

Updates from Tertiary Services

Contents

Why you are getting this update	2
Purpose of this update.....	2
Generic Enrolment Form for 2016.....	2
SDR Manual and Appendices for 2016	2
SDR for 2016 – Change of timing	2
SDR for 2016 – New Timing	4
Stop Collection of IRDNO from 2016 onwards	4
SDR Stop Gate Effective from December 2015 SDR	4
Workforce Questionnaire / Staff Return for 2015.....	5
Annual SDR Certification for Student Management Systems (SMS)	5
SDR Technology Refresh	5
Contact Us.....	6

Why you are getting this update

You are getting this update because you are one of the tertiary education organisations (TEO) who submit an SDR to the Ministry of Education.

If you do not wish to receive these updates, please contact moe.servicedesk@education.govt.nz.

Purpose of this update

In response to feedback requesting more 'joined up' communications to you, we have collected information on what might impact on you over the next few months and included it in this update. We will work on updating our distribution list (we may ask for your assistance with this) and ensure that we continue to keep you informed of any upcoming changes two to three times per year – as needed.

Generic Enrolment Form for 2016

The Generic Enrolment Form 2016 has been updated and published on

<http://www.steo.govt.nz/sdr/sdr-other-user-guides-and-forms/>

This form indicates the information required to be collected to complete an SDR. It includes an updated *Use of Information and Privacy Statement*. The content of this section needs to be included in the enrolment form/process of your organisation as it advises students of possible uses the government may make of the information students supply to you.

The changes include:

- Removal of IRDNO
- Updates to the Declaration and Use of Information and Privacy section
- Updates to the highest school leaving qualification (UE higher than NCEA Level 3 from 2014)

SDR Manual and Appendices for 2016

SDR Manual and Appendices for 2016 will be published on www.steo.govt.nz on **Monday 21 September 2015**.

To access the documents, go to <http://www.steo.govt.nz/sdr/sdr-manuals/>.

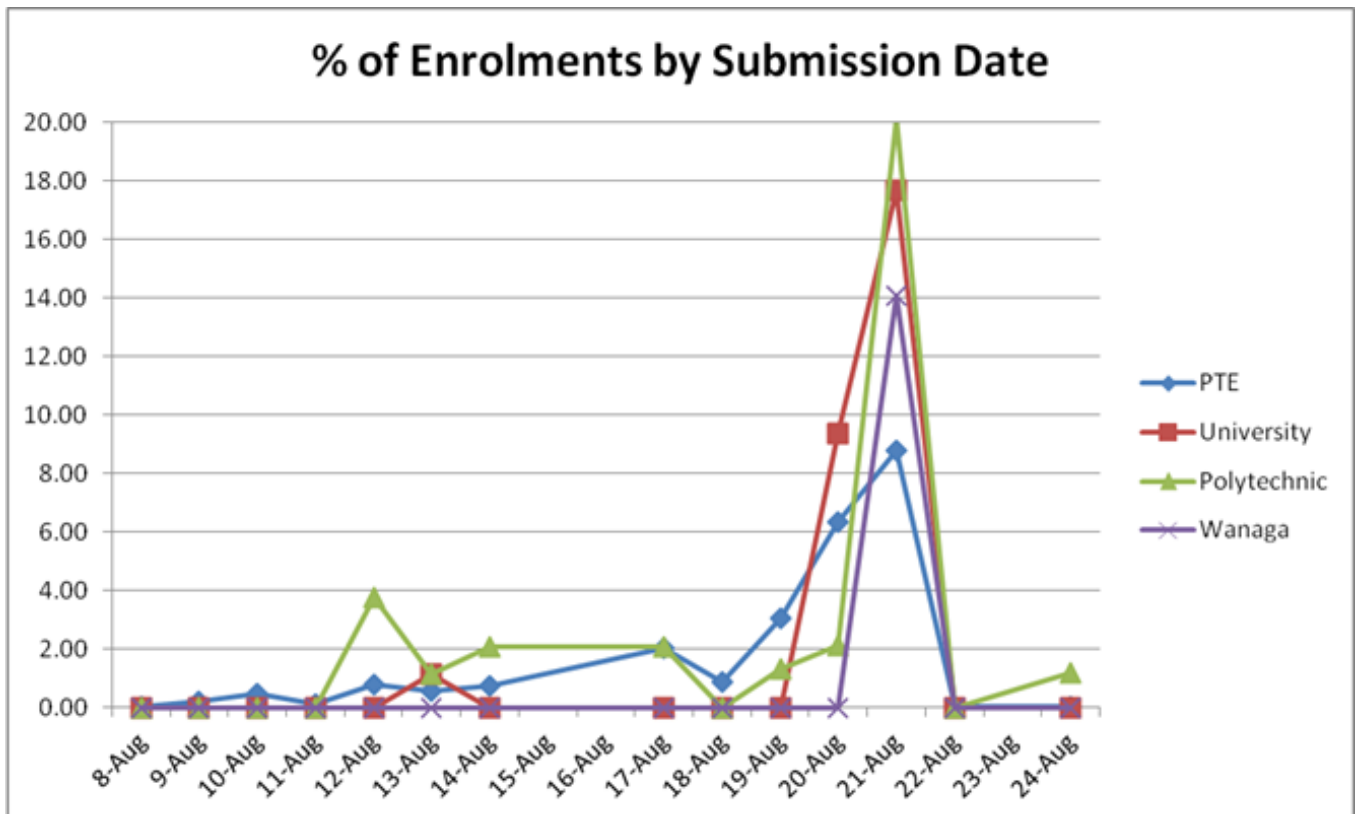
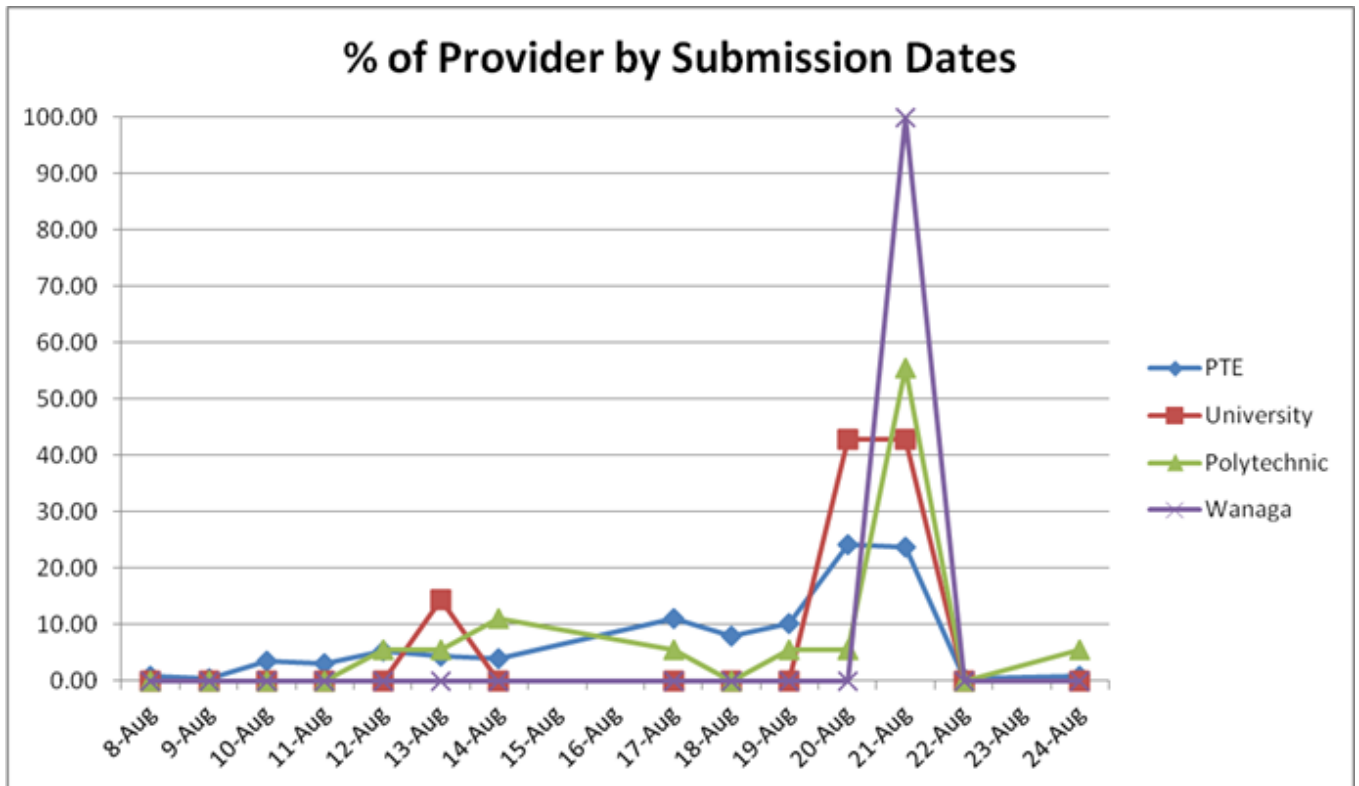
SDR for 2016 – Change of timing

We thought you might be interested in how successfully the new August SDR submission timeframe was implemented. Your responses to the date change have resulted in a very successful round. We really appreciate the time and effort you have put in to make this transition such a success.

All except two providers (one a voluntary submitter and one compulsory) were able to submit by the new date - 21 August.

It was interesting that 31% of you submitted prior to 18 August.

Here are two graphs showing the percentage of TEOs against the date submitted, and the percentage of enrolments captured at the submission dates.



SDR for 2016 – New Timing

Just a reminder of the submission dates for next year:

Return Period	16 – 29 April 2016	8 – 21 August 2016	1-31 January 2017
Extract Date	15 April 2016	7 August 2016	31 December 2016
Student File	✓	✓	✓
Course Enrolment File	✓	✓	✓
Course Register File	✓	✓	✓
Course Completion File	✓	✓	✓
Qualification Completion File	✓	✓	✓
Work force Questionnaire (Staff return)			✓

Stop Collection of IRDNO from 2016 onwards

The Ministry will cease collecting the IRDNO in the SDR from 2016. This field is currently voluntary and the number is not verified.

To assist in the removal of the IRDNO and to minimise any impact to TEOs, this change will be carried out in stages:

December 2015 SDR:

- Please do not include IRDNO in your STUD file.
- Warning 642 has been implemented to warn you that IRDNO has been included in the STUD file.

From April 2016 SDR onwards:

- Please do not include IRDNO in your STUD file.
- Warning 642 will be turned on as Error 642.
- You would be required to remove the IRDNO from your STUD file before submitting if you have error 642.

SDR Stop Gate Effective from December 2015 SDR

We are making a change to the SDR to prevent a full set of SDR files being submitted after the due date. This will be effective from the December 2015 round.

The current process won't change. A full set of SDR files must be submitted by the due date for each round. You can still seek permission to file a late submission if there are extenuating circumstances. You can also resubmit your data if an error is found after submission – you need to speak to the TEC first.

We are implementing a Stop Gate to help us manage late submissions and resubmissions of a full set of files.

You will still be able to submit course and qualification completion files at any time, and we encourage you to do so particularly after the December round so we can confirm your EPIs as early as possible.

Further details about late submission and resubmissions will be available before the December 2015 submission round. If you have any questions in the interim please contact the TEC Sector Helpdesk at sectorhelpdesk@tec.govt.nz.

Workforce Questionnaire / Staff Return for 2015

The Ministry has recently completed sector consultation on proposals related to annual reporting of staffing data from tertiary education organisations.

The results of the consultation on the proposed changes to the Annual Tertiary Education Organisation Staff Data Collection have been published on <http://www.steo.govt.nz/consultations-with-the-tertiary-sector/results-of-consultation-on-proposed-changes-to-the-annual-tertiary-education-organisation-staff-data-collection/>.

What this means:

- New Workforce Questionnaire / Staff Return templates will be published on www.steo.govt.nz (we will advise you when they are posted).
- You will need to download the templates.

Detail instructions on how to complete and upload your completed Workforce Questionnaire will be provided in November 2015.

Annual SDR Certification for Student Management Systems (SMS)

The Ministry carries out an Annual SDR certification for SMS. The purpose of the SMS certification programme is to ensure that SMS interface correctly with the Ministry of Education's systems - National Student Index (NSI) and Single Data Return (SDR), and that data passed to the Ministry of Education is an accurate representation of that entered.

This annual event usually takes place in December – January. The implementation timing of SDR Technology Refresh means that we could not carry out the Annual Certification at the same time.

Therefore any SMS which is being certified for 2015 will be rolled over for 2016.

SDR Technology Refresh

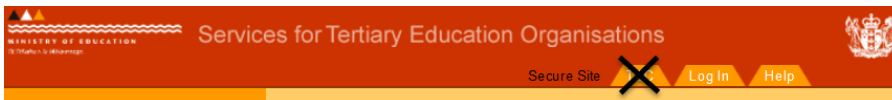
The SDR system was first implemented in 2000 as a suite of interfacing servers, database and applications and websites. The system has undergone several transformations since its inception including major system architecture changes to support the separation of the Tertiary Education Commission and Ministry of Education in 2003. This resulted in two STEOs – MoE STEO and TEC STEO.

This year, the Ministry of Education and the Tertiary Education Commission have initiated a joint project to upgrade the Single Data Return Application (SDR) technology. This upgrade includes a major upgrade to the SDR technology platform and consolidating the two STEOs into a single STEO.

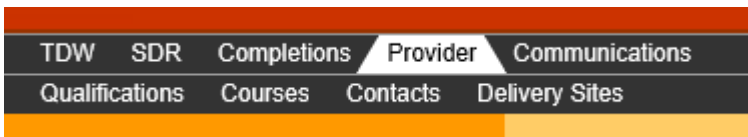
The upgrade is scheduled to be implemented by the end of February 2016.

What this means:

- There will be no changes to the SDR processing and submission, or format of the SDR files.
- There will be no more TEC STEO.



- Current functionalities like Qualifications, Courses and Change Requests, Delivery Sites in TEC STEO will be migrated to MoE STEO.
- A sneak preview of the top menu for Qualifications, Courses, Contacts and Delivery Sites is shown here:



- A self-pace training module and user guide are being developed to help you to use the updated STEO.

We will keep you advised on the timing of training, implementation and of any necessary system outages.

Contact Us

If you have any questions please feel free to contact the MoE Service Desk:

Email: moe.servicedesk@education.govt.nz or phone: 0800 422 599.