



Updates for Tertiary Education Providers

Issue No. 4 | March 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 (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 Technology Refresh went live – 14 March 2016

The SDR technology refresh went live successfully on 14 March 2016.

Self-paced online SDR training for providers

Online Self-paced Provider Training module for the STEO Technology Refresh is now available to you.

You would have received an email from Ministry of Education Training Services inviting you to complete the STEO Training on the Ministry's Learning Management System (LMS). If you have not completed the training, please do so as soon as possible:

1. Login to <https://lms.minedu.govt.nz/user>
2. Go to [Browse Training, Self Paced Modules, Services for Tertiary Education Organisations \(STEO\), SDR Providers Training STEO Technology Refresh](#)
3. Click on Begin Module

STEO User Guide for Providers

There has been a delay to the STEO User Guide for Providers. We will inform you as soon as it is completed.

Introducing Managed Apprenticeships

This variable will enable agencies to identify provider-based provision that closely resembles New Zealand Apprenticeships. We have adopted the term 'Managed Apprenticeship programmes' to describe these, as this name is often used among TEIs themselves.

This field contains a one character code to identify if the student is enrolled as a Managed Apprentice. The course enrolment must be part of a wider programme of study that meets the Managed Apprenticeships criteria. Each course enrolment in a Managed Apprenticeship programme should be indicated as such.

Managed Apprenticeships programmes are defined as follows:



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- the overall programme of study leads to a national qualification at Level 4, consisting 120 or more credits
- apprentice is enrolled at a polytechnic, institute of technology or private training establishment
- study is funded through the student achievement component
- the students are in work and training in a field that applies to their employment
- training is governed by a tripartite training agreement between the institution, the apprentice and the employer
- ITOs have little or no involvement in training administration.

Refer to the document SDR File and Field Specifications for Managed Apprenticeships on [STEO website](#) for details.

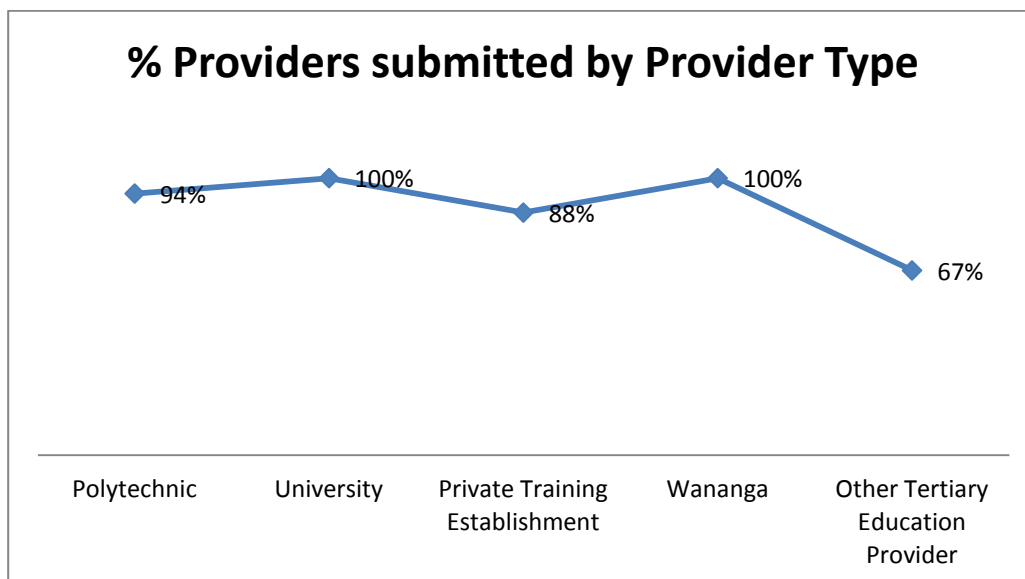
SDR Manual 2016 version 1.2

The SDR Manual 2016 version 1.2 has been published to [STEO website](#). The substantive changes have been highlighted (in red).

IND for 2016

We thought you might be interested in how many providers have submitted the 2016 Indicative Enrolment Data return (IND) so far. We really appreciate the time and effort you have put in to the return which will enable the Ministry to analyse and establish statistical models that facilitate prediction of full-year outcomes.

Here is the graph showing the percentage of TEOs who have submitted.





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Tertiary education workforce questionnaire for 2016

Thank you very much to all who submitted the 2015 Workforce Questionnaires providing annual data and using the new templates for subsidiaries. The results and your feedback have been reviewed.

The 2016 Workforce Questionnaire will be:

- an annual data collection instead of a snapshot data collection.
- submitted during December SDR.
- in the existing 4 templates:
 - Polytechnics – polytechnics-workforce-questionnaire-RS25.xls
 - Universities – universities-workforce-questionnaire-RS26.xls
 - Wānanga – wānanga-workforce-questionnaire-RS28.xls
 - Private training establishments – pte-workforce-questionnaire-RS18.xls
- Each template has two additional worksheets:
 - Subsidiary by Age Group
 - Subsidiary by Ethnic Group

Improvements to the templates will be completed later this year. We will inform you as soon as they are completed.



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About Timings

Single Data Return (SDR) Timing 2016

Return Period	2-9 March 2016 (IND)	16 – 29 April 2016	8 – 21 August 2016	1-31 January 2017
Extract Date	1 March 2016	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

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/>



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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.