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## Kia ora!

We're pleased to send you the Fees Free Focus for March.

Please encourage all those working on fees-free enrolments and reporting in your organisation to subscribe to this newsletter and receive updates, tips and the monthly reporting schedule.

If you'd like to view the fees-free newsletters from previous months, you can find them on the TEC website on the [Fees Free guidance page](#).

[Click here to subscribe](#)

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## Important Updates and Changes

### **'Not In SDR' result on Data Validation reports**

We are now including the 'Not in SDR' course code validation result in your monthly *Fees Free All Enrolments and Costs Data Validation* reports. 'Not in SDR' indicates that the course enrolment you have entered in your fees-free return cannot be found in the Single Data Return (SDR). It is not found in your SDR because either the enrolment is yet to be reported in the SDR, or there is a mismatch of data between the two returns. Enrolment records are matched with the SDR using NSN, course code, course start date, and source of funding code.

During the calendar year, the result acts as a reminder to include the enrolments in your next SDR submission, and the enrolments will not be excluded from your monthly fees-free allocations. Please expect to see the 'Not in SDR' result on all of your monthly reported 2021 fees-free course enrolments, until the submission of your SDR in April 2021. Records that still cannot be validated in your SDR at the end of the calendar year will be excluded from your final fees-free funding allocation.

With the visibility of the 'Not in SDR' result in your data validation report, we hope to see less course enrolments excluded at the end of the calendar year due to mismatches in the SDR and fees-free returns.

### **Upcoming change for Refugee English funded learners**

A change in the Delegation means that, from 2021, Refugee English funded study is now specifically excluded from fees-free eligibility, and learners no longer need to go through an exceptions process to have their Refugee

English funded study removed from their entitlement use.

To accommodate this, we're adding a dropdown option to the Non-Standard Fee column in the *Fees Free All Enrolments and Costs* templates to allow providers to inform us of any enrolments that are already covered through the Refugee English Fund. This will function in the same way as the existing 'STP' dropdown option for Secondary-Tertiary Programmes, which excludes the course enrolments from fees-free allocations and learner entitlement use.

We'll notify you via email once we have confirmed the timeline for the implementation of this change.

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## Reporting Tips (Providers)

Please remember to check the document status of your report once you have submitted your report into Workspace 2. If this has generated an error, check the validation report or contact us for further assistance.

In the February reporting we saw a high number of errors caused by courses that could not be located in STEO.

If you receive an error on a course code, you need to:

- check that the course code exists in STEO,
- check that you have reported the correct course code (with correct formatting), and
- check that the course is active for the 2021 calendar year.

Please note we have introduced a temporary tolerance that allows you to report higher fees under the [Annual Maximum Fee Movement](#), while you are updating fees in STEO. This tolerance will be removed at the end of April, so please ensure all of your fees have been updated in STEO before then to avoid errors in your May reporting.

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## Reporting Tips (Transitional ITOs)

Thank you all for submitting your February reports to us.

If all of your organisation's programmes are currently eligible for the Targeted Training and Apprenticeship Fund (TTAF), and you think your organisation will not need to report any fees-free eligible learners in 2021, let us know and we will stop provisioning fees-free templates to your organisation for 2021. You can ask us to provide templates to you again at any time, if needed.

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## March Reporting Schedule

### For Providers

10 March 2021	<ul style="list-style-type: none"><li>• March Fees Free All Enrolments and Costs template available via Workspace2</li></ul>
11 March 2021	<ul style="list-style-type: none"><li>• NSN extract date for the Fees Free All Enrolments and Costs return</li></ul>
17 March 2021	<ul style="list-style-type: none"><li>• March Fees Free All Enrolments and Costs return due to TEC by uploading to Workspace2</li></ul>

### For Transitional ITOs

31 March 2021	<ul style="list-style-type: none"><li>• NSN extract date for the Fees Free Programmes and Fees return</li></ul>
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1 April 2021	<ul style="list-style-type: none"><li>• March Fees Free Programmes and Fees template and Fees Free Schedule of Fees template available via Workspace2</li></ul>
8 April 2021	<ul style="list-style-type: none"><li>• March Fees Free Programmes and Fees return and Fees Free Schedule of Fees due to TEC by uploading to Workspace2</li></ul>

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## Contact us

If you have any questions or comments about this newsletter, please contact the Customer Contact Group at [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz) or 0800 601 301.

### Reporting information not reaching the right person?

Please email the Customer Contact Group at [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz), if you need a staff member added, as a Fees Free data return contact, for your organisation. Please include their name, job title and email address. Your organisation can have more than one data return contact.

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Free to unlock your potential

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