



# Updates for Tertiary Education Providers

Issue No. 6 | Sept 2016

## In this issue

### Need to know

1. Upcoming SDR changes
  - SDR001 – Reporting of confirmed enrolments
  - New source of funding 32 SAC Level 3 and 4 Competitive Process Funding will be introduced from April 2017 SDR onwards
  - New source of funding for DualPathways secondary-tertiary pilot – details to be advised
  - New funding categories Q3, Q4, Q5 will be introduced from 2017
  - ASSIST code 08 description change
  - Managed Apprenticeship field validations will be changed back to ERROR for the Dec 2016 SDR
  - Tertiary education workforce questionnaire for 2016
2. SDR Manual and Appendices 2017 - version 1.0



## Issue No. 6 | Sept 2016

---

### Need to know

#### Purpose of this update

You are getting this update because you are one of the tertiary education organisations (TEOs) who submit an SDR to the Ministry of Education. If you do not wish to receive these updates, please contact [service.desk@education.govt.nz](mailto:service.desk@education.govt.nz).

#### Upcoming SDR Changes

##### *SDR001 – Reporting of confirmed enrolments*

TEC has amended SDR001 conditions that capture confirmed enrolments who withdraw after the set course refund or withdrawal period and before the cut-off point for eligibility for TEC funding (completed 10% or one month of the course, whichever is earlier).

The amended conditions are to ensure that TEC and the Ministry of Education obtain information about all valid student enrolments (for the April and August 2016 SDRs) or confirmed student enrolments (for the December 2016 SDR and subsequent SDRs), whether or not fees are charged, and regardless of the funding source. Please note that the amended funding conditions apply to SAC1&2 non-Competitive, SAC1&2 Competitive, SAC3+, Youth Guarantee and Trade Academies.

Your SDR returns must include students who have withdrawn, unless they withdrew before becoming a valid student enrolment (for the April and August 2016 SDRs) or a confirmed student enrolment (for the December 2016 SDR and subsequent SDRs).

A new Source of Funding code 31 will be created to enable you to report the said enrolments from the 2016 December SDR onwards.

From the December 2016 SDR onwards, when you report these enrolments in your SDRs, you will need to use:

- the new Source of Funding code 31 - non-funded confirmed student enrolments
- any Assist code (00, 01, 03, 04, 06, 08, 09, 12 or 13)
- complete code 4 (Did not complete course)
- the learner's withdrawal date.

Please make sure your Student Management System (SMS) will be able to accommodate these changes **before the 2016 December SDR**.

If you have any doubts as to whether an enrolment should be included in the SDR, please contact the [TEC Sector Helpdesk](#).

The specifications and validations of the funding source code 31 are published on [STEO website](#).



## Issue No. 6 | Sept 2016

---

### *New source of funding 32 SAC Level 3 and 4 Competitive Process Funding will be introduced from April 2017 SDR onwards*

With the introduction of a SAC Level 3+4 competitive pilot a new Funding Source code is needed to identify courses accredited to the qualifications included in the pilot. The pilot follows a similar approach to the competitive level 1+2 model, whereby qualifications are purchased rather than courses.

The new funding source code is 32 - SAC Level 3 and 4 Competitive Process Funding, the changes are effective from the April 2017 return onwards.

The specifications and validations of the funding source code 32 are published on [STEO website](#).

### *New source of funding for DualPathways secondary-tertiary pilot – details to be advised – introduction from April 2017 SDR onwards*

### *New funding categories Q3, Q4, Q5 will be introduced from 2017*

Budget 2016 included a number of funding changes that come into effect from 1 January 2017. The changes included targeted increases to Student Achievement Component (SAC) tuition rates, and also moved course classification #23 Veterinary Science from funding category G2-5 to funding category Q2-5 to align all funding for Veterinary Science to the same rate. Providers who use this course classification need to be aware of this change for 2017. Student Management Systems need to be updated to accommodate this change as well.

### *ASSIST code 08 description changes*

In the SDR Manual, the current description of ASSIST code 08 is Visiting military personnel, diplomatic staff or family, persons associated with Antarctic programme. However, military personnel were removed from the list of Tertiary sector domestic students in November 2012. Because of the Immigration policy change, visiting military personnel should now be considered as International Fee-Paying Students (ASSIST = 03), therefore, the description of ASSIST 08 should be amended to 08 Diplomatic staff or family, persons associated with Antarctic programme.

This is a description change for the ASSIST code in the SDR manual (and the generic enrolment form), the SDR validations will not be affected.



## Issue No. 6 | Sept 2016

---

### *Managed Apprenticeship field validations will be changed back to ERROR for Dec 2016 SDR*

In the recent Tertiary update issue 5, we sent out a reminder of the introduction of the Managed Apprenticeship field, so submitters could prepare for the August 2016 SDR round.

We received some feedback from providers and SMS vendors. In view of this feedback, we decided to validate the Managed Apprenticeship field as warnings only for the August 2016 SDR, but the validations will be restored to **errors** for December 2016 SDR onwards.

This means:

1. You will be required to return the Managed Apprenticeship field **from the December 2016 SDR**
2. From the December 2016 return and subsequent returns, the validation of the Managed Apprenticeship field will generate an **error**.

### *Tertiary education workforce questionnaire for 2016*

- The workforce questionnaire will be an annual data collection instead of a snapshot data collection from 2016.
- The workforce questionnaire **must** be completed and submitted in January before the December SDR can be submitted.

### **SDR Manual and appendices 2017**

We have published SDR Manual version 1.3 which includes the changes resulting from the new validations for Managed Apprenticeships and MPTT age validation changes. We are about to publish the SDR Manual and appendices 2017 version 1.0, due in October. In this version, you will see:

- New funding source code 31 – Non-funded confirmed student enrolments
- New funding source code 32 – SAC Level 3 and 4 Competitive Process Funding
- Valid combination of funding category and course classification for 2017



## Issue No. 6 | Sept 2016

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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: [service.desk@education.govt.nz](mailto:service.desk@education.govt.nz) or phone: 0800 422 599.