TEC or the Ministry, any financial, statistical, or other information that TEC or the Ministry requires the organisation to supply.

## Conditions for the provision of information

### TEOs must comply with Privacy Act 2020

TEOs must collect, use, disclose, hold, and store personal information in accordance with the 13 information privacy principles in the Privacy Act 2020.

### Authorisation to disclose personal information to government agencies

Statement to be confirmed.

### Responsibility for the Integrity of Data provided

Each TEO is responsible for checking the integrity of the data that it collects from learners and provides to the TEC and other government agencies.

### Government agencies must also comply with the Privacy Act

The government agencies who receive learners' personal information from TEOs are also required to comply with the Privacy Act 2020 and will have processes in place in relation to the storage, security, access to, and correction of learners' personal information.

# Data submissions

## Frequency of submissions

TEOs may submit and update data at any time. We expect the data to be as up to date as possible by the close of business on the last working day of each month, particularly at the periodic “snapshot/cut-off” dates. They are currently:

* 31 January (data for the previous year);
* 31 March (for both the current year and for final data relating to the previous year);
* 30 June (this is related to the Government's financial year end);
* 31 August.

Work-based returns cover the following funds:

* Non-degree Delivery at Levels 3–7 on the NZQCF (DQ3-7)
* Trades Academies

## Categories of information

There are six broad categories of information required for work-based learning:

1. **Learner**

Learner captures data for each learner enrolled in a programme. You must report all learners whose enrolment is eligible for TEC funding and who have confirmed learner enrolments in your trainee management system.

1. **Programme and Programme Version**

Programme version captures data of versions of work-based programmes approved for funding and offered by a TEO. You should report all work-based programmes*.* Micro-credentials are classified as a programme.

1. **Training Agreement**

Training Agreement data captures details of the agreements signed between the learner, TEO and employer. When creating a new training agreement, there must also be an associated enrolment for that learner at that TEO, where the enrolment date is on or after the training agreement signed date.

1. **Training Plan**

Training Plan captures data about the plan between the learner and the TEO and records the date of meetings (or visits) with the learner. A Training Plan is mandatory for New Zealand Apprenticeships (NZA).

1. **Enrolment**

Enrolment captures details of valid enrolments within the reporting year, including the components a learner is enrolled in as part of their programme of learning.

Component completions continue to be reported directly to the New Zealand Qualifications Authority (NZQA), and the DXP will mark components as complete using record of achievement (RoA) NZQA data.

1. **Off-Job Delivery**

Off-Job Delivery details learning delivered off the job site as part of the enrolment. It includes information about the course, including the TEO that delivered it, attendance type, and the amount of equivalent full-time students (EFTS) delivered.

The TEO responsible for the work-based learner must report all off-job delivery associated with an enrolment. The collection of this data supports the funding decisions.

1. **Fees Free and learner fees**

Fees Free captures data to support the administration of the final year Fees Free policy where learners may seek their entitlement at the end of their study, where eligible. Data collected is passed to Inland Revenue who administer payments to learners. Fees are also required by MoE to provide and understanding of the sector and to inform policy.

## Data submission

You submit work-based data via an API. The work-based learning API specifications are available in the DXP [API portal](https://api-docs.prd.dxs.pub.tec.govt.nz/docs/work-based). The API specifications provide details for when a field is mandatory as it can vary per API.

The new solution will support Unicode.

An option also exists for you to submit Fees free data via a CSV file.

# Data specifications: Introductory information

## Summary of changes to data specification

Below is a list of the significant changes between this data specification for work-based data submissions on the new DXP platform and the current data specification supporting work-based data submissions through ITR. Appendix B provides a list of the changes between versions. Appendices B and C provide a complete history of data changes and the validation rule changes.

### Learner

We have standardised the collection of learner data across all funds associated with a learner, which we will collate into a single learner table in the DXP back-end. Therefore, consistent learner validation rules need to be applied across all funds associated with a learner.

Additionally, we require additional learner data. These are:

* IRD number (for Fees Free).
* Gender.
* Name ID Code.
* First year of tertiary education.
* Overseas Country Code.
* Country of Citizenship.
* New disability data fields to support the new disability question on enrolment.
* Disability services accessed indicator to indicate whether a student has accessed disability services.
* Ability to submit up to six Iwi values (was three).
* Ability to submit up to six Ethnicity values (was three).

### Programme

We require the following new fields as part of the Programme Data:

* NZSCED to identify the field of study associated with a programme version.
* Occupation Code to enable a better understanding of how programmes relate to occupations.
* Mode of Delivery to support funding determinations and replace the Workspace2 templates required for the tactical solution implemented for 2023.
* Study Type Codes to identify whether the programme is applicable to industry training and/or Trades Academies and/or an NZA programme.
* Maximum Programme Fee, which is the maximum fee amount (inclusive of GST) that a TEOs charges for this programme. The fees reported should include ALL fees associated with the programme, e.g. training, assessment, off job, enrolment 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.

Micro-credentials are also classified as a programme and associated with a target qualification with a NZQA credential number. The TEC must approve micro-credentials for funding.

### Training Agreement

We require the following new fields as part of the Training Agreement data:

* NZBN to help identify employers where they have a NZBN.
* Employment Region Code to provide details where learners are employed.
* Occupation Code to enable a better understanding of how training relates to occupations.

To provide flexibility, the creation of a Training Agreement no longer requires the Enrolment to be created at the same time. Training Agreements are still required to be created before an associated enrolment. All new Training Agreements will have a default status of PENDING until an associated enrolment has been reported.

### Enrolment

We require the following new fields as part of the Enrolment data:

* Parent Enrolment Local ID to link the enrolment with a complex programme.
* Residential Status and Australian Residential Status to identify New Zealand and Australian residents.
* Funding Source Code to identify the source of funding that supports the learner's enrolment in the programme.
* Mode of Delivery to support funding determinations and replace the Workspace2 templates required for the tactical solution implemented for 2023.
* Study Type Code to identify whether the learner is undertaking industry training, Trades Academies or an NZA programme.
* Deletion Date to identify when a enrolment was deleted.

The new DXP incorporates “Standards” as part (a component) of a programme. We have replaced previous field references using the term “standard” with the term **component**. For example, “Standard Number" and “Standard Version Number” are replaced with “Component Number” and “Component Version Number”.

A unique component is the unique combination of “Component Number”, and “Component Version Number”.

**Enrolments and training agreements**

We have established a rule where you can only have one instance of enrolment (simple or complex) assigned to a training agreement at any one time. Once a training agreement has an enrolment assigned, no more can be added. If the TEO needs to add a new enrolment they will need to create a new training agreement, except where:

* If a learner enrols in multiple concurrent IT programmes, the TEO can submit multiple enrolments within seven days from the first Enrolment submission and assign to the same training agreement. All Enrolments will show as Active; however, Participation Start Dates for each enrolment must be correct as this date is used for funding purposes.
* If a learner is enrolled in an LCP programme and then enrol in the target NQ programme, they can continue under the same training agreement. Therefore, an additional Enrolment can be added as long as the existing Enrolment is an LCP programme type.

If the enrolment has been deleted against a training agreement, a new an enrolment can be created against that training agreement.

### Validations for eligibility as a domestic learner

To establish eligibility for tuition subsidies, we have added validations to assess Citizenship, Residency Status and, for Accredited Employer Work Visa (AEWV) learners, the programme they are enrolled in. This will happen on enrolment creation based on the following rules.

* Citizenship – this field is on the Learner. This means that you will be able to set-up a learner regardless of their “domestic” status.
* Residency – this field is on the Enrolment. At this stage DXP will check both Citizenship and Residency for Domestic status. If either citizenship or residency deem the Learner as domestic, their Enrolment is accepted. If not, the programme is assessed for AEWV status in the following step.
* AEWV *learners* – should the Enrolment validation of Citizenship and Residency result in “non-Domestic” DXP will check whether the learner is enrolled in an AEWV programme (or grand-parented from a pre-2023 enrolment). If not, the Enrolment will not be accepted.

### Off-Job Delivery

This new data collection captures all provider-based course enrolment delivery associated with an enrolment. This replaces the collection of this data collected originally via source of funding 11 in the Single Data Return (SDR).

### Fees Free and learner fees

This new data collection captures fee information charged to the learner, employer or third party for two purposes. It supports:

1. the final year Fees Free policy from 2025, and the fee information supplied supports the learner in claiming their Fees Free entitlement.
2. Ministry of Education’s understanding of fees across the sector and to inform policy.

### Data and Standards

Where SDR and ITR collected similar data, we now align this data with a single standard. In addition, we are aligning data to official classifications defined by Statistics NZ where possible. This improves data quality and enables greater data interoperability.

We are updating some data standards to align with more recent data classifications. The key changes are:

* Iwi values align with Statistics NZ Iwi and iwi-related groups statistical classification V2.1.0. Iwi is in the learner data submission
* Overseas Country Code values align with Statistics NZ Country Classification 1999-4 Numeric V15.0. We collect values at level 3. The Overseas Country Code is used in the learner data submission.
* The Occupation Code is a new field, and values align with Statistics NZ National Occupation List V1.0.0. The Occupation Code is used in the training agreement and the programme data submisions.
* Territorial Authority is a new field, and values align with Statistics NZ Territorial Authority 2023 (Generalised). This field is in the Training Agreement data submission.

The field specification references the relevant data classifications, and the data appendices, which are published separately, provide a full list. A list of the data standards and classifications used in the data submissions for work-based actuals is in Appendix A.

We have changed some data types, such as dates, which must now use the ISO-8601 format (YYYY-MM-DD).

## Qualifications

NZQA defines a qualification as “Formal certification for a given purpose of the achievement of specified learning outcomes to a given standard”. You do not need to report NZQA-approved qualification details in the work-based DXP solution. We will source all qualification details from NZQA.

The only qualification data required for reporting are the qualification number and qualification version number with the programme data, which, together uniquely identify a programme's target qualification.

## Micro-credentials

Micro-credentials are new stand-alone education products intended to enable learners to access specific knowledge and skills in a cost-effective and time-efficient way. They are smaller than qualifications and focus on skill development.

At a minimum, micro-credentials are subject to the same requirements as training schemes or assessment standards. They are required to:

* be 5–40 credits
* have strong evidence of need from employers, industry or community
* not duplicate current quality assured learning approved by NZQA
* be reviewed annually to confirm they continue to meet their intended purpose.

## Complete enrolment via RoA

You must continue to report the achievement of components and NZQCF-based qualifications to NZQA. DXP will detect the completion of a component and programme when you supply the relevant information to NZQA for recording against the learner’s record of achievement (RoA).

Training agreement and enrolment status changes resulting from the completion reporting process are not subject to the 365-day backdating limit because of DXP receiving assessed completions from NZQA.

Similarly, in situations where a learner completes their study component before withdrawing from their enrolment, that completion will be recorded against the programme within DXP.

**Note:** A qualification completion before the enrolment participation start date will not trigger an enrolment completion as the learner has previously achieved the qualification.

### Detecting Enrolment Completions

DXP will detect enrolment completions as follows:

* **National Qualifications (NQ):** On achievement of the target qualification and all components for the enrolment except when at a status of Pending if an NZA, Withdrawn or Completed, where the achieved date (at RoA) >= enrolment participation start date.
  + If the NQ programme has a target qualification with a strand, DXP will check against the specified strand.
  + If the NQ programme has a target qualification without a strand, DXP will check against the qualification.
* **Limited Credit Programme (LCP):** On achievement of all components for the enrolment, except for a status of Withdrawn or Completed, where the achieved date (at RoA) is >= enrolment participation start date.
* **Supplementary Credit Programme (SCP):** On achievement of all components for the enrolment (and target qualification if it exists with a strand), except when at a status of Withdrawn or Completed, where the achieved date (at RoA) is >= enrolment participation start date.
* **Complex Arrangement (COM):** used for NZ Apprenticeships (NZA) - on achievement of all sub-enrolments (see above for NQ completion criteria), except when at a status of Pending, Withdrawn or Completed, and all additional components for the enrolment, where the achieved date (at RoA) >= enrolment participation start date.
* **Micro-credentials (MC):** On achievement of all components for the enrolment, except when at a status of Withdrawn or Completed, where the achieved date (at RoA) is >= enrolment participation start date.

# Data Specifications

## Learner

### Introduction to learner data

Learner captures data for each learner enrolled in a programme. You must report all learners whose enrolment is eligible for TEC funding and who are confirmed learner enrolments in your trainee management system. A single learner representation covers all funds.

### Learner data

| Field Title | Description | Field specification | Validation |
| --- | --- | --- | --- |
| Learner Local ID | A code which uniquely identifies the learner within each TEO, as captured in a TEO’s TMS system.  The Learner Local ID must remain constant for the learner throughout their enrolment history at your organisation. | **Length:** 20  **Type:** String  **Guidance:** Thisnumber must be the unique value generated by each TEO via their TMS. | **Error:**  40160: Learner Local ID is not unique in the Learner data  40161: Learner Local ID is required  40167: Cannot find Local Learner ID |
| National Student Number | A number which uniquely identifies the learner. The NSN must remain constant for the learner throughout their enrolment at your or any other organisation. The NSN reported in the Learner file must match the NSN used for other collections (e.g., Course Enrolment).  The NSN is part of the NSI database system maintained by the Ministry of Education. | **Type:** Integer  **Guidance:** Thisnumber must be the value generated by the National Student Index (NSI) for the learner. | **Error:**  40140: NSN reported is invalid or does not exist in NSI  XXX: Date of Birth reported does not match Date of Birth on NSI  40002: NSN record status is inactive in NSI  40003: Gender reported does not match Gender on NSI  XXX: NAME ID reported does not match NAME ID from NSI |
| IRD Number | IRD number of the learner. The IRD number enables data matching to support the learner in claiming their Fees Free entitlement. Learners will apply for their Fees Free entitlement via myIR. To match the learner’s data provided by TEC, Inland Revenue will use the learner’s IRD number. (They will also use NSN and date of birth).  While this field is not mandatory, TEOs are encouraged to provide the learner’s IRD number upon enrolment. If a learner is eligible and an IRD number has not been reported by their TEO they will be required to provide additional information via myIR to enable accurate matching. This may require the learner to seek additional information from their TEO to confirm their identity with Inland Revenue. | **Type:** String  **Length:** 11  **Guidance:** IRD numbersare either eight or nine digits e.g., 123456789. Please enter leading zero at the front if your IRD number is only 8 digits.  Only provide an IRD number for a learner that may meet the eligibility criteria for Fees Free at the time of enrolment.  However, in situations where you know they are not eligible, you will not need to collect their IRD number. For example, where a learner:   * has received a Fees Free entitlement previously (e.g. first-year Fees Free) * is not studying an eligible programme * does not meet prior study criteria   We are using Inland Revenue’s checksum code to validate the IRD number. However, we will not be able to determine if the learner provided an IRD number that does not belong to them. Inland Revenue will manage this situation.  The validation rule will only be triggered if a value is provided in this field. | **Error:**  40010: IRD number is invalid |
| Gender | A code to identify the gender of a learner. | **Length:** 1  **Type:** String  **Guidance:** Select a value from the list below   |  |  | | --- | --- | | **M** | Male / Tāne | | **F** | Female / Wahine | | **D** | Another gender / He ira kē anō | | **Error:**  40006: Gender is not M, F or D |
| Date of Birth | The day, month, and year of birth of the learner. | **Type:** Date  **Guidance:** YYYY-MM-DD  You must use ISO-8601 for your dates. | **Error:**  Note: In 2026, we will include a validation to check whether age is less than 5 or greater than 100. |
| Name ID Code | The first four characters of a learner’s surname plus initial of first legal name. If the learner does not have a first name, use the first five characters for the surname.  This is new data is required for validating the identity of a learner and their associated NSN. | **Length:** 5  **Type:** String  **Guidance:** The value is generated by your organisation from the learner’s name. The NAMEID is generated from the first four characters of the surname and the first initial of forename 1.  Characters must be capitalised. If the surname is less than 4 characters, then blanks must be inserted before forename initial. The initial must be in the fifth position. For example:   * LEE A for Andrew Lee * VAN M for Michael van der Hum * DE WP for Peter de Wittering * KHSID for Khsithesh Devi * O’COB for Brian O’Connor   **Note:** The NAMEID must match the equivalent NAMEID from either the main name or an alternative name on the NSN reported. | **Error:**  40009: NAME ID is not 5 characters |
| Main Activity at 1 October in Year Prior to Formal Enrolment | The main activity or occupation for the learner on 1 October of the year prior to enrolling a learner at your organisation. This field is not required to be changed upon re-enrolment if the duration between the end of the previous enrolment and the re-enrolment is 12 months or less. If a learner returns to the same TEO after not being enrolled for a period of more than 12 months, this field should be updated to reflect the learner’s most recent main activity on 1 October of the year before.  If the learner enrolled for the first time between 1 October and 31 December of the current year, then report the main activity on 1 October of the current year. | **Type:** String  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **01** | Secondary school student | | **02** | Non-employed or beneficiary (excluding retired) | | **03** | Wage or salary worker | | **04** | Self-employed | | **05** | University student | | **06** | Polytechnic student | | **07** | College of Education student | | **08** | House person or retired | | **09** | Overseas (irrespective of occupation) | | **11** | Private Training Establishment student | | **12** | Wānanga student |   **Note:** The classification of ’99 – other’ has been removed and may only be used historically. | **Error:**  40012: First Year of Tertiary Education is current year and Prior Activity is not 01, 02, 03, 04, 08, 09  40011: Prior activity is not valid |
| First Year of Tertiary Education | The year in which a learner first enrolled in any “quality assured” qualification:   * at a TEO in New Zealand or overseas, or * in the Foundation Year at the University of the South Pacific, or * at a registered Private Training Establishment.   Enrolment in STAR, community, or other non-formal education does not count for first year purposes. | **Type:** Integer  **Guidance:** Enter the year in the format YYYY - e.g., 2023.  This field is required if the learner is a New Zealand or Australian citizen or resident. Residency will be checked when that data is provided by submission of the Enrolment. | **Error:**  40014: First Year of Tertiary Education is greater than the current year  40015: First Year of Tertiary Education puts learner at age less than 5 or greater than 100 (calculated from Date of Birth)  40016: First Year of Tertiary Education cannot be blank or 9999 if Country of Citizenship is NZL or AUS |
| Last Secondary School Attended | A code to identify the last secondary school attended by the learner. | **Type:** Integer  **Guidance:** Select a value from the secondary school codes classification.  The Secondary School Codes are available at the Education Counts website - [Secondary School Codes](https://www.educationcounts.govt.nz/directories/list-of-nz-schools). They are also listed in the [DXP Data Classifications Appendices](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/). | **Error:**  11106: Last Secondary School Attended code is not in classification |
| Overseas Country Code | A unique code defined by that identifies the country in which the learner last attended school. | **Type:** String  **Guidance:** Select a value from the NZ Statistics: Country – New Zealand Standards Classification 1999 – 4 numeric V15.0.  Must be supplied if the learner’s last school was not in New Zealand. New Zealand cannot be selected. We collect at level 3.  The country classification is available at [NZ Statistics: Country – New Zealand Standards Classification 1999 – 4 numeric V15.0.](https://aria.stats.govt.nz/aria/?_ga=2.21705403.1671744995.1699902765-946806462.1697743900#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/ys69SsOCPi6Mc4jR) They are also listed in the [DXP Data Classifications Appendices](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/). | **Error:**  40021: Overseas Country Code is blank, and learner’s last secondary school is not in New Zealand  11104: New Zealand cannot be selected  11105: Overseas Country Code must be valid |
| Last Year at Secondary School | The year in which the learner finished their secondary school education. | **Type:** Integer  **Guidance:** Enter the year in the format YYYY - e.g., 2023. | **Error:**  40018: Last Year at Secondary School is less than year of birth +5 or greater than current year  40020: First Year of Tertiary Education is current year and Prior Activity is 01 |
| Highest Secondary School Qualification | A code to show the highest secondary school qualification attained by the learner. | **Length:** 2  **Type:** String  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **00** | No formal secondary school qualification | | **11** | 14 or more credits at any level | | **12** | NCEA Level 1 or School Certificate | | **13** | NCEA Level 2 or 6th Form Certificate | | **14** | University Entrance | | **15** | NCEA Level 3 or Bursary or Scholarship | | **09** | Overseas qualification (incl. International Baccalaureate & Cambridge Exams) | | **98** | Other | | **99** | Not known | | **Error:**  40013: Highest Secondary School Qualification code is not on classification list |
| Is English Second Language | A True/False flag that indicates whether English is a second language for the learner. | **Type:** Boolean  **Guidance:** Select a value from below:   |  |  | | --- | --- | | **False** | English is not a second language for the learner | | **True** | English is a second language for the learner | | **Error:**  11088: English Second Language Indicator field must be either true or false. |
| Country of Citizenship | The country of citizenship of a learner. This field is required for determining non-domestic learner funding.  **Note:**   * Citizenship status must be kept up to date * TEC will date stamp the receipt of an update for validation and reporting * There is no backdating of this field | **Length:** 3  **Type:** String  **Guidance:** Select a value from the country of citizenship classification. Refer to the [DXP Data Classifications Appendices](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/). | **Error:**  XXX: Country of Citizenship code is not on classification list  XXX: Country of Citizenship code cannot be ‘999’ – i.e., “Unknown” |
| Disability Status | Indicates the disability status of a learner. This field aligns to the collection of the new disability data on the enrolment form. | **Type:** Integer  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **1** | Yes | | **2** | No | | **3** | Prefer not to say | | **Error:**  XXX: Disability Status is invalid |
| Disability Support Needs | Seven fields to support multiple responses indicating the disability support a learner requires. This field aligns to the collection of the new disability data on the enrolment form. | **Type:** Integer array  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **1** | Access to assistive technology (e.g., for reading, writing, communication). | | **2** | Accessible format resources for course content. | | **3** | Mobility and transport (e.g., navigator support to help movement around campus, mobility carparks, personal emergency evacuation plan). | | **4** | New Zealand Sign Language Interpreter. | | **5** | Support with reading, writing, and communicating in learning sessions, exams, and assessments. | | **6** | Other learning or disability support. | | **7** | No, I do not need support at this time. |   If the Disability Status is Yes, then at least one disability support need must be supplied. | **Error:**  11106: At least one of the Disability Support Needs from 1 to 7 must be supplied if Disability Status is 1  11086: Disability Support Needs contains duplicate values  11087: Multiple Disability Support Needs are identified when Disability Support Needs 7 is Yes |
| Disability Services Accessed Indicator | A code to indicate whether a student has accessed disability services | **Type:** Boolean  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **True** | Disability services accessed. | | **False** | Disability services not accessed. | | **Error:**  11083: Disability Services Accessed field must be either true or false |
| Iwi Affiliation | A code to indicate the iwi affiliation of a learner. If a learner has more than one affiliation, then up to six Iwi can be recorded. | **Type:** String array  **Guidance:** Select a value or values from the Statistics NZ Iwi and iwi-related groups statistical classification V2.1.0.  An entry must be reported in the first field where the ethnic group is “211”.  The Iwi classification is available at NZ Statistics - [Iwi and iwi-related groups statistical classification V2.1.0](https://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/uH9AkXTnTlq40DHG). They are also listed in the [DXP Data Classifications Appendices](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/). | **Error:**  11094: Iwi Affiliation contains duplicate values  11095: Iwi Affiliation cannot have more than six Iwi codes  11096: Iwi Affiliation is not valid  11097: At least one Iwi Affiliation field must be completed where ethnic group is identified as “211” |
| Ethnicity | A code to indicate the ethnicity of a learner. Up to six ethnic codes can be entered in this field. The codes identify the ethnic group or groups to which a learner belongs. | **Type:** String array  **Guidance:** Select a value or values from the Statistics NZ Ethnicity New Zealand Standard Classification 2005 V2.1.0.  At least one value must be reported.  The Ethnicity classification is available at NZ Statistics - [Ethnicity New Zealand Standard Classification 2005 V2.1.0](https://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/YVqOcFHSlguKkT17). They are also listed in the [DXP Data Classifications Appendices](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/). | **Error:**  XXX: Ethnicity is not in the classification list  XXX: Ethnicity contains duplicate values |

## Programme

### Introduction to programmes

A programme defines the training or education a learner will undertake to achieve the Programme's goals.

A programme is uniquely identified locally by the Programme Local ID, created by each TEO. Each local instance of a programme is associated with a Programme Number and Programme Version Number. The Programme Number and the Programme Version Number identify a unique programme, which is referenced in the ‘Programme data’ section as the ‘Programme Version ID’.

Programmes are based on clear and consistent aims, content, outcomes, and assessment practices. A programme may consist of multiple other programmes or components, but the most granular unit of education is called a "component"; **every SCP, LCP and MC Programme must consist of at least one component**.

Programmes differ from Qualifications, which define something a learner may achieve but not how education is delivered or assessed.

A TEO can develop Programmes provided the qualification it leads to has been registered on the NZQCF and the TEO has the necessary accreditation and gazetted coverage.

DXP supports four different programme types:

* **Limited Credit Programme (LCP):** An LCP is designed to introduce a learner to a programme and to lead to the learner enrolling in a full programme once they complete the LCP.
* **Supplementary Credit Programme (SCP):** An SCP is designed to allow a learner to achieve an additional qualification, strand, or unit standard in addition to a qualification they already hold.
* **National Qualification (NQ):** An NQ Programme is any Industry Training Programme or NZA that leads directly to achieving of a qualification registered on the NZQCF.
* **Micro-credential (MC):** An MC programme focuses on skill development opportunities. Use this programme type where the target qualification is an MC.
* **Complex Arrangement (COM):** For programmes undertaken simultaneously, there is typically a significant qualification that the NZA programme is designed to achieve or more than one qualification the apprentice is expected to achieve through their Programme. This situation is called a 'Complex Arrangement' or 'Complex Programme'. Complex arrangements will include at least one approved NQ programme and additional components necessary to provide an NZA programme. There must be additional components where there is only one sub-programme; otherwise, this is a National Qualification programme. For a complex arrangement, the sub-programme programme numbers must match those previously submitted for the old version. However, the sub-programme version numbers may be different.

### Programme registration

The process for registering a programme is as follows:

* TEO requests registration of a programme.
* DXP evaluates the request, including checking that associated qualification(s) have been registered on the NZQCF.
* DXP generates the Programme Number and Programme Version Number.
* DXP will transmit the programme and version numbers to the TMS for future reference.

### Active state concerning programmes

There are references related to programmes in this section to the state 'Active' (e.g., an 'Active' target programme). Programmes can be deemed active, and each Programme can have multiple versions that may or may not be active. For comparisons, a programme is deemed as active when:

* The Programme (and therefore its versions) belongs to the TEO.
* The Programme and its version are Approved (not declined)
  + Com (NZA) and MC programme types are approved by TEC; others auto-approve
* The expiry date of the version has not passed
* The version has some period overlapping the programme version you are comparing to (see diagram below):



To check if the periods overlap, use the following formula.

**Note:** It is possible for either the existing programme (E) or the new programme (N) to have no expiry date. In that case, this is set to MAX(date) and the following formula works using this MAX(date).

***IF*** *there are no expiry dates on either programme, they will overlap, so there is no need to check.*

***ELSE IF***

*the start date for the new programme is later, or the same as the start date of the existing programme, and the start date of the new programme should be earlier than the end date of the existing programme.*

***OR***

*The start date of the new programme is earlier than the start date of the existing programme, and the expiration date of the new programme is later than the start date of the existing programme.*

*Then the programme is Active.*

There are four scenarios when DXP checks whether there is an Active programme version:

* **Registering a new LCP:** Check that the LCP is active compared to the latest active version of the target NQ programme.
* **Registering a new LCP:** Check that no other LCP programmes have active versions relative to the new LCP, which targets the same NQ programme.
* **Registering a new version of an LCP:** Check that the LCP is active compared to the latest active version of the target NQ programme.
* **Registering a new version of an LCP:** Check that no other LCP programmes (different programme numbers) have active versions relative to the new LCP, which targets the same NQ programme.

Local programme names must be unique within the TEO for active programmes, i.e., active within the same period as the new registered programme.

**Note:** This is different from the situation where you are checking if an enrolment is Active.

### TEC approval process for funded programmes (versions)

For Com (NZA) and MC - the diagram shows the approval process for Create Programme, Create Programme Version, and Update Programme Version cases relating to a programme.



### Programme versioning

Over time, a TEO may amend their programmes to better suit their industry or because of changes to the related qualifications. The TMS will register a new programme version to inform the TEC of such changes.

The elements required to register a new version of a programme are largely the same as those required to register a new programme.

Some changes to programme information constitute the need for a new version, and some will only need an update to the current version. This table details the situations when a new version will be required:

| **Item to be changed** | **New programme** | **New version** | **Update** |
| --- | --- | --- | --- |
| Programme Local ID | Yes | Not allowed | Not allowed |
| Programme Number | N/A | Not allowed | Not allowed |
| Programme Version Number | N/A | Not allowed | Not allowed |
| Programme Local Name | Yes | Yes | Not allowed |
| Programme Type Code | Yes | Not allowed | Not allowed |
| NZSCED Field of Study | Yes | Yes | Not allowed |
| NZQCF Level | Yes | Not allowed | Not allowed |
| Credit Value | Yes | Yes | Not allowed |
| Industry Code | Yes | Yes | Not allowed |
| Occupation Code | Yes | Yes | Not allowed |
| Duration Months | Yes | Yes | Not allowed |
| Start Date | Yes | Yes | Not allowed |
| Expiry Date | Yes | Yes | Yes |
| Target Qual Number or Strand Number | Yes | Yes | Not allowed |
| Target Qual Version Number | Yes | Yes | Not allowed |
| Target Programme Number | Yes | Yes | Not allowed |
| Add/Remove/Change Component or Component Version | Yes | Yes | Not allowed |
| Study Type Codes | Yes | Yes | Not allowed |
| Mode Of Delivery Code | Yes | Yes | Not allowed |
| Maximum Programme Fee | Yes | Yes | Yes |
| Sub-programme Number | Yes | Yes | Not allowed |
| Sub-programme Version Number | Yes | Yes | Not allowed |
| Component Number | Yes | Yes | Not allowed |
| Component Version Number | Yes | Yes | Not allowed |

Only the TEO that registered the original programme may create a new version of a programme.

When creating different versions of sub-programmes as part of a complex arrangement, the sub-programme's programme numbers must match those previously submitted for the old version. However, the sub-programme version numbers may be different.

### Programme component register

Only applies to programmes for which components have been specified.

The programme component register records the components associated with programme regardless of whether an enrolment exists. This provides information on how programmes are shaped and what components are shared between programmes.

A complex programme will only have components that are unique to itself and are not associated with any of the sub-programmes.

### Programme data

Below is the data required for programmes and programme versions.

| Field Title | Description | Field specification | Validation |
| --- | --- | --- | --- |
| Programme Local ID | The owning organisations reference for the Programme. | **Length:** 20  **Type:** String  **Guidance:**  Must be unique within the TEO for a programme. The TEO cannot have two programmes with the same local programme identifier. | **Error:**  30010: Your organisation’s Programme Local ID must be unique  XXX: Programme cannot be found  11042: The length of Programme Local Id must be 20 characters or fewer |
| Programme Number | A number issued by TEC that uniquely identifies a programme.  Also used for linking sub-programmes with parent programme in complex arrangements | **Type:** Integer  **Guidance:** A TEO cannot have multiple programmes with the same Program Number and Version.  When creating a complex programme, the sub-programme number and version must be owned by the TEO | **Error:**  XXX: Invalid programme number. TEO does not own programme  XXX: Sub-programme must be unique  99015: Sub-programmes must be a National Qualification programme |
| Programme Version Number | A number issued by TEC that identifies a version of a programme.  Also used for linking sub-programmes with parent programme in complex arrangements | **Type:** Integer  **Guidance:** A TEO can only update or get information about a programme version that has been generated by DXP. | **Error:**  XXX: Invalid Programme Version Number TEO does not own programme |
| Programme Local Name | The name by which the TEO refers to the programme. This name should follow the TEC naming standards where possible but can be tailored to the ITOs needs. | **Length:**  500  **Type:** String  **Guidance:** The Programme Local Name must be unique within the TEO and use the following standard:   * Qualification / Programme Name   Note: The name can be the same as a previous version of the same programme. It cannot be the same as any version of any other programme. | **Error:**  30020: Programme Local Name is already used for another programme  11048: The length of Programme Local Name must be 500 characters or fewer |
| Programme Type Code | A number that identifies the type of programme. | **Length:** 3  **Type:** String  **Guidance:** Select a value from the list below:   |  |  | | --- | --- | | ***NQ*** | National Qualification Programme, a single training programme | | ***LCP*** | Limited Credit Programme, an introductory programme intended to introduce a learner to a specific national qualification and lead to enrolment in, and completion, of that qualification. | | ***SCP*** | Supplementary Credit Programme, a programme that adds to an existing qualification already held by the learner. | | ***MC*** | Micro-credential Programme, a programme focussing on skill development opportunities. A Micro-credential can consist of one or more components. | | ***COM*** | Complex arrangement,programme that contains sub-programmes and/or additional components. | | **Error:**  99002: Programme Type Code is invalid  XXX: For complex arrangements sub-programmes may only be of type NQ  99018: There must be more than one sub-programme or at least one additional component associated with the parent programme  34090: COM with one sub-programme must also supply additional components |
| NZSCED Field of Study | Field of study classification of programme versions. | **Length:** 6  **Type:** String  **Guidance:** Select a value from the NZSCED classification.  This field is mandatory.  The NZSCED is available at Education Counts – [New Zealand Standard Classification of Education (NZSCED)](https://www.educationcounts.govt.nz/data-services/code-sets-and-classifications/new_zealand_standard_classification_of_education_nzsced). They are also listed in the DXP Data Classifications Appendices. | **Error:**  30021: NZSCED Field of Study is not valid  11050: The length of NZSCED must be 6 characters or fewer |
| NZQCF Level | A number between 1 and 10 that identifies the level on the NZQCF of the Programme. | **Type:** Integer  Guidance: Please enter a value between 1 and 10 inclusion, whole numbers only.  Where a qualification strand exists, then the level listed on the strand should be used. Where there is not, or the strand ‘0’ is used, then use the level on the qualification.  An COM must have a NZQCF level of 4. | **Error:**  99003: COM programmes NZQCF level must be 4  11044: NZQCF Level must be between 1 and 10  99034: The sub-programmes for COM programmes must be NZQCF Level 3 or 4 |
| Credit Value | The number of credits to be assessed during the programme.  Exceptionally, programmes may be approved at less than these minimums. Contact the TEC if required. | **Type:** Integer  **Guidance:**  Where there is a strand the credit value listed on the strand should be used. Where there is not, or the strand ‘0’ is used, then use the credits on the qualification.  Current minimums and maximums are:   |  |  |  |  | | --- | --- | --- | --- | | **Type** | **Minimum** | **Maximum** | **Maximum Credit Load** | | **LCP\*** | 20 | 70 | 160 | | **NQ** | 40 | none | 160 | | **COM** | 120 | none | 160 | | **SCP** | 20 | 70 | 160 | | **MC** | 5 | 40 | 160 |   \*LCP programmes may not have 51% or more of the credit value of the target NQ programme.  Credit Load is the number of credits per year | **Error:**  XXX: Credit Value must be an integer  31060: Credit Value must be greater than or equal to the minimum credit value allowed  31070: Credit load per year must be less than or equal to the maximum credit load allowed  31090: LCP credit value must be less than 51% of the target programme credits  31110: Credit Value must be less than or equal to the maximum credit value allowed  99035: For COM programmes at least 60 credits must be at Level 4 |
| Industry Codes | Each programme must identify the industry the programme is intended for.  Industry Code (ANZSIC) is defined by Statistics New Zealand and identifies the industry most appropriate for the Programme. TEC collects ANZSIC at the level 4 of the hierarchy. | **Length:** 20  **Type:** String array  **Guidance:** Select the most appropriate value from the Statistics NZ Australian and New Zealand Standard Industrial Classification 2006 V1.0.0 level 4. The value selected can differ what’s reported on the Training Agreement.  The Industrial classification is available at NZ Statistics: [Australian and New Zealand Standard Industrial Classification 2006 V1.0.0](https://aria.stats.govt.nz/aria/?_ga=2.135309105.1009763712.1696183847-2098091118.1684120248#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/CARS5587). They are also listed in the [DXP Data Classifications Appendices](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/). | **Error:**  99011: Industry Code is invalid |
| Occupation Code | Each programme must identify the occupation the programme is intended for.  Occupation Code identifies the most relevant occupation for the Programme. | **Length:** 20  **Type:** String  **Guidance:** Select the most appropriate value from the National Occupation List. The value selected can differ from what’s reported on the Training Agreement.  The Occupation classification is available at NZ Statistics: [National Occupation List V1.0.0](https://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/HxbKSDQiqG9DpNPg). They are also listed in the [DXP Data Classifications Appendices](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/). | **Error:**  99004: Occupation Code is invalid  11053: The length of Occupation Code must be 20 characters or fewer |
| Duration Months | The number of whole months the programme takes to complete.  Duration is used to calculate a programmes’ credit per year.  Exceptionally, programmes may be approved at less than these minimums. Contact the TEC if required. | **Type:** Integer  **Guidance:** Minimum duration may vary by programme type. Current minimums based on the credit load are:   |  |  | | --- | --- | | **LCP** | 4 months | | **NQ** | 7 months | | **COM** | 7 months | | **SCP** | 4 months | | **MC** | 1 month | | **Error:**  XXX: Duration Months must be an integer  11054: <Programme Type> duration must be greater than or equal to the minimum duration allowed |
| Start Date | Date from which the programme is available for use. | **Type:** Date-time  **Guidance:** YYYY-MM-DD  You must use ISO-8601 for your dates. | **Error:**  99005: Start Date must be before Expiry Date |
| Expiry Date | Date on which the programme ceases to be available for enrolments. Any enrolments attempted after this date will be rejected. | **Type:** Date-time  **Guidance:** YYYY-MM-DD  You must use ISO-8601 for your dates. Once an expiry date has passed it cannot be updated. | **Error:**  99006: Expiry Date must be after start date  99007: Expiry Date must be greater than or equal to today |
| Target Qualification Number | A number that identifies a qualification registered on the National Qualification and Credentials Framework that this programme leads to. | **Length:** 20  **Type:** String  **Guidance:** Enter the Qualification Number of the qualification that is specific to your organisation. | **Error:**  99025: Target qualification must exist and have an active status at NZQA |
| Target Qualification Version Number | A number that identifies a version of a qualification on the NQCF. | **Type:** Integer  **Guidance:** Enter the Qualification Number of the qualification that is specific to your organisation.  This field is required when a Target Qualification Number has been supplied. | **Error:**  99025: Target qualification must exist and have an active status at NZQA  XXX: Target Qualification Version Number is blank when a Target Qualification Number has been supplied |
| Target Qualification Strand Numbers | Numbers that identify strands of a qualification. Only supply this value if you want to identify specific strands of a qualification. | **Type:** Integer array  **Guidance:** If provided, DXP will check the strand and validate it exists on the NQF for this programme and version. | **Error:**  99027: Target qualification / strand must exist and have an active status at NZQA |
| Target Programme Number | Used for LCP it will contain the Programme Local ID of the target programme. | **Length:** 20  **Type:** String  **Guidance:** Enter the Programme Local ID. | **Error:**  31030: Target programme must be a National Qualification programme  99016: An active version of the target programme could not be found for your organisation  99017: Target programme already has an active LCP programme |
| Study Type Codes | The identifier of the potential types of learning. On programme this is an array of potential study types allowed for any subsequent Enrolment in this programme.  This is a new field that replaces the previous ‘Funding Source Code’ field. | **Length:** 3  **Type:** String array  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **IT** | Industry Training | | **TA** | Trades Academies | | **NZA** | New Zealand Apprenticeship | | **Error:**  99008: Study Type Codes value is invalid  99024: Study Type Codes must only be "NZA" for COM programme type  99009: Study Type Codes must include only "IT" and "TA" for SCP or LCP or MC programme types  99010: Sub-Programme does not include NZA in its Study Type Codes  99021: Duplicate Study Type Code submitted |
| Mode of Delivery Code | The channel through which learning is delivered.  This is a new field that is needed for funding purposes under DQ3-7. | **Type:** Integer  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **24** | Work-based | | **26** | Assessment and Verification | | **Error:**  99012: Mode of Delivery Code is invalid |
| Maximum Programme Fee | Defines what the maximum fee amount (inclusive of GST) that a TEO charges for this programme. The fees reported should include ALL fees associated with the programme, e.g. training, assessment, off job, enrolment and resources.  **Notes:**   * It is not relevant who pays the fees. * The amount should be the annualised fee for the programme; - i.e., the maximum fee that a learner would pay for the programme for a calendar year. * If the programme is less than 12 months, then it is the maximum total fee for the programme. * If the programme is longer, then it would be maximum amount to be paid for a 12-month period.   As this is not the actual fee charged to the learner, refunds are not applicable.  Used in conjunction with the Learner Actual Fee Amount captured as part of the Fees Free and Learner Fee data to understand the fees charged across vocational education. | **Type:** Decimal (8,2)  **Guidance:** Enter an amount to the nearest cent. The value is expressed as a decimal rounded to two decimal places – e.g., 0.15. | **Error:**  99013: Maximum Programme Fee must be greater than $0.00  99014: Maximum Programme Fee must be less than or equal to $100,000.00 |
| Component Number | Unique identifier of the component. | **Length:** 20  **Type:** String  **Guidance:** This is the Unit Standard number or the Skill Standard number. | Error:  98030: Component Number and Component Version Number does not exist or is inactive in NZQA  99020: Components must be unique |
| Component Version Number | Part of the unique identifier of the component. | **Type:** Integer  **Guidance:** This is the version number of the Unit Standard or Skill Standard.  The Component and its version must exist at NZQA.  For SCP and LCP there must be at least one component supplied. | Error:  98030: Component Number and Component Version Number combination is invalid for the Programme version entered  99022: Component Number and Component Version Number does not exist or is inactive in NZQA  99020: Components must be unique |

## Training agreement

### Introduction to training agreements

To claim funding from the TEC, a learner must have a valid training agreement, a formal agreement between the learner, employer and TEO.

The difference between a Training Agreement and Enrolment are:

* A Training Agreement records information about the agreement between the learner, employer and TEO, and
* An Enrolment records information about the programme(s) the learner has enrolled in within the scope of the Training Agreement.

Training agreements can now be created independent of enrolments. However, a training agreement must exist before any associated enrolments can be created. Associated enrolments must still be associated with that learner and TEO, and the enrolment date must be on or after the training agreement signed date. All newly created training agreements will have a default status of PENDING, until an associated enrolment has been reported.

#### Transfer Training Agreement (Transfer employer)

Learners sometimes change employers during their training. When this occurs, the enrolment continues, but the training agreement with the old employer is ended, and a new training agreement is created. This results in the enrolment(s) and associated component enrolments automatically transferring to the new training agreement. This transfer date would be recorded against the impacted enrolment(s) in the ‘Training Agreement Transfer Date’ field.

A TEO can inform DXP about a change in employer using the Transfer Training Agreement endpoint which contains details about the new training agreement but not about the related enrolments which have already been recorded in DXP. If the TEO wants to amend the enrolments as well, they can either separately update the enrolment or withdraw the training agreement and re-enrol the trainee.

The following are some key points about transferring employers:

* DXP will assign the new training agreement a status of ACTIVE, regardless of the status of the training agreement with the previous employer. The only exception is where a Training Plan is required, in which case, the new training agreement will be PENDING until a training plan is put in place.
* If a training agreement has a status of FINISHED it cannot be transferred.
* Where the training agreement status was in GRACE, the transfer date to the new employer cannot be earlier than the date the status went to GRACE. If the transfer date is earlier, DXP will automatically change the date to be one day later than the GRACE status date.

### Training agreement statuses

Every training agreement has a status. The status indicates what is happening with the training agreement and is used to calculate funded delivery. Every new training agreement will be set to ‘PENDING’ until the associated enrolment has been received.

Amendments to training statuses are expected to be timely, however you can backdate a change. Backdating is limited to 365 days or less because changes to training agreements affects the status of associated enrolments. This in turn can impact on the reported delivery and reported dollars delivered, as funding is calculated based on enrolment status. Applying historical changes beyond a year can impact on funding after wash-ups have been done.

There are five training agreement statuses:

* **Pending:** This is the default status for a new training agreement. If the associated enrolment relates to an NZA then the training agreement status will stay as PENDING until a training plan has been received.
* **Active:** The learner is actively participating and engaged in their work-based programme. Associated enrolments not “Completed” or “Withdrawn” will accrue EFTS.
* **Grace:** The TEO helps the learner to complete the programme or obtain another job. Associated enrolments not “Completed” or “Withdrawn” will accrue EFTS.
* **Hold:** A TEO may place a learner on hold if the learner is not actively training but intends to return to training within a short period. Placing a training agreement on hold means associated enrolments will no longer accrue EFTS.
* **Finished:** Training agreement has ceased.

#### Pending status

This is the initial status set for all new training agreements. A TA remains with the pending status until an associated enrolment has been received and one of the following scenarios occurs:

* The TEO has received an associated Training Plan – this will automatically result in an 'Active' status.
* The TEO manually sets the Training Agreement Status to 'Hold'.
* The TEO manually sets the Training Agreement Status to 'Grace'.
* The TEO reports the learner as withdrawing from the Training Agreement – this will automatically result in a status of 'Finished'.
* The TEO reports the Training Agreement transferred to a new Training Agreement as a result of an Employer transfer – this will automatically result in the original Training Agreement having a status of 'Finished' and the new Training Agreement having a status of 'Pending'.

**Note:** All associated enrolments are set to' Pending' when setting a Training Agreement to 'Pending'.

#### Active status

A Training Agreement becomes active when one of the following scenarios occurs:

* Creating a Training Agreement for an IT enrolment.
* Creating a Training Plan for an NZA enrolment.
* Restarting a Training Agreement after being on Hold, and if an NZA enrolment, there is a current Training Plan.

**Note:** When setting a Training Agreement to ‘Pending’, all associated enrolments are set to' Pending'.

A Training Agreement will move from being ‘active’ when one of the following scenarios occurs:

* The TEO sets the Training Agreement status to ‘Hold’.
* The TEO sets the Training Agreement status to ‘Grace’.
* The TEO reports the learner as withdrawing from the Training Agreement - this will result in a status of ‘Finished’.

#### Grace status

A Training Agreement will move from being in ‘Grace’ when one of the following scenarios occurs:

* The grace period (currently set at six weeks [42 days]) lapses – this will set the training agreement to ‘Finished’.
* The TEO restarts the Training Agreement by setting the training agreement status to ‘Active’.
* The TEO sets the training agreement on ‘Hold’.
* The learner withdraws from their training agreement, which will set the training agreement to ‘Finished’.
* The learner transfers their programme to a new employer. This will result in the original Training Agreement having a status of ‘Finished’ and the new training agreement being ‘Active’, unless it is an NZA enrolment in which case a Training Plan is required. In the case of an NZA enrolment with no Training Plan then the status of the new Training Agreement will be “Pending”.

**Note:** At the end of the grace period, TEC will cease funding the learner. However, the TEO may continue training but will not receive TEC funding.

#### Hold status

A Training Agreement will move from being in ‘Hold’ when one of the following scenarios occurs:

* The TEO restarts the Training Agreement by setting the training agreement status to ‘Active’.
* The learner withdraws from their training agreement, which will set the training agreement to ‘Finished’.
* The learner transfers their programme to a new employer. This will result in the original Training Agreement having a status of ‘Finished’ and the new training agreement being ‘Active’. This is unless it is an NZA enrolment, in which case a Training Plan is required. In the case of an NZA enrolment and no Training Plan, the status of the new Training Agreement will be “Pending”.

**Note:** When setting a Training Agreement to “Hold”, all associated Enrolments that don’t have a status of “Withdrawn” or “Completed” are set to “Hold”.

#### Finished status

This status is not an option for selection, as DXP assigns it to training agreements based on the business rules below:

* The Training Agreement was in Grace, and the grace period has expired. An overnight batch process will achieve this expiration.
* The Training Agreement is withdrawn.
* All enrolments connected to the Training Agreement have been withdrawn.
* The learner transfers their programme to a new employer, which sets the status of the Training Agreement with the previous employer to “Finished”.
* All related Enrolment records have been updated to a Status of Completed.

When a Training Agreement has finished, no further updates or changes can be applied to it, and the training agreement cannot be reactivated. In situations where a learner wants to restart a training agreement that they withdrew from, a new training agreement will be required.

### Grace period expiry

DXP will run a nightly batch process to detect when the Grace Period has expired. If the Grace Period has expired on a Training Agreement, all associated Enrolments not already Completed or Withdrawn will be Withdrawn, and the Training Agreement will be Finished.

A new withdrawal reason will be added:

* “GE” – “Grace period automatically expired by system”.

All Training Agreements and Enrolments withdrawn via the overnight process will use this withdrawal reason.

#### Processing

The automated overnight Grace Period Expiry process works as follows.

For all training agreements with a status of “Grace” where the training agreement end date is on or before the grace period expiry batch processing date (i.e., today’s date), then:

* Update the training agreement table in the system:
  + Set the Training Agreement End Date in the system to the grace expiry date (i.e., today’s date)
* Update the training agreement status table in the system:
  + Update the training agreement status to “Finished”.
  + Set the withdrawal reason code = “GE”.
* Update the associated enrolments whose statuses are not “Completed” or “Withdrawn”:
  + For the relevant Enrolments in the Enrolment system table, update the actual participation end date to the training agreement end date.
  + Update the associated enrolments in the Enrolment Status system table.
  + Create a new record where the status is withdrawn and withdrawal reason code = “GE”.
  + Note that for complex NZA, these updates listed above apply to the overarching enrolment and each sub-enrolments.
* If an expiring training agreement for a complex NZA and a current training plan exists, then:
  + Update the current training plan end date to the training agreement end date.

The Grace Expiry job will run once a day, during early morning. This means that if there are any Training Agreements with a status of “Grace” where the training agreement end date is today’s date, they will expire at the start of that day (not at the end of the day).

### Training agreement data

Below is the data required for training agreements.

| Field Title | Description | Field specification | Validation |
| --- | --- | --- | --- |
| Training Agreement Local ID | A unique identifier issued by the TEO that identifies the training agreement between the TEO, employer, and learner for a specific training agreement signed date | **Length:** 20  **Type:** String  **Guidance:** An enrolment must also exist and be submitted with any new training agreement. | **Error:**  41310: Training Agreement Local ID must be unique  41319: Training Agreement ID was not found for provider  41324: Cannot change a training agreement status to GRACE from HOLD  41325: Cannot update a ‘Finished’ training agreement  41329: Training Agreement Local ID already exists, must be unique  41331: Training Agreement must be in Hold or Grace status  41335: Status change to Hold cannot be made when the Training Agreement is Finished  41336: Status change to Grace cannot be made when the Training Agreement is Finished |
| Learner Local ID | A code which uniquely identifies the learner within each TEO, as captured in a TEO’s TMS system.  The Learner Local ID must remain constant for the learner throughout their enrolment history at your organisation. | **Length:** 20  **Type:** String  **Guidance:** Thisnumber must be the unique value generated by each TEO via their TMS.  ‘Learner Local ID’ cannot be NULL. | **Error:**  41312: Learner not found |
| Training Agreement Signed Date | Date the Training Agreement was signed by the learner, employer and TEO. | **Type:** Date-time  **Guidance:** YYYY-MM-DD  You must use ISO-8601 for your dates. Use the last date the Training Agreement was signed.  Training Agreement Signed Date cannot be future dated.  The learner must be over 16 years and over at date the training agreement is signed unless the MOE Exemption Number is supplied.  Training Agreement Signed Date must be no older than 120 days from current date.  If the Training Agreement is the product of an Employer transfer, then the Training Agreement Signed Date of the new Training Agreement must be after the Training Agreement Signed Date of the previous Training Agreement.  Also, the new Training Agreement Signed Date must be at least one day after any preceding GRACE status for the previous Training Agreement. | **Error:**  41510: Training Agreement Signed Date cannot be in the future  41521: Learner must be 16 years or older at date the training agreement is signed unless the MOE Exemption Code is supplied  41525: The age of the learner at the signed date of the training agreement was below the minimum age allowed  41520: Training Agreement Signed Date is older than the allowed backdate period  XXX: Training Agreement Signed Date for new transferred Training Agreement is within a day of the GRACE period of the previous Training Agreement  XXX: New Training Agreement Signed Date must be greater than the old Training Agreement Signed Date |
| Employer NZBN | The New Zealand Business Number issued by GS1 New Zealand to the organisation the learner is employed with. This field helps to identify an employer. | **Type:** String  **Guidance:** Enter your NZBN if applicable. | **Error:**  XXX: Employer’s NZBN is invalid  41512: NZBN must be 13 characters |
| Employer Name | The name of the employer. Must be the legal name of the organisation that is employing the learner. Where the employer has multiple sites, this must be the name the parent or head office is known by. | **Length:** 255  **Type:** String  **Guidance:**  Must be the legal name of the organisation that is employing the learner. Where the employer has multiple sites, this must be the name the parent or head office is known by. | **Error:**  41314: Employer Name cannot be longer than 255 characters  41334: Employer Head Office Name, Employer Subdivision Name, Employment Region Code, or Employment TLA Code new training agreement must be different from the old training agreement |
| Employer Subdivision Name | The name of the subdivision a learner is working for where the employer has multiple sites. | **Length:** 255  **Type:** String  **Guidance:** Enter in the name of the subdivision if known or applicable. | **Error:**  41315: Employer Subdivision Name cannot be longer than 255 characters  41334: Employer Head Office Name, Employer Subdivision Name, Employment Region Code, or Employment TLA Code new training agreement must be different from the old training agreement |
| Employment Region Code | A code defined by Statistics New Zealand that identifies the Region the Learner’s place of employment is located in.  This is a new field that will provide the Region where learners are employed. | **Type:** Integer  **Guidance:** Select a value from the Statistics New Zealand Regional Council (Generalised) 2023 classification.  The Region classification is available at NZ Statistics: [Regional Council (Generalised) 2023](https://datafinder.stats.govt.nz/layer/111182-regional-council-2023-generalised/). They are also listed in the [DXP Data Classifications Appendices](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/). | **Error:**  41316: Employment Region Code is invalid  41334: Employer Head Office Name, Employer Subdivision Name, Employment Region Code, or Employment TLA Code new training agreement must be different from the old training agreement |
| Employment Territorial Authority Code | A code defined by Statistics New Zealand that identifies the Territorial Authority (TA) the Learner’s place of employment is located in. | **Type:** Integer  **Guidance:** Select a value from the Statistics New Zealand Territorial Authority (Generalised) 2023 classification.  Note: There is only a single TA Code for Auckland. There is no further breakdown of geography within the Auckland Territorial Authority area.  The TA classification is available at NZ Statistics: [Territorial Authority (Generalised) 2023](https://datafinder.stats.govt.nz/layer/111194-territorial-authority-2023-generalised/). They are also listed in the [DXP Data Classifications Appendices](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/). | **Error:**  41317: Employment TA Code is invalid  41318: Employment TA Code and Region Code are an invalid combination  41334: Employer Head Office Name, Employer Subdivision Name, Employment Region Code, or Employment TLA Code new training agreement must be different from the old training agreement |
| Employer Industry Code | The Training Agreement must identify the industry of the employer.  Industry Code (ANZSIC) is defined by Statistics New Zealand and identifies the industry the learner is primarily working in. | **Length:** 20  **Type:** String  **Guidance:** Select the most appropriate value from the Statistics NZ Australian and New Zealand Standard Industrial Classification 2006 V1.0.0 level 4 list. The value selected can differ from what’s reported on the Programme.  The Industrial classification is available at NZ Statistics: [Australian and New Zealand Standard Industrial Classification 2006 V1.0.0](https://aria.stats.govt.nz/aria/?_ga=2.135309105.1009763712.1696183847-2098091118.1684120248#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/CARS5587). They are also listed in the [DXP Data Classifications Appendices](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/). | **Error:**  41530: Industry Code is invalid |
| Learner Occupation Code | Each training agreement must identify the occupation of the learner.  Occupation Code identifies the occupation of the learner. | **Type:** Integer  **Guidance:** Select the most appropriate value from the National Occupation List. The value selected can differ from what’s reported on the Programme.  The Occupation classification is available at NZ Statistics: [National Occupation List V1.0.0](https://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/HxbKSDQiqG9DpNPg). The occupation classifications are also listed in the [DXP Data Classifications Appendices](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/). | **Error:**  99004: Occupation Code is invalid  11031: Thelength of Learner Occupation Code exceeds Max Length |
| MoE Exemption Number | If a learner is 15 years of age, they are normally required to be enrolled in secondary education. This element captures a reference number provided by the MOE that identifies an exemption they have granted to a learner to not be in secondary education. | **Length:** 20  **Type:** String  **Guidance:** MOE Exemption Number must be supplied if learner is 15 years old at time of signing the training agreement.  The number must be the reference number provided by MoE that identifies the exemption granted to the learner. | **Error:**  Note: Errors relating to age / lack of Exemption are handled under the Training Agreement Signed Date field |
| Employment Type Code | A code that identifies the nature of the learners’ employment relationship with their employer. | **Length:** 3  **Type:** String  **Guidance:** Select a value from the list below:   |  |  | | --- | --- | | **E** | Employee | | **SS** | State Sector | | **V** | Volunteer | | **SE** | Self Employed | | **Error:**  41318: Employment Type Code could not be found |
| Training Agreement Status | A code which identifies the status of the Training Agreement. | **Length:** 20  **Type:** String  **Guidance:** Valid status values are below:   |  |  | | --- | --- | | **Pending** | The default status for all new Training Agreements. A Training Agreement will continue as Pending if the associated enrolment is related to an NZA. | | **Active** | Learner is actively participating and engaged in their work-based programme. Associated enrolments that are not “Completed” or “Withdrawn” will accrue EFTS. | | **Grace** | TEO helps the learner to complete the programme or obtain another job. Associated enrolments that are not “Completed” or “Withdrawn” will accrue EFTS. | | **Hold** | An TEO may place a learner on hold if the learner is not actively training but intends to return to training within a short period of time. Placing a training agreement on hold means that all associated enrolments will no longer accrue EFTS. | | **Finished** | The final state for a Training Agreement. | | **Error:**  XXX: Status Code is invalid  XXX: Training agreement has already finished  41324: Cannot change a training agreement status to GRACE from HOLD  XXX: Cannot change a training agreement status from ACTIVE to PENDING  XXX: Cannot change a training agreement status from GRACE to PENDING |
| Pause Date | The date on which the Training Agreement is paused. | **Type:** Date-time  **Guidance:** YYYY-MM-DD  You must use ISO-8601 for your dates.  Status Change Date must be before or equal to today. Status Change Date must be after the Training Agreement Signed Date.  Status can be backdated a maximum of 12 months from the current date. Completions are excluded from this limitation and any backdated events stemming from the receipt of a completion from NZQA can be applied beyond the three-month limit. | **Error:**  41341/41326: Pause Date is in the future  41342/41327: Pause Date is on or before the Training Agreement Signed Date  41343/41328: Pause Date is beyond the backdating limit |
| Restart Date | The date on which the Training Agreement is restarted. | **Type:** Date-time  **Guidance:** YYYY-MM-DD  You must use ISO-8601 for your dates.  Status Change Date must be before or equal to today. Status Change Date must be after the Training Agreement Signed Date.  When restarting a Training Agreement from being on ‘Hold’. The ‘Restart’ date must be on or after the date on which the training agreement went on hold. | **Error:**  41330: Restart Date is in the future  XXX: Restart Date is on or before the Training Agreement Signed Date  41333: Restart Date is before the ‘Hold’ or ‘Grace’ date.  41332: Restart Date is beyond the backdating limit |
| Grace Reason Code | Identifies why a Training Agreement has been place in GRACE | **Length:** 2  **Type:** Character  **Guidance:** A reason code must be provided if status code is GRACE. Please select one of the reason codes below.   |  |  | | --- | --- | | **Reason Code** | **Description** | | LE | Loss of employment | | DM | Dismissal | | RD | Redundancy | | **Error:**  41320: Grace Reason Code is invalid |
| On Hold Reason Code | Identifies why a Training Agreement has moved into either a HOLD or GRACE | **Length:** 2  **Type:** Character  **Guidance:** A reason code must be provided if status code is HOLD. Please select one of the reason codes below.   | **Reason Code** | **Description** | | --- | --- | | SW | Seasonal work | | PL | Parental leave | | OV | Overseas travel | | MD | Medical/ACC | | CI | Attending correctional institution | | OT | Other | | ST | Stop training (still with employer) | | WE | Work Experience | | **Error:**  41340: On Hold Reason Code is invalid |
| Withdrawal Date | Date on which learner withdrew from their Training Agreement | **Type:** Date-time  **Guidance:** YYYY-MM-DD  You must use ISO-8601 for your dates.  An TEO can withdraw a training agreement when the agreement between the learner, employer and TEO ceases before the related enrolments are complete.  The effect of withdrawing a training agreement is to withdraw all enrolments within the agreement that are not complete or withdrawn.  Training Agreement must have a status of “Pending”, “Active”, “Hold” or “Grace” to be withdrawn.  Withdrawal date must be on or after the Training Agreement Signed Date.  Withdrawal date must be before or equal to today.  Withdrawal date must be on or after the latest participation start date. | **Error:**  41321: Training agreement must have a status of “Pending”, “Active”, “Hold”, or “Grace” to be withdrawn  41323: Withdrawal Date must be on or after the Training Agreement Signed Date  41322: Withdrawal Date is in the future  41326: Withdrawal Date is before the latest participation start date |
| Withdrawal Reason Code | Identifies the reason why the learner withdrew from their Training Agreement | **Length:** 3  **Type:** Character  **Guidance:** A reason code must be supplied if a withdrawal date is supplied. Select a value from the list below:   |  |  | | --- | --- | | **BC** | Business closed | | **BD** | Business downturn | | **CC** | Change in career choice | | **AP** | Changing from Industry Trainee to Apprentice | | **PT** | Changing from Apprentice to Industry Trainee | | **CP** | Change of programme | | **DC** | Deceased | | **DS** | Dissatisfied with employer/industry | | **EW** | Exiting the workforce | | **LS** | Lack of employer support | | **LA** | Length of apprenticeship | | **LI** | Linked Enrolment | | **NF** | Non-payment of fee | | **OT** | Other | | **OD** | Over programme duration | | **PC** | Parental commitment | | **ST** | Stop Training (still with employer) | | **TI** | Transfer TEO | | **LE** | Loss of Employment | | **GE** | Grace period automatically expired by system (new) | | **Error:**  41350: Withdrawal Reason Code is invalid |

## Training plan

### Introduction to training plans

New Zealand apprentices must have a Training Plan to be eligible for TEC funding. An NZA training plan represents the agreement between the apprentice, employer, and TEO on the additional support the TEO will provide during the apprenticeship. An NZA Training Plan and a training agreement are tightly linked, representing an agreement between the apprentice, employer and TEO.

When creating a training plan, TEOs must inform TEC before the apprenticeship is eligible for TEC funding.

**Important:**TEOs do not need to report a training plan for industry trainees.

NZA Training Plans must be created after the related training agreement.There can only be one training plan with an associated training agreement at a given time.

On submission of a valid Training Plan, DXP will:

* Set the enrolment Participa3tion Start Date on the linked enrolment(s) to the Training Plan Signed Date (unless this date is already greater than the Training Plan Signed Date). The enrolment will start accruing EFTS from this point.
* For each enrolment where the participation start date is updated, check that the programme is active as of the Training Plan signed date.
* For each Pending enrolment on the training agreement, change the enrolment status to “Active”.
* If the Training Agreement status is “Pending”, update it to “Active”.

DXP will derive the Training Plan end date based on the following business rules:

* Where a learner withdraws from their training agreement and a current training plan exists, the training plan end date will be the training agreement withdrawal date.
* On completion of a simple enrolment the training plan end date will be the enrolment participation actual end date.
* On completion of a complex apprenticeship programme where the status of the overarching enrolment is completed, then the training plan end date will be the overarching enrolment participation actual end date.

Where a grace period has expired and a current training plan exists, then the training plan end date will be the training agreement end date.

### Training plan data

Below is the data required for training plans.

| Field Title | Description | Field specification | Validation |
| --- | --- | --- | --- |
| Training Plan Local ID | A unique number issued by the TEO that identifies the Training Plan. A unique Training Plan has a unique combination of Organisation ID, Learner Local ID, and Training Plan Signed Date. | **Length:** 20  **Type:** String  **Guidance:** | **Error:**  90040: Training Plan Local ID must be unique within the TEO  90080/90073: Training Plan Local ID not found for this provider |
| Training Agreement Local ID | A unique number issued by the TEO that Identifies the training agreement that the Training Plan relates. | **Length:** 20  **Type:** String  **Guidance:** The referenced Training Agreement must:   * exist and match the training agreement for that apprentice at that TEO. * have a status of ‘Pending’, ‘Hold’, or ‘Grace’.   There must be an enrolment associated with the Training Agreement that is an NZA to add a Training Plan. | **Error:**  XXX: Must be the only training plan for the associated training agreement  11027: Training agreement not found for this organisation  90020: Training agreement referenced has a status of Finished  90050: Enrolments associated with the Training agreement are not NZ apprenticeships or do not exist |
| Training Plan Signed Date | The date the training plan was signed between the apprentice, employer, and the TEO. | **Type:** Date-time  **Guidance:** YYYY-MM-DD  You must use ISO-8601 for your dates.  The Training Plan Signed Date must be on or after the associated Training Agreement Signed date.  Where enrolment participation start date is before the Training Plan Signed Date, the system will update the participation start date to the Training Plan Signed Date.  This will apply to Complex Arrangements for both over-arching and sub-enrolments. | **Error:**  90070: Training Plan Signed Date is before the Training Agreement Signed Date  90071/90081: Training Plan Signed Date is a future date  90026: Associated programme is not active at Training Plan Signed Date |
| Visit Local ID | A code which uniquely identifies a visit against a training plan. | **Length:** 20  **Type:** String  **Guidance:** This number must be a unique value. | **Error:**  90074:Visit Local ID is blank when Visit Date is submitted  90075: Visit Local ID already exists |
| Visit Date | The date the visit occurred. | **Type:** Date-time  **Guidance:** YYYY-MM-DD  You must use ISO-8601 for your dates.  The Visit Date must be on or after then Training Plan Signed Date, must be a date no later than today, and must be on or before the Training Plan End Date. Multiple visits with the same learner cannot be reported on the same day.  A training plan can have many associated visits. | **Error:**  90076: Visit Date is before the Training Plan Signed Date  90077: Visit Date is a future date  90078: Multiple visits for same learner on the same date  XXX: Visit Date is after the Training Plan End Date |

## Enrolment

### Validation of Enrolments

Validation of simple enrolments consists of five parts:

* **Learner details:** Details about the learner are validated first
* **Associated training agreement:** Rules relating to valid associated training agreements are validated
* **Associated programmes:** Rules relating to associated programmes are validated
* **Associated components:** Rules relating to associated components are validated
* **Enrolments:** The remaining rules on enrolments are validated.

DXP supports three different styles of Programme delivery, referred to as 'Study Type':

* Industry training (IT)
* New Zealand Apprenticeship (NZA)
* Trades Academies (TA)

### Validations for eligibility as domestic learner

To establish eligibility for tuition subsidies, we need to assess Citizenship, Residency Status and, for Accredited Employer Work Visa (AEWV) learners, the programme they are enrolled in. This will happen on enrolment creation based on the following rules.

* Citizenship – this field is on the Learner. This means that you will be able to set-up a learner regardless of their “domestic” status.
* Residency – this field is on the Enrolment. At this stage DXP will check both Citizenship and Residency for Domestic status. If either citizenship or residency deem the Learner as domestic, their Enrolment is accepted. If not, the programme is assessed for AEWV status in the following step.
* AEWV *learners* – should the Enrolment validation of Citizenship and Residency result in “non-Domestic” DXP will check whether the learner is enrolled in an AEWV programme (or grand-parented from a pre-2023 enrolment). If not, the Enrolment will not be accepted.

### Active state concerning Enrolments

At several points during the descriptions of enrolments in this section, there will be a reference to the state ‘Active’, e.g., an ‘Active’ programme. For enrolment comparisons, a programme is deemed as active when:

* The programme belongs to the TEO. If not, validation fails.
* The programme is not declined, i.e., Approved
* The programme expiry date has not passed
* Enrolment starts within the period of the programme.



To check this, use the following formula.

**Note:** It is possible that the existing programme (E) will have no expiry date. Where that is the case, this is set to MAX(date) and the following formula works using this MAX(date). There is no expiry for an enrolment until it is completed/withdrawn.

*(N) Participation Start Date >= (E) Start Date AND (N) Participation Start Date < (E) End Date*

**Note:** This differs where you register a programme (refer to the Programme section of this document).

### Adding an enrolment to a training agreement

A TEO can add a simple enrolment or a complex enrolment to a training agreement where it currently has no related enrolment records. Once a Training Agreement has had an enrolment created against it, no more can be added. If the TEO needs to add a new enrolment they will need to create a new Training Agreement.

The following exceptions apply:

* If a learner enrols in multiple concurrent IT programmes, the TEO can submit multiple enrolments within seven days from the first Enrolment submission and assign to the same training agreement. All Enrolments will show as Active; however, Participation Start Dates for each enrolment must be correct as this date is used for funding purposes.
* If a learner is enrolled in an LCP programme and then enrol in the target NQ programme, they can continue under the same training agreement. Therefore, an additional Enrolment can be added as long as the existing Enrolment is an LCP programme type.

If the Enrolment(s) has been deleted against a Training Agreement, new Enrolment(s) can be created against that Training Agreement.

### Simple enrolment

This is the simplest form of enrolment. It doesn’t contain any form of sub-enrolment and has no over-arching enrolment. A simple enrolment involves a TEO enrolling a learner on a work-based programme.

A learner may simultaneously enrol in multiple programmes as an Industry Trainee learner but cannot enrol in multiple NZAs.

A “Current” enrolment is an enrolment with a status of “Active”, “Pending”, “Hold”, or “Grace”.

### Complex enrolment

Some NZA programmes will consist of one or more approved industry training programmes and additional components when necessary to provide a balanced NZA programme. Within the DXP, these programmes are called “Complex Enrolments”.

The purpose of the Complex Enrolment Type is to capture enrolment information when learners enrol in an NZ apprenticeship and each sub-enrolment.

A Complex Enrolment comprises of two parts:

* Enrolment information for the NZA enrolment itself. This shares elements with simple enrolments but does not include components specified in the sub-enrolment
* Sub-Enrolment – details about the industry training enrolments that make up the NZA enrolment and any additional components which are part of the complex NZA.
  + A sub Enrolment Study Type Code must always be “NZA”

### Components

Previously, the ITR contained “Standards” that formed part (a component) of a programme. Since the inception of ITR, Skill Standards are now available in a work-based learning environment. A unique component is the unique combination of “Component Number”, and “Component Version Number”.

A component can be removed if no completion has been recorded against it. Completions cannot be removed through DXP. Please contact NZQA and TEC to remove component completions.

### Enrolment withdrawal

Where a learner cannot complete their enrolment(s), the TEO must submit a withdrawal as soon as the TEO becomes aware that training has ceased. This is a TEC requirement to ensure accurate calculation of EFTS.

### Deleting an enrolment

A TEO can delete a previously submitted enrolment. There are no data fixes to un-delete enrolments once they are ‘Deleted’.

Deleting an enrolment deletes the enrolment and its associated status and component records. It also deletes the Training Plan and Visits. The associated programme and training agreement records remain.

Where completed components are held against the enrolment to be deleted, the TEO will be responsible for attaching these to the new enrolment (provided that the new enrolment’s participation start date is before the component assessment date).

### Enrolment statuses

Every enrolment has a status. The Status indicates what is happening with the enrolment and is used to calculate funded delivery. DXP will determine these values.

Statuses can be backdated a maximum of 365 days from the current date. Completions are excluded from this limitation and any backdated events stemming from the receipt of a completion from NZQA can be applied beyond the 365-day limit.

There are six Enrolment Statuses:

* **Pending:** An Enrolment is set to Pending if created for an NZA
* **Active:** A Learner is actively participating and engaged in their work-based programme.
* **Grace:** TEO helps the learner to complete the programme or obtain another job. Associated enrolments not "Completed" or "Withdrawn" will accrue EFTS.
* **Hold:** A TEO may place a learner on hold if the learner is not actively training but intends to return to training within a short period. Placing a training agreement on hold means all associated enrolments will no longer accrue EFTS.
* **Withdrawn:** A Learner has withdrawn from their enrolment.
* **Completed:** Learner has completed their enrolment.

DXP will derive the Enrolment Status based on the business rules below using the training agreement and enrolment information supplied.

#### Pending status

An Enrolment remains with a “Pending” status if the associated Training Agreement has a “Pending” status.

#### Active status

A Enrolment has an “Active” status to match the associated training agreement’s “Active” status. Only enrolments with a status of Active or Grace will accrue EFTS.

#### Grace status

An Enrolment has a “Grace” status to match the associated training agreement’s “Grace” status. Only enrolments with a status of Active or Grace will accrue EFTS.

#### Hold status

An Enrolment has a “Hold” status to match the associated training agreement’s “Hold” status.

#### Completed status

An Enrolment has a status of “Completed” when the NZQA Record of Achievement check indicates that the learner has achieved the qualification AND has achieved all additional components (if any).

#### Withdrawn status

An Enrolment has a status of “Withdrawn” when one of the following scenarios occurs:

* Associated Training Agreement was in “Grace”, and the grace period has lapsed.
* Associated Training Agreement was “Withdrawn”, and the enrolment was not previously set to “Withdrawn” or “Completed”.
* The Learner has withdrawn from the programme.

A “Current” enrolment is defined as an enrolment with a status is “Active”, “Pending”, “Hold” or “Grace”.

### Transferring an enrolment to another programme version

A TEO can transfer a learner’s enrolment to the latest version of the same programme to save withdrawing and re-enrolling learners when they move programme versions. TEOs can transfer Learners multiple times. However, transfers cannot overlap, and the TEO must supply the transfer date for all transfers.

Transferring a learner from one programme version to another will not impact EFTS. EFTS are calculated for both versions of the programme using the transfer date as the end date of the ‘transferred from’ programme version and the start date of the ‘transferred to’ programme version.

General rules relating to transfers:

* The transfer date cannot be before the previous transfer date
* A learner cannot transfer programme versions if the enrolment has a WITHDRAWN or COMPLETED status.

Transfers are allowed for simple enrolments when:

* The programme version is registered and must exist.
* The programme version is Active as of the date of Transfer.
* The programme version must be the same programme number the learner was enrolled originally.

Transfers are allowed for complex arrangements when:

* A learner can be transferred to a new programme version even if only one sub-programme is left to transfer.
* Additional unit standards can be added to the enrolment. The additional unit standards must exist for the parent programme to which the learner is transferred.
* Sub-programme numbers must remain the same; only version numbers can be changed.

Components will be allowed on the transferred enrolment when:

* For an LCP, SCP, or MC the component exists in programme version the learner is to be transferred to and not be assessed as achieved before the transfer date.

The outcome of the transfer will result in:

* The programme version the learner has transferred to.
* Enrolment status is “Active”, “Hold”, or “Grace”.
* Completed components remain against the Enrolment regardless of whether they have been specified
* Non-completed components that are not specified in the endpoint are removed from the Enrolment
* Continuation of components re-specified in the endpoint either as they were previously, or with an updated version
* Newly specified components added to the Enrolment

### Enrolment data

Below is the data required for enrolments.

| Field Title | Description | Field specification | Validation |
| --- | --- | --- | --- |
| Enrolment Local ID | A unique number issued by the TEO that identifies the enrolment within their system. | **Length:** 20  **Type:** String  **Guidance:** Must not be used to identify any other enrolment supplied by the TEO, regardless of enrolment status. Note: this does not include DELETED enrolments.  Updates to any enrolment column cannot be made if enrolment status is Withdrawn or Completed. | **Error:**  98001: The enrolment local identifier is not unique  98028/98016: Cannot update a withdrawn or completed enrolment  XXX: Cannot Delete an Enrolment after Participation Start Date  98020: Cannot withdraw a sub-enrolment  98022: Cannot transfer an enrolment where enrolment status is withdrawn or completed |
| Programme Number | A number issued by TEC that uniquely identifies a programme. | **Type:** Integer  **Guidance:** A TEO cannot have multiple programmes with the same Program Number and Version.  A Learner can only have one active NZA enrolment at a time. | **Error:**  98011: Learner has an existing NZA enrolment  XXX: The learner does not meet the domestic eligibility criteria  98033: Where Study Type Code is NZA, Programme NZQCF Level must be 4 |
| Programme Version Number | A number issued by TEC that identifies a version of a programme. | **Type:** Integer  **Guidance:** A TEO cannot have multiple programmes with the same Program Number and Version. | **Error:**  98003: Programme version does not exist or is inactive  98021: Programme Version does not exist or is inactive at the date of transfer |
| Training Agreement Local ID | A unique number issued by the TEO that Identifies the training agreement that the Enrolment relates. | **Length:** 20  **Type:** String  **Guidance:** Training Agreement Status cannot be ‘Finished’. There must be a matching training agreement for this learner and TEO within DXP.  The same Training Agreement ID must be applied against all relevant sub-programme and over-arching enrolments.  New Enrolments can only be added to an existing Training Agreement if they are done so within 7 days from the creation of the first Enrolment. Exception: If an LCP Programme has a target NQ Programme that the Learner wants to Enrol into, this can be added against the same training Agreement as long as the Training Agreement is not ‘Finished’ | **Error:**  98006: Training agreement not found for this organisation and learner  98007: Cannot add enrolments to a ‘Finished’ training agreement  XXX: New Enrolment exceeds time period allowed after first Enrolment for this Training Agreement |
| Parent Enrolment Local ID | The Enrolment Local ID of the parent programme.  Enrolment Local ID is a unique number issued by the TEO that identifies the enrolment within their system. | **Length:** 20  **Type:** String  **Guidance:** The programme associated with the parent enrolment local ID must be valid for a complex arrangement.  Where the enrolment is a simple enrolment then leave this field blank. | **Error:**  XXX: Overarching programme local identifier cannot be found |
| Residential Status | Identifies if the Learner has New Zealand resident status for each enrolment.  **Note:**   * TEOs should update residential status when a change occurs * TEC will date stamp the receipt of an update for validation and reporting requirements * There is no backdating of this field | **Length:** 1  **Type:** Boolean  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **True** | New Zealand Resident visa holder (Excludes all New Zealand and Australian Citizens) | | **False** | Not a New Zealand Resident visa holder (Includes all New Zealand and Australian Citizens) |   For complex arrangements, the residential status of the sub-enrolment(s) will be the same as the residential status of the parent enrolment as it is copied from the parent. | **Error:**  XXX: Residential Status is other than Y or N  XXX: The learner does not meet the domestic eligibility criteria |
| Australian Residential Status | Identifies if the Learner has Australian permanent resident status for each enrolment.  **Note:**   * TEOs should update residential status when a change occurs * There is no backdating of this field * TEC will date stamp the receipt of an update for validation and reporting requirements | **Length:** 1  **Type:** Boolean(nullable)  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **True** | Australian Permanent Resident | | **False** | Not an Australian Permanent Resident |   For complex arrangements, the Australian Residential Status of the sub-enrolment(s) will be the same as the Australian Residential Status of the parent enrolment as it is copied from the parent. | **Error:**  XXX: Australian Residential Status is other than Y or N  XXX: The learner does not meet the domestic eligibility criteria |
| Enrolment Date | The date the learner became enrolled on the programme. This may be different from the date that learner started training or learning. | **Type:** Date-time  **Guidance:** YYYY-MM-DD  You must use ISO-8601 for your dates.  Enrolment date must be on or after the training agreement signed date. | **Error:**  98008: Enrolment Date must be on or after the original training agreement signed date |
| Participation Start Date | The date the learner started learning or training. | **Type:** Date-time  **Guidance:** YYYY-MM-DD  You must use ISO-8601 for your dates.  Participation Start Date must be on or after the Enrolment Date.  For sub-programmes, the sub-programme participation start date must be on or after the participation start date of the overarching enrolment participation start date. | **Error:**  98009: Participation Start Date must be on or after the Enrolment Date  98026: Sub-programme participation start date is before the participation start date of the overarching enrolment |
| Funding Source Type Code | The code that identifies the source of the funding that supports the learner's enrolment in the programme.  This is the same list of funding source codes as used for reporting Provider-based learning. Currently, only funding source codes 37 and 24 are applicable for work-based. | **Length:** 2  **Type:** Alpha-Numeric  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **37** | Non-degree Delivery at Levels 3-7 on the NZQCF (DQ3-7) | | **24** | Trade Academies |   For complex arrangements the funding source code of the sub-enrolments must match the funding source code of the parent enrolment. | **Error:**  98010: Source of funding is invalid  11020/11079: The length of Funding Source Type Code must be 2 characters |
| Mode of Delivery Code | The channel through which learning is delivered.  This field is required for the purpose of funding determination and for identifying how work-based learning is delivered. | **Type:** Integer  **Guidance:** Select from one of the values below.   |  |  | | --- | --- | | **24** | Work-based | | **25** | Work-based: Pathway to work | | **26** | Assessment and Verification |   The enrolment’s mode of delivery must match the associated programme’s mode of delivery for ‘Assessment and Verification’.  Modes of delivery 24: Work-based and 25: Work-based: Pathway to work will both validate against Programmes that have mode of delivery 24: Work-based. | **Error:**  98012: Mode of Delivery value is invalid  98013: Enrolment Mode of Delivery value does not match associated programme’s expected mode of delivery |
| Study Type Code | Unique identifier of the type of learning.  This is a new field that replaces the previous ‘Funding Source Code’ field.  Study Type Code must match an allowed value from the Study Type Code field of the enrolled Programme. | **Length:** 3  **Type:** String  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **IT** | Industry Training | | **TA** | Trades Academies | | **NZA** | New Zealand Apprenticeship | | **Error:**  98027: Study Type Code must match an allowed value from the Programme |
| Component Number | Unique identifier of the component that the learner has enrolled in. | **Length:** 20  **Type:** String  **Guidance:** This is the Unit Standard number or the Skill Standard number. | **Error:** |
| Component Version Number | Unique identifier of the component that the learner has enrolled in. | **Type:** Integer  **Guidance:** This is the version number of the Unit Standard or Skill Standard.  The Component and its version must exist for the programme and be active at the Participation Start Date.  The enrolment for the component and its version is unique across any active enrolments for this learner and TEO. For complex arrangements the component should only be reported on one enrolment.  The component and its version must not match a component on the learner’s RoA achieved before the Participation Start Date, unless the component also exists after the Participation Start Date.  No Component and its version may exist on any previous enrolments for this learner and TEO where the enrolment status is “Active”, “Pending”, “Hold”, “Grace”, or “completed”, unless the component and its version is withdrawn from the learner’s RoA.  For SCP and LCP there must be at least one component supplied. | **Error:**  98015: Component Number and Component Version Number combination is invalid for the Programme version entered  99022: Component Number and Component Version Number does not exist or is inactive in NZQA  98025: Component Number and Version Number combination(s) are duplicated  99020: Components must be unique  98029: Learner cannot enrol in the same version of a component they have already achieved  98031: Learner cannot enrol in the same version of a component they already have in an active Enrolment |
| Withdrawal Date | The date the withdrawal is effective. | **Type:** Date-time  **Guidance:** YYYY-MM-DD  You must use ISO-8601 for your dates.  A withdrawal cannot be applied to an enrolment where status is ‘Completed’, but can be ‘Active’, ‘Hold’, ‘Grace’, ’Pending’ or ‘Withdrawn’.  If learner is enrolled in a complex programme, only the parent enrolment can be withdrawn. DXP won’t allow sub-enrolments to be withdrawn.  Withdrawal date must be after the Enrolment participation start date, must be before or equal to today, and must be on or before the current withdrawal date (if one already exists in DXP for this enrolment). | **Error:**  98019: Withdrawal Date is on or after Enrolment Date  98017: Withdrawal Date is in the future |
| Withdrawal Reason Code | A code that identifies the reason why a training agreement is being withdrawn. | **Length:** 2  **Type:** Character  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **Value** | **Description** | | **BC** | Business closed | | **BD** | Business downturn | | **CC** | Change in career choice | | **AP** | Changing from Industry Trainee to Apprentice | | **PT** | Changing from Apprentice to Industry Trainee | | **CP** | Change of programme | | **DC** | Deceased | | **DS** | Dissatisfied with employer/industry | | **EW** | Exiting the workforce | | **LS** | Lack of employer support | | **LA** | Length of apprenticeship | | **LI** | Linked Enrolment | | **NF** | Non-payment of fee | | **OT** | Other | | **OD** | Over programme duration | | **PC**  **ST**  **TI**  **LE**  **GE** | Parental commitment  Stop Training (still with employer)  Transfer TEO  Loss of Employment  Grace period automatically expired by system (new) | | **Error:**  98018: Withdrawal Reason Code is invalid |
| Enrolment Deletion Reason | Code identifying the reason for the enrolment deletion. | **Length:** 2  **Type:** Character  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **ID** | Enrolment contained an incorrect participation start date | | **IE** | Enrolment was invalid | | **IS** | Enrolment has incorrect status in DXP | | **OT** | Other |   This field is required when a ‘Deletion Date’ is provided. | **Error:**  98002: Deletion Reason is invalid |
| Deletion Date | Date the enrolment was deleted. | **Type:** Date-time  **Guidance:** YYYY-MM-DD  You must use ISO-8601 for your dates. | **Error:** |
| Transfer Date | Date the transfer to a new programme version became effective  OR  When this date is populated in the GET endpoint it may also be the date the transfer from one training agreement to another became effective. | **Type:** Date-time  **Guidance:** YYYY-MM-DD  You must use ISO-8601 for your dates.  Transfer date must be after the participation start date, and where multiple transfers exist, the transfer date must be on or after the latest transfer date. Latest transfer date represents the date the enrolment was last transferred to a different programme version or Training Agreement. | **Error:**  98023: Transfer Date is equal to or before the Participation Start Date  98024: Transfer Date is before the previous transfer date |

## Off-job delivery

### Introduction to off-job delivery

Off-job delivery is educational learning that does not occur at the workplace (e.g., block courses). The TEO responsible for the work-based learner must report all off-job delivery associated with an enrolment. The collection of this data supports the funding decisions.

Multiple instances of off-job delivery can be associated with a single enrolment over time. However, off-job delivery can only be coupled with an enrolment where the Course Start Date falls within the ‘Participation Start Date’ and ‘Participation End Date’ of the associated enrolment.

Off-job delivery events can be deleted.

### Courses

Currently, there is no supporting course register associated with the off-job delivery. This will be added in future enhancements.

### Assign a course EFTS factor

The EFTS value of off-job courses must be consistent with the amount of synchronous teaching and learning that occurs on the course, together with any self-directed learning directly applicable to **the course** (not the programme generally).

In general: 1 EFTS = 1 STM = 120 credits = 1,200 hours.

#### Examples

* If a ‘package’ of off-job learning (e.g. a day course, block course or series of night classes) entirely covers one or more standards, then the EFTS value would come directly from the credit value of the standard(s) (where 1 EFTS = 120 credits).
* Alternatively, the credit, and therefore, EFTS value can be determined in other ways. One method is to use the NZQA formula where one credit represents 10 notional hours of teaching, learning and assessment.

### Course EFTS Factor

The following validations will be placed on the Course EFTS Factor:

* Must be value between 0.0 and 0.9999
* Must be less than the EFTS value of the programme it relates to

#### How to do your own calculation of EFTS per month – not required for submitting data

The formula is:

**Course EFTS Factor / ((Course Finish Month – Course Start Month) + 1)**

#### Examples

1. An off-job course enrolment ran for 2 weeks in March 2025. The course has an EFTS factor of 0.0384. The EFTS per month are calculated as:

= 0.0384 / (3 – 3) +1)

= 0.0384 / 1

= 0.0384 EFTS

1. An off-job course enrolment ran for 2 weeks between April and May 2025. The course has an EFTS factor of 0.0384. The EFTS per month are calculated as:

= 0.0384 / (5 – 4) +1)

= 0.0384 / 2

= 0.0192 EFTS

### Off-job delivery data

Below is the data required for off-Job delivery.

| Field Title | Description | Field specification | Validation |
| --- | --- | --- | --- |
| Off-Job Delivery Local ID | A unique number issued by the TEO that identifies the off-job delivery within their system. | **Length:** 20 **Type:** String | **Error:**  80100: Off-job Delivery Local ID is not unique |
| Enrolment Local ID | A unique number issued by the TEO that identifies the enrolment within their system.  This must be the same as that reported for the main enrolment. | **Length:** 20  **Type:** String  **Guidance:** Must not be used to identify any other enrolment supplied by the TEO, regardless of enrolment status.  **Note:** This does not include DELETED enrolments.  Updates to any enrolment column cannot be made if enrolment status is Withdrawn or Completed. | **Error:**  80104: Cannot update a withdrawn or completed enrolment.  80105: Cannot find Enrolment Local ID. |
| Off-Job Provider Code | Unique identifier of the TEO who delivered the off-job learning to the learner. Provider Code is assigned by the Ministry of Education to uniquely identify each TEO. | **Type:** Integer  **Guidance:** Provider Code needs to be a valid Provider Code.  Report your Provider Code in situations where off-job delivery is sub-contracted to non-registered TEOs. | **Error:**  XXX: Off-Job Provider Code is invalid |
| Course Code | The internal code for a course in which learners are enrolled in for their off-job learning.  The code must be able to uniquely identify a specific course in which a learner is enrolled regardless of the period, location, and year in which it is taught.  The course code should be consistently reported for each course offered by the TEO. | **Length:** 20  **Type:** String  **Guidance:** The internal code for the course. The code should contain no reference to dates or years in which the course is taught, e.g., “BlockCourse1”. | **Error:**  80109: Learner is enrolled in the course more than once at the same time |
| Funding Category | The code to uniquely identify funding categories.  Note: TEOs must refer to the Delivery Classification Guide to assign the correct subject-matter funding category to the course. | **Length:** 2  **Type:** String  **Guidance:** Select a value from the funding categories classification. The funding categories classification are listed in the [DXP Data Classifications Appendices](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/). | **Error:**  XXX: Funding Category is not a valid category code  XXX: Funding Category is not valid for Course Classification  80110: Funding Category is Z |
| Course Classification | The unique subject classification for the course.  TEOs must refer to the Delivery Classification Guide to assign the correct subject-matter funding category to the course. | **Length:** 10  **Type:** String (must be in the format XX.X)  **Guidance:** Select a value from course classifications.  Course Classification is available at the [TEC - Delivery Classification](https://www.tec.govt.nz/assets/Publications-and-others/Delivery-Classification-Guide-2023.pdf) Guide. They are also listed in the [DXP Data Classifications Appendices](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/). | **Error:**  80123: Course Classification is not a valid classification code |
| Intramural/ Extramural Attendance | The field is used to record a code which specifies whether a learner is enrolled in a course that requires learners to attend scheduled teaching sessions. | **Type:** Integer  **Guidance:** Select a value from the list below:   |  |  | | --- | --- | | **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. | **Error:**  80102: Intramural/Extramural Attendance is blank or contains a value other than 1 or 2 |
| Course Start Date | The start date of the learner's course(s) in the current or previous academic year.  This date is the officially notified beginning date of instruction and/or structured supervision associated with each learner's course(s) at a tertiary education organisation. | **Type:** Date-time  **Guidance:** YYYY-MM-DD  You must use ISO-8601 for your dates. | **Error:**  XXX: Course Start Date is before theEnrolment Participation Start Date  XXX: Course Start Date is after Enrolment End Date |
| Course End Date | The end date of the Learner's course.  This will normally be the officially notified end date of instruction and/or examination associated with a course.  If a course spans the end of the normal academic year, the last date will be for the following year. | **Type:** Date-time  **Guidance:** YYYY-MM-DD  You must use ISO-8601 for your dates.  The Couse End Data cannot be after the completion or withdrawal date of the enrolment. | **Error:**  80111: Course End Date is before the Course Start Date  XXX Course End Date is after the Enrolment end date |
| Learner’s Course Withdrawal Date | The date of withdrawal of a confirmed Learner enrolment from a course, programme or training scheme otherwise should be left blank.  A “withdrawal” means the withdrawal of a confirmed Learner enrolment from a course, programme, or training scheme, by notice from the Learner to the TEO or because of non-attendance or non-participation by a Learner at the TEO for any reason, and whether the Learner has been refunded any fees.  If a learner withdraws from a training agreement and has any open off-job training courses, this field will be updated automatically. | **Type:** Date-time  **Guidance:** YYYY-MM-DD  You must use ISO-8601 for your dates. | **Error:**  80114: The withdrawal date is not between the course start date and course end date |
| Course EFTS Factor | The EFTS value for this course.  Potential validation – sum of all course EFTS value associated with Prog Enrol ID must not be greater than the EFTS value for the entire programme. | **Type:** Integer (1,4)  **Guidance:** The value is expressed as a decimal rounded to four decimal places – e.g., 0.2008.  The Course EFTS Factor will be evenly spread, by month, over the duration of the course. | **Error:**  80117: Course EFTS Factor must be numeric and between 0.0 and 0.9999 |

## Fees Free and learner fees

### Reporting of work-based learner fees for all learners

The reporting of learner fee information supports two purposes. The first is to calculate a learner's Fees Free entitlement based on their last 24 active months of training in their completed programme. The second is provide MoE an ongoing understanding of the sector and to inform policy.

### Introduction to Fees Free

With the move from first-year to final-year Fees Free, learners beginning their final year of training from 2025 may claim the fees for their final year from the government after completing their first eligible programme.

Inland Revenue (IR) will administer payments to learners. TEC is responsible for checking programme eligibility, calculating the learner entitlement, and providing data to IR to support learner eligibility checks and facilitating payment to the learner. To support this process, TEOs must provide additional data through the Data Exchange Platform, replacing the process where TEOs provided data for first-year Fees Free via Workspace 2.

### How we calculate a learner’s Fees Free entitlement

TEC will calculate month entitlement use by counting only the months the learner is Active or Grace as reported by the TEO via the DXP on the final day of each month. Final-year Fees Free entitlement covers the final 24 months of the learner’s completed enrolment. Only training done within five years prior to the learner’s programme completion will be included in the learner’s entitlement.

When the learner successfully completes their programme, we’ll use the fees reported across calendar years to calculate the fees per active month. Therefore, it is important that you submit both when the fees are charged, and which year(s) the fees apply to.

This means that if a learner is charged more fees in the later years of their training compared to early years, we’ll be able to capture the higher cost within the learner’s entitlement for their final 24 months. It also ensures that we can calculate entitlement for learners who are charged their full programme fees at the beginning of their training.

### How to report fees

The fees reported must be the **actual** amount of **all** fees charged for the learner’s training for each calendar year. This includes all training and assessment fees charged to the learner, employer or another third party. When reporting fees the following rules also apply:

1. Fees reported must be inclusive of GST.
2. The fees reported must reflect the **total amount** charged for the calendar year. If an additional fee is charged or refunded for a calendar year, the total fee for that calendar year must be updated to reflect the change.
3. Fees must be associated with the correct **calendar year.** Where fees are charged for multiple calendar years in advance, the fees for each calendar year must be reported.
4. TEOs can regularly report Fees as a learner is charged, but must be up to date:
   1. within one month of a learner completing, or withdrawing from, their programme.
   2. by 31 March each year (consistent with the general “snapshot/cut-off” for the previous year’s data) – for analysis and reporting purposes.

We acknowledge that there will be occasions when adjustments to fees are required after the learner has completed their programme and awarded their qualification, and the timing of these adjustments may fall outside the required reporting timeframe. To avoid the learner claiming their entitlement before we have the final fee information, we ask that you keep the learner informed so they know when to seek their entitlement.

If the learner does claim their entitlement too early, we will manage this as a separate process.

### Scenarios for reporting fees

Below are examples of how fees should be reported based on different scenarios. To simplify the scenarios, the month reported is always the first month of enrolment. It is acknowledged that TEOs may choose to start reporting the fees on a different timeframe, based on the guidance above.

**The learner is charged a fee monthly**

The learner enrols in training starting September 2026 and finishing February 2027. The TEO invoices the learner $1,000 per month starting September 2026. The TEO chooses to report the fees to TEC as each invoice occurs, and the fee always reflects the total charged for the year to date.

The fees reported to the TEC are as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Month reported** | **Sep-26** | **Oct-26** | **Nov-26** | **Dec-26** | **Jan-27** | **Feb-27** |
| Fee Amount | 1,000.00 | 2,000.00 | 3,000.00 | 4,000.00 | 1,000.00 | 2,000.00 |
| Fee Year | 2026 | 2026 | 2026 | 2026 | 2027 | 2027 |

**The learner is charged their fee in a lump sum for training in a single calendar year**

The learner enrols in training starting July 2026 and finishing December 2026. The TEO invoices the learner the total training fee of $6,000 in July 2026 for all fees and reports the fee the month after completion.

The fee reported to the TEC is as follows:

|  |  |
| --- | --- |
| **Month reported** | **Jan-27** |
| Fee Amount | 6,000.00 |
| Fee Year | 2026 |

**The learner is charged their fee in a lump sum for training that covers four calendar years**

The learner enrols in training starting August 2026 and finishing February 2029. The TEO invoices the learner for a lump sum of $18,000 in August 2026 for all fees.

The fees are split across the four years as follows: $3,000 for 2026, $5,000 for 2027, $7,000 for 2028 and $3,000 for 2029. The split reflects the fees for the training and assessments expected for the learner in each calendar year. The TEO reports the fees in March 2027 to meet the 31-March deadline to report fees. There are no changes to the fees reported in March, so no further reporting is required.

The fees reported to the TEC are as follows:

|  |  |
| --- | --- |
| **Month reported** | **Mar-27** |
| Fee Amount | 3,000.00 |
| Fee Year | 2026 |
| Fee Amount | 5,000.00 |
| Fee Year | 2027 |
| Fee Amount | 7,000.00 |
| Fee Year | 2028 |
| Fee Amount | 3,000.00 |
| Fee Year | 2029 |

**The learner is charged fees monthly. The TEO decides to discount their fee.**

The learner enrols in training starting January 2026 and finishing December 2026. The TEO invoices the learner $1,100 per month starting January 2026.

From July 2026 the TEO gives the learner a discount of $200 per month and invoices the learner $900 per month thereafter. The TEO reports the fees in March 2026 to meet the 31-March deadline to report fees and then again within the month after completion.

The fees reported to the TEC are as follows:

|  |  |
| --- | --- |
| ***Transaction 1: On 31-Mar deadline*** | ***Transaction 2: One month after completion*** |
| |  |  | | --- | --- | | **Month reported** | **Mar-26** | | Fee Amount | 3,300.00 | | Fee Year | 2026 |   Note: Fee reported is $1,100 x 3 months | |  |  | | --- | --- | | **Month reported** | **Jan-23** | | Fee Amount | 12,000.00 | | Fee Year | 2026 |   Note: Fee reported is $1,100 x 6 months plus $900 x 6 months |

**The learner is charged their fee in a lump sum. The TEO decides to discount their fee.**

The learner enrols in training starting January 2026 and finishing December 2027. The TEO invoices the learner for a lump sum of $18,000 in January 2026 for all fees. The fee is split $9,000 per year, which reflects the fees for the training and assessments expected for the learner in each calendar year.

In June 2026 the TEO gives the learner a discount of $3,000 for the **remaining duration** and issues a credit note. This discount equates to $1,000 for 2026 and $2,000 for 2027.

The TEO reports the fees in March 2026 to meet the 31-March deadline to report fees, and then again within the month after completion to reflect the change in the amount invoiced to the learner.

The fees reported to the TEC are as follows:

|  |  |
| --- | --- |
| ***Transaction 1: On 31-Mar deadline*** | ***Transaction 2: One month after completion*** |
| |  |  | | --- | --- | | **Month reported** | **Mar-26** | | Fee Amount | 9,000.00 | | Fee Year | 2026 | | Fee Amount | 9,000.00 | | Fee Year | 2027 | | |  |  | | --- | --- | | **Month reported** | **Jan-27** | | Fee Amount | 8,000.00 | | Fee Year | 2026 | | Fee Amount | 7,000.00 | | Fee Year | 2027 | |

**The learner is charged a fee monthly. They place their training on hold and their fees are carried over**

The learner enrols in training starting August 2026 and is expected to finish in December 2026. The TEO invoices the learner fees of $1,250 per month from August 2026.The learner places their training on hold at the end of October 2026 and restarts in January the following year, which extends the training duration to February 2027. The TEO reports the fees the month after completion.

The fees reported to the TEC are as follows:

|  |  |
| --- | --- |
| **Month reported** | **Mar-27** |
| Fee Amount | 3,750.00 |
| Fee Year | 2026 |
| Fee Amount | 2,500.00 |
| Fee Year | 2027 |

Note: Fees reported are $1,250 x 3 months for 2026 and $1,250 x 2 months for 2027.

**The learner is charged their fee in a lump sum. They place their training on hold and their fees are carried over**

The learner enrols in training starting September 2026 and is expected to finish in May 2027. The TEO invoices the learner a lump sum of $13,500 in September 2026 for all fees, which reflects the fees for the training and assessments expected for the learner in each calendar year. It is assumed the fees are $1,500 for each month.

The learner places their training on hold (or discontinues their training) from the beginning of November 2026 and resumes (or re-enrols in) their training five months later in March 2027. The learner is expected to complete their training in the 2027 calendar year.

The unused portion of their fees for November and December 2026 is $3,000 (2 x $1,500), which are carried over to 2027.

The TEO reports the fees the month after enrolment and updates the fees on re-enrolment to reflect the change in fees allocated for each year.

The fees reported to the TEC are as follows:

|  |  |
| --- | --- |
| ***Transaction 1: On enrolment*** | ***Transaction 2: On re-enrolment*** |
| |  |  | | --- | --- | | **Month reported** | **Sep-26** | | Fee Amount | 6,000.00 | | Fee Year | 2026 | | Fee Amount | 7,500.00 | | Fee Year | 2027 | | |  |  | | --- | --- | | **Month reported** | **Mar-27** | | Fee Amount | 3,000.00 | | Fee Year | 2026 | | Fee Amount | 10,500.00 | | Fee Year | 2027 | |

If the TEO had decided to report the fees later, then they must be reported at the latest by 31 March 2027 to meet the 31-March reporting deadline. In this situation, the fees reported would be the same as transaction two above. No further fees would need to be reported after completion because there was no change in the fees since March.

**Note:** This example is also relevant where a learner discontinues their training and the TEO holds their remaining fees in credit for a set period. The learner then re-enrols in the same programme and TEO credits the fees to the re-enrolment.

As the fees are reported based on the when the training and assessment activities are undertaken, when the learner reenrols the TEO can reduce the fee for when the learner was absent and realign the fees to reflect the new timing.

**The learner is charged their fees monthly and withdraws. The remaining fees are waived.**

The learner enrols in training starting September 2025 and is expected to finish in February 2026. The TEO invoices the learner fees of $1,000 per month. The learner decides to withdraw in December 2025 and the TEO agrees to waive the remaining fees. The TEO reports the fees one month after withdrawal.

The fees reported to the TEC are as follows:

|  |  |
| --- | --- |
| **Month reported** | **Jan-26** |
| Fee Amount | 4,000.00 |
| Fee Year | 2025 |

Note: Fee reported is $1,000 x 4 months

**The learner is charged their fee in a lump sum and withdraws. The remaining fees are refunded.**

The learner enrols in training starting August 2026 and is expected to finish in April 2027. The TEO invoices the learner a lump sum fee of $13,000 in August for all fees. The fees are split across two years as follows; $5,000 for 2026 and $8,000 for 2027. The split reflects the fees for the training and assessments expected for the learner in each calendar year.

The learner withdraws in December 2026 and is given a full refund of remaining fees. It is assumed that the refund due for 2026 is $1,500.

The TEO reports the fees on enrolment and then updates the fees when the learner withdraws.

The fees reported to the TEC are as follows:

|  |  |
| --- | --- |
| ***Transaction 1: On enrolment*** | ***Transaction 2: On decision to withdraw*** |
| |  |  | | --- | --- | | **Month reported** | **Aug-26** | | Fee Amount | 5,000.00 | | Fee Year | 2026 | | Fee Amount | 8,000.00 | | Fee Year | 2027 | | |  |  | | --- | --- | | **Month reported** | **Dec-26** | | Fee Amount | 3,500.00 | | Fee Year | 2026 | | Fee Amount | 0 | | Fee Year | 2027 | |

If the TEO had decided to report the fees later, then the latest reporting date would be January 2027, which is one month after withdrawal. The fees reported would be the same as transaction two above.

**The learner is charged their fees monthly and withdraws. Remaining fees are not waived.**

The learner enrols in training starting in October 2026 and is expected to finish in March 2027. The TEO invoices the learner fees of $1,000 per month starting October 2026.The learner decides to withdraw in January 2027 and the TEO does not waive the remaining fees. The learner continues paying fees monthly until March 2027. The TEO reports the fees in March 2027 to meet the 31-March deadline. The fees reported to the TEC are as follows:

|  |  |
| --- | --- |
| **Month reported** | **Mar-27** |
| Fee Amount | 3,000.00 |
| Fee Year | 2026 |
| Fee Amount | 3,000.00 |
| Fee Year | 2027 |

Note: Fees reported are $1,250 x 3 months for 2026 and $1,250 x 2 months for 2027.

**The learner is charged their fee in a lump sum and continues to train past the expected completion date.**

The learner enrols in training starting in July 2026 and is expected to finish in February 2028. The TEO invoices the learner a lump sum fee of $10,000 in July 2026 for all fees, and the TEO decides to report the fees on enrolment.

The fees are split across the three years as follows: $2,500 for 2026, $6,000 for 2027 and $1,500 for 2028. The split reflects the fees for the training and assessments expected for the learner in each calendar year.

The learner does not meet the requirements to complete their programme in February 2028 and requires a further 5 months to July 2028 to complete their programme.

The additional 5 months will be included in the learner’s final 24 months of their programme when calculating Fees Free entitlement.

If no change is made to the fees originally charged for the learner’s programme, no further data submission is needed. The TEO has already submitted accurate fees.

If additional fees are charged to the learner in February 2028 for the further 5 months of training, report the additional fees for the 2028 calendar year. For example, if an additional $2,500 is charged for the additional training.

The fees are reported as follows:

|  |  |
| --- | --- |
| ***Transaction 1: On enrolment*** | ***Transaction 2: On charging of additional fees*** |
| |  |  | | --- | --- | | **Month reported** | **July-26** | | Fee Amount | 3,000.00 | | Fee Year | 2026 | | Fee Amount | 6,000.00 | | Fee Year | 2027 | | Fee Amount | 1,000.00 | | Fee Year | 2028 | | |  |  | | --- | --- | | **Month reported** | **Feb-28** | | Fee Amount | 3,500.00 | | Fee Year | 2028 |   *Note: The TEO does not need to resubmit the fees for 2026 and 2027 as these have not changed.* |

If the TEO had decided to report fees at a latest possible date, the following submissions would apply:

1. Payment made by the learner on enrolment must be reported by 31 March 2027 to meet the 31-March reporting deadline. In this situation, the fees reported would be the same as transaction one as the five-month extension would not be known at this stage.
2. An update would be required by 31 March 2028 to meet the 31-March deadline because the learner has been charged additional fees for the 2028 year. In this situation, the fees reported would be the same as transaction two.
3. No update is required after the learner completes their training as the fees reported to date have not changed.

If the TEO considers the fees already paid to be split evenly across the total active months including the additional months, it may be appropriate to adjust the fees for all years to reflect the updated fees per month.

For example, the fees reported were originally reported on enrolment at $500 per month for 20 months. The learner’s training was extended by 5 months, and the fees have been recalculated to reflect the updated $400 per month across 25 months. There has been no change to the total fee charged ($10,000), only the split of the fees across the calendar years.

|  |  |
| --- | --- |
| ***Transaction 1: On enrolment*** | ***Transaction 2: On the decision to split fees over new duration*** |
| |  |  | | --- | --- | | **Month reported** | **Jul-26** | | Fee Amount | 3,000.00 | | Fee Year | 2026 | | Fee Amount | 6,000.00 | | Fee Year | 2027 | | Fee Amount | 1,000.00 | | Fee Year | 2028 | | |  |  | | --- | --- | | **Month reported** | **Feb-28** | | Fee Amount | 2,400.00 | | Fee Year | 2026 | | Fee Amount | 4,800.00 | | Fee Year | 2027 | | Fee Amount | 2,800.00 | | Fee Year | 2028 |   *Note: The fees charged for all years have changed, so all years are resubmitted with the new amounts.* |

If the TEO had decided to report fees at a latest possible date, the following submissions would apply:

1. Payment made by the learner on enrolment must be reported by 31 March 2027 to meet the 31-March reporting deadline. In this situation, the fees reported would be the same as transaction one as the five-month extension would not be known at this stage.
2. An update would be required by 31 March 2028 to meet the 31-March deadline because the learner has been charged additional fees, and the fees for previous years have been adjusted. In this situation, the fees reported would be the same as transaction two.
3. No update is required after the learner completes their training as the fees reported to date have not changed.

**The learner is charged their fee in a lump sum and completes their programme earlier than the expected completion date**

The learner enrols in training starting in July 2026 and is expected to finish in February 2028. The TEO invoices the learner a lump sum fee of $10,000 in July 2026 for all fees and reports all fees on enrolment.

The fees are split across the three years as follows: $2,500 for 2026, $6,000 for 2027 and $1,500 for 2028. The split reflects the fees for the training and assessments expected for the learner in each calendar year.

The learner meets the requirements to complete their programme in October 2027 and does not continue to train.

Only months where the learner had a status of Active or Grace on the last calendar day of the month are included in the learner’s 24-month entitlement calculation, so their entitlement will be calculated based on their actual completion date.

If a discount is given to the learner due to the shorter training period, report the discount for the 2027 and 2028 calendar year. For example, if $1,000 is refunded to the learner for 2027 and $1,500 is refunded to the learner for 2028, the fees reported each month are as follows:

|  |  |
| --- | --- |
| ***Transaction 1: On enrolment*** | ***Transaction 2: On the decision to discount fees (which is also on completion)*** |
| |  |  | | --- | --- | | **Month reported** | **Jul-26** | | Fee Amount | 2,500.00 | | Fee Year | 2026 | | Fee Amount | 6,000.00 | | Fee Year | 2027 | | Fee Amount | 1,500.00 | | Fee Year | 2028 | | |  |  | | --- | --- | | **Month reported** | **Nov-27** | | Fee Amount | 5,000.00 | | Fee Year | 2027 | | Fee Amount | 0 | | Fee Year | 2028 |   *Note: The TEO does not need to resubmit the fees for 2026 as this has not changed.* |

If the TEO had decided to report fees at a latest possible date, the following submissions would apply:

1. Payment made by the learner on enrolment must be reported by 31 March 2027 to meet the 31-March reporting deadline. In this situation, the fees reported would be the same as transaction one as the early completion would not be known at this stage.
2. An update would be required one month after completion to reflect that the learner was given a discount. In this situation, the fees reported would be the same as transaction two.

If the TEO considers there is no discount payable, and the fees already paid to be split evenly across the total active months, it may be appropriate to adjust the fees for all years to reflect the updated fees per month.

In this example, the fees reported were originally assessed at $500 per month for 20 months. The learner’s training was shortened by 4 months, and the fees have been recalculated to reflect the updated $625.00 per month across 16 months. There has been no change to the total fee charged ($10,000), only the split of the fees across the calendar years.

|  |  |
| --- | --- |
| ***Transaction 1: On enrolment*** | ***Transaction 2: On the decision to split fees over new duration*** |
| |  |  | | --- | --- | | **Month reported** | **Jul-26** | | Fee Amount | 2,500.00 | | Fee Year | 2026 | | Fee Amount | 6,000.00 | | Fee Year | 2027 | | Fee Amount | 1,500.00 | | Fee Year | 2028 | | |  |  | | --- | --- | | **Month reported** | **Nov-27** | | Fee Amount | 3,750.00 | | Fee Year | 2026 | | Fee Amount | 6,250.00 | | Fee Year | 2027 | | Fee Amount | 0 | | Fee Year | 2028 |   *Note: The fees charged for all years have changed, so all years are resubmitted with the new amounts.* |

If the TEO had decided to report fees at a latest possible date, the following submissions would apply:

1. Payment made by the learner on enrolment must be reported by 31 March 2027 to meet the 31-March reporting deadline. In this situation, the fees reported would be the same as transaction one as the early completion would not be known at this stage.
2. An update would be required one month after completion to reflect that the learner fees were recalculated across the 16 months. In this situation, the fees reported would be the same as transaction two.

### Fees Free and learner fees data

Below is the data required for Fees Free and learner fee data.

| Field Title | Description | Field specification | Validation |
| --- | --- | --- | --- |
| Enrolment Local ID | A unique number issued by the TEO that identifies the enrolment within their system. | **Length:** 20  **Type:** String  **Guidance:** Must not be used to identify any other enrolment supplied by the TEO, regardless of enrolment status. Note: this does not include DELETED enrolments.  Updates to any enrolment column cannot be made if enrolment status is Withdrawn or Completed.  Fees must be associated with the enrolment ID for a simple enrolment record or the enrolment ID for a parent record for a complex arrangement enrolment. | **Error:**  XXX: Enrolment Local ID does not exist  XXX: Fees must be associated with the Parent Enrolment for a Complex Arrangement Programme |
| Fee Amount | The **actual** fees (inclusive of GST) invoiced for the learner’s training and assessments undertaken in the calendar year charged to the learner, employer or another third party.  Also report changes in the fees due to different events, such as discounts, learner withdrawals or holds.  The fee reported should be the cumulative year to date amount for the Fee Year.  Fees must be reported at least every three months **but must be up to date** within one month of a learner completing their programme and by 31 March each year.  Refer to the scenarios for reporting fees above for more detail. | **Type:** Decimal (8,2)  **Guidance:** Value is to the nearest cent (inclusive of GST).  The value is expressed as a decimal rounded to two decimal places – e.g., 0.13. | **Error:**  XXX: Fee Amount is invalid |
| Fee Year | The calendar year of the training and assessments undertaken by the learner for which the actual fee invoiced or changes to fees (e.g., withdrawals or holds) are applicable. Where fees are invoiced for multiple calendar years in advance, the amount for each calendar year must be reported. | **Type:** Integer  **Guidance:** Enter the year in the format YYYY - e.g., 2023.  The Fee Amount for each Fee Year can be updated as many times as required but can only be provided once for each year per update request. | **Error:**  XXX: Fee Year is invalid  XXX: Fee amount cannot be reported more than once for the same year at the same time |

# Appendix A: Data classifications

Below is a list of the data standards and classifications used in the data submissions for work-based actuals. Links are provided to the source of each classification where relevant.

The classifications are also available in the [DXP Data Classifications Appendices](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/). Additionally, the classifications will be available to extract via an API in the Data Exchange Platform.

| Standard | Classification | Collection |
| --- | --- | --- |
| Country of citizenship | Country of citizenship list is maintained by the TEC. | **Field:** Country of Citizenship  **Submission:**   * Learner |
| Course classification | Course classifications are maintained by the TEC.  Link: [Course Classification](https://www.tec.govt.nz/assets/Publications-and-others/Delivery-Classification-Guide-2023.pdf) | **Field:** Course Classification  **Submission:**   * Off-job Delivery |
| Ethnicity | Ethnicity New Zealand Standard Classification 2005V2.1.0. This is available on the Statistics NZ Aria website. We collect at level 3 of the hierarchy.  Link: [Ethnicity New Zealand Standard Classification 2005V2.1.0](https://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/YVqOcFHSlguKkT17) | **Field:** Ethnicity  **Submission:**   * Learner |
| Funding Category | Funding categories are maintained by the TEC. | **Field:** Funding Category  **Submission:**   * Off-job Delivery |
| Iwi | Iwi and iwi-related groups statistical classificationV2.1.0. This is available on the Statistics NZ Aria website.  Link: [Iwi and iwi-related groups statistical classificationV2.1.0](https://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/uH9AkXTnTlq40DHG) | **Field:** Iwi Affiliation 1-6  **Submission:**   * Learner |
| NZSCED Field of Study | The NZSCED classification is held on the Education Counts website.  Link: [New Zealand Standard Classification of Education (NZSCED)](https://www.educationcounts.govt.nz/data-services/code-sets-and-classifications/new_zealand_standard_classification_of_education_nzsced) | **Field:** NZSCED Field of Study  **Data Category:**  Programme |
| Secondary school codes | The Secondary school codes for current schools are available on the Education Counts website.  Link: [Secondary School Codes](https://www.educationcounts.govt.nz/directories/list-of-nz-schools)  The DXP Data Classifications Appendices include a list of ALL schools, including those that have closed. | **Field:** Last Secondary School Attended  **Submission:**   * Learner |
| Overseas Country Code | The country codes are available on the Statistics NZ Aria website. We collect at level 3 of the hierarchy.  Link: [Country – New Zealand Standards Classification 1999 – 4 numeric V15.0](https://aria.stats.govt.nz/aria/?_ga=2.21705403.1671744995.1699902765-946806462.1697743900#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/ys69SsOCPi6Mc4jR) | **Field:** Overseas Country Code  **Submission:**  Learner |
| Industry Code (ANZSIC) | Australian and New Zealand Standard Industrial Classification 2006 V1.0.0.  This is available on Statistics NZ Aria website:  Link: [Australian and New Zealand Standard Industrial Classification 2006 V1.0.0](https://aria.stats.govt.nz/aria/?_ga=2.135309105.1009763712.1696183847-2098091118.1684120248#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/CARS5587) | **Field:** Industry Code  **Data Category:**   * Programme * Training Agreement |
| Occupations | National Occupation List V1.0.0  This is available on Statistics NZ Aria website:  Link: [National Occupation List V1.0.0](https://aria.stats.govt.nz/aria/" \l "ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/HxbKSDQiqG9DpNPg). | **Field:** Occupation Code  **Data Category:**   * Programme * Training Agreement |
| Region | Statistics New Zealand Regional Council (Generalised) 2023 classification.  This is available on Statistics NZ Aria website:  Link: [Regional Council (Generalised) 2023](https://datafinder.stats.govt.nz/layer/111182-regional-council-2023-generalised/) | **Field:** Employment Region Code  **Data Category:** Training Agreement |
| Territorial Authority | Statistics New Zealand Territorial Authority (Generalised) 2023 classification.  This is available on Statistics NZ Aria website:  Link: [Territorial Authority (Generalised) 2023](https://datafinder.stats.govt.nz/layer/111194-territorial-authority-2023-generalised/) | **Field:** Employment Territorial Authority Code  **Data Category:**  Training Agreement |
| Provider Code | Ministry of Education, Education Counts Tertiary Directory  Link: [Tertiary Providers](https://www.educationcounts.govt.nz/directories/list-of-tertiary-providers) (but with TEC edits for TPK entities) | **Field:** Off-Job Provider Code  **Data Category:**  Off-job Delivery |

# Appendix B: Version change log

## Version 1.1 updates

Below is the list of changes for version 1.1 of the data specification.

### General changes

#### Summary of changes section

The following changes have been made to the *Summary of Changes to the Data Specification* section.

* *Study Type Code* added to the list of new fields for Programme. This was missed from earlier versions but has been included in the specification for Programme.
* The new values for *Employment Region Code* under the Training Agreement was incorrectly labelled as the Employment Territory Code. This has been updated.

#### Changes to guidance

The following changes have been made to the guidance throughout the specification:

### Learner

**First Year of Tertiary Education:** Amended guidance to clarify that residency will be checked when that data is provided by submission of the Enrolment.

### Programme

**Credit Value:** The table for minimum and maximum credit values has been included.

### Training Agreement

**Training agreement statuses:** The guidance on the Finished status has been updated to include *All enrolments connected to the Training Agreement have been withdrawn.*

### Enrolment

**Deleting an enrolment:** The effect of deleting an enrolment has been clarified.

Transferring an enrolment to another programme version: The rules relating to the components allowed on transferred enrolments, and the outcome of the transfers have been clarified.

### Off-job delivery

**Course EFTS Factor:** This section has been updated to reflect the validations in place and improve the examples for the EFTS calculations.

### Data changes

#### Programme

| Field | Action | Change/Reason |
| --- | --- | --- |
| Industry Codes | Update | Field name incorrectly called Industry Code (non-plural) and incorrectly labelled as a string (should be string array) in the data specification. API specification has been correct since project inception. |

#### Training Agreement

| Field | Action | Change/Reason |
| --- | --- | --- |
| Learner Occupation Code | Change | Data Type has been corrected to Integer (from String). |

### Validation rule changes

#### Learner

| Field title | Change | Reason |
| --- | --- | --- |
| Learner Local ID | The following rule is amended:  *Learner Local ID is not unique in the Learner data* | Rule added to strengthen the validation against this field |
| The following rule is added:  *Learner Local ID is required* |
| The following rule is added:  *Cannot find Local Learner ID* |
| Date of Birth | The following rule has been removed, but will be introduced in 2026:  *Age is less than 5 or greater than 100* | To allow time for NSI and TMS data improvements. Will be added back at a later date. |
| Last Secondary School Attended | The following rule is removed:  *First Year of Tertiary Education is current year and Last Secondary School Attended code is blank* | Validation rule is not required |
| Highest Secondary School Qualification | The following rule has been removed:  *Highest Secondary School Qualification is invalid* | Duplicate rule |
| Is English Second Language | The following rule has been amended:  *English Second Language Indicator field must be either true or false* | Rule amended to be more descriptive |
| The following rule is removed:  *English Second Language is invalid* | Validation rule is not required |
| Disability Services Accessed Indicator | The following rule has been amended  *Disability Services Accessed field must be either true or false* | Rule amended to be more descriptive |
| Iwi Affiliation | The following rule is added:  *Iwi Affiliation contains duplicate values* | Rule added to strengthen the validation against this field |
| The following rule is added:  *Iwi Affiliation cannot have more than six Iwi codes* |

#### Programme

| Field title | Change | Reason |
| --- | --- | --- |
| Programme Local ID | The following rule is added:  *The length of Programme Local Id must be 20 characters or fewer.* | Rule added to strengthen the validation against this field |
| Programme Number | The following rule has been amended:  *Sub-programmes must be a National Qualification programme* | Rule amended to be more descriptive |
| Programme Local Name | The following rule has been amended:  *Programme Local Name is already used for another programme* | Rule amended to be more descriptive |
| The following rule is added:  *The length of Programme Local Name must be 500 characters or fewer.* | Rule added to strengthen the validation against this field |
| Programme Type Code | The following rule is removed:  *LCP target programme must be a National Qualification programme* | Validation rule is not required |
| The following rule has been amended:  *There must be more than one sub-programme or at least one additional component associated with the parent programme* | Rule amended to be more descriptive |
| The following rule has been amended:  *COM with one sub-programme must also supply additional components* | Rule referred to NZA in error instead of COM |
| NZSCED Field of Study | The following rule is added:  *The length of NZSCED must be 6 characters or fewer.* | Rule added to strengthen the validation against this field |
| NZQCF Level | The following rule has been amended:  *COM programmes NZQCF level must be 4* | Correction |
| The following rule is added:  *NZQCF Level must be between 1 and 10.* | Rules added to strengthen the validation against this field |
| The following rule is added:  *99034: The sub-programmes for COM programmes must be NZQCF level 3 or 4* |
| Credit Value | The following rule is added:  *Credit Value must be less than or equal to the maximum credit value allowed* | Rules consolidated |
| The following rule is added:  *Credit Value must be greater than or equal to the minimum credit value allowed* |
| The following rule is added:  *Credit load per year must be less than or equal to the maximum credit load allowed* |
| The following rule is added:  *LCP credit value must be less than 51% of the target programme credits* |
| The following rule has been added:  *99035: For COM programmes at least 60 credits must be at Level 4* |
| The following rule is removed:  *LCP credit value must be greater than or equal to the minimum credit value allowed* |
| The following rule is removed:  *LCP credit load per year must be less than or equal to the maximum credit load allowed* |
| The following rule is removed:  *LCP credit value must be less than or equal to the maximum credit value allowed* |
| The following rule is removed:  *NQ programme credit value must be greater than or equal to the minimum credit value allowed* |
| The following rule is removed:  *NQ programme credit load per year must be less than or equal to the maximum credit load allowed* |
| The following rule is removed:  *NQ programme credit value must be less than or equal to the maximum credit value allowed* |
| The following rule is removed:  *SCP credit load per year must be less than or equal to the maximum credit load allowed* |
| The following rule is removed:  *SCP credit value must be less than or equal to the maximum credit value allowed* |
| The following rule is removed:  *SCP credit value must be greater than or equal to the minimum credit value allowed* |
| The following rule has been amended:  *NZA with sub-programmes must have a credit load per year that is less than or equal to the maximum credit load allowed* |
| The following rule is removed:  *NZA COM with sub-programmes must have a credit value greater than or equal to the minimum credit value allowed* |
| Occupation Code | The following rule is added:  *The length of Occupation Code must be 20 characters or fewer. You entered X characters.* | Rule added to strengthen the validation against this field |
| Duration Months | The following rule is added:  *11054: <Programme type> duration must be greater than or equal to the minimum duration allowed* | All duration rules have been amalgamated – the error message will refer to the programme type |
| The following rule is removed:  *NQ duration must be greater than or equal to the minimum duration allowed* |
| The following rule is removed:  *SCP duration must be greater than or equal to the minimum duration allowed* |
| The following rule is removed:  *COM duration must be greater than or equal to the minimum duration allowed* |
| The following rule is removed:  *MC duration must be greater than or equal to the minimum duration allowed* |
| Target Qualification Number | The following rule is added:  *Target qualification must exist and have an active status at NZQA* | Rule added to strengthen the validation against this field |
| Study Type Codes | The following rule is added:  *Duplicate Study Type Code submitted* | Rule added to strengthen the validation against this field |
| Maximum Programme Fee | The following rule has been amended:  *Maximum Programme Fee must be greater than $0.00* | Rule amended to be more descriptive |
| The following rule has been amended:  *Maximum Programme Fee must be less than or equal to $100,000.00* |
| Component Number | The following rule is added:  *Component Number and Component Version Number does not exist or is inactive in NZQA* | Rules added to strengthen the validation against this field |
| The following rule is added:  *Components must be unique* |
| Component Version Number | The following rule is added:  Components must be unique | Rule added to strengthen the validation against this field |

#### Training Agreement

| Field title | Change | Reason |
| --- | --- | --- |
| Training Agreement Local ID | The following rule has been amended:  Training Agreement local ID must be unique | Rule amended to be more descriptive |
| The following rule is removed:  *Cannot update a ‘Finished’ training agreement* | Validation rule is not required |
| The following rule has been amended:  *Training Agreement ID was not found for provider* | Rule amended to be more descriptive |
| The following rule is added:  *Cannot change a training agreement status to GRACE from HOLD* | Rule added to strengthen the validation against this field |
| The following rule is added:  *Cannot update a ‘Finished’ training agreement* |
| The following rule is added:  *Training Agreement Local ID already exists, must be unique* |
| The following rule is added:  *Training Agreement must be in Hold or Grace status* |
| The following rule is added:  *Status change to Hold cannot be made when the Training Agreement is Finished* |
| The following rule is added:  *Status change to Grace cannot be made when the Training Agreement is Finished* |
| Learner Local ID | The following rule has been amended:  *Learner not found* | Rules amended to be more descriptive |
| Training Agreement Signed Date | The following rule has been amended:  *Training Agreement Signed Date cannot be in the future* | Rule amended to be more descriptive |
| The following rule has been amended:  *Learner must be 16 years or older at date the training agreement is signed unless the MOE Exemption Code is supplied* | Rule amended to be more descriptive |
| The following rule is added:  *The age of the learner at the signed date of the training agreement was below the minimum age allowed* | Rule added to strengthen the validation against this field |
| The following rule is removed:  *The format is invalid* | Validation rule is not required |
| Employer NZBN | The following rule is added:  *NZBN must be 13 characters* | Rule added to strengthen the validation against this field |
| Employer Name | The following rule has added  *Employer Name cannot be longer than 255 characters* | Rule added to strengthen the validation against this field |
| Employer Subdivision Name | The following rule is added:  *Employer Subdivision Name cannot be longer than 255 characters* | Rule added to strengthen the validation against this field |
| Learner Occupation Code | The following rule is added:  *The length of Learner Occupation Code exceeds Max Length* | Rule added to strengthen the validation against this field |
| MoE Exemption Number | The following rule is removed:  *The age of the learner at the signed date of the training agreement was below the minimum age allowed, and no MOE exemption number has been supplied* | Exemption is validated under the Training Agreement Signed Date field |
| Restart Date | The following rule has been amended:  *Restart Date is before the ‘Hold’ or ‘Grace’ date.* | Corrected to reflect correct transition |
| Withdrawal Date | The following rule has been amended:  *Withdrawal Date must be on or after the Training Agreement Signed Date* | Rule amended to be more descriptive |

#### Training plan

|  |  |  |
| --- | --- | --- |
| Field title | Change | Reason |
| Training Plan Local ID | The following rule is added:  *Training Plan Local ID not found for this provider* | Rule added to strengthen the validation against this field |

#### Enrolment

| Field title | Change | Reason |
| --- | --- | --- |
| Enrolment Local ID | The following rule is added:  *Cannot Delete an Enrolment after Participation Start Date* | Rule added to strengthen the validation against this field |
| The following rule is added:  *Cannot withdraw a sub-enrolment* |
| The following rule is added:  *Cannot transfer an enrolment where enrolment status is withdrawn or completed* |
| Programme Number | The following rule is removed:  *Invalid Programme Number. TEO does not own the programme* | Validation rule is not required |
| The following rule has been added:  *Where Study Type Code is NZA, Programme NZQCF Level must be 4* | To ensure the correct programme for NZA |
| Programme Version Number | The following rule is added:  *Programme Version does not exist or is inactive at the date of transfer* | Rule added to strengthen the validation against this field |
| The following rule is removed:  *Sub-Enrolment must have a Study Type Code of “NZA”* | Validation rule is not required |
| Funding Source Type Code | The following rule is added:  *The length of Funding Source Type Code must be 2 characters or fewer. You entered X characters* | Rule added to strengthen the validation against this field |
| Study Type Code | The following rule is amended:  *98027: Study Type Code must match an allowed value from the Programme* | Rules amended to be more descriptive |
| The following rule is removed:  *Sub-Enrolment must have a Study Type Code of “NZA”* | Validation rule is not required |
| Component Version Number | The following rule is added:  *Component Number and Version Number combination(s) are duplicated* | Rule added to strengthen the validation against this field |
| The following rule is added:  *Components must be unique* | Rule added to strengthen the validation against this field |
| Withdrawal Date | The following rule is removed:  *Cannot withdraw a completed or withdrawn enrolment* | Validation rule is not required |
| The following rule is removed:  *Cannot withdraw a sub-enrolment* | Validation rule is not required |
| The following rule has been amended:  *Withdrawal Date is on or after Enrolment Date* | Rules amended to be more descriptive |
| Withdrawal Reason Code | The following rule is removed:  *Withdrawal Reason Code is blank when Withdrawal Date is supplied* | Validation rule is not required |
| Deletion Date | The following rule is removed:  *Deletion Date is not blank, and the Enrolment Deleted Reason is blank* | Validation rule is not required |
| The following rule is removed:  *Deletion Date is before the Participation Start Date* | Validation rule is not required |
| Transfer Date | The following rule is removed:  *Cannot transfer an enrolment where enrolment status is withdrawn or completed.* | Validation rule is not required |
| The following rule is removed:  *Additional components are required for the parent enrolment* | Validation rule is not required |

#### Off-job delivery

|  |  |  |
| --- | --- | --- |
| Field title | Change | Reason |
| Funding Category | Funding Category is not a valid category code | Rules amended to be more descriptive |
| Course Classification | Course Classification is not a valid classification code | Rules amended to be more descriptive |

### Other changes

The following are some other changes of note to the data specification:

* Validation rules checking whether a field is empty have been removed from the data specification as it can vary depending on whether the field is mandatory for a specific end point. Refer to the API specification for which fields are mandatory. These fields will have the validation against them.
* Invalid date codes removed as this is a standard check in the contract and not managed by validation rules.

## Version 1.0 updates

Below is the list of changes for version 1.0 of the data specification.

### General changes

#### Micro-credentials

Micro-credentials can no longer be a component type of a programme. Micro-credentials represented as components of a programme have not been confirmed by NZQA.

Micro-credentials are still classified as a programme and associated with a target qualification with a NZQA credential number. Micro-credentials must have one or more components.

#### Enrolments and training agreements

We have established a rule where you can only have one enrolment assigned to a training agreement at any one time. Once a training agreement has an enrolment assigned, no more can be added. If the TEO needs to add a new enrolment they will need to create a new training agreement, except where:

* If a learner enrols in multiple concurrent IT programmes, the TEO can submit multiple enrolments within seven days from the first Enrolment submission and assign to the same training agreement. All Enrolments will show as Active; however, Participation Start Dates for each enrolment must be correct as this date is used for funding purposes.
* If a learner is enrolled in an LCP programme and then enrol in the target NQ programme, they an continue under the same training agreement. Therefore, an additional Enrolment can be added as long as the existing Enrolment is an LCP programme type.

If the enrolment has been deleted against a training agreement, a new an enrolment can be created against that training agreement.

Refer *Adding an Enrolment to a Training Agreement* under the enrolment section of this specification.

#### Validations for eligibility as a domestic learner

To establish eligibility for tuition subsidies, we have added validations to assess Citizenship, Residency Status and, for Accredited Employer Work Visa (AEWV) learners, the programme they are enrolled in.

Refer *Validations for eligibility as domestic learner* under the enrolment section of this specification.

#### Backdating statuses

An earlier version of the data specification changed the requirement that Training Agreement Statuses and Enrolment Statuses could only be backdated for three months has been removed. These statuses can now be backdated up to 365 days as per the current ITR.

#### Fees Free and learner fees

Based on feedback of final year Fees Free section included in version 0.5 of the Work-based Data Specification sent in December, we have reviewed the guidance for reporting the final year Fees Free information. As such, we have changed the requirement to ask TEOs to report on the amount **invoiced**, not the amount paid. We’re also changing the value reported to be **year-to-date** as opposed to the reporting monthly values. Therefore, the TEO would send the new YTD amount if the total invoiced amount to the learner/employer changes.

We have also removed three reference fields (Learner Local ID, Programme Number and Programme Version Number) to simplify the submission. These values can be identified from the Enrolment Local ID.

### Data changes

#### Programme

| Field | Action | Change/Reason |
| --- | --- | --- |
| Target Qualification Strand Numbers | Change | Field name changed from Target Qualification Strand Number and field type changed to integer array (was integer). Changes made based on Based on feedback from providers that multiple values could exist. |
| Study Type Codes | Change | Name changed from Study Type Code to reflect more than one value can be submitted. |
| Mode of Delivery | Change | **Work-based: Pathway to Work** has been removed as a programme cannot be defined as Pathway to Work. This needs to be defined on the enrolment. |
| Component Number | Add | Field missing from data specification. This is an existing field currently in ITR. |
| Component Version Number | Add | Field missing from data specification. This is an existing field currently in ITR. |

#### Training agreement

| Field | Action | Change/Reason |
| --- | --- | --- |
| Employment Region Code | Change | Name changed from Employee Region Code as was named incorrectly |
| Employment Territorial Authority Code | Change | Name changed from Employee Territorial Authority Code as was named incorrectly |
| Employer Industry Code | Change | Name changed from Industry Code to be more descriptive of the data required |
| Learner Occupation Code | Change | Name changed from Occupation Code to be more descriptive of the data required |
| Training Agreement Status | Change | Finished Status added as a valid value. This is an existing value for this field in ITR and was missed from the data specification. |

#### Training plan

| Field | Action | Change/Reason |
| --- | --- | --- |
| Learner Local ID | Remove | Can be identified via the enrolment. |

#### Enrolment

| Field | Action | Change/Reason |
| --- | --- | --- |
| Enrolment Local ID | Change | Name changed from Programme Enrolment Local ID |
| Learner Local ID | Remove | Not required as the learner is linked to the training agreement and the enrolment is also linked to the TA |
| Parent Enrolment Local ID | Change | Name changed from Complex Arrangement Parent Programme Enrolment Local ID. |
| Mandatory Component Indicator | Remove | Field is not used. |
| Funding Source Type Code | Change | **24: Trade Academies** has been added as a valid value |
| Component Type Code | Remove | NZQA have confirmed that they do not have a Component Type identifier, and TEC can identify Skills vs Unit Standards based on the Component Number. |
| Withdrawal Reason Code | Change | The following values have been added:   * ST: Stop Training (still with employer) * TI: Transfer TEO * LE: Loss of Employment * GE: Grace period automatically expired by system (new) |

#### Off-job delivery

| Field | Action | Change/Reason |
| --- | --- | --- |
| Enrolment Local ID | Change | Name changed from Programme Enrolment Local ID |
| Course EFTS Factor | Change | Name changed from EFTS Delivered to better represent the nature of the data being submitted. |

#### Fees free and learner fees

| Field | Action | Change/Reason |
| --- | --- | --- |
| Enrolment Local ID | Change | Name changed from Programme Enrolment Local ID |
| Learner Local ID | Remove | These values can be identified from the Enrolment Local ID. |
| Programme Number | Remove |
| Programme Version Number | Remove |
| **Fee Amount** | Change | Name changed from Learner Actual Fee Amount |

### Validation rule changes

The following are changes to the validation rules. This doesn’t include changes related to new or removed fields.

#### Learner

| Field title | Change | Reason |
| --- | --- | --- |
| Last Secondary School Attended | The following rule is removed:  *First Year of Tertiary Education is current year and Prior Activity is 01 and Last Secondary School Attended code is 1040 (i.e., “not known”)* | Rule deleted to make it easy for TEOs to report “Unknown”. |
| Highest Secondary School Qualification | The following rule is removed:  *First Year of Tertiary Education is current year and Prior Activity is 01 and Highest Secondary School Qual is 99* | Rule deleted to make it easy for TEOs to report “Unknown”. |

#### Programme

| Field title | Change | Reason |
| --- | --- | --- |
| Programme Number | The following rule is added:  *Sub-programme must be unique* | These rules will be triggered when a value is supplied as part of a sub-programme. |
| The following rule is added:  *Sub-programmes may only be of type NQ* |
| Programme Version Number | The following rule is removed:  *There are duplicate programmes and versions for this TEO* | Rule was incorrect. |
| Target Programme Number | The following rule is removed:  *LCP programme study type(s) must be the same as or a subset of the Study Type codes for the target programme* | Rule no longer required. |
| Component Number | The following rule is removed:  *Component Number and Component Version Number combination is invalid for the component type entered* | Rules duplicated across both Component Number and Component version number fields. Remains against Component Version only as the most relevant field. |
| The following rule is removed:  *Component Number and Component Version Number does not exist or is inactive in NZQA* |
| Study Type Codes | The following rule has been amended: *Study Type Codes must include only "IT" and "TA" for SCP or LCP or MC programme types* | This replaces two previous rules for SCP and LCP, and adds MC |
| The following rule is removed:  *Programme study type must be unique* | Removed as Study Type Codes can be a string array |
| The following rule is added:  *Sub-Programme does not include NZA in its Study Type Codes* | Study Type for sub-enrolment is inherited from its parent, and so COM programmes must have sub-programmes with Study Type(s) that include NZA. |

#### Training agreement

|  |  |  |
| --- | --- | --- |
| Field title | Change | Reason |
| Training Agreement Local ID | The following rule is added:  *Cannot update a ‘Finished’ training agreement* | Rules added to strengthen the validation against this field. |
| The following rule is added:  *Training agreement not found for organisation and learner* |
| Training Agreement Signed Date | The following rule is updated:  *Training Agreement Signed Date cannot be future dated* | Reworded to make the rule clearer. |
| The following rule is removed:  *Training Agreement Signed Date must be after the learner’s birth date* | Duplicate rule. |
| The following rule is removed:  *Where learner has transferred to a new training agreement, the new training agreement signed date must be greater than the previous training agreement* | Duplicate rule. |
| The following rule is removed:  *Training Agreement has already finished* | Duplicate rule. |
| Training Agreement Status | The following rule is removed:  *Training agreement is new and is NZA and initial status is not ‘Pending’* | Validation not relevant. |
| Employer NZBN | The following rule is removed:  *Employer Head Office Name, Employer Subdivision Name, Employment Region Code, or Employment TLA Code new training agreement must be different from the old training agreement* | Rule not related to NZBN. |

#### Training plan

|  |  |  |
| --- | --- | --- |
| Field title | Change | Reason |
| Training Plan Signed Date | The following rule is removed:  *Training Plan Signed Date overlaps another training plan for the same training agreement* | Rule no longer required as there is one training plan per training agreement. |

#### Enrolment

| Field title | Change | Reason |
| --- | --- | --- |
| Programme Number | The following rule is added (moved from Study Type Code):  *Learner has an existing NZA enrolment* | Enforces rule that a Learner can only have one active NZA enrolment at a time. |
| The following rule is added:  *The learner does not meet the domestic eligibility criteria* | Additional check for non-domestic learners against the AEWV list programmes. |
| Programme Version Number | The following rule is updated:  *Programme version does not exist or is inactive* | Reworded to make the rule clearer. |
| Training Agreement Local ID | The following rule is added:  XXX: New Enrolment exceeds time period allowed after first Enrolment for this Training Agreement | Ensures that any new enrolments added to an existing IT programme Training Agreement is done so within the seven-day window. |
| Residential Status | The following rule is removed:  *Sub-programme enrolment Residential Status is different to over-arching parent programme enrolment* | Removed because residential status is copied from parent enrolment, so the rule isn’t required. |
| The following rule is added:  *The learner does not meet the domestic eligibility criteria* | Added to reflect that we are checking domestic status at the time of enrolment. |
| Australian Residential Status | The following rule is removed:  *Sub-programme enrolment Australian Residential Status is different to over-arching parent programme enrolment.* | Removed because residential status is copied from parent enrolment, so the rule isn’t required. |
| The following rule is added:  *The learner does not meet the domestic eligibility criteria* | Added to reflect that we are checking domestic status at the time of enrolment. |
| Enrolment Date | The following rule is removed:  *Sub-programme Enrolment Date is before the enrolment date of the overarching programme enrolment* | Note required. Enrolment dates will be the same and is only set on the parent. |
| Participation Start Date | The following rule is removed:  *The Participation Start Date must be the same as the Training Plan Signed Date for NZA learners* | Rule was incorrect. |
| The following rule is removed:  *Participation Start Date does not match original participation start date for this enrolment* | Validation not required as this value can be changed. |
| Study Type Code | The following rule is removed:  *Where the Study Type Code is ‘NZA’ the Participation Start Date cannot be before 1st Jan 2014* | Validation no longer required. |
| Funding Source Type Code | The following rule is removed:  *Sub-programme enrolment source of funding is different to over-arching parent programme enrolment* | Validation not required. The value will be populated against the parent and will be copied to the child for both create and update. |
| Component Number | The following rule is removed:  *Component Number and Component Version Number combination is invalid for the component type entered* | Validations will be triggered on Component Version Number |
| The following rule is removed:  *Component Number and Component Version Number does not exist or is inactive in NZQA* |
| Component Version Number | The following rule is added:  *Learner cannot enrol in the same version of a component they have already achieved* | Existing guidance did not have related validation message. |
| The following rule is added:  *Learner cannot enrol in the same version of a component they already have in an active Enrolment* | Enforces rule that a Learnercannot enrol twice in the same version of a component. |
| Withdrawal Date | The following rule is removed:  *Withdrawal date is after the current withdrawal date held within the system* | Duplicates another rule for this field. |
| Transfer Date | The following rule is removed:  *Programme number of transferred programme version is different from the original programme enrolment* | Scenario will never occur as programme number is not a field relevant to this API. |
| The following rule is removed:  *Programme version does not exist* | Replaced by single validation against the Programme Version field. |
| The following rule is removed:  *Programme version is inactive at date of transfer* | Replaced by single validation against the Programme Version field. |
| The following rule is removed:  *Component has been achieved before transfer date* | This is no longer a valid error. Transfer is an update to the existing Enrolment record, so the component achievements remain in place. |

#### Off-job delivery

|  |  |  |
| --- | --- | --- |
| Field title | Change | Reason |
| Enrolment Local ID | The following rule is removed:  *Programme Enrolment Local ID is not unique* | Rule was not relevant. |
| Course Classification | The following rule is removed:  *Course classification 40.0 and 41.0 is not valid classification code prior 2023* | Duplicates another rule for this field. |
| Course End Date | The following rule is removed:  *The format is invalid* | Duplicates another rule for this field. |

#### Fees free and learner fees

|  |  |  |
| --- | --- | --- |
| Field title | Change | Reason |
| Enrolment Local ID | The following rule is added:  *Fees must be associated with the Parent Enrolment for a Complex Arrangement Programme* | New rule to ensure fee is associated with the correct enrolment for complex programmes. |
| Fee Year | The following rule is added:  *Fee amount cannot be reported more than once for the same year at the same time* | Ensures that same year is not reported more than once for a submission. |

### Other changes

The following are some other changes of note to the data specification:

* The Programme Enrolment Status Code has been removed from the Enrolment data specification as the value is not submitted by a TEO. DXP derives the field. The Enrolment introduction provides details of the valid statuses.
* The guidance for all date fields in the specification have been updated to follow the ISO 8601 format – i.e., YYYY-MM-DD. These were not updated when it was advised to follow ISO 8601 in version 0.3 of the specification. This change had already been updated in the API Portal.
* The specification has been updated to change the term Programme Enrolment to Enrolment based on feedback the term Programme Enrolment was confusing confusion. All affected field names and validation rules have been updated.
* We have removed Appendix C based on feedback that it was causing confusion.

## Version 0.5 updates

Below is the list of changes for version 0.5 of the data specification.

### General changes

The “Categories of information” section has been updated to include Fees Free.

The “Summary of changes to the data specification” section has been updated to include Fees Free and reflect other key changes made for version 0.5 of this data specification.

The creation of a Training Agreement no longer requires the programme enrolment to be created at the same time. Training Agreements are still required to be created before an associated programme enrolment. All new Training Agreements will have a default status of PENDING until an associated programme enrolment has been reported.

### Data changes

#### Learner

| Field | Action | Change/Reason |
| --- | --- | --- |
| IRD Number | Add | Capture of IRD number to support matching of learner details with Inland revenue for Fees Free. |

#### Programme enrolment

| Field | Action | Change/Reason |
| --- | --- | --- |
| Total Work-based Learner Fees | Remove | Replaced by the Learner Actual Fee Amount required for the new Fees Free data collection. |

#### Off-job delivery

| Field | Action | Change/Reason |
| --- | --- | --- |
| Learner Local ID | Remove | Can be inferred from the Programme Enrolment Local ID |

#### Fees Free and learner fees

| Field | Action | Change/Reason |
| --- | --- | --- |
| Learner Local ID | Add | Identifies the learner. This is the same field as on the Learner API. |
| Programme Number | Add | Identifies the programme that the learner is enrolled. Used to check eligibility for Fees Free and provide context for MoE in understanding fees charged. These fields are the same as on the Programme API. |
| Programme Version Number | Add |
| Programme Enrolment Local ID | Add |
| Learner Actual Fee Amount | Add | Captures fees paid by the learner, employer or another third party. Used to check eligibility for Fees Free and provide context for MoE in understanding fees charged. |
| Fee year | Add | Identifies the calendar year applicable to the fees paid by the learner, employer or another third party. Used to check eligibility for Fees Free and provide context for MoE in understanding fees charged. |

### Validation rule changes

The following are changes to the validation rules:

#### Learner

| Field title | Change | Reason |
| --- | --- | --- |
| Local Learner ID | The following Rule is updated to:  *Learner Local ID is not unique for the TEO* | Refines the rule to check duplicates specific to a TEO. |
| National Student Number | The following rule is removed:  *NSN reported is not unique in the Learner Data Submission and is assigned to another learner.* | NSN may already exist based on a previous enrolment. |
| First Year of Tertiary Education | The following rule is updated to:  *First Year of Tertiary Education cannot be blank or 9999 if Country of Citizenship is NZL or AUS.* | Residency would not be captured when a learner enrols for the first time. |
| Country of Citizenship | The following rule is removed:  *Country of Citizenship Code is not valid for return year* | Duplicate of another rule for this data field. |
| Disability Support Needs | The following rule is removed:  *Disability Support Need is supplied when Disability Status for learner is 2 or 3* | Removed to provide flexibility in how TEOs report disability information. |
| Iwi Affiliation | The following rule is updated to:  *At least one Iwi Affiliation field must be completed where ethnic group is identified as “211”* | The rule is simplified so that it can be used for multiple APIs – e.g. create and update learner |
| Ethnicity | The following rule is removed:  *Ethnicity is not valid for return year* | The rule is invalid |

#### Programme

| Field title | Change | Reason |
| --- | --- | --- |
| Duration Months | The following rule is added:  *MC duration must be greater than or equal to the minimum duration allowed* | To ensure micro-credentials fall with the required duration |
| Target Programme Number | The following rule is removed:  *For complex arrangements, the Target Programme Number must have a Programme Type Code of ‘COM’* | This field is only relevant for LCPs. References to complex programme are removed. |
| Mode of Delivery Code | The following rule is removed:  *Sub-programme Mode of Delivery is different to over-arching parent programme* | Validation rule removed not relevant for a programme. |

#### Training Agreement

| Field title | Change | Reason |
| --- | --- | --- |
| Training Agreement Local ID | The following rule is removed:  *Training Agreement has no associated Programme Enrolment* | Training agreements can now be created independent of programme enrolments. |
| Local Learner ID | The following Rule is removed:  *Learner Local ID is not unique for the TEO* | Validation rule not relevant for training agreement. |
| Withdrawal Reason Code | The following rule is added:  *Grace period automatically expired by system* | Validation rule was missed. |

#### Training Plan

| Field title | Change | Reason |
| --- | --- | --- |
| Local Learner ID | The following Rule is removed:  *Learner Local ID is not unique for the TEO* | Validation rule not relevant for training plan. |
| The following rule is added:  *Learner Local ID does not exist* | Validation rule was missed. |

#### Programme enrolment

| Field title | Change | Reason |
| --- | --- | --- |
| Local Learner ID | The following Rule is removed:  *Learner Local ID is not unique for the TEO* | Validation rule not relevant for programme enrolment. |
| The following rule is added:  *Learner Local ID does not exist* | Validation rule was missed. |
| Study Type Code | The following Rule is removed:  *Sub programme enrolment study type code is different to over-arching parent programme enrolment* | Validation is not relevant NZAs as they must have a different study type code than the parent. |
| Mode of Delivery Code | The following Rule is removed:  *Sub-programme enrolment Mode of Delivery is different to over-arching parent programme enrolment* | Validation rule removed it cannot be applied to all modes of delivery. |
| The following rule is added:  *Mode of Delivery must match the associated programme’s mode of delivery for ‘Assessment and Verification’* | Added to replace rule that applied to all modes, to ensure that mode of delivery for Assessment and Verification is consistent. |

### Other changes

The following are some other changes of note to the data specification:

* Responses for fields with a data type of Boolean have been change to True or False (was 1 or 0) to align with the JSON code format.
* All date fields we have removed the need to submit the time component to avoid repeating issues that occurred with the legacy application (ITR). You only need to submit the date. We will time stamp a record when received to support any sequencing of transactions if needed.
* All warning messages have been removed as they do not exist in the legacy application (ITR).

## Version 0.4 updates

Below is the list of changes for version 0.4 of the data specification.

### Data changes

#### Learner

| Field | Action | Change/Reason |
| --- | --- | --- |
| Disability Services Accessed Indicator | Add | A new field to indicate whether a student has accessed disability services. Supports allocation of funding. |
| Total Work-based Learner Fees | Remove | Moved to the Programme Enrolment API as this field is more relevant to the programme. |

#### Programme

| Field | Action | Change/Reason |
| --- | --- | --- |
| Programme Local ID | Change | Field missing from data specification. This is an existing field currently in production. |
| Programme Version Local ID | Remove | Not required as Programme Local ID is at the programme level. All versions must point to the same Programme Local ID. |
| Programme Local Name | Change | The value required for programme local name has been simplified and now only requires qualification and programme name. Field length has been extended to 500 characters |
| NZSCED Field of Study | Add | Captures the field of study of the programme version **required for funding decisions under DQ3-7**. |

#### Training agreement

| Field | Action | Change/Reason |
| --- | --- | --- |
| MoE Exemption Number | Change | The field name has from MoE Exemption Flag to align with the type of data captured in the field. |
| Withdrawal Reason Code | Change | The following withdrawal reason is added:   * PT: Changing from Apprentice to Industry Trainee.   The following withdrawal reasons are removed:   * DF: Transfer to DFO * NA: Transferring from MA to NZA funded programmes |

#### Programme enrolment

| Field | Action | Change/Reason |
| --- | --- | --- |
| Withdrawal Reason Code | Change | The following withdrawal reason is added:   * PT: Changing from Apprentice to Industry Trainee.   The following withdrawal reasons are removed:   * DF: Transfer to DFO * NA: Transferring from MA to NZA funded programmes |
| Programme Enrolment Status Code | Change | Field missing from data specification. This is an existing field currently in production. |
| Delete Enrolment Flag | Remove | No longer required due to Deletion Date being added. |
| Deletion Date | Add | Captures the date on which the programme enrolment was deleted. |
| Total Work-based Learner Fees | Add | Moved from the Learner API as this field is more relevant to the programme. |

#### Off-job delivery

| Field | Action | Change/Reason |
| --- | --- | --- |
| Off Job Delivery Local ID | Add | We need a unique identifier for each off-job delivery as multiple off job deliveries can be recorded against an enrolment. |

## Version 0.3 updates

Below is the list of changes for version 0.3 of the data specification.

### Data changes

#### Learner

| Field | Change | Change/Reason |
| --- | --- | --- |
| Organisation ID | Remove | This field will be derived from the ESL token. |
| First Year of Tertiary Education | Add | New data requirement to standardise the collection of learner data across all funds. Missed from earlier versions of the data specification. |
| Post School Qualification Level Code | Remove | No longer required. |

#### Programme

| Field | Change | Change/Reason |
| --- | --- | --- |
| OrganisationID | Remove | This field will be derived from the ESL token. |

#### Training agreement

| Field | Change | Change/Reason |
| --- | --- | --- |
| Organisation ID | Remove | This field will be derived from the ESL token. |
| Employee Region Code | Amend | Field name changed from Employment Region Code to align with correct name in the API. |
| Employee Territorial Authority Code | Amend | Field name changed from Employment Territorial Authority Code to align with correct name in the API. |
| Employment Type Code | Amend | Field name changed from Employment Type to align with correct name in the API. |
| Status Change Date | Amend | Reverted to using Pause Data and Restart Date as per the API. |
| Pause Date | Add | Reinstated as per the API, instead of using Status Change Date. |
| Restart Date | Add | Reinstated as per the API, instead of using Status Change Date. |
| Change Reason Code | Remove | Reverted to using Grace Reason Code and On Hold Reason Code as per the API. |
| Grace Reason Code | Add | Reinstated as per the API, instead of using Change Reason Code. |
| On Hold Reason Code | Add | Reinstated as per the API, instead of using Change Reason Code. |

#### Training plan

| Field | Change | Change/Reason |
| --- | --- | --- |
| Organisation ID | Remove | This field will be derived from the ESL token. |
| Visit Local ID | Change | Field missing from data specification. Was included in API specification. |

#### Programme enrolment

| Field | Change | Change/Reason |
| --- | --- | --- |
| Organisation ID | Remove | This field will be derived from the ESL token. |
| Programme Local ID | Remove | Will use existing solution in API and use Programme Number and Programme version Number to identify the programme. |
| Programme Number | Add | Reinstated as per the API, instead of using Programme Local ID. |
| Programme version Number | Add | Reinstated as per the API, instead of using Programme Local ID. |
| Funding Source Type Code | Change | Field name changed from Funding Source Code to align with the API. |
| Mandatory Component Indicator | Change | Field name changed from Mandatory Standard Indicator to reflect there are now multiple component types. |
| Delete Enrolment | Change | Field name changed from Delete Enrolment Flag to align with API. |
| Enrolment Deletion Reason | Change | Field name changed from Deletion Reason Code to align with API. |
| Effective From Date | Remove | Aligning with API, which doesn’t collect this data.  **Note:** This field was associated under the Programme Component Register section in the earlier versions of the data specification. |
| Effective To Date | Remove | Aligning with API, which doesn’t collect this data.  **Note:** This field was associated under the Programme Component Register section in the earlier versions of the data specification. |

#### Component enrolment

| Field | Change | Change/Reason |
| --- | --- | --- |
| Organisation ID | Remove | This field will be derived from the ESL token. |

#### Off-job delivery

| Field | Change | Change/Reason |
| --- | --- | --- |
| Organisation ID | Remove | This field will be derived from the ESL token. |

### Other changes

The following are some other changes of note to the data specification:

* The reference data source for the Country of Citizenship field in the Learner submission has been changed to refer to a list maintained by the TEC. Appendix A has also been updated.
* The Training Agreement Status section in the previous version has been merged with the Training Agreement section.
* The Component Enrolment and Programme Component Register Sections have been merged with the Programme Enrolment section.
* The date format has been updated to support ISO-8601.
* The mandatory requirements for each field have been removed as it can vary per API. Refer to the API specification for which fields are mandatory.