

**Tertiary Education
Commission**
Te Amorangi Mātauranga Matua



DXP Ngā Kete and preparing for April SDR

Meeting Date: 19 March 2025



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 after the session

Contents

1. The April 2025 SDR
2. The Data Specification for SDR and new data requirements
3. Insights from March IND
4. DXP Ngā Kete demo – SDR, and viewing and resolving errors
5. Final-year Fees Free
6. Next steps



The April 2025 SDR

The April 2025 SDR – key dates

- 11 April 2025 Extract date for the April 2025 SDR
- 14 April 2025 SDR Round opens
- 29 April 2025 SDR Round closes



Key messages for the round

- Start trials early, if you can
- Call CCG for quick support if you encounter issues or have questions
- Reminder about summary reports- you don't need to email CCG, but please upload to DXP Ngā Kete
- Please submit on time



The Data Specification for SDR and new data requirements

The Data Specification for SDR

The 'Data Specification for SDR' replaces the 'SDR manual'. The current version is v1.01

In May, after the April SDR is completed

- The data spec will be updated to include data requirements for final-year Fees Free and Other changes.
- The updated spec will be published as v1.2.



SDR resources on the TEC website

Resources on the Single Data Return (SDR) page:

- Data Specification for the SDR v1.01
- Data Classifications v1.2 - reference data to be used for the SDR
- Delivery Classification Guide – delivery classification and funding category codes
- Generic enrolment form 2025 v2 (incl. field for learner IR number)
- SDR process overview and guidance



New data requirements - Learner

Disability question

The new disability question – new fields for new enrolments:

- Disability status: Indicates the disability status of a learner.
- Disability support needs: Indicates the support a learner requires.

Optional for the April 2025 SDR, then mandatory.

Note - it will not be compulsory to provide this data for learners established prior to April 2025, however you can submit this information if you have collected it from the learner.

Iwi affiliation and ethnicity

- Two existing fields now have the provision to submit up to six values (was three)



New data requirements

Two new optional fields - to report discounts for course tuition fees and compulsory course costs fees.

Initial teacher education (ITE) – replaces the manual collection process. Submitting ITE through SDR is optional until 2026.

Other changes

- A field for Consortium to identify the cooperative arrangement among groups or institutions replaces the MPTT Actuals collection template. This field is compulsory from April 2025 where funding source is 28 or 29.
- The Managed Apprenticeship field is removed from the data specification to align with the UFS requirements.



New data requirements - Data standards

Key changes:

- Dates will move from DDMMYYYY to DD/MM/YYYY
- Data standards for Country, Ethnicity, and Iwi Affiliation updated to align with the latest Statistics New Zealand classifications
- Data type for all currency reporting is changed to numeric value with two decimal places
- Rewording the error messages to simplify validation rules.

For a full summary of changes refer to the [Data Specifications for SDR](#) and the [Data Classifications on the TEC website - Single Data Return page](#).



New auto approval of course fees within the annual maximum fee movement (AMFM)

Courses will be auto approved where they are within the AMFM for the year. There are some exceptions including:

- Micro-credentials
- Training Schemes
- Courses with a change to Credit Value
- New courses for the year (courses that were not run in the previous year)
- Course change requests that include changes to other fields, e.g. NZSCED.

Auto-approval applies to course change requests created by Course Register upload or by manual entry.



Insights from March IND

Insights from March IND

March IND was the first submission for all TEO in DXP Ngā Kete

We received feedback that requires changes to DXP Ngā Kete including:

- Source of funding 11 – Off job training to be removed
- Course Title length to be extended from 75 to 225 characters
- Leading zeros for dates in CSV files

TEOs were using old or invalid iwi codes in their IND submission

If you get an unknown error, contact CCG for escalation and investigation



DXP Ngā Kete Demo

- Creating next years version of courses (REGT file)
- SDR return – view error files and view course differences
- Exporting, opening and saving upload files

Final year Fees Free



Timeline and information

- Key dates
 - August: SDR data collection includes Fees Free data and learner IRD numbers
 - January 2026: First final-year Fees Free payments
- Continue to use Fees Free and TEC websites for the latest information
 - Fees Free website | Final-year Fees Free
 - TEC website | Final-year Fees Free

New fields

- **Learner**

- IRD Number (optional)

- **Course Enrolment**

- Secondary School Indicator (mandatory, Y/N)
 - Actual Course Fee (mandatory)

- **Qualification completion**

- Qualification Completion Date (mandatory)
 - Linked Qualification Code for Fees Free (optional)
 - IRD Number (optional)



IRD numbers

- TEOs should be starting to collect IRD numbers.
- The purpose of collecting IRD numbers from TEOs is to allow for quick and easy data matching between TEC and IR. For a learner, this means that IR can proactively inform them when IR have received an eligible completion from TEC and can invite them to check and declare their eligibility.
- **IRD number is optional**, but where an IRD number is not provided, IR will not be able to proactively contact learners. IR will rely on the learner initiating the process and providing additional details for the data match (details TBC).

IRD numbers

- Validation rules only apply if a number has been provided, so you won't be prevented from submitting your SDR if you don't have one.
- You do not need to submit an IRD number where you know a learner is ineligible
- **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 provided during the learner's enrolment.



Next Steps

Key dates

Dates	What's happening
14 - 29 April	April 2025 SDR
23 April	Webinar: Drop in Session
Early May	Data Specification for SDR V1.2 released (with learner IR number)
Late July	Webinar: Changes to the data specifications
8 - 21 August	August 2025 SDR



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

