



Kia ora!

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

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've received this, you're already subscribed.

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](#).

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Important Updates and Changes

Transitional ITOs reporting TTAF in Fees Free returns

From the beginning of July, the Fees Free Programmes and Fees template will be used to collect both Fees Free and Targeted Training and Apprenticeships Fund (TTAF) enrolment information. The updated template will be provisioned to you on a monthly basis, as usual.

Your July template will be made available to you on 2 August.

- If you are reporting Fees Free enrolments, you can fill in and submit your report as normal. No change to your process is required.
- If you are reporting TTAF enrolments, please use this template to submit the fees charged for any learners enrolled in TTAF eligible training with your organisation between 1 July and 31 July 2021. You may also include any additional fees charged between 1 January and 30 June 2021, if you did not already include them in your June report.

Fees Free Starter Pack for Providers now available

We've created a Fees Free Starter Pack to introduce new providers and new staff at existing providers to Fees Free processes. The Starter Pack is now [available on the TEC website](#). We encourage anyone new to Fees Free to use this as a reference and a guide for advising learners on their eligibility and entitlement, as well as filling out the Fees Free reports.

Reporting Tips (Providers)

We continue to see fees reported that are higher than the approved fee for the course in STEO. If you have fee errors on your Data Validation report, you need to either:

- update your fee in STEO to the correct amount, or
- correct the fee you have reported in your Fees Free return.

We cannot allocate fees to you where there are errors in your report.

Reminder: If you have received an *SDR to Fees Free Reconciliation - December 2020 Review* report on Workspace2, you need to review the document, and add the records to your December 2020 All Enrolments and Costs return.

Some records will be present in the return, but with a Course Code, Course Start Date, and/or Source of Funding Code that does not match the SDR. Please correct these records, so that the two returns align.

Reporting Tips (Transitional ITOs)

You will have noticed that your Programmes and Fees template looked a little different this month, as changes were made to accommodate TTAF reporting requirements. Please continue to report your Fees Free enrolments as usual.

We have also created a new Fees Free Transitional ITO Reporting Guide, to help you with your Fees Free reporting. The guide can be found [on the TEC website](#), and we encourage you to use this if you need any guidance filling out your templates.

July Reporting Schedule

For providers

14 July 2021	<ul style="list-style-type: none">July Fees Free All Enrolments and Costs template available via Workspace2
15 July 2021	<ul style="list-style-type: none">NSN extract date for the Fees Free All Enrolments and Costs return
21 July 2021	<ul style="list-style-type: none">July Fees Free All Enrolments and Costs return due to TEC by uploading to Workspace2

For transitional ITOs

31 July 2021	<ul style="list-style-type: none">NSN extract date for the Fees Free Programmes and Fees return
2 August 2021	<ul style="list-style-type: none">July Fees Free Programmes and Fees template and Fees Free Schedule of Fees template available via Workspace2
5 August 2021	<ul style="list-style-type: none">July Fees Free Programmes and Fees return and Fees Free Schedule of Fees due to TEC by uploading to Workspace2

Contact us

If you have any questions or comments about this newsletter, please contact the Customer Contact Group at 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, 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.



Free to unlock your potential

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