



Tertiary Education
Commission
Te Amorangi Mātauranga Matua



Targeted Training and Apprenticeship (TTAF)

TITO Monthly Reporting Guide

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The TTAF TITO Monthly Reporting process uses two documents to collect data on your enrolled TTAF learners; the TTAF Schedule of Fees and the Fees Free Programmes and Fees. The Tertiary Education Commission (TEC) uses the data to calculate the payments we will make to you for your learners. The guide is intended to help you correctly submit your Fees Free Programmes and Fees returns.

TTAF Schedule of Fees

What is the TTAF Schedule of Fees?

The TTAF Schedule of Fees records the fees that TEC has agreed to pay on behalf of learners enrolled in eligible TTAF programmes. We will regularly make this available to you using Workspace 2.

How do I make changes to the TTAF Schedule of Fees?

Changes or additions to the Schedule of Fees must be approved by TEC prior to submission of your Fees Free Programmes and Fees returns. The process to follow to seek approval of new or increased fees is outlined on our webpage [here](#).

The exception to this where you have previously notified us that some programmes include direct fees paid by employers, where the amount previously reported is either \$0, or less than the amount you are submitting on your next Fees Free Programmes and Fees return.

If you are seeking TTAF approval for new or replacement programmes through the Programme Eligibility Assessment process you can submit fee information at the same time. If there are multiple fees for the programme, please provide a breakdown of the fees and fee type.

Applications for new or increased fees, or the reporting of new or increased direct fees, should be submitted via email to customerservice@tec.govt.nz. Please use the subject EDUMIS, NAME, TTAF fees.

What happens next?

If you are seeking new or increased fees, other than direct fees, we will assess your application and notify you of the outcome. You will be notified of the outcome via email, and an updated copy of the Schedule of Fees will be uploaded on to Workspace 2.

If you have notified us of new or increased direct fees amounts, we will notify you via email that these have been recorded on the Schedule of Fees, and a new copy will be uploaded on to Workspace 2.

Throughout the course of the year we'll use the information you've submitted to validate your Fees Free Programmes and Fees return.

Fees Free Programmes and Fees

What is the Fees Free Programmes and Fees return?

Each month, we provide a blank Fees Free Programmes and Fees template to you on Workspace 2. The template needs to be completed and submitted back to us using Workspace 2. This document is a multi-purpose document as it collects Programme and Fee information for both Fees Free and TTAF learners at your organization.

The template must include:

- » **All TTAF eligible learners enrolled for training by your organisation for the calendar month.**

Step 1: Filling in the Fees Free Programmes and Fees return

- » Enter one row **for each fee type** a learner was charged. Where a learner has been charged the same type of fee more than once in the reporting period, please consolidate all amounts onto a single row.
- » All fields are mandatory for each row.

Reporting Enrolment Information

National Student Number (NSN)

- » Enter a valid NSN **for each fee type** a learner would be charged for in a TTAF eligible course in that month.

KEY NOTES:

- o A blank cell or invalid NSN will cause a validation error on submission.

Source Enrolment ID

- » Enter the Source Enrolment ID for the learner's programme enrolment.

KEY NOTES:

- o This must be the same Source Enrolment ID as reported in the Industry Training Register (ITR).
- o The data recorded against this Source Enrolment ID in the ITR will be used to validate the rest of the data entered for this learner, including Start Date, End Date and Programme.

Fee Type Unique Code

- » Enter the Fee Type Unique Code for the fee you are charging the learner.

KEY NOTES:

- o This Fee Type Unique Code must exist for this programme in the Schedule of Fees. The Fee Type Code is used to validate the fee charge against the fee's Maximum Amount in the Schedule of Fees.

Fee Type	Unique Code
Enrolment Fee (including assessment)	1
Enrolment Fee (excluding assessment)	2
Training Fee (including assessment)	3
Training Fee (excluding assessment)	4
Resource Fee	5
Assessment Fee	6
Block Course/Night Class	7
Direct fee paid to provider	8
Other Fee as recorded on Fee Schedule	9

Start Date and End Date

- » Enter the learner's programme Start Date and End Date (DD/MM/YYYY).
- » The Start Date must be in 2021.
- » Start and End Dates must be within the dates the learner is enrolled according to the ITR.
- » There are different rules for Start and End Dates depending on the type of fee you are charging.

Annual Fees

If you charge annual fees (such as an enrolment fee), the Start Date can be any day after the learner enrolled according to the ITR, and the End Date should be the day the learner's programme is expected to end, i.e. for a one year programme the End Date is one year after the Start Date.

EXAMPLE OF START AND END DATES FOR AN ANNUAL FEE

Start Date	End Date
1/1/2021	31/12/2021

Monthly Fees

If you charge monthly fees, the Start Date should be the first day of the reporting month and the End Date should be the last day of the month, unless the learner began or finished training in the current reporting month. In those cases the Start Date should be the day after the learner was enrolled according to the ITR, and the End Date should be the day before the learner completed their programme according to the ITR.

EXAMPLE OF START AND END DATES FOR MONTHLY FEES

First Month		Subsequent Months				Last Month	
January-21		February-21		March-21		Apr-21	
Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date
17/1/2021	31/1/2021	1/2/2021	28/2/2021	1/3/2021	31/3/2021	1/4/2021	8/4/2021

Other Fees

One off or irregular fees such as Block Courses, Training, Resources and Assessments should be given Start and End Dates depending on the individual circumstance, but are still required to be within the Start and End Dates of the enrolment within the ITR.

Programme Number

» Enter the programme number for the learner's enrolled programme.

KEY NOTES:

- o This must be the same programme number as reported in the ITR under the entered Source Enrolment ID.
- o This programme number must be reported on the Schedule of Fees under the entered Fee Type Code.

Programme Version

» Enter the programme version number for the learner's intended programme.

Fee (ex GST)

- » Enter the Fee (excluding GST) that you would charge the learner for this programme
- » Format the fee to a number with two decimal places (do not include "\$" or ";").
- » The fee must be set at the same value as you charge a Fees Free ineligible learner in the same
- » Where a learner was charged the same fee type multiple times in one month, combine the total cost into one row. For example, where a learner completed four exams at a cost of \$50 each, enter the total fee amount as \$200.

KEY NOTES:

- o The **Fee (ex GST)** cannot exceed the maximum amount recorded in your Schedule of Fees for the entered programme number and fee type code.

GST on Fee

- » Enter the GST on the Fee.
- » Format the GST on fee to a number with two decimal places (do not include "\$" or ";").
- » This number is 15% of the Fee (ex GST) you have entered, i.e. $\text{GST on Fee} = \text{Fee (ex GST)} * 0.15$.

Step 2: Submitting the Fees Free Programmes and Fees return

- » Load your completed Fees Free Programmes and Fees return into Workspace 2 and submit it back to us **by the due date each month**. This is generally the 4th working day of the month.
- » Check Workspace 2 approximately 15 minutes after submitting your report. This is to **check that your return has submitted correctly**.
- » If it has not been submitted correctly, there will be a '**Validation Result**' document in your Workspace 2. This will indicate the cells that need to be fixed.

KEY NOTES:

- » Note: If you do not have any TTAF eligible learners in the reporting month, **you need to submit the return** back to us as a **blank template** to let us know. If you expect to report zero learners in 2021, please contact us so you can be removed from TTAF reporting entirely.

If you would like support in completing your return by the due date, please contact us on 0800 601 301 or customerservice@tec.govt.nz.

Step 3: What happens next?

We'll validate the information you submit against your TTAF Schedule of Fees and the Industry Training Register (ITR) and (within a few weeks) provide you with a report in Workspace2:

» TTAF Remittance report

This report tells you how much we've allocated to you on a line by line basis. Where a line has been rejected, or the allocated amount is lower than the amount you requested, a comment is given to explain why. You can read in more detail what these comments mean in the TTAF Infosheet you receive each month.

If you would like more information on rejected or reduced allocations, please contact us on 0800 601 301 or customerservice@tec.govt.nz.

Payments

The TEC makes quarterly payments on defined dates to cover the cost of TTAF learner enrolments at your organisation. These payments occur on the following dates:

An end-of-year wash-up will occur following the finalisation of the March ITR of each year to finalise the final funding position for the previous year.

Additionally, our TTAF agreement allows us to make adjustments to increase or decrease your payments, and for you to repay us if we have overpaid your TTAF funding.

Appendix 1: Glossary

TTAF Schedule of Fees

The TTAF Schedule of Fees is a record of all fee amounts corresponding to programmes delivered by you, allowing the TEC to validate the data you provide in the Fees Free Programmes and Fees.

Fees Free Programmes and Fees

The Fees Free Programmes and Fees is a record of all fee amounts charged to learners enrolled in programmes delivered by you, allowing the TEC to validate the data you provide against the TTAF Schedule of Fees and make payment to you.

ITR (Industry Training Register)

The ITR is an online real-time tool that collects trainee and apprenticeship data from organisations that receive funding from the Industry Training Fund. We then use this information to calculate the organisation's funding and monitor their educational performance.

Workspace 2

A secure online tool to enable electronic transactions between TEOs and the TEC. Workspace 2 allows the TEC to collect TEO data securely and automate the transfer of TEO data straight into the TEC data warehouse.

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