



December 2025 SDR

Meeting Date: 14th Jan 2026



Karakia timatanga

Whakataka te hau ki te uru
Whakataka te hau ki te tonga
Kia mākinakina ki uta
Kia mātaratara ki tai
E hī ake ana te atākura
He tio, he huka, he hauhū
Tihei mauri ora!

*Get ready for the westerly
and be prepared for the southerly.
It will be icy cold inland,
and icy cold on the shore.
May the dawn rise red-tipped on ice,
on snow, on frost.*

Housekeeping

- Today's session will be recorded
- Cameras and microphones switched off
- If you have any questions, please type them into the meeting chat. We'll either answer as we go, respond directly into the chat or during question time
- A recording will be made available to all attendees after the session

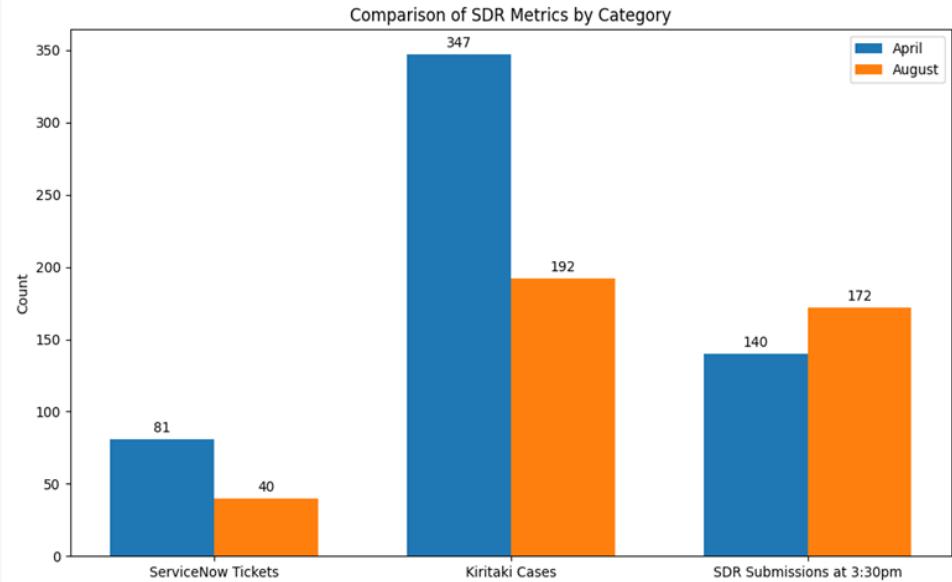
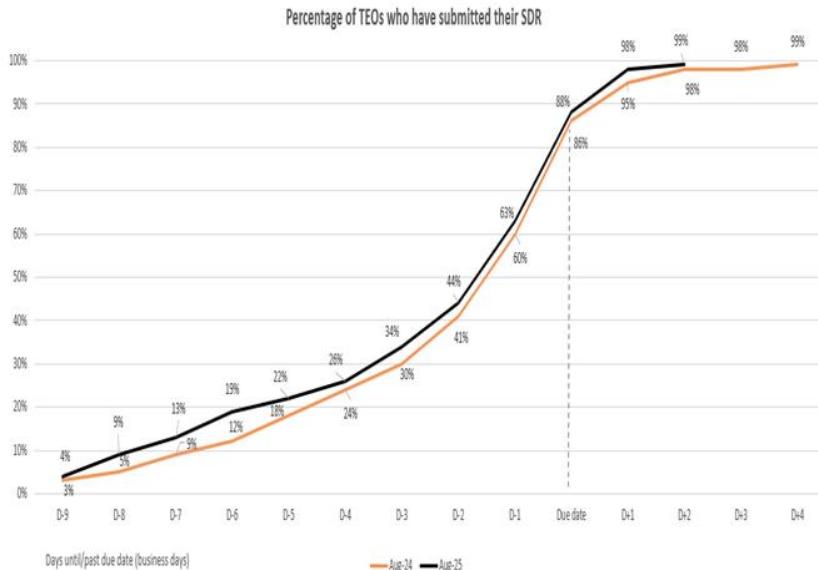
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August 2025 SDR Recap

Daelee Hardcastle

August SDR Review



The December 2025 SDR

Daelee Hardcastle

The December 2025 SDR – key dates

- 31 December 2025 Extract date for the 2025 Dec SDR
- 1 January 2026 SDR Round opens
- 31 January 2026 SDR Round closes

Key messages

- Start trials early
- Call CCT for quick support if you encounter issues or have questions
- Summary reports - please upload to DXP Ngā Kete – must be signed by CE or Vice Chancellor VC (for universities)
- Remember to submit Workforce Questionnaire before SDR submission
- Please submit on time – this is used calculating wash-ups and may impact on funding allocations.

Updated Data Validation

Heather Liu

Data validation updates December SDR

- Iwi code update to address unknown error
Error 359: Iwi Affiliation is not valid – changes from warning to error
- Error 225: Course title updated to accept 255 characters in the course register file
- Actual course fee – compulsory for domestic student, optional for international student (funding code 02, 12, 20)

Course Register and Learner file

- Field name update – Tuition fee **paid received from** international fee-paying student

Field Specification Change

| Field Title | Fields Change | File | Mandatory for Dec SDR? |
|--|---|--|------------------------|
| Tuition Fee Paid by International Fee-Paying Student | <p>Updated description wording: The tuition fee received from an international learner.</p> <p>Change in the field specification: The fee should always exceed the tuition fee received from a domestic learner.</p> <p>Note: No validation messages have been changed.</p> | Both Learner and Course Register Files | Only for SoF 02 |
| Actual Course Fee | <p>Change in the field specification: This field is mandatory after the August 2025 SDR for Domestic enrolments by new learners or where an existing Domestic learner changes qualification. The field is optional for enrolments prior to the August 2025 SDR and non-domestic enrolments with a Source of Funding Code 02, 12 or 20.</p> | Course Enrolment File | Yes |

Field Specification Change

| Field Title | Fields Change | File | Mandatory for Dec SDR? |
|--|---|-----------------------|------------------------|
| Disability Services Accessed Indicator | Change in the field specification: Remove the mandatory requirement. Add data collection frequency. | Leaner Files | No |
| Learning Hours | Change in the field specification: Add the mandatory requirement. | Course Register Files | Yes |
| Course Title | The Course title length has been extended to 255 characters | Course Register Files | Yes |

SDR resources on the TEC website

New Page: [Completing your December 2025 SDR](#)

[Student Management System Vendor list](#)

Updated Page: [Workforce Questionnaire annual return](#)

Resources on the [Single Data Return \(SDR\) page](#):

- Data Specification for the SDR v2.2
- Data Classifications v1.2 - reference data to be used for the SDR
- Delivery Classification Guide – a link to the TEC delivery classification and funding category codes
- Generic enrolment form 2026 v1 (changes related to VET)
- SDR overview and guidance

Fees Free data collection

Stephanie Miles

IRD Number

- IRD numbers are used to help Inland Revenue verify learner identity.
- Can be reported in the learner file on enrolment, or in the qualification completion file.
- SDR validation checks whether the number is a valid IRD number. Random numbers will not be accepted for SDR submission.
- We will not ask TEOs to resubmit SDR/ITR data to add missing IRD numbers after a learner's completion if no IRD number (or an incorrect number) was collected during the learner's enrolment. However, it will mean some extra steps for the learner.

Actual Course Fees

The actual course fee is the actual tuition and compulsory course costs charged for the individual learner's enrolment in that course (regardless of if it has been paid, and who by).

The Actual Course Fee is mandatory for all learners who enrol in a course or change qualification after the August SDR.

It is our preference that you also backfill fee data to 1 January 2025 for all learners. However, to support transition, we will accept backfill reporting of **likely Fees Free eligible enrolments only**.

- To help with this, we gave you a list of learners who, as at the August SDR, were possibly eligible for Fees Free. We're asking that you report the fees for all courses these learners started in 2025, so that we can calculate their final-year entitlement if needed.

For all other learners, the actual course fee field is a required field for course enrolments that start after 31 August 2025.

Discounted tuition and CCCost

The purpose of these fields in the course register file is for you to inform us whether you are temporarily charging a fee that is different to the amount in your Course Tuition Fee and Compulsory Course Costs Fee fields. This gives TEC a fuller picture of what learners should expect to pay each year, while still maintaining potential annual increases under the annual maximum fee movement (AMFM).

- Leave the field blank if no standard discount was applied to all learners enrolled in that course for the 2025 calendar year.
- Enter 0.00 if you did not charge learners for the course in 2025.

Qual Completion Date on Qual File

- This field is mandatory from August SDR. This should align with what is reported for the 'Year Requirements Met' field.
- The date must be a past date. A future date will cause SDR error 794.

FAQs for the December SDR

Heather Liu

Questions on SDR Errors

- **Errors 787 – Actual Course Fee is blank:** We are working on update the validation logic for this error as it should be only compulsory if the enrolment after August SDR. We will fix this error as soon as possible.
- **Error on Missing Headers:** Only for Course Completion files as we add validation on headers. You could update the format to UTF-8 csv format or add "," on columns in source data format.
- **Warning 012 - Qualification Code in Course Register is not approved for funding:** We have fixed the bug on the link between course and qual. This warning will be corrected for Dec SDR next week
- **Error 383 - Student Course Completion indicator is 0,1, 2, 3, 4 or 8, Course End date is 2004 or greater and no corresponding enrolment is found:** There was bug on this validation during August SDR, we have fixed it for Dec SDR.

SDR – unknown error

If you get an unknown error, contact CCT for escalation, investigation and resolution.



Question time



Questions?





THANK YOU!

Karakia Whakamutunga

Kia whakairia te tapu
Kia wātea ai te ara
Kia turuki whakataha ai
Kia turuki whakataha ai
Haumi e, Hui e, Tāiki e!

Restrictions are moved aside
So the pathways is clear
To return to everyday activities