



Updates for Tertiary Education Providers

Issue No. 2 | November 2015

► In this issue

► Need to know

1. Indicative Enrolment Data Collection (IND) Timing for 2016
2. Single Data Return (SDR) Timing for 2016
3. EPI Timing Update
4. TEC Road Show - Dates and Venues
5. IRDNO Collection – Ceases in 2016
6. SDR Stop Gate Effective from December 2015 SDR
7. NZSCED Code 000000 will be invalid from SDR December 2015
8. Workforce Questionnaires 2015
9. SDR Technology Refresh Project Update

► General Information

1. Single Data Return (SDR) Manual and Appendices 2016
2. Generic Enrolment Form



Issue No. 2 | November 2015

► **Need to know**

► **Purpose of 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.

► **Indicative Enrolment Data Collection (IND) Timing for 2016**

Extraction date for IND is 9th Wednesday of the year. 2 March 2016

Submission date for IND is 10th Wednesday of the year. 9 March 2016

The user guide for IND can be sourced from <http://steo.govt.nz/sdr/sdr-other-user-guides-and-forms/>

► **Single Data Return (SDR) Timing 2016**

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)			✓

► **EPI Timeline Changes**

We indicated to you recently via TEC Now that SDR EPI timeline will be changed in 2016. Due to feedback from some of the sectors, we are considering changing the original proposed cut-off date of 8 April to 29 April 2016. We hope to confirm this as soon as practical.

The reasons why EPI timeline is changing:



Issue No. 2 | November 2015

- The earlier due date for submissions will give you and the TEC a clearer picture of performance sooner. This will support more effective planning and clarification of your performance-linked funding
- It will allow learners, their advisors and the general public to compare relative performance between organisations earlier in the year
- The new timeline will provide the TEC, our Board and the Minister with an earlier indication of investment decisions.

If you have any questions about the new EPI Timeline, please contact the TEC Sector Help Desk:

Email: sectorhelpdesk@tec.govt.nz or phone 0800 601 301.

▶ **SDR Roadshows 2015**

Wellington:

Tuesday, 10 November
Old Government Buildings Lecture Theatre 3 (GBLT 3), Pipitea Campus, Victoria University of Wellington, 55 Lambton Quay.

Christchurch:

Thursday, 19 November
Room N604/605, Nursing Block, Christchurch Polytechnic Institute of Technology (CPIT), 130 Madras Street,(Off Moorehouse Avenue),.

Auckland:

Thursday, 26 November
Lecture Theatre 110, Level 1, Manakau Institute of Technology (MIT) Manukau Campus, Hayman Park (corner of Manukau Station Road and Davies Avenue

Friday, 27 November

Waipuna Hotel and Conference Centre, 58 Waipuna Road, Mt Wellington.

▶ **SDR Stop Gate Effective from December 2015 SDR**

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

No change to the current SDR process. 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 under some circumstances. You can also resubmit your data if an error is found after submission – you need to speak to the TEC first.

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.



Issue No. 2 | November 2015

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.

► **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.

December 2015 SDR:

- Please do not include IRDNO in your STUD file.
- Warning 642 has been implemented to inform 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 updated to Error 642.
- Should you receive Error 642, then you will be required to remove the IRDNO from your STUD file.

► **NZSCE Code = 000000 will be invalid from December 2015 SDR**

In June 2015, we advised providers that NZSCED Code “000000” would be invalid from December 2015 SDR onwards. We asked you to cleanse courses where NZSCED = 000000 was being used.

Outcomes from the cleansing process:

- The majority of these courses with NZSCED=000000 are closed courses. It has been agreed that you do NOT need to fix these at this stage.
- Closed courses with NZSCED=000000 will be able to be closed in bulk AFTER April 16 SDR. Instructions on how to bulk close these closed courses will be sent out in April 2016.
- You are still required to fix the NZSCED for your active courses before 4 December 2015.

After 4 December,

- 000000 will be removed from NZSCED code list.
- Once it is removed, if you submit SDR using courses with NZSCED code = 000000, error 22 will be generated.
- You must fix the NZSCED before submission.



Issue No. 2 | November 2015

How to amend the NZSCED

- (1) You can update the course manually on TEC STEO website; or
- (2) You can update the courses using a CREG file
 - Update the Courses in your SMS
 - Generate a CREG file
 - Submit a CREG only Submission

These courses will be submitted as Course Changes and will be approved by TEC.

► 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.

Detailed instructions on how to complete and upload your completed Workforce Questionnaire will be provided later this year.

► SDR Technology Refresh Project

The project is making good progress and is currently scheduled to Go Live by the end of February 2016.

What this will mean to providers:

- No changes to the SDR processing and submission
- No changes to Provider Contact Maintenance
- New navigation
- Screen changes to
 - Qualification Maintenance
 - Course Maintenance



Issue No. 2 | November 2015

- Delivery Sites

A self paced training module will be available in February 2016. You will receive an invitation with instructions to the self paced training module in the new year.

STEO User Guide for Providers will be provided around February 2016.

A sneak preview demo of the changes is being planned for the upcoming November Road Shows.

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

▶ **General Information**

▶ **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/>.

▶ **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/>

▶ **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.