

About the Single Data Return for December 2015

The December Single Data Return (SDR) is the third and final SDR return of the year and the submission period for December round is between 1 January and 31 January 2016. Here is what you need to know.

Key dates

Action	Deadline
The SDR round submission period begins	1 January
The SDR round submission period ends	31 January
Email signed SDR Summary Report coversheets to the Education Service Desk	31 January
Workforce Questionnaire submission due	29 February

Tips: preparing for the SDR

- **Validate Early** - Make it quicker and easier to submit your December 2015 SDR by validating them beforehand to eliminate errors. The system is available for files validation now.
- **Sign and email Summary Report** - Make sure SDR Broad Summary Report and coversheets for the December 2015 SDR Summary Reports are signed and emailed to the Education Service Desk service.desk@education.govt.nz
- **Contact Details** - Please ensure that all contact details are updated on STEO, that way all communications sent will get directed to the correct SDR contact person.
- **Delivery Site Information** - Please ensure that your delivery site information is up to date, and this will ensure that published statistics regarding delivery of teaching is correct.

Workforce Questionnaire

The workforce questionnaire (for the 2015 year) is not linked to the SDR submission. This allows you to concentrate on your SDR submission and then submit the questionnaire. To assist you with this we have extended the submission date until the end of February 2016.

This is the first time this data has been collected for the whole year and the return is being treated as a pilot. This means the data will not be published (instead we will use the data collected in the 2015 August SDR). Undertaking this pilot will allow us to see if the return works or if we need to make any adjustments for the 2016 year (when it will be the only return and the data will be published).

The workforce questionnaire templates are available for you to see and give to those who provide you with the data. For more information, including the new Workforce Questionnaire templates please refer to the the public section of STEO: <http://steo.govt.nz/sdr/workforce-questionnaires/>. We are not able to load these into the secure section of STEO until the New Year so please **don't use the templates from the secure STEO website.**"

Updated SDR manual for 2016

Another version of the SDR Manual for 2016 will be posted on STEO later in January. It will contain minor edits and some clarifications – nothing substantive.

Single Data Return Stop Gate

We are implementing a Stop Gate to help us manage late submissions and re-submissions of a full set of files. This means a full set of Single Data Return (SDR) files must be submitted by the due date for each round.

TEC will consider whether or not to approve a submission outside of the SDR round on a case-by-case basis. You can also re-submit your data if an error is found after submission once permission is granted by TEC.

This does not change the current SDR validation, processing and submission process. You can still submit course register, course and qualification completion files at any time, and we encourage you to do so, particularly after the December round so TEC can confirm your EPIs as early as possible.

Help and more information

The SDR manual for 2015 and other support documents are available from the [STEO Website](#). For help with your SDR submission, please refer to the [Guide to Completing your SDR and TEC STEO Overview](#).

For assistance with logging into STEO or submitting your December 2015 SDR, please contact the Education Service Desk:

Phone: 0800 422 599

Email: service.desk@education.govt.nz