



Updates for Tertiary Education Providers

Issue No. 9 | September 2017

In this issue

Need to know

1. SDR changes in December 2017 Return
 - Delivery site code (CRS_SITE) will be changed to allow alpha-numeric
 - SDR validations will be changed to allow lower age limit to be 5
 - Technical issue with validation of the MANAAPPR variable will be fixed before December 2017 return
2. SDR changes in April 2018 Return
 - Flat fee component levy \$185 will be removed from EEL Invoice from April 2018 SDR onwards
3. SDR Manual and Appendices 2017 version 4.0 will be published in October 2017



Issue No. 9 | September 2017

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.

SDR changes in December 2017 Return

Delivery site code (CRS_SITE) will be changed to allow alpha-numeric from December 2017 SDR onwards

Course Delivery Site code is used to record the delivery side or campus of the course or module of a qualification in which a student is enrolled. The delivery site refers to the location in which the majority of the teaching, instruction or learning occurs for a particular course. The course site should be registered with TEC through the secure STEO website prior to the return date.

In the current system design, the CRS_SITE is two-digit numeric code which will allow the maximum capacity of 99 delivery sites for each provider. However, some of the providers have already reached the maximum capacity so that they cannot register new delivery site.

To solve this problem, we will change the type of the CRS_SITE to be two characters and also change the validations of the Site Code field in secure STEO website to allow two characters, where the characters are alpha-numeric and restricted to any combination of the alphabet letters (from A to Z, capital only) and the numbers 0 to 9.

This change will be in place from December 2017 SDR onwards.

SDR validations will be changed to allow lower age limit to be 5 from December 2017 SDR onwards

In the current SDR system, the lower age of entering Tertiary education is 10, however, there are a few students who was under 10 years old when they entered into the Tertiary education as eligible enrolments. This is causing Error code 397 – FIRST_YR puts student at age less than 10 or greater than 100, etc. So, the SDR validations will be changed to allow lower age limit to be 5.

This change will be in place from December 2017 SDR onwards.

The affected validations are:

Applies To: Type D students

Errors 397: FIRST_YR puts student at age less than 5 or greater than 100 (calculated from DOB)

Applies To: Type B, C and D students

Errors 408: Age is less than 5 or greater than 100

Warning 409: Age is less than 15 or greater than 70 (will be applied to all returns)



Issue No. 9 | September 2017

Technical issue with validation of the MANAAPPR variable will be fixed before December 2017 return

There has been a technical issue with validation of the MANAAPPR variable.

The validation rules have not been applied to 'Y' values. Subsequently some records that would have failed the validation have been passed through as 'Y'.

We have alerted the vendor and expect a fix to be applied before the December 2017 SDR.

Note if provision meets the Managed Apprenticeship criteria, detailed in the SDR manual, it must be indicated by returning a 'Y' for this variable.

SDR changes in April 2018 Return

Flat fee component levy \$185 will be removed from EEL Invoice from April 2018 SDR onwards

The Flat fee component levy \$185 is charged once a year and it is paid with the April levy by 30 May.

Due to legislation change, the Flat fee component levy is already removed from 30 May 2017. Hence the EEL Invoice will need to be amended.

However, as Flat fee component levy for 2017 which is due to be paid by 30 May 2017 has already occurred and paid by the providers. So, for year 2017, the Ministry of Education will refund the \$185 manually. The providers who have paid the flat fee component will be contacted by Ministry of Education shortly.

This change is to remove the Flat Fee Component of Levy on EEL Invoice for April 2018 SDR onwards.



Issue No. 9 | September 2017

SDR Manual and appendices 2017 version 4.0 will be published in October 2017

The SDR Manual and appendices 2017 version 4.0 will be published in October. In this version, you will see:

- Validations changes to DOB and FIRST_YR
- Classification changes to CRS_SITE



Issue No. 9 | September 2017

General Information

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

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

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

Instructions on how to download qualifications and courses from Which Course Where - <http://services.education.govt.nz/steo/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 or phone: 0800 422 599.