

Interim solution guidance – for TEOs who submit using SDR & ITR

This document provides important guidance for TEOs who submit data using the ITR and the SDR. The majority of this information relates to the Unified Funding System (UFS) interim data exchange solution, effective from 1 January 2023

What is the UFS interim solution

The intent of the UFS is to put the needs of learners at the centre to ensure they can access training that is right for them, at the right time and in the right place. The interim solution supports UFS from 1 January 2023. It aims to minimise any system impacts on TEOs and student management system vendors through use of using existing tools and data. A longer-term solution will be implemented from 2025.

Data collection systems

- **Continue** to use the Industry Training Register (ITR) for all “work-based” delivery: work-based, work-based: pathway to work and assessment and verification modes of delivery.
 - **Continue** to use the Single Data Return (SDR) for provider-based and provider-based: extramural modes of delivery.
 - **Start** to use Workspace2 (WS2) to provide additional data required for some modes of delivery as detailed below.
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Source of FUNDING in the SDR Enrolment file

The new source of funding (SoF) code 37 in the FUNDING field in the enrolment file identifies Delivery at Level 7 (degree) and above (DQ7Degree+) separately from Non-degree Delivery at Levels 3-7 on the NZQCF (DQ3-7) delivery.

It is required in order to collect data and report separately on the two different funding streams.

- **Note** provider-based courses can be delivered as part of a degree programme or a non-degree programme.

SoF01: Delivery at Levels 7 (degree) and above (DQ7Degree+)

- **Continue** to use SoF01 if the learner is enrolled in a programme of study at degree and above
- **Continue** to include this delivery in the SDR forecast file (as usual)

SoF37: Non-degree Delivery at Levels 3-7 on the NZQCF (DQ3-7)

- **Start** to use SoF37 if the learner is enrolled in a provider-based, or provider-based: extramural programme of study
- **Note** this provision would have been included in SoF01 up to the December 2022 SDR
- **Start** to include this delivery in the SDR forecast file

SoF11: ITO Off-Job Training (Non-degree Delivery)

- **Continue or Start** to use SoF11 exclusively for provider-based or provider-based: extramural aspects of otherwise work-based training arrangements that are reported via the Industry Training Register (ITR), i.e. block course or night classes
 - **Start** using approved (NZQA) qualifications to report delivery under SoF11. We are not specifying any requirements for setting-up courses – this should follow normal processes and requirements.
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- **Start** to include this delivery in the SDR forecast file
- **Note** for TEOs with mixed-mode provision, but no SDR. TEC will be in contact regarding manual submission of the SoF11 data shortly.

SoF29: Māori and Pasifika Trades Training (MPTT) Levels 3&4

- **Continue** to use SoF29 for MPTT L3&4 provision
- **Continue** to include this delivery in the SDR forecast file

Cross-year enrolments under SoF01

For learners who are enrolled in a course under SoF01 where the course start date is on or before 31/12/2022 and the end date is on or after 1/1/2023.

- **Continue** to report this delivery under SoF01.
- **Note** the TEC will “move” the 2023 delivery out of SoF01 and into SoF37
- **Note** this avoids the need to unenrol (from the SoF01 course) and reenrol to submit the 2023 portion of the course under SoF37.

ATTEND field in the SDR Enrolment file

The mode of delivery for UFS provision (reported under SoF37 and SoF11) will be identified by the data in the SDR ATTEND field.

- **Continue** to use the existing codes in the ATTEND field to distinguish between intramural and extramural.

Mode of delivery for UFS provision (reported under SoF37) will be identified by the data in the SDR ATTEND field:

- Provider-based: Field codes **1** Intramural and residing in New Zealand and **4** Intramural and residing overseas
- Provider-based extramural: Field codes **2** Extramural and residing in New Zealand and **3** Extramural and residing overseas

Work-based modes of delivery

- **Continue** to use the ITR to report all work-based delivery, work-based is the default mode of delivery for ITR
- **Note** additional data is required to identify delivery under pathway to work and assessment and verification (A&V) and where the programme has both work-based and provider-based elements (mixed mode). Additional data will be captured in three new reporting templates on Workspace2.

Mode of Delivery	WS2 data used to:
Mixed-mode	Connect the work-based provision reported in ITR to provision reported under SDR-SoF11 to allow mixed-mode volume calculations, and application of the correct funding rates.
Pathway to work	Verify the learners who have been actively supported into work-based learning via the Pathway mode
Assessment & verification	Identify the programmes reported in the ITR that are A&V programmes so that the correct funding is applied

Mixed mode of delivery

Mixed mode refers to delivery of provider-based or provider-based: extramural aspects of an otherwise work-based training arrangements that are reported via the Industry Training Register (ITR), i.e. block course or night classes.

- **Continue** to use the ITR to report all work-based modes of delivery
- **Continue or Start** to use SDR (SoF11) to report provider-based or provider-based: extramural aspects of otherwise work-based training arrangements that are reported via the Industry Training Register (ITR), i.e. block course or night classes
- **Continue** to keep the learner ACTIVE in ITR while they complete provider-based learning, and are being reporting in SDR
- **Start** to use the WS2 template for mixed-mode delivery
- **Note** the use of SoF11 identifies provider-based delivered which is part of a work-based programme.
- **Note** the matching data provided in the WS2 template is used to assess the volume of delivery in both the SDR (SoF11) and the ITR so that TEC can calculate the correct work-based and provider-based volumes. An example of the calculation is included [here](#).

Pathway to Work mode of delivery

Work-based: pathway to work mode applies when a learner is actively supported into work-based learning. We would not expect the learner to have to complete an additional enrolments form

- **Stop** using SDR when the learner moves from provider-based training to work-based training through the Pathway to Work mode
- **Start** to use ITR when a learner starts their work-based training. Simply use the original SDR enrolment form data, supplemented by the training agreement info to complete the ITR enrolment rather than creating more forms for the learner.
- **Start** to use the new template on WS2 to verify each learner who has been actively supported into work-based learning via the Pathway mode from a list (provided by TEC) of **all** learners who:
 - Are now reported in the ITR; and
 - Were initially enrolled in provider-based or provider-based: extramural; and
 - Have passed the other relevant *data* requirements relevant for Pathway to work mode (eg. it is a same or similar qualification).

Assessment and Verification mode of delivery

Our letter dated 23 November provided additional information relating to reporting requirements for this mode of delivery and invited your feedback by **9 December**.

- **Continue** to use the ITR to report all work-based aspects of delivery under A&V mode
- **Start** to use the new template on WS2 to report A&V specific programmes / programme versions
- **Note** data reported in the A&V template will be used to identify which programmes are A&V in ITR

Note the frequency of reporting will be provided in due course.

Funding rates

UFS funding rates (F1 – F6)

For SoF37 DQ3-7, the TEC will use the course classification code and funding rate ID to map to the UFS F1-F6 rates. Refer to the funding rates and mapping table on the TEC website [here](#).

- **Continue** to use the correct course classification codes & funding rate ID
- **Note** for SoF37 course classification code plus funding rate ID map to the new UFS funding rates (F1 – F6)
- **Note** the Delivery Classification Guide for 2023 is the new name for the Course Classification Guide, and will be published shortly

For ITR reported provision the TEC will apply course classifications and funding rate IDs to each programme and map this to the UFS F1-F6 rates.

- **Note** you will be able to view the UFS funding rate assigned to each programme via Qlik apps (My Commitments – ITR, My Provision – ITR and in the new apps that are being developed My Provision and My Commitments – UFS)

SDR validations – new and changed

New and changed validations will apply from April 2023. Click [here](#) for a full list of new and amended SDR validations.

- **Note** the new validation will be included in the updated SDR Manual to be published shortly
- **Note** all qualifications require a valid NZQCF level. Qualifications that do not have a valid NZQCF level will fail validation.

Sub-contracting arrangements

If your TEO is an ITR submitter that sub-contracts off-job (provider-based) training to another provider (e.g. TEC allocates funding to your TEO for this provision):

- **Start** to report this provider-based delivery via SoF11 in your SDR.
- **Note** if the sub-contractor is an SDR submitter, they must NOT report this provision.

If your TEO is sub-contracted (eg. not directly funded by the TEC) to deliver off-job training, such as block-courses, on behalf of an ITR submitter:

- **Stop** reporting this delivery via your SDR.

Information products – Qlik apps

We are progressively updating existing apps, and are developing three new apps specifically related to UFS provision. More information will be provided 2023

- **Start** to use *My Commitments – SDR* Qlik app and *My Commitments – ITR* Qlik app to view commitments submitted relating to SoF37 Non-degree Delivery at Levels 3-7 on the NZQCF (DQ3-7) including the new UFS funding rates and modes of delivery
 - **Continue** to use the *My Commitments – SDR* app for other SDR-related commitments and actuals
 - **Note** the new *My Validation Results – UFS* Qlik app is under development. This app will provide the results of data validations relevant to both mixed-mode and pathway to work (see additional information below under the Pathway to work WS2 template).
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