



Updates for Tertiary Education Providers

Issue No. 3 | February 2016

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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.

SDR Technology Refresh Project Go Live and Outage – 14 March 2016

The project to update the technology supporting the SDR is making good progress and is currently scheduled to Go Live on Monday 14 March 2016.

There will be a three day outage, starting 5:00pm Thursday 10 March ending 10:00am Monday 14 March 2016.

Reminders will be sent to you closer to the time.

Self-Paced Online SDR training – available from 22 February 2016

As some screens and processes have changed a self-paced training module will be available to you from Monday 22 February 2016.

The training module will cover the following changes to STEO:

- Add and update qualifications and concurrent studies
- Add and update courses
- Add and update delivery sites
- Add and update contacts

You will receive an email from MoE Training Services with instructions on the self-paced training module. Please respond to the email promptly so that you can complete the training early.

STEO User Guide for Providers

An updated STEO User Guide for Providers will be published on STEO before the SDR Technology Refresh go live 14 March 2016.

SDR Validation Change for Māori Pasifika Trades Training (MPTT)

In September 2015, new policy was announced to expand the age range for entry into Māori Pasifika Trades Training (MPTT). From the 1 January 2016, the age range is 16 to 40 years.

Currently, in the SDR system, the valid age range for MPTT is 18 to 35 years. If an enrolment file is submitted with an age outside that range, the following error is received:



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Error code 626 - student must be 18 years of age or older but not reached their 35th birthday at the time of the earliest course start date of qualification being funded by FUNDING = 28 OR 29

A change will be made to the SDR validation rules to allow the new age range. This change will be made in time for the August 2016 SDR round.

In the meantime, a temporary change will be made to the SDR validation rules. The above error validation will be changed to a warning. The wording of the message won't change, however the change will let the system accept enrolments within the expanded age range. This temporary change will be made on 19 February 2016.

SDR Manual and Appendices

We are in the process of updating both the SDR Manual and the IND User Guide. We will let you know when the documents have been published on STEO.

Workforce Questionnaire for 2015 - Pilot

In December 2015, we advised you that we require you to do another submission of 2015 Workforce Questionnaires providing annual data and using the new templates. The submission date has been pushed out to 29 February 2016.

As this is the first time this data has been collected for the whole year, the return is being treated as a pilot and the data will not be published.

As this is a pilot, the SDR has not been updated to collect the data from the new templates. Therefore, when you submit the Workforce Questionnaires using the new templates, you will get an error:

```
Upload unsuccessful as the Workforce Questionnaire template is out Dated.
```

Please be assured that all your submissions **are not lost** and they are saved in the SDR.

Stop Collection of IRDNO from 2016 onwards - Reminder

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

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.



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NZSCE Code = 000000 is an invalid code - Reminder

This is to remind you that NZSCED Code “000000” is an invalid code. Please use the valid NZSCED codes for your courses.

About Timings

Indicative Enrolment Data Collection (IND) Timing for 2016

Enrolments as at 1 March 2016

Extraction date for IND is the ninth Wednesday of the year. **2 March 2016**

Submission date for IND is the tenth 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 - Reminder

EPI timeline will be changed in 2016.

The final date for submission of updates for inclusion in the 2015 published EPIs is **29 April 2016**.

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



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General Information

There are a number of useful information documents published on the STEO website.

SDR Manual - <http://www.steo.govt.nz/sdr/sdr-manuals/>.

Other User Guides and the Generic Enrolment Form - <http://www.steo.govt.nz/sdr/sdr-other-user-guides-and-forms/>

Instructions on how to download qualifications and courses from Which Course Where - <http://www.steo.govt.nz/sdr/which-course-where/>

Contact Us

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

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