MINISTRY OF EDUCATION
TE TĀHUHU O TE MĀTAURANGA

Tertiary Education Commission
Te Amorangi Mātauranga Matua

2019 SINGLE DATA RETURN

A Manual for
Tertiary Education Organisations
and
Student Management System Developers

Specifications of the Ministry of Education and Tertiary Education Commission Data Requirements for the Single Data Return for the 2019 Academic Year

Version 1.4
Ministry of Education and Tertiary Education Commission

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SUMMARY OF CHANGES FOR 2019

The Fees Free eligible flag is being updated to accommodate the additional 8, 9 and 0 values.
Refer to FEES_FREE_ELIGIBLE – page 60

From the 2019 December SDR onwards, students undertaking STAR that are international students can be recorded as domestic students for the purposes of fees (assuming they are paying all their fees to their secondary school). **For this a new validation rule 672 is being introduced.**
Refer to FUNDING – page 88

The validation rules for 'Fees Free eligible indicator' field have been modified from August 2019 SDR onwards as follow:

- **Validation 663 to be in 'ERROR' mode**
- **Validation 664 removed**

Refer to FEES_FREE_ELIGIBLE – page 60

In response to the feedback received from the sector we have decided **to remove the validation rules 665 and 666 for the 'Total fee for domestic student field' from August 2019 SDR onwards.** While these validations were removed, we still require you to enter a value in this field for all domestic students. We will contact you if we identify any discrepancies. The information you provide will be checked as part of our standard auditing process.
Refer to TOTAL_FEE – page 47

In order to support the exceptional case for **international students studying at school and at a Trade Academy, a new validation rule 671 has been added effective from August 2019**. This validation allows such students to be treated in the SDR, for funding/fees purposes, as domestic. Existing validation 607 is modified to support potential historic SDR submissions prior to August 2019.
Refer to ASSIST – page 81

Source of Funding 25 – SAC Level 1 & 2 Competitive Process Funding finishes at the end of 2018
The SAC levels 1 and 2 Competitive Process Funding finishes at the end of 2018.
Refer to FUNDING – page 88

Source of Funding 32 – SAC Level 3 & 4 Competitive Process Funding finishes at the end of 2018
The Levels 3 and 4 SAC Competitive Pilot finishes at the end of 2018.
Refer to FUNDING – page 88

Source of Funding 33 – Dual Pathways Pilot finishes at the end of 2018
The Dual Pathways Pilot funding finishes at the end of 2018.
Refer to FUNDING – page 88

Addition of gender diverse/D in Gender field by April 2019 SDR
Refer to Gender – page 45

ASSIST code 03 and 06 reporting requirements clarification
Refer to ASSIST – page 81

Appendix 4 – Iwi codes is updated with the Iwi codes 2019 version

Appendix 10 – SDR Error/Warning Codes is updated with latest error codes 2019 August version

Appendix 13 – History of Changes updated for 2019 August version

Reminder – pre-service teacher education and Main fields

In planning the supply of and demand for secondary teachers, it is important to know the curriculum subjects the graduates intend to teach. For graduates who complete a pre-service secondary sector qualification, please ensure that the MAIN_1, MAIN_2, and MAIN_3 fields identify the curriculum subjects that the trainees intend to teach (page 116).

Reminder – Disability and Disability Access indicators

We use the data returned from these two fields to monitor enrolments of those with disabilities. We understand that students are often reluctant to indicate they have a disability through the enrolment process. Lack of data in this area makes it difficult for government to ensure that we are reducing barriers to learning for those with a disability. Anything you can do to encourage students to feel safe to indicate they have a disability would be much appreciated (page 61).

Completing and updating the disability access indicator is very helpful to us as it gives us some information if a student hasn't indicated a disability on enrolment (page 53).

Appendix 9 – Added QAC code for Micro Credential along with NZQF to ISCED mapping

SUMMARY OF CHANGES FOR 2018

Fees free eligible indicator field (Fees_Free_eligible) and Total fee for domestic student field (Total_fee) was added to the SDR Student file [STUD] for the August 2018 SDR onwards

Fees free eligible
Adding a fees free indicator as part of the SDR Student File, allows the Ministry of Education (MoE) to use SDR data to monitor outcomes of the Fees free policy.

This field records the Y/N/U at the extraction date of the SDR return.

- 'Yes' (Y) if a student is Fees free eligible, or
- 'No' (N) if a student is not Fees free eligible, or
- 'Unknown' (U) if a student's eligibility is unknown

Refer to FEES_FREE_ELIGIBLE – page 60

Total fee
Having the total fee for each student allows the MoE to undertake policy modelling on the wider tertiary funding system (including the introduction of additional years of Fees free).

This field collects fee data for all domestic students returned in the SDR. The total fee for an individual student is a sum of the following three components that a domestic student is charged for the whole year. It is made up of tuition fees, compulsory course cost fees, and student services fees and any other compulsory fees. It is GST inclusive.

Refer to TOTAL_FEE – page 47

Data for the '**Fees free eligible indicator field'** and **'Total fee for domestic student field'** was optional for August and for December 2018.

- In the August 2018 SDR, the validations for these fields remained in '**WARNING**' mode.
- In the December 2018 SDR, the validations for these fields will remain in '**WARNING**' mode. But those that could submit the data for the December SDR, are urged to do so.
- In the April 2019 SDR, the validations for these fields will be in '**ERROR**' mode, this data must be provided from the April 2019 SDR onwards.

Clarification on reporting enrolments to Domestic Full Fee Paying Students (Source of Funding 03)

Refer to page 30

Confirmed student enrolment definition update

Refer to page 36

Source of Funding codes 35, 36 are required to be reported from the April 2018 SDR onwards

Source of Funding codes 35, 36 will enable TEOs to differentiate delivery between 23 – Adult and Community Education in TEIs (ACE in TEIs), 35 – Emergency Management – Adult and Community Education (EM ACE), and 36 – Search and Rescue – Adult and Community Education (SAR ACE).

TEOs are required to report EM ACE and SAR ACE using these new Source of Funding codes from April 2018 SDR onwards.

Refer to FUNDING – page 88 and ASSIST – page 81

The technical specifications are published on the STEO website.

SUMMARY OF CHANGES FOR 2017

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

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

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

Refer to CRS_SITE – page 86

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

In the current SDR system, the lowest age of entering Tertiary education is 10, however, there are some students who were under 10 years old when they entered into 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. To correct this, the SDR validations will be changed to allow the lowest age limit to be 5.

Refer to FIRST_YR – page 51 and DOB – page 46

The definitions of Confirmed student enrolment and Course Enrolment are updated.

Refer to page 36

Source of Funding code 31 will be required to be reported from August 2017 SDR onwards

Source of Funding code 31 - Non-funded confirmed student enrolments enables TEOs to report the confirmed student enrolments from the August 2017 SDR onwards.

- Existing validation 611 is changed
- Existing validation 139 is updated to exclude Source of Funding 31
- New validations 652, 653 are introduced

Note: For the April 2017 SDR TEOs are able to report Source of Funding 31, but it is not compulsory and the validation 652 and 653 are in WARNING mode. For the August 2017 SDR onwards it is compulsory for TEOs to report Source of Funding 31 and validations 652 and 653 will be changed to ERROR.

Refer to FUNDING – page 88 and CRS_WTD – page 80

SDR validations for Annual Maximum Fee Movement will be removed

The policy of the Annual Maximum Fee Movement (AMFM) setting the maximum percentage by which TEOs can increase tuition fees charged to domestic students at SAC-funded courses at Levels 3 and above on the NZQF is still in place. TEC has business processes to ensure the fee increase will be continued with AMFM of 2% in 2017. Therefore, the SDR validations for AMFM are removed.

FEE related validations 369-373, 384 and EXEMPT Indicator validations 377 and 378 are removed.

Refer to FEE – page 110 and EXEMPT Indicator – page 115

Reporting definition of Domestic student (ASSIST = 00) is updated

Refer to ASSIST – page 81

SDR validations will be changed for New Zealand Citizens and New Zealand Residents who study in overseas campus on and after 1 January 2017

For study starting on or after 1 January 2017, tuition subsidy funding and student support will be available to domestic students (as defined by section 159(1) of the Education Act 1989 and any applicable regulations made under section 159(4) of the Education Act 1989) who study at an overseas campus or delivery site of a New Zealand TEO.

- Existing validation 582 is updated
- New validations 659, 660 are introduced

Refer to FUNDING – page 88 and ASSIST – page 81

Source of funding 27 – "Under 25 Fees Free Standard plan process Level 1 and 2" cannot be used for enrolments starting on or after 1 January 2017

- New validation 661 is introduced

Refer to FUNDING – page 88

New Source of Funding code 32 will be introduced from April 2017 SDR

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.

- Existing validations 014, 602, 603, 604, 608, 611 are changed
- New validations 654, 655 are introduced

Refer to FUNDING – page 88

New Source of Funding code 33 will be introduced from April 2017 SDR

The new funding source code is 33 - DualPathways (Level 2-3 secondary-tertiary pilot) Funding. The changes are effective from the April 2017 return onwards.

- Existing validations 014, 595, 603, 604, 611, 620 are changed
- New validations 656, 657, 658 are introduced

Refer to FUNDING – page 88

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

The new funding categories Q3, Q4, Q5 will come into effect from 1 January 2017.

Refer to CATEGORY – page 95

SUMMARY OF CHANGES FOR 2016

ASSIST code 08 description changes

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.

Refer to ASSIST – page 81

New field MANAAPPR was added to the Course Enrolment (COUR) file from August 2016 SDR

- Managed Apprentices can be enrolled at a polytechnic, institute of technology, wānanga or private training establishment. See the links below for definitions of this provision.
- The new MANAPPR field is a course enrolment indicator. It is a simple binary - 'yes' or 'no'. If the course enrolment is a Managed Apprenticeship, providers must indicate this with "Y" for yes, while providers without Managed Apprentices will retain the default value, "N" for no.

Refer to MANAAPPR – page 94

MPTT age validation changes were introduced from August 2016 SDR

- Existing validation 626 was changed
- New validation 651 was introduced

Refer to FUNDING – page 88

Change of start and end dates for April 2016 SDR

- Extraction date was altered to 15 April 2016
- Submission date was altered to 29 April 2016

Indicative Enrolment return

- Enrolment as at 01 March
- Submission date will be the Tenth Wednesday of the year – 9 March for 2016 Year.

Removal of IRDNO collection from April 2016

IRD Number is no longer required to be collected during SDR. As of April 2016 IRD Number was removed from SDR submission.

Updated Validations in SDR Manual version 1.2

The following validations have been changed from Warnings to Errors

Code	Updated Error Message	Field	Type	Student Type	Page
642	IRDNO is not Blank	IRDNO	Error	D	

INTRODUCTION

What is the Single Data Return (SDR)?	The Single Data Return (SDR) is a set of data items that are required by the Ministry of Education and the Tertiary Education Commission (TEC) for funding, monitoring performance (including against Investment Plans), publishing performance information, as well as statistical reporting purposes. All TEOs that receive the Student Achievement Component **including Level 1 and 2 Competitive and Plan Process Funding**, and/or have students with Student Loans or Allowances, and/or Youth Guarantee programmes are required to complete an SDR. All students must be reported in SDR including non-funded students. The SDR provides one central point for the collection, processing and delivery of information from TEOs to education agencies.
What information is needed for the SDR?	The information required for the SDR is based on unit-record data obtained from TEOs' student management systems. This information is provided to the Ministry four times a year (including IND) to represent student data as at: ▪ 15 April, and ▪ 07 August, and ▪ 31 December Course and Qualification completions are also returned three times a year in line with the SDR dates. Some of this information is now also collected in March each year through the Indicative (IND) SDR. **All students for whom a confirmed student enrolment has been made in a TEO's student management system are required to be reported**. Information is required on student characteristics, course enrolment details, course and qualification completions, course details, and actual EFTS on a monthly basis. Further information on EFTS forecasts is required as part of the validation process.

TERTIARY EDUCATION COMMISSION (TEC)

The Tertiary Education Commission (TEC) is responsible for managing approximately $3 billion annual Government funding for tertiary education. It also provides advice on implementing policy across the sector, and supports tertiary education organisations to be accountable, self-improving and self-managing.

The TEC also gives effect to the Government's requirements for tertiary education as outlined in the Tertiary Education Strategy and acts in accordance with its role and responsibilities as set out in the Education Act 1989.

All forms of post-secondary school education and training come under the TEC's umbrella. These range from literacy and numeracy education to academic study, New Zealand Apprenticeships and work-related training through to doctoral research.

Three excerpts from the Education Act 1989, which form the basis of the SDR data collections, are quoted below:

Section 159 AE of the Education Act 1989

Ministry may hold and disseminate information

> Any information collected and held by the Commission, the Qualifications Authority, or the service continued by Part XXII may be held by the Ministry on behalf of the relevant agency and be disclosed by the Ministry to-
>
> "(a) the agency on whose behalf it is held; and
>
> "(b) any other person or agency that is entitled to receive it.

Section 159 YC of the Education Act 1989

Conditions on receiving funding under section 159YA

> "(1) It is a condition of an organisation receiving funding approval for its plan or part of its plan that the organisation will supply to the Commission or Ministry, from time to time as required by the Commission or Ministry, and in a form specified by the Commission or Ministry, any financial, statistical, or other information that the Commission or Ministry requires the organisation to supply.

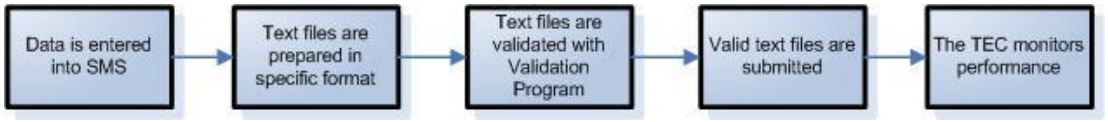
Section 159ZD of the Education Act 1989

Conditions on funding received under section 159ZC

> "(1) It is a condition of receiving funding under section 159ZC that the recipient will supply to the Commission or Ministry, from time to time as required by the Commission or Ministry, and in a form specified by the Commission or Ministry, any financial, statistical, or other information that the Commission or Ministry requires the organisation to supply.

THE COLLECTION PROCESS

This section describes the process of preparing and returning the SDR and associated data to the Ministry. There are five stages in the process from original data capture, to the publication of summary information.



Data Collection	TEOs collect data from students on application and enrolment forms, and enter the data in their SMSs*. These systems should also contain details of courses and qualifications, which are required for the Course Register and SDR Qualifications Register.
Data Extraction	TEOs extract data from their SMSs, creating data files in the format specified in the SDR manual. In the case of the Forecast and Staffing Return, the data is entered manually, or a file is uploaded into the validation system.
Data Validation	TEOs use the web-based validation system supplied by the Ministry to check the accuracy and integrity of the data files. This ensures that the files are in the correct format and that individual data items are correctly coded. It is essential that TEOs have access to the Internet to access the validation systems.
Data Transfer	TEOs return the validated data files to the Ministry via the online web validation. Every SDR received by the Ministry is acknowledged by an automatic email. A signed declaration that certifies the data validated and submitted is correct is returned by the TEOs to the Ministry. There are four individual Summary Report pages, a broad summary and sign off of the validated SDR file, a detailed summary of the data in the SDR (Student, Enrolment and Course Register files), a summary of Course Completion data and a summary of Qualification Completion data.
Data Analysis	The Ministry and the TEC use the data files received from TEOs, to revalidate the data, to monitor performance – particularly against the delivery and outcome commitments in the Investment Plan or Funding Agreement – and to generate statistical reports. TEOs that supply a valid return will receive a funding notice. TEOs that supply an invalid return will be notified, and asked to submit a revised SDR.

* Note: A list of Ministry certified SMSs (Student Management Systems) can be found under the 'SMS Certification' tab on the STEO website: http://services.education.govt.nz/steo

CONDITIONS FOR PROVISION OF INFORMATION

Confidentiality of Information on Students	**Use of data** Government agencies, including: • the Ministry of Education • the New Zealand Qualifications Authority • the Tertiary Education Commission • the Ministry of Social Development: in relation to student loans and allowances • Immigration New Zealand (a branch of the Ministry of Business, Innovation and Employment): for those who are not New Zealand citizens or resident visa holders will use the data supplied by tertiary education organisations to: • administer the tertiary education system, including allocating funding • develop policy advice for government • conduct statistical analysis and research • update the New Zealand Record of Achievement. The Ministry of Education may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes. When required by law, this information will be released to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).
Responsibility for the Integrity of Data Collected at each TEO	Each TEO is responsible for the integrity of data collected from students and staff. In order to gain consistency in items collected across the tertiary sector, an enrolment/application form template is available from the STEO website: http://services.education.govt.nz/steo.
Responsibility for the Integrity of Data Provided to the Ministry	The responsibility for checking the integrity of the data provided to the Ministry will rest with the TEO. To ensure the integrity of the data, TEOs will be required to undertake data validation checks, to check inconsistencies that arise in comparing frequency counts from previous years' data, and to correct errors before submitting the data to the Ministry. TEOs are to return the summary reports sign off sheet to the Ministry. The summary report and sign off sheet is produced by the validation program after the SDR files have been validated. The summary report sign off sheet declaration will need to be signed by the Chief Executive or Vice Chancellor for April and August SDR to confirm the reliability of data contained on the files and to confirm total roll numbers. From December 2016 onwards, each organisation's summary report for the December SDR submission must be signed by either the Chief Executive or, where the organisation has one, the Chair of the Council or Board.

The Ministry's Responsibility for Quality Assurance	The Ministry acknowledges that TEOs have an obligation towards the students who furnish the information to ensure that the data supplied to the Ministry is used appropriately. Summary statistics reports of enrolments for the whole tertiary sector will be posted on the Ministry's website: http://www.educationcounts.govt.nz/
The Ministry's Responsibility for Consultation with the Tertiary Sector	The Ministry has consulted with representatives of the tertiary sector about the changes made to the Single Data Return for 2016.

KEY MESSAGES

The following are some key messages relating to the SDR manual and processes.

To obtain an Education Sector Logon account	To login to the STEO website you will need an Education Sector Logon (ESL) account, please contact the Education Service Desk for information on how to obtain an account. http://services.education.govt.nz/education-sector-logon/access/tertiary-sector/
Keep your contact details updated	The STEO website (secure site) features contact details for every TEO. Keep these up-to-date to ensure that important information reaches the appropriate person at your TEO.
STEO's Message of the Day	Remember to keep an eye on the Message of the Day that is featured on the home page of the STEO website - you will be informed of the latest news and updates relating to the activities on the STEO website. https://steo.education.govt.nz/secure/login.aspx
Passwords for the STEO and NSI websites	There is a maximum of three attempts when logging on to the STEO or NSI websites (or any of the NZQA or TEC applications) utilising the Shared Authentication tool. After three unsuccessful attempts to logon you will need to contact the MoE Service Desk who will unlock your account and issue a temporary password.
Generic course start and end dates	Ensure that you only use generic course start and end dates when submitting data to the Ministry where it is impractical to identify the relevant start and end dates for each unit or course.
The December SDR is definitive for Enrolment, Student, Course and Course Completion	While the April, August and December SDRs are cumulative for Enrolment, Student, Course and Course Completion, the December SDR must include all data related to confirmed student enrolments for the reporting period January to December.
Qualification Completion is definitive on submission of File	Each Qualification completion record can only be reported once in each SDR submission, but can be repeated again in another SDR submission.
Course Register File	The Course Register file should be processed as early as possible so that course differences can be resolved by the TEC without incurring any delays. Once the courses in the file have been approved, you should continue to use this file as the basis for your courses when submitting SDRs.

TIMETABLE AND EXTRACT DATES

The timetable below lists the return dates of the data files provided by TEOs to the Ministry over the 2019 year. Note that the "Extract Date" is the reporting date and is the 'as at' date for which the data file extracted from your Student Management System represents. The actual return date, usually two weeks later, is the date by which the data files must be submitted to the Ministry.

The actual return and extract dates are specified in the following table:

Return Periods	SDR Files and Return Dates
March Return	▪ Student, Course and Course Register files ▪ Go to the Indicative Data Collection User Guide for further information http://steo.govt.nz/sdr/indicative-data-collection-ind/ *be returned to the Ministry by **6 March 2019***
April Return	▪ Student, Course Enrolment, Course Register, Course Completion files for all students enrolled in current year, plus the Qualification Completion file for any Qualification Completion records to date that have not already been reported. ▪ Course Completion must include all enrolments from the course enrolment file of Type D students who do not have a funding source of 06, 07, 08, or 11 AND all completions from previous years that need to be updated with an outcome. *To be returned to the Ministry by **29 April 2019***
August Return	▪ Student, Course Enrolment, Course Register and Course Completion files for all students enrolled in current year, plus the Qualification Completion file for any Qualification Completion records to date that have not already been reported. ▪ Course Completion must include all enrolments from the course enrolment file of Type D students who do not have a funding source of 06, 07, 08, or 11 AND all completions from previous years that need to be updated with an outcome. *To be returned to the Ministry by **21 August 2019***
December Return	▪ Staffing return for staff employed over the 2019 year ▪ Student, Course Enrolment and Course Register files for all students enrolled during the current year, plus the Qualification Completion file for any Qualification Completion records to date that have not already been reported. ▪ Course Completion must include all enrolments from the course enrolment file of Type D students who do not have a funding source of 06, 07, 08, or 11 AND all completions from previous years that need to be updated with an outcome. *To be returned to the Ministry by **31 January 2020***
Course Completion Returns	There may be a need for TEOs to submit course completion information at the end of the academic year but before the December SDR. The MoE has set out a guide for submitting voluntary course completion files between SDR return periods. See **Appendix 12.**

Contact the Education Service Desk either via email Service.Desk@education.govt.nz or phone 0800 422 599

SUMMARY OF FILES REQUIRED FOR 2019

Return Period	2-6 March 2019	16-29 April 2019	8–21 August 2019	1-31 January 2020
Extract Date	**1 March 2019**	**15 April 2019**	**7 August 2019**	**31 December 2019**
Student File	✓	✓	✓	✓
Course Enrolment File	✓	✓	✓	✓
Course Register File	✓	✓	✓	✓
Course Completion File		✓	✓	✓
Qualification Completion File		✓	✓	✓
Workforce Questionnaire (Staff Return)				✓

SDR QUALIFICATIONS REGISTER

What is the SDR Qualifications Register? **Why is the SDR Qualifications Register important?**	The SDR Qualifications Register is a database, maintained by the TEC, which lists information on quality assured qualifications offered by TEOs. Because the course enrolment records supplied by TEOs to the Ministry contain a qualification code, the Ministry and the TEC are able to use the SDR Qualifications Register to collate data into qualifications for both national and international comparative purposes. For this reason, the integrity of the SDR Qualifications Register is paramount to the meaningful interpretation of what is happening in NZ tertiary education. It is vital, therefore, that all qualifications for which you are submitting course enrolment and student data are accurately recorded in the SDR Qualifications Register. This means that National and/or New Zealand qualifications recorded in the SDR Qualifications Register must use the qualification code assigned by the New Zealand Qualifications Authority (NZQA). NZQA is working on delivering a sector qualifications register that stores information about all quality assured qualifications listed on the New Zealand Qualifications Framework. As the sector qualifications register is built, it will progressively replace qualification repositories held across the sector, and the Ministry's validation system will validate the data received against information held in NZQA sector qualifications register. TEOs must also use the appropriate qualification code to report student enrolments in the SDR for Student Achievement Component funding and for student allowances and loans purposes. In planning the supply of and demand for teachers, it is important that the number of students enrolled in pre-service teacher education be identified. It is essential that all pre-service teacher education qualifications be identified by their sector and any other special characteristic, e.g. bilingual or immersion training. Where possible, please ensure that separate qualification codes are created for each type of pre-service teacher education. If it is not possible to do this at the qualification level, please ensure that the NZSCED codes assigned to the pre-service teacher education **courses** identify the sector and any other special characteristic.
Qualification	A qualification is an award which provides formal recognition of a specified set of learning outcomes.
Quality assured Qualifications	A quality assured qualification is one that has been approved by the quality assurance bodies, NZQA or Universities New Zealand (CUAP). Each qualification listed in the SDR Qualifications Register is attached to a TEO, and the data stored for the qualification includes a qualification code, NZSCED code, a Qualification Award Category code and a NZQF Level. Refer to Appendix 9 for more information.
Key Information for Students	Information provided by TEOs in the SDR Qualification Register and SDR is used to supply data for the Key Information for Students (KIS). This data is derived from the Course Register file, the Course Enrolment file and the Course Completion file. The TEC have developed the KIS to provide a consistent and comparable set of information to help learners with their decision-making about qualifications including entry requirements, student success rates and outcomes of study. It is important to ensure the accuracy of the data you provide so that information published is up-to-date. You can find out more about the KIS here – http://www.tec.govt.nz/teo/working-with-teos/kis/
Where to find the SDR	The SDR Qualifications Register is found on the STEO web site which can be reached by logging on to http://www.steo.govt.nz. The SDR Qualifications Register can be downloaded from the *Which Course Where* website. The instructions and

Qualifications Register?	URL for downloading the SDR Qualifications Register are available in the document "**Guide to downloading Qualification and Course Registers from Which Course Where**", from the STEO web site. http://services.education.govt.nz/assets/Uploads/STEO/GuidetodownloadingQualificationandCoursesRegistersfromWhichCourseWherever12.pdf
How to update the SDR Qualifications Register?	▪ The SDR Qualifications Register can be updated on the STEO website. ▪ TEOs require password access to STEO to add or change information on the SDR Qualifications Register. ▪ Any National or New Zealand qualification information added to the SDR Qualifications Register must be identified by the qualification code assigned to it by the New Zealand Qualification Authority along with other relevant information (e.g. title, level, etc.).

COURSE REGISTER

What is the Course Register?	The Course Register is a listing of all courses, which form part of one or more qualifications listed in the SDR Qualifications Register, offered by a TEO. It includes all the funding parameters and classifications agreed between TEOs and the TEC. The Course Register contains the following information on each offered course - Provider Code, Course Code, Course Title, Quality Assured Qualification, Course Classification, NZSCED Field, NZQF Level, Credit Value, Funding Category, EFTS Factor, Stage of Pre-service Teacher Education, Course Tuition Fee for domestic students, Internet Based Learning Indicator, PBRF Eligible Indicator, Foreign Fee, Compulsory Course Costs, an EXEMPT Indicator (in relation to the AMFM policy) and Embedded Literacy and Numeracy Indicator. The Course Register is to contain only one entry for each course. Some courses lead to different qualifications and may have different funding categories, via the TEC's "programme funding". However since funding is based on information provided in the Course Enrolment file, the fact that a course is associated with one and only one qualification in the Course Register file does not directly affect funding. The purpose of having a quality assured qualification on the Course Register is to provide the link between a course and a specific qualification for which: ▪ EFTS-based course factors have been derived and approved ▪ Quality assurance was originally obtained ▪ The non-degree, degree, taught-post-graduate and research-based funding levels have been derived
NOTE:	**IT IS ESSENTIAL THAT THE COURSE CODE IN THE COURSE REGISTER IS EXACTLY THE SAME AS THAT USED IN THE COURSE ENROLMENT FILE.**
Where to find the Course Register?	▪ The Course Register is found on the STEO web site which can be reached by logging in to https://steo.education.govt.nz/ ▪ The Course Register can also be downloaded from the Which Course Where website. The instructions for downloading the Course Register are available on the STEO website. The document "**Guide to downloading Qualification and Course Registers from Which Course Where**" provides step by step instructions on how to download the Course Register as a spreadsheet. ▪ http://services.education.govt.nz/assets/Uploads/STEO/GuidetodownloadingQualificationandCoursesRegistersfromWhichCourseWherever12.pdf
How to update the Course Register?	▪ The Course Register can be updated on the STEO website ▪ TEOs require password access to STEO to add or change information on the Course Register

NATIONAL STUDENT INDEX

What is the National Student Index?	The National Student Index (NSI) is a database, system and a set of processes used to assign a unique identifier, the National Student Number (NSN), to all students in the NZ Education system. It should only be necessary at the tertiary level to assign new NSNs to new international students and mature students registering for the first time since the NSN was phased in.
National Student Numbers	NSNs must be included for every student reported in the SDR. This allows student information to be linked together, even if different TEOs report it in different years, so that accurate data about student characteristics and paths of study is recorded.
NSNs and the Record of Achievement	The NSI is also used by NZQA as part of the administration of the Record of Achievement (RoA). All RoA numbers are NSNs. The NSI does not hold any information about students' assessment standards or qualifications, so queries about these will need to be directed to NZQA.
How to access the NSI	TEOs can have access to the NSI system through a 'live' interface with their student management system(s), through batch processing of requests, or through the NSI website. TEOs have the ability to assign NSNs for their students and update existing NSI records that their students may already have.
NSN and Enrolment Type	NB Type C and D students are required to provide a date of birth at enrolment, and Type D students must have a verified date of birth.
Things to Note	TEOs are encouraged to validate their files regularly as a means of checking and cleaning data. When running validations, the NSN cut-off date should be set to the date you validate. Information for submitting a 'challenge' in the NSI can be found in the NSI Web Application User Guide. This guide can be found on the STEO website. Additional information about the NSI can be found on the following web sites: ▪ http://services.education.govt.nz/steo ▪ https://nsi.education.govt.nz/

ANNUAL MAXIMUM FEE MOVEMENT

Annual Maximum Fee Movement (AMFM)	The Annual Maximum Fee Movement (AMFM) policy is designed to permit TEOs some flexibility to set fee/course costs while maintaining affordability and some certainty for learners. The Annual Maximum Fee Movement applies to short awards, certificate, diploma, degree and postgraduate courses that receive student achievement component funding. The Annual Maximum Fee Movement (AMFM) policy replaced the Fee/Course Costs Maxima (FCCM), Annual Fee Movement Limit (AFML) and Postgraduate Fee Increase Limit (PFIL) in 2011. The AMFM covers compulsory costs (inclusive of GST) when all of the following apply: ▪ The TEO is the sole source of the relevant items, and ▪ All learners are required to pay, and ▪ The charge meets guidelines for borrowing under the compulsory fees/course costs component of the Student Loan Scheme See the Funding Information available on the TEC website for more information. https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/student-achievement-component-provision-at-level-3-and-above-on-the-nzqf-fund/qualifications-and-courses/
Fee/Course Costs	Fee/course costs include the following: ▪ Tuition fees ▪ Compulsory administration charges ▪ Examination fees ▪ Other charges associated with a course or programme of study ▪ Material charges ▪ Field trips ▪ Any compulsory purchase of equipment or books through the TEO.
Exclusions	The AMFM does not apply to: ▪ Courses that do not receive Student Achievement Component funding ▪ Fees for international students.
Monitoring Annual Maximum Fee Movement	In order to monitor the Annual Maximum Fee Movement there will be a separation of student tuition fees and student course costs fees in the reporting of the SDR. The following will be collected through SDR processes: ▪ Course tuition fees ▪ Compulsory course cost fees ▪ Exemptions ▪ Costs charged to students outside the Annual Maximum Fee Movement.

More Information	Information on the Annual Maximum Fee Movement, can be found on https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/student-achievement-component-provision-at-level-3-and-above-on-the-nzqf-fund/qualifications-and-courses/

WORKFORCE QUESTIONNAIRE (STAFFING RETURN)

What is the Workforce Questionnaire (Staffing Return)?	An annual return of staff employed at TEOs. The data collected is used to measure the size of the education workforce, the proportion of each gender in each category, and the calculation of staff student ratios. The return includes all staff employed at TEOs during the full calendar year.
What is reported?	For Tertiary Education Institutions (TEIs), the return will report numbers of staff, and full-time equivalents, by designation, gender, ethnicity and age groups. For Private Training Establishments (PTEs), staffing 'usage' will be required for teaching and executive staff by gender, full-time/part-time status and number of part-time teaching hours. The return includes all staff, whether employed through government funds, tuition fees, International fee-paying student funds, scholarship funds, etc. It also includes staff from any branch offices and contractors.
How to submit the Workforce Questionnaire (Staffing Return)	The Workforce Questionnaire (Staffing Return) data can be inputted by uploading a completed staff return template. The template can be downloaded from the STEO website, to be completed and uploaded to STEO website (http://services.education.govt.nz/steo/staffing-return-and-rs20/workforce-questionnaires/).
When to submit the Workforce Questionnaire (Staffing Return)?	The Workforce Questionnaire (Staffing Return) can be completed and returned during January. The Workforce Questionnaire (Staffing Return) **must** be completed and submitted before the **December** SDR can be submitted.

PERFORMANCE-BASED RESEARCH FUND (PBRF)

Background Information	The PBRF is administered by the TEC. Full details on the PBRF can be found at http://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/performance-based-research-fund/ For more information, please email pbrfinfo@tec.govt.nz

PBRF eligible courses

PBRF eligible courses are those completed within a TEO that meet the following criteria:

- the degree has an externally assessed research component of 0.75 EFTS value or more
- the student who has completed the degree has met all compulsory academic requirements by the end of the relevant year (the year preceding the return)
- the student has successfully completed the course.

Definition of theses written in te reo Māori

The definition has two aspects:

(1) the primary language in which the thesis is written, submitted, and examined must be in te reo Māori; and
(2) the thesis is considered to be Māori research.

Further details on the definition are provided below.

Meaning of 'primary language'

Material that may appear in the thesis in languages other than te reo Māori is restricted to:

- a translation of the abstract;
- pictures, diagrams, charts, and other visual medium;
- a partial or full translation from Māori into another language, if made by the student, provided as an appendix to the thesis; and
- citations and quotations from other works.

Translation

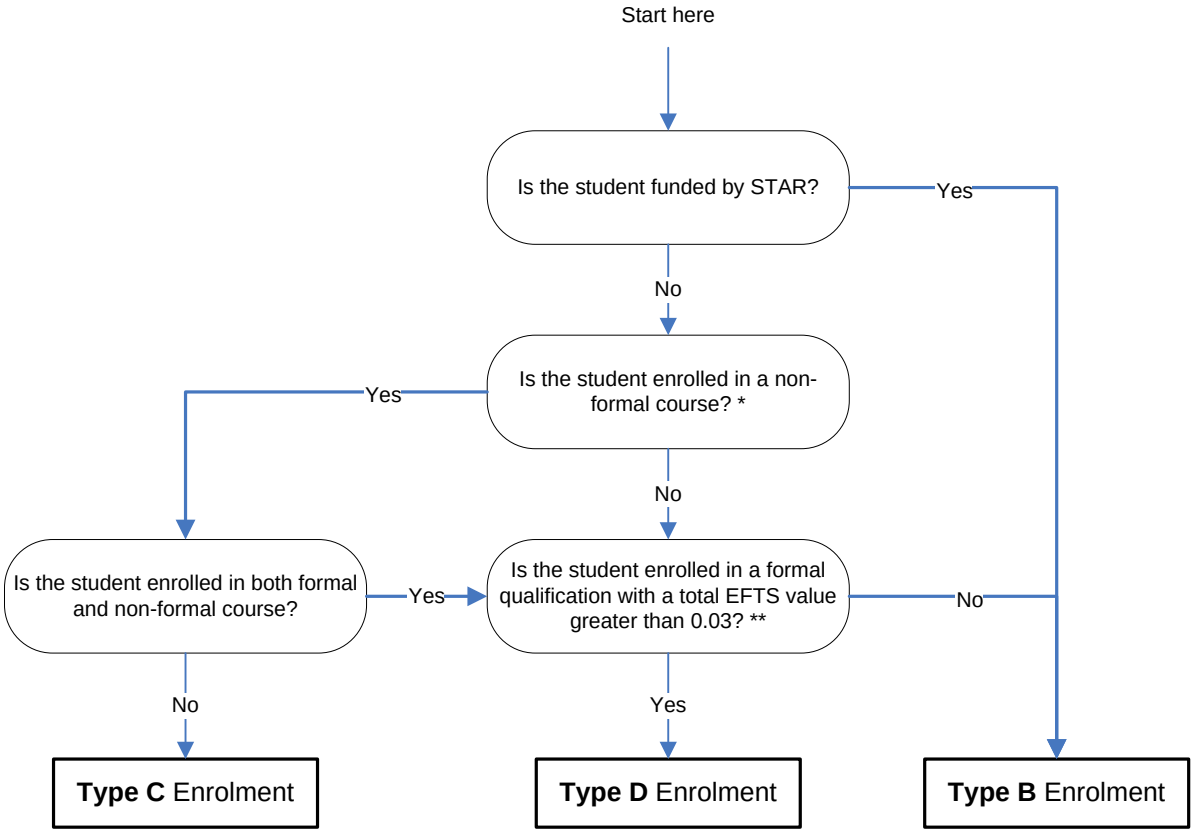
A thesis originally researched and written in another language and then, on completion, translated into te reo Māori for the purposes of submission and examination, would not meet the requirement of this definition.

Māori Research

The thesis must be consistent with the definition of Māori research, as applied by the Māori Knowledge and Development advisory panel for the PBRF 2018 Quality Evaluation[1].

[1] See https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/performance-based-research-fund/2018-quality-evaluation/ for further detail.

IDENTIFYING ENROLMENT TYPES



Things to note:

* Where a student is enrolled in a combination of formal and non-formal courses, the sum of EFTS from formal enrolments will identify them as a Type B or Type D student

** Includes students enrolled in ITOs. EFTS from formal qualifications must be greater than 0.03, then the enrolment will be identified as Type D.

INFORMATION REQUIREMENTS

The amount of data required by the Ministry from TEOs varies by the type of qualification a student is enrolled in. The following explains what information is required for each type of enrolment.

Type D Enrolment

- Those students enrolled in a qualification or a course of a qualification (qualification award category is not 90, 97 or 99) with a total EFTS value greater than 0.03
- Includes students enrolled in courses that are funded through:
  - Student Achievement Component or
  - Youth Guarantee, or
  - The Industry Training Fund.
- Student's name and date of birth AND residential status must be verified for a Type D student.

Type C Enrolment

- Those students who are enrolled in a non-formal programme
- Only minimal data needs to be recorded for purposes of statistical reporting:

SDR File	Information required
Student	Only the following fields are required: **Field Name** / **Field Number** INSTIT 1.1 ID 1.2 GENDER 1.3 DOB 1.4 NAMEID 1.6 CITIZEN 1.13 IWI 1.17 NSN 1.19 FOREIGN_FEE 1.20 ETHNIC 1.22
Course Enrolment	All fields
Qualification Completion	Type C students must not be reported in the Qualification Completion file
Course Completion	Type C students must not be reported in the Course Completion file

- Type C students may already have National Student Numbers. These may have a verified or unverified NSN.
- If the student does not already have a NSN, one must be created.

Type B Enrolment

- Includes all STAR students and students enrolled in quality assured qualifications that have an EFTS value less than or equal to 0.03.
- Type B students normally require less reporting than type D students but because of recent changes in TEC reporting, if at all possible, you are encouraged to report Type B students as if they were Type D.

<table>
<tr><th>SDR File</th><th>Information required</th></tr>
<tr><td>Student</td><td>Only the following fields are required:
<table>
<tr><th>Field Name</th><th>Field Number</th></tr>
<tr><td>INSTIT</td><td>1.1</td></tr>
<tr><td>ID</td><td>1.2</td></tr>
<tr><td>GENDER</td><td>1.3</td></tr>
<tr><td>DOB</td><td>1.4</td></tr>
<tr><td>NAMEID</td><td>1.6</td></tr>
<tr><td>CITIZEN</td><td>1.13</td></tr>
<tr><td>NSN</td><td>1.19</td></tr>
<tr><td>FOREIGN_FEE</td><td>1.20</td></tr>
<tr><td>MAX_FEE_EXEMPT</td><td>1.21</td></tr>
</table></td></tr>
<tr><td>Course Enrolment</td><td>All fields</td></tr>
<tr><td>Qualification Completion</td><td>Type B students may still be omitted from the Qualifications Completion file.
TEOs are encouraged to provide Qualification Completions records for Type B students that
(a) have included courses with funding source 01, 22, 25 or 26; and
(b) do not have qualification award category codes of 25, 37, 90, 96, 97, 98, or 99.</td></tr>
<tr><td>Course Completion</td><td>Type B students may still be omitted from the Course Completion file.
TEOs are encouraged to provide Course Completion records for Type B students that
(a) have funding source 01, 22, 25 or 26; and
(b) do not have qualification award category codes of 90, 96, 97, or 99.</td></tr>
</table>

STAR students will already have National Student Numbers.

DEFINITIONS

Secondary Tertiary Alignment Resource (STAR)	STAR is where secondary schools receive funding for the purpose of offering non-conventional and tertiary-type courses to their students. STAR funded students may enrol with a tertiary education provider for the purpose of receiving tuition.
Non-Formal Education/Courses	Non-formal education/course is learning that does not contribute towards a qualification. This includes adult community education courses, courses taken for personal interest (CPI) and learning for which only a certificate of attendance is given. Non-formal education can include assessment, but the assessment does not contribute toward a qualification. If a student receives a certificate of completion or attainment simply by virtue of attending classes, or in some other non-discriminatory way, the learning is considered to be non-formal.
A quality assured qualification	A quality assured qualification is one that has been approved by the quality assurance bodies New Zealand Vice Chancellors' Committee (CUAP) or NZQA; or leads to an award issued by a tertiary education organisation for which the organisation's council (or academic board, with delegation) has given approval.
Recognised qualification	A qualification that has been approved by a quality assurance body and meets the requirements of the New Zealand Qualifications Framework.
Verified NSN **(Previously known as 'Active')**	Once the name and date of birth, AND the residential status of the student has been verified, the status of the NSN is 'Verified'. When a student has a 'Verified' NSN they have fulfilled the verification requirements for enrolment at any TEO.
Unverified NSN **(Previously known as 'Partial')**	An unverified NSN is where some of the data on the NSI record is missing or some or all of the data is unverified.
An Inactive NSN	An inactive NSN is where the record relates to a deceased or fictional person and should no longer be used.
A Merged NSN	A merged NSN is where the record is no longer current. The record will indicate which NSN should now be used for the student in question.

REPORTING REQUIREMENTS

How to report enrolments of Trade Academies and Youth Guarantee programmes	All students enrolled in Trade Academies and Youth Guarantee programmes are Type D students and therefore must complete a full enrolment which requires a 'Verified' NSN. **Youth Guarantee** Youth Guarantee students will be enrolled in courses that will lead to either national qualifications or locally awarded qualifications. In either case, the qualification must have been through the appropriate NZQA and TEC approval processes. All Youth Guarantee enrolments should use a source of funding of 22 and the qualification code of the qualification that the student is enrolled in. **Trades Academies** Students enrolled at a Trades Academy remain enrolled in a secondary school. Each Trades Academy will deliver a trades-related programme that should include both NCEA (Level 2) credits and a nationally transferable tertiary qualification (Levels 1 to 3 on the New Zealand Qualification Framework. All tertiary qualifications for Trades Academies must have been through the appropriate NZQA and TEC approval processes as required. All Trades Academy enrolments should use a source of funding of 24 and the qualification code of the qualification that the student is enrolled in. Note that generic qualification codes **cannot** be used for Trades Academy enrolments.
How to report the enrolment of STAR students	All students enrolled in Secondary Tertiary Alignment Resource (STAR) programmes are Type B students which require a minimum of a 'Partial' NSN. All STAR students should be enrolled under a generic qualification PCSTAR. Other statistical reporting requirements are outlined on the Information Requirements page.
How to report the enrolment of students into other contracted courses	A number of organisations and Government agencies, e.g. Ministry of Social Development (MSD) contract TEOs to run specific courses. Students in these contracted courses will have a source of funding (code 12) and should be enrolled under a generic qualification code. For PTEs it is PCCONT. For TEIs it is XXCONT where XX is the two letter organisation code. These students are Type C students.
How to report the enrolment of students in a Certificate of Personal Interest	The Certificate of Personal Interest (CPI) applies to students who choose to enrol in a recognised course (subject/paper/module) for personal interest only and do not enrol in a Qualification or gain recognised credit toward a qualification. TEIs use XXCPI code. PTEs use PCCPI. PTE CPI enrolments are not eligible for Student Achievement Component funding. Use source of funding 'Domestic full fee paying' (code 03).

What to report under Domestic Full Fee Paying Students (SoF 03)	Source of funding (SoF) 03 can only be used to report course enrolments in: • Qualifications and training schemes **not** approved in STEO as eligible to access TEC funding (this includes PTE certificates of personal interest (CPIs)), and • Doctoral study where the four EFTS threshold for SAC Level 3 and above funding, source of funding (SoF) 01, has been surpassed. **Notes:** For doctoral study over the four EFTS threshold: • If you already report these EFTS under SoF 03, you can continue to do so but you now need to manually VoS the enrolment through to StudyLink with SoF 01. Notify StudyLink of this through its Student Allowance Knowledge Base. StudyLink will lock down the student file with SoF 01 so the student can access any loan entitlement. Under this option, the enrolment will show as SoF 03 in your SMS and in the SDR. • If you already report these EFTS over the four EFTS threshold under SoF 01, you can continue to do so, but by zero'ing the EFTS factor so as not to claim SAC Level 3 and above funding, and so the delivery is not included in your delivery volume. For PTEs, all course enrolments in qualifications approved in STEO as eligible to access SAC Level 3 and above funding, and that are listed in the PTE's agreed mix of provision for SAC Level 3 and above **must** be reported under SoF 01, not SoF 03.

DATA VALIDATION AND SUMMARY REPORT

Validation of Data Files	The Ministry provides a web-based validation system for the purpose of checking the accuracy and integrity of data items in the files extracted from your SMS. The rules for the validation tests are outlined for each field in this document. There are two types of checks performed: ▪ **Errors** – An error report is provided for individual records which fail the validation test. These errors must be corrected in your SMS and the files re-extracted before the validation process can be completed. ▪ **Warnings** – A warning report is provided for each individual record in the data files. These records must be checked in your SMS. If the data item is correct according to your records, then no change is required in your system.
EFTS Forecast	As part of the validation process, TEOs delivering SAC EFTS at Level 3 and above with a source of funding code of '01 Student Achievement Component Funding' and '29 Maori Pasifika Trades Training Level 3 and 4'[1] must enter their EFTS forecasts for the current year and for four out-years. Monthly forecasts will be required by course classification and funding category for the current and first out-year, and six-monthly forecasts for the following three out-years.
Staffing	The Workforce Questionnaire is completed for the full year. The Workforce Questionnaire (Staffing Return) **must** be completed and submitted before the **December** SDR can be submitted. For TEIs, staffing usage will be required for numbers of staff and full-time equivalents by designation and gender. For PTEs, staffing usage will be required for teaching and executive staff by gender, full-time/part-time status and number of part-time teaching hours.
Summary Report	When you use the validation program, a summary report is generated. The summary is provided so that you can check student numbers and thus ensure that there are no obvious inconsistencies. The summary is also used to certify that your data files are accurate and that they have been validated in accordance with the Ministry's standards. The summary report sign-off page for the April and August returns must be signed by your Chief Executive or Vice Chancellor. The return for December must be signed by either your Chief Executive or, if your organisation has one, the Chair of your Council or Board. Only the sign-off page is required to be returned to the Ministry. Please ensure that the summary report sign-off page has been signed BEFORE sending to the Ministry.

[1] No other funds are required to submit EFTS forecasts. This includes SAC levels 1 and 2 competitive and non-competitive funds.

CONTACT CENTRE AND LIAISON CONTACTS

Education Service Desk

Assistance with the processing of the SDR, is available from the Ministry Service Desk. Other matters relating to the scope and nature of the data collection, definitions, and interpretation of instructions should also be directed to the Ministry, via the Education Service Desk.

Phone 0800 422 599

Email: Service.Desk@education.govt.nz

Post:
Education Service Desk
Ministry of Education
P O Box 1666
Wellington 6140

TEC Contacts

For matters relating to the setting of course EFTS, course register differences, funding approvals and other funding issues contact the TEC Customer Contact Group:

Free Phone 0800 601 301

+64 4 462 5201 (for international callers)

Email: customerservice@tec.govt.nz

Fax: +64 4 462 5401

Post: The Tertiary Education Commission

Te Amorangi Matauranga Matua

PO Box 27048
Wellington 6141
New Zealand

PTEs that require information on course changes, delivery site or qualification approval requests should contact the TEC Customer Contact Group on 0800 601 301.

TEIs should contact their TEC Relationship Manager.

Generic Enrolment Form

A generic enrolment form has been produced to assist TEOs, especially Private Training Establishments, with the collection of information from students that fulfil the data requirements of the SDR.

The generic enrolment form template is available from the STEO website:

http://services.education.govt.nz/steo/sdr/sdr-other-user-guides-and-forms/

FILE SPECIFICATIONS

The SDR requires that data items extracted from your Student Management System be formatted into five fixed column-width text files. The following section specifies the content of the files and the data items required for each separate file.

Student File (File 1)	This file, (commonly referred to as STUD), will contain records for individual students who are enrolled in a course or qualification and have not received a complete refund of tuition fees. All students for which a **confirmed student enrolment** has been made in your student management system should be reported. This includes all students enrolled in Youth Guarantee programmes and Industry Training Organisation (ITOs) programmes. **Note**: **Every student in the Course Enrolment file must appear only once in the Student file.** Recommended file name format: STUD####.txt (where #### represents the TEO code).
Course Enrolment File (File 2)	This file, (commonly referred to as COUR), contains records of all **valid** student enrolments in courses. That is, for each individual student a record of each separate course enrolment is required. All **confirmed student enrolments** should be reported. **Note: Every student in the Student file should appear at least once in the Course Enrolment file.** Recommended file name format: COUR####.txt (where #### represents the TEO code).
Course Register File (File 3)	This file, (commonly referred to as CREG), contains, at a minimum, records of all courses in which students are enrolled in the current year by each TEO. Note that the CREG does not limit the courses reported in it to ones that have a corresponding enrolment in the enrolment file. TEOs are encouraged to include all courses that they have open on the TEC course register in the CREG in order that the various attributes of a course (for example fees), can be kept up to date. All courses should be reported regardless of the level of study or the funding source. **Note: Every unique course in the Course Enrolment file should appear only once in the Course Register file.** Recommended file name format: CREG####.txt (where #### represents the TEO code).
Qualification Completion File (File 4)	This file, (commonly referred to as QUAL), contains records for individual students who have met the requirements to be eligible for the award of the qualification as set out in the approved regulations. This file is required along with the student, course enrolment, course and course completion file each round. The records are required to be reported once only, unlike the other files which are cumulative for the year.

	Note: Only students who have completed a qualification should be included in the Qualification Completion file. **Every student in the qualification completion file must have a record in the student file or have been reported in an earlier submitted student file.** Recommended file name format: QUAL####.txt (where #### represents the TEO code).
Course Completion File (File 5)	The course completion file, (commonly referred to as COMP), contains records for: a) all current enrolments for Type D students (not including Training Opportunities, Skills Enhancement, ITO Off Job Training or International student doing ITO off-job training' enrolments) are to be included in the course completion file, irrespective of whether a completion date has been reached. b) any completion reported in the December SDR course completion file for previous years that has not been reported with an outcome code of i. 2 – completed course successfully ii. 3 – completed course unsuccessfully iii. 4 – did not complete course Once a code of 2, 3 or 4 has been reported for a course completion (i.e. where the course end date is in a previous year), that completion can be removed from the file. **Completions from previous year** When entering a completion for an earlier year, (where the course end date is in an earlier year), it is not necessary to resubmit enrolments as the SDR will match the completion against all previous December submissions. **Where a type D student meets the requirements to be reported in the Course Completion file, and is also enrolled in non-formal education, these non-formal courses are not to be returned in the completion file.** To make transparent the reporting of multiyear completions, the course completion summary report is broken down by Course End Date to reflect the year completions are aligned with. Within each year courses are listed alphabetically and the associated completion codes with the count of students per code. The Retention Ratio and the Completion Ratio will be displayed for current year completions. **The Ratio Calculations are:** **A= # of completed successfully (completion indicator =2)** **B= # of completed unsuccessfully (completion indicator =3)** **C= # of did not complete (completion indicator =4)** **Retention Ratio = (A+B)/(A+B+C)** **Completion Ratio = (A)/(A+B+C)** Recommended file name format: COMP####.txt (where #### represents the TEO code)

FILE SPECIFICATIONS – SUBMITTING FILES

The following information should be used as a guide when submitting files to the Ministry. See the 'Timetable and Extract Dates' section earlier in the manual for the return dates of these files.

Upload Types	**SDR Full:** includes the Course Register file, Student file and Course Enrolment file, as well as the Course Completion file and the Qualification Completion file. The files can be uploaded as five uncompressed text files, or inside a compressed zip file. If compressing, the recommended file name format must be used (see below). Note: This is the 'upload type' that must be submitted for each SDR. **Course Completion (Comp):** the Course Completion file can be uploaded as an uncompressed text file, or inside a compressed zip file. If compressing, the recommended file name format must be used (see below). **Course Register:** the Course Register file can be uploaded as an uncompressed text file, or inside a compressed zip file. If compressing, the recommended file name format must be used (see below). **Qualification Completion:** the Qualification Completion file can be uploaded as an uncompressed text file, or inside a compressed zip file. If compressing, the recommended file name format must be used (see below).
Individual File Name Formats	**Course Register file** CREG####.txt **Student file** STUD####.txt **Course Enrolment file** COUR####.txt **Course Completion file** COMP####.txt **Qualification Completion file** QUAL####.txt where #### represents the TEO code See Indicative Data Collection User Guide on page http://steo.govt.nz/sdr/indicative-data-collection-ind/ for IND return file names
Compressing Files	The file name formats must be used when compressing into a zip file so that the Ministry server can recognise which file is which. The compressed zip file does not need to be a specific name but should not include characters that may not be recognised by our server such as spaces, commas, periods or exclamations. For security reasons, the compressed zip file **must not** include the paths to the source files. An alpha-numeric format is recommended e.g. SDR####.zip.

FILE SPECIFICATIONS – DEFINITIONS

Confirmed student enrolment	You must ensure that your SDR accurately records all "confirmed student enrolments" where fees apply and that have a programme start on or after 1 January 2017. A confirmed student enrolment occurs where: A. a student and your organisation have entered into an enrolment or tuition contract or arrangement and the student has paid or committed to pay his or her fees; and B. the period during which the student is entitled to withdraw from a course, programme or training scheme and receive a full refund of fees (less any applicable administration fee) has passed; or C. the student has not received a full refund of fees (less any applicable administration fee). You must provide information about each student who withdraws from a course, programme or training scheme after becoming a confirmed student enrolment. You can find further information on the confirmed student enrolment reporting requirement on the Enrolment Page in the SAC Level 3 and above section on TEC website.
Withdrawal	A "withdrawal" is when a student ceases to participate in a course, programme or training scheme (regardless of whether they have been refunded any fees), either: • by providing notice to your organisation that they wish to withdraw participation, or • as a result of non-attendance or non-participation for any reason.
Course	A course is the smallest component of a programme of study in which a learner may be enrolled and returned in the SDR. It is a set of learning with level, credit, title, grade on assessment, equivalent full-time student (EFTS), courses classification. Papers, modules, units, and subjects are all terms that are sometimes applied to courses. A course encompasses teaching, learning and assessment. In some cases it also includes research A course may occur at any location at any time during the year.
Course Enrolment	A course enrolment event is described as the enrolment of a student in a course as defined above. An enrolment is eligible for funding that: A. is a valid domestic enrolment, and B. has completed 10% (rounded up to the nearest whole day), or one calendar month of the course for which they have enrolled, whichever is earlier
Qualification Completion	A student has completed a qualification when they have met the requirements for the award of the qualifications as set out in the approved regulations for the qualification.
Course Completion	A student has successfully completed a course when they have met the requirements for the successful completion of a course as set out in the approved course outline or descriptor.

FILE SPECIFICATIONS – STUDENT FILE [STUD]

Field No	Field Name	Field Title	Field Length	File Position	Student Types	Page No.
1.1	INSTIT	Provider Code	4	1-4	B,C,D	43
1.2	ID	Student Identification Code	10	5-14	B,C,D	44
1.3	GENDER	Gender	1	15	B,C,D	45
1.4	DOB	Date of Birth	8	16-23	B,C,D	46
1.5	TOTAL_FEE	Total fee for domestic student	6	24-29	B,C,D	47
1.6	NAMEID	Name ID Code	5	30-34	B,C,D	48
1.7	PRIOR_A	Main Activity at 1 October in Year Prior to Formal Enrolment	2	35-36	D	49
1.8	FIRST_YR	First Year of Tertiary Education	4	37-40	D	51
1.9	DIS_ACCESS	Disability Services Accessed Indicator	1	41	D	53
1.10	S_SCHOOL	Last Secondary School Attended	4	42-45	D	54
1.11	Y_SCHOOL	Last Year at Secondary School	4	46-49	D	55
1.12	SEC_QUAL	Highest Secondary School Qualification	2	50-51	D	56
1.13	CITIZEN	Country of Citizenship	3	52-54	B,C,D	58
1.14.1	FEES_FREE_ELIGIBLE	Fees Free Eligibility indicator	1	55	B,C,D	60
1.14.2	*(removed)*	*(padded blanks)*	*1*	*56*		
1.15	DISABILITY	Disability Indicator	1	57	D	61
1.16	FINISH	Expectation to Complete a Qualification this year	1	58	D	62
1.17	IWI	Iwi Affiliation	12	59-70	C,D	63
1.18	IRDNOS (removed)	Padded Blanks (previously IRD Number)	9	71-79	D	64
1.19	NSN	National Student Number	10	80-89	B,C,D	65
1.20	FOREIGN_FEE*	Tuition fee paid by international fee-paying student	5	90-94	B,C,D	67
1.21	MAX_Exempt_Fee	Maxima Exempt Fees	5	95-99	B,D	68
1.22	ETHNIC	Ethnicity	9	100-108	C,D	69
1.23	PERM_POST_CODE	Permanent Post Code	4	109-112	D	71
1.24	TERM_POST_CODE	Term Post Code	4	113-116	D	72

Notes: Every student in the Course Enrolment file should appear only once in the Student file.
* The Foreign Fee can be returned on either the Student File or the Course Register File, **but not on both**.

Validation Errors:

310 Record not in correct format

FILE SPECIFICATIONS – COURSE ENROLMENT FILE [COUR]

Field No	Field Name	Field Title	Field Length	File Position	Student Types	Page No.
2.1	INSTIT	Provider Code	4	1-4	B,C,D	43
2.2	ID	Student Identification Code	10	5-14	B,C,D	44
2.3	QUAL	Qualification Code	6	15-20	B,C,D	74
2.4	COURSE	Course Code	20	21-40	B,C,D	76
2.5	CRS_SRT	Course Start Date	8	41-48	B,C,D	77
2.6	CRS_END	Course End Date	8	49-56	B,C,D	79
2.7	CRS_WTD	Student's Course Withdrawal Date	8	57-64	B,C,D	80
2.8	ASSIST	Category of Fees Assessment for International Students for each enrolment	2	65-66	D	81
2.9	ATTEND	Intramural/Extramural Attendance	1	67	B,C,D	84
2.10	CRS_SITE	Course Delivery Site	2	68-69	B,C,D	86
2.11	FUNDING	Source of Funding	2	70-71	B,C,D	88
2.12	RESIDENCY	Residential Status	1	72	B,C,D	92
2.13	AUS_RESIDENCY	Australian Residential Status	1	73	B,C,D	93
2.13.1	MANAAPPR	Managed Apprenticeship	1	74	D	94
2.14	CATEGORY	Funding Category	2	75-76	B,C,D	95
2.15	CLASS	Course Classification	4	77-80	B,C,D	98
2.16	NZSCED	NZSCED Field of Study	6	81-86	B,C,D	99
2.17	FACTOR	Course EFTS Factor	6	87-92	B,C,D	100
2.18	EFTS_MTH	EFTS by Month	84	93-176	B,C,D	102
2.19	NSN	National Student Number	10	177-186	B,C,D	65

Notes: A student enrolled in two or more courses will have two or more records in the Course Enrolment file, but only one record in the Student file.

Validation Errors:

310 Record not in correct format

FILE SPECIFICATIONS – COURSE REGISTER FILE [CREG]

Field No	Field Name	Field Title	Field Length	File Position	Page No.
3.1	INSTIT	Provider Code	4	1-4	43
3.2	COURSE	Course Code	20	5-24	76
3.3	CTITLE	Course Title	75	25-99	105
3.4	QUAL	Qualification Code	6	100-105	74
3.5	CLASS	Course Classification	4	106-109	98
3.6	NZSCED	NZSCED Field of Study	6	110-115	99
3.7	NZQFLEVEL	Level on the NZ Qualifications Framework	1	116	106
3.8	CREDIT	Credit	3	117-119	108
3.9	CATEGORY	Funding Category	2	120-121	95
3.10	FACTOR	Course EFTS Factor	6	122-127	100
3.11	STAGE	Stage of Pre-Service Teacher Education Qualification	2	128-129	109
3.12	FEE	Course Tuition Fee	5	130-134	110
3.13	INTERNET	Internet Based Learning Indicator	1	135	112
3.14	PBRF Eligible	PBRF Eligible Course Indicator	1	136	113
3.15	FOREIGN_FEE*	Tuition fee paid by international fee-paying student	5	137-141	67
3.16	CCCOSTS Fee	Compulsory Course Costs Fee	5	142-146	114
3.17	EXEMPT Indicator	Course Exemption from AMFM	1	147	115
3.18	EMB_LIT_NUM	Embedded Literacy and Numeracy Flag	1	148	122

Notes: Every unique course in the Course Enrolment file should appear only once in the Course Register file.

***** *The Foreign Fee can be returned on either the Course Register File or the Student File,* ***but not on both.***

Validation Errors:

310 Record not in correct format

FILE SPECIFICATIONS – QUALIFICATION COMPLETION FILE [QUAL]

Field No	Field Name	Field Title	Field Length	File Position	Student Types	Page No.
4.1	INSTIT	Provider Code	4	1-4	D	43
4.2	ID	Student Identification Code	10	5-14	D	44
4.3	NSN	National Student Number	10	15-24	D	65
4.4	QUAL	Qualification Code	6	25-30	D	74
4.5	MAIN_1	Main Subject 1	4	31-34	D	116
4.6	MAIN_2	Main Subject 2	4	35-38	D	116
4.7	MAIN_3	Main Subject 3	4	39-42	D	116
4.8	YR_REQ_MET	Year Requirements Met	4	43-46	D	117
4.9	*(removed)*	*(padded blanks)*	*4*	*47-50*	*D*	

Notes: Type D students where Qualification Award Category is between 01 and 60 (inclusive) are to be included in the Qualification Completion file. Type B student completions to be included in figures produced by the TEC are to be included in the Qualification Completion file.

Validation Errors:

310 Record not in correct format
571 Course Completion or Qualification Completion record does not have a corresponding Student Record.
(Either in the uploaded Student File or previously reported in a submitted return)

Warnings:

536 No matching enrolment record exists for year of return
537 No matching enrolment record exists
538 Enrolment Record exists with End Date Greater than Year of Qualification Record
589 Historical SDR processing cannot have data for Comp or Qual

History:

2007 Validation 536, 537, 538 introduced
2008 Validation 571 introduced
2008 Validation warning 589 introduced
2013 Validation 571 updated to include check on course completion (COMP)

NOTE: It is expected that each Qualification Completion Record be supplied to the Ministry only once. This file is NOT cumulative for the year.
Qualification Completion records can be supplied for any year in a return (i.e. historical records can be supplied in a current year return)

FILE SPECIFICATIONS – COURSE COMPLETION FILE [COMP]

Field No	Field Name	Field Title	Field Length	File Position	Student Types	Page No.
5.1	INSTIT	Provider Code	4	1-4	D	43
5.2	ID	Student Identification Code	10	5-14	D	44
5.3	COURSE	Course Code	20	15-34	D	76
5.4	COMPLETE	Student Course Completion indicator	1	35	D	118
5.5	CRS_SRT	Course Start Date	8	36-43	D	77
5.6	NSN	National Student Number	10	44-53	D	65
5.7	CRS_END	Course End Date	8	54-61	D	79
5.8	PBRF_CRS_COMP_YR	PBRF Course Completion Year	4	62-65	D	121

Notes: All current enrolments for Type D students (not including Training Opportunities, Skills Enhancement, ITO Off Job Training or International student doing ITO off-job training' enrolments) are to be included in the course completion file, irrespective of whether a completion date has been reached.
Where a type D student meets the requirements to be reported in the Course Completion file, and is also enrolled in courses in non-formal programmes, these courses are not to be returned in the completion file.

Validation Errors:

310 Record not in correct format
540 Completion record is not unique in completion file

Warnings:

589 Historical SDR processing cannot have data for Comp or Qual

History:

2007 Validation 540 introduced
2008 Validation warning 589 introduced

FIELD DESCRIPTIONS

A description of each field is provided on the following pages. A number of items of information are provided:

Field Name	The unique name given to each field. This name is used in the Ministry's and the TEC's databases, and in the SDR Validation Program.
Field Number	A reference to the file and field position - corresponds to the field numbers given in the preceding section on File Specifications.
Field Title	The full title of the field.
Description	A full description of the contents of the field.
Reason for Field	An explanation of why this particular data item is collected and how it relates to other data items.
Field Specifications	Information on the type and position of the field. Some fields are included in several files and, therefore, the field specifications can vary from file to file. The abbreviation "n/a" means "not applicable".
	Length — The length of the field in characters, including any fill characters.
	Type — Although the field type may be shown as *character*, *alpha-numeric* or *numeric*, this refers to the likely format of the source data.
	Justification — The position of the first character of data in the field.
	Fill Character — The character used to fill the field; either where there is no value to be returned, or to pad out the field where the value does not occupy the available length.
	Record Position — The starting and finishing position of the field in an individual record.
	Type of Students — Indicates whether this value has to be returned for the type of student.
	Preceding Field — The field that immediately precedes this field.
	Following Field — The field that immediately follows this field.
Classification	If codes or special values are used in the field, these are supplied here.
Validation Logic	The logic statement used by the SDR Validation Program to test for errors and warnings to be returned by the Program.
Data Collection	Advice on the source and frequency of data, and suggestions for collecting the data for enrolment/application forms.
Field History	Information on when the field was introduced into the statistical collection, and on any recent changes to its format or classifications.

Field Name INSTIT Field No. 1.1, 2.1, 3.1, 4.1, 5.1

Field Title Provider Code

Description A four digit code assigned by the Ministry to uniquely identify each TEO.

Reason for Field The code is used by the Ministry to identify the data obtained from TEOs. The codes will also be used by other education agencies, such as TEC and NZQA.

This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes.

Field Specifications

File	Student	Course Enrolment	Course Register	Qualification Completion	Course Completion
Length	4	4	4	4	4
Type	Numeric	Numeric	Numeric	Numeric	Numeric
Justification	n/a	n/a	n/a	n/a	n/a
Fill Character	n/a	n/a	n/a	n/a	n/a
Record Position	1-4	1-4	1-4	1-4	1-4
Type of Students	B, C, D	B, C, D	B, C, D	B, C, D	B, C, D
Preceding Field	n/a	n/a	n/a	n/a	n/a
Following Field	ID	ID	COURSE	ID	ID

Classification Refer to Appendix 1 for a list of 4 digit codes assigned to TEOs.

Validation Logic **Applies To:** **Type B, C and D students**

Error 100: Provider Code is not on provider list

Data Collection Source: This data item should be supplied by your student management system at the time that the Ministry's/TEC's data files are created. It is likely that the value, i.e. the Ministry code for your organisation, is a parameter that was set up in your student management system at the time it was installed.

Field History

- The field has existed since data collection was introduced
- 2000 – Renamed to Provider Code and classification enlarged to include all TEOs
- 2000 – Validation test introduced
- 2004 – Validation message 100 amended

Field Name ID — Field Number 1.2, 2.2, 4.2, 5.2

Field Title Student Identification Code

Description A code which uniquely identifies the student within each TEO.

The student ID must remain constant for the student throughout their enrolment history at your organisation.

Reason for Field This field provides the link between the various data files and enables the Ministry to link records from one file with records from another file. The field also allows TEOs to respond to inquiries from the Ministry about inconsistencies within the data. The use of a constant student ID number within a TEO will allow the Ministry to do longitudinal studies and hence allow more accurate forecasting of student numbers.

Field Specifications

File	Student	Course Enrolment	Qualification Completion	Course Completion
Length	10	10	10	10
Type	Character	Character	Character	Character
Justification	Left	Left	Left	Left
Fill Character	Blank	Blank	Blank	Blank
Record Position	5-14	5-14	5-14	5-14
Type of Students	B, C, D	B, C, D	D	D
Preceding Field	INSTIT	INSTIT	INSTIT	INSTIT
Following Field	GENDER	QUAL	NSN	COURSE

Classification The value is generated by each TEO.

Validation Logic

Applies To: **Type B, C and D students**

Errors
- 001: Student ID in course enrolment file is not in student file
- 002: Student ID is not unique in student file
- 005: Student ID is blank
- 577: Student ID is in student file but missing in course enrolment file and qualification completion file

Data Collection Source: This data item should be created by your student management system at the time that a student is first enrolled, and should stay with the student during any subsequent enrolments; i.e. each student should have one, and only one, ID in your system.

Field History
- The field has existed since data collection was introduced
- 2000 – Validation test introduced
- 2003 – Validation 003 amended from warning to error
- 2004 – Validation messages 001, 002, 003, 005 amended
- 2008 – Validation 577 introduced (amendment of 003)
- 2008 – Validation 003 removed

Field Name GENDER Field Number 1.3

Field Title Gender

Description A code to identify the gender of a student.

Reason for Field As a key standard demographic field this field is used for policy and statistical purposes to analyse various aspects of tertiary education by gender. E.g. participation of students in various fields of study by gender.

This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes.

Field Specifications

File	Student
Length	1
Type	Character
Justification	n/a
Fill Character	n/a
Record Position	15
Type of Students	B, C, D
Preceding Field	ID
Following Field	DOB

Classification

Code	**Meaning**
F	Female
M	Male
D	Diverse

Note: The GENDER must match the equivalent Gender on the NSN reported except D. (The validation to check if the Gender record in SDR matches the Gender record in NSI will be bypassed if Gender D is submitted to the SDR**)**

Validation Logic

Applies To: Type B, C, and D students

Error 101: GENDER is not M or F or D

Data Collection

Source: Student application/enrolment form.

Frequency: Once, at first enrolment at your organisation.

Field History

- The field has existed since data collection was introduced
- 2004 – Validation message 101 amended
- 2004 – Classification: further clarification of field matching with Gender on NSN
- 2008 – Field removed from Qualification Completion file
- 2019 – Gender D is added to the classification

Field Name DOB Field Number 1.4

Field Title

Date of birth

Description

The day, month, and year of birth of the student.

Reason for Field

Along with gender, age is a core standard demographic variable used for both policy and statistical purposes. Statistics on the age breakdown of tertiary students are used widely for planning, policy and research purposes.

This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes.

Field Specifications

File	Student
Length	8
Type	Numeric
Justification	Left
Fill Character	n/a
Record Position	16-23
Type of Students	B, C, D
Preceding Field	GENDER
Following Field	Field 1.5 (blank)

Classification

For all students the format must be an eight digit value using zeros to stuff single digit day and month values. Year value must be four digit:

DDMMYYYY – i.e. day/month/year

01121961 = 1 December 1961

Note: The Date of Birth must match the equivalent Date of Birth on the NSN reported.

Validation Logic

Applies To: **Type B, C and D students**

Errors 102: DOB is invalid or blank

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)

Data Collection

Source: Student application/enrolment form. Note: Type C and D students are required to provide a date of birth at enrolment, and type D students must have a verified date of birth. Where the date of birth for a Type B student has not been identified, the official Ministry proxy of 11/11/1918 may be used. Refer to the National Student Index information page at the beginning of the manual for further information.

Frequency: Once, at first enrolment at your organisation.

Field History

- The field has existed since data collection was introduced
- 1998 – Age band codes for older students ceased to be valid
- 1999 – Validation logic tightened
- 2000 – Four digit year introduced
- 2004 – Reporting requirements amended to include Type B students
- 2004 – Validation logic amended to include Type B & C students
- 2004 – Validation 131 removed
- 2004 – Classification and Data Collection fields; further clarification provided
- 2006 – Validations 104 and 127 redundant and replaced with 408 and 409
- 2008 – Field removed from Qualification Completion file
- 2015 April – Updated validation 102 description
- 2017 December – Updated validations 408 and 409

Field Name	TOTAL_FEE	Field Number 1.5

Field Title

Total fee for domestic student (inclusive of GST)

Description

The total fee for an individual student is a sum of the following three components that a domestic student is charged for the whole year.

Tuition fees; compulsory course cost fees; and student services fees (and any other **compulsory** fees).

The tuition fee charged to an international fee paying student must be reported to FOREIGN_FEE field.

Reason for Field

Having the total fee for each student allows the MoE to undertake policy modeling on the wider tertiary funding system (including the introduction of additional years of Fees free).

Field Specifications

File	Student
Length	6
Type	Numeric
Justification	Right
Fill Character	Blank
Record Position	24-29
Type of Students	B,C,D
Preceding Field	DOB
Following Field	NAMEID

Classification

A numeric value representing whole dollars in form: NNNNNN

The value reported is the total fee that a domestic student is paying as at the extraction date of the SDR, this may increase or decrease in subsequent SDRs if courses are added or withdrawn.

Validation Logic

None

Data Collection

Student application/enrolment form.

Field History

- 2018 August – Field was introduced
- 2018 August – Validations 665,666 were introduced
- 2019 August – Validations 665,666 were removed

Field Name NAMEID Field Number 1.6

Field Title Name ID Code

Description This field consists of the first four characters of a student's surname plus initial of first legal name.

Reason for Field This field is used in the Results of Study exchange of data with Study Link which assists Study Link in determining eligibility of Students to Student Allowances.

This field is also used to develop longitudinally linked datasets containing historical data where no NSN is available, such as the integrated student loan dataset used for Student Loan Scheme valuation and research purposes.

Field Specifications

File	Student
Length	5
Type	Character
Justification	Left
Fill Character	n/a
Record Position	30-34
Type of Students	B, C, D
Preceding Field	Field 1.5 (blank)
Following Field	PRIOR_A

Classification The value is generated by your organisation from the student's name. The NAMEID is generated from the first four characters of the surname and the first initial of forename 1.

Characters must be capitalised. If the surname is less than 4 characters then blanks must be inserted before forename initial. The initial must be located in fifth position.

e.g LEE A for Andrew Lee

e.g VAN M for Michael van der Hum

e.g DE WP for Peter de Wittering

If surname contains punctuation then please include these:

e.g O'COB for Brian O'Connor

Note: The NAMEID must match the equivalent NAMEID from either the main name or an alternative name on the NSN reported.

Validation Logic **Applies To: Type B, C and D students**

Error 114: NAMEID is blank

Data Collection Source: This data item should be created by your student management system at the time that the Ministry's/TEC's data files are compiled or, alternatively, created and stored in your system when the student first enrols and then supplied for the Ministry's files. If you use the second option, you will need to ensure that the value changes if the student's name changes.

Field History

- 1997 – The field was introduced
- 2000 – Field amended to include initial of first name
- 2000 – Validation logic introduced
- 2004 – Reporting requirements amended to include Type B & C students
- 2004 – Validation logic amended to include Type B & C students
- 2004 – Reason for field amended
- 2004 – Classification: further clarification on field matching with NAMEID from NSN
- 2007 – Preceding field amended

Field Name PRIOR_A Field Number 1.7

Field Title

Main Activity at 1 October in Year Prior to Current Formal Enrolment

Description

The field describes the main activity or occupation for the student on 1 October of the year prior to enrolling as a Type D student at your organisation. PRIOR_A is not required to be changed upon re-enrolment if the duration between the end of the previous enrolment and the re-enrolment is 12 months or less. If a student returns to the same TEO after not being enrolled for a period of more than 12 months, PRIOR_A should be updated to reflect the student's most recent main activity at 1 October of the year before.

If the student enrolled for the first time between 1 October and 31 December of the current year then report the main activity at 1 October of the current year.

Reason for Field

The field is used to monitor movement of students between education and employment sectors, and to monitor the flow of secondary school students going directly on to tertiary education. The field is used by the Ministry in conjunction with the FIRST_YR field.

Field Specifications

File	Student
Length	2
Type	Numeric
Justification	Right
Fill Character	Blank
Record Position	35-36
Type of Students	D
Preceding Field	NAMEID
Following Field	FIRST_YR

Classification

Code	Meaning
01	Secondary school student
02	Non-employed or beneficiary (excluding retired)
03	Wage or salary worker
04	Self-employed
05	University student
06	Polytechnic student
07	College of Education student
08	House person or retired
09	Overseas (irrespective of occupation)
11	Private Training Establishment student
12	Wānanga student

The classification of '99 – other' has been removed and may only be used historically.

Validation Logic

Applies To: **Type D students**

Error 108: FIRST_YR is current year and PRIOR_A is not 01, 02, 03, 04, 08, 09

150: PRIOR_A is not valid

Data Collection

Source: Student application/enrolment form.

Frequency: Once, at first enrolment at your organisation and again upon any subsequent enrolments at your TEO if the period of time since the student was last enrolled spans more than 12 months.

For example: if a student enrols at your TEO the year after leaving secondary school, the PRIOR_A field will be 01. If the student leaves your TEO and joins the workforce and later returns, PRIOR_A should be changed to 03 if the period since the student left has been more than 12 months.

Field History

- The field has existed since data collection was introduced

- 1998 – Validation logic amended to include warning
- 1998 – The code 10 (TOPs student) removed
- 2000 – Validation logic amended to exclude code 99
- 2001 – Classification amended for code 02 to include non-employment - e.g. voluntary work, prisoners
- 2004 – Validation messages 108 and 150 amended
- 2004 – Classification 99 removed and can only be used historically
- 2006 – Field altered so that PRIOR_A can be changed upon a new enrolment, if/when appropriate

Field Name FIRST_YR Field Number 1.8

Field Title First Year of Tertiary Education

Description The field should contain a year value showing the year in which a student first enrolled in any "quality assured" qualification at a TEO in New Zealand or overseas, or in the Foundation Year at the University of the South Pacific, or at a registered Private Training Establishment.

Enrolment in STAR, community, or other non-formal education does not count for first year purposes.

Reason for Field The field is used to monitor movement of students between secondary and post-secondary education. The field is used by the Ministry in conjunction with the PRIOR_A field.

Field Specifications

File	Student
Length	4
Type	Numeric
Justification	n/a
Fill Character	Blank
Record Position	37-40
Type of Students	D
Preceding Field	PRIOR_A
Following Field	DIS_ACCESS

Classification

Code	Meaning
yyyy	A four digit year value, e.g. “1999”

Validation Logic

Applies To: **Type D students**

Errors
- 117: FIRST_YR is greater than the current year
- 135: FIRST_YR of enrolment is less than year of birth
- 397: FIRST_YR puts student at age less than 5 or greater than 100 (calculated from DOB)
- 576: FIRST_YR cannot be blank or 9999 if CITIZEN is NZL, AUS, or RESIDENCY or AUS_RESIDENCY is Y

Warning
- 106: FIRST_YR is less than 1930
- 398: FIRST_YR must be equal to Y_SCHOOL or Y_SCHOOL plus 1 when PRIOR_A equals 01
- 399: FIRST_YR puts student at age less than 15 or greater than 70 (calculated from DOB)
- 572 FIRST_YR is blank or 9999

Data Collection

Source: Student application/enrolment form.

Frequency: Once, at first enrolment in a qualification at your organisation. Once you have collected the data item for a student, it should remain unchanged in your student management system for the duration of that student’s current and future enrolments at your organisation.

Field History

- The field has existed since data collection was introduced
- 1993 – Codes Y, N, were amended in 1993 to collect the year of first enrolment
- 1998 – Removal of code 9999 (“Not Stated”)
- 1998 – Validation amended: blanks and code 9999 made an error
- 1999 – Validation amended: first year earlier than birth date made an error
- 2000 – Validation 107 amended to apply to domestic students only

- 2003 – Validation 117 introduced and removed from validation 106
- 2004 – Validations 107, 117 and 106 messages amended
- 2006 – Validations 397, 398 and 399 introduced
- 2008 - Validation 576 introduced (amendment of 107)
- 2008 – Validation 107 removed
- 2008 – Validation 572 introduced
- 2014 – Validation 576 updated to include AUS_RESIDENCY
- 2017 December – Validation 397 updated

Field Name DIS_ACCESS Field Number 1.9

Field Title Disability Services Accessed Indicator

Description A code to indicate whether or not a student has accessed disability services.

Reason for Field This field assists in monitoring access and participation in tertiary education by people with disabilities. In particular this field will identify students with possible 'undeclared' disabilities, with a view to eventually having them feel safe enough to declare their disability. Information collected through this question will also assist organisations in meeting the needs of these students.

Field Specifications

File	Student
Length	1
Type	Numeric
Justification	n/a
Fill Character	Blank
Record Position	41
Type of Students	D
Preceding Field	FIRST_YR
Following Field	S_SCHOOL

Classification

Code	**Meaning**
1	Disability services accessed
2	Disability services not accessed

Validation Logic

Applies To: **Type D students**

Error 358: DIS_ACCESS is not 1 or 2

Data Collection

Source: Student Management System (with appropriate security in place to prevent unauthorised staff accessing this information).

Frequency: Annually. It is expected that it would be entered late in the Academic year.

Field History

- 2004 – Field introduced

Field Name S_SCHOOL Field Number 1.10

Field Title Last Secondary School Attended

Description A code to identify the last secondary school attended by the student.

Reason for Field This code is used to monitor access to tertiary education by using the school number as a link to the school profile. The link to the school profile will allow the monitoring of access to tertiary education from state versus private schools, and schools from different localities and from different deciles. It is recognised that this field does not allow the successful monitoring of access to tertiary education for rural versus urban students.

Field Specifications

File	Student
Length	4
Type	Numeric
Justification	Right
Fill Character	Zero
Record Position	42-45
Type of Students	D
Preceding Field	DIS_ACCESS
Following Field	Y_SCHOOL

Classification Secondary school codes are found in Appendix 2.

The following codes are to be used for students who did not attend a recognised NZ secondary or composite school:

Code	Meaning
972	Home schooling
997	Never attended a secondary school
998	Attended NZ school not on list
999	Overseas secondary school
1040	Secondary school not known

Validation Logic

Applies To: **Type D students**

Errors
- 112: S_SCHOOL is not in classification
- 115: FIRST_YR is current year and PRIOR_A is 01 and S_SCHOOL is 1040
- 119: FIRST_YR is current year and S_SCHOOL is blank

Warning
- 118: FIRST_YR is current year and S_SCHOOL is 1040 (i.e. “not known”)

Data Collection

Source: Student application/enrolment form.

Frequency: Once, at first enrolment at your organisation. Once you have collected the data item for a student, it should remain unchanged in your student management system for the duration of that student’s current and future enrolments at your organisation.

Field History

- The field has existed since data collection was introduced
- 2000 – Validation 112 amended from warning to error
- 2001 – Validation logic introduced
- 2004 – Validation messages 112, 115, 118, 119 and 208 amended
- 2008 – Field removed from Qualification file
- 2008 – Validation 208 removed

Field Name Y_SCHOOL Field Number 1.11

Field Title Last Year at Secondary School

Description The year in which the student finished their secondary school education.

Reason for Field This code is used to monitor the transition of students from secondary school to tertiary education. Also used in conjunction with prior activity and first year.

Field Specifications

File	Student
Length	4
Type	Numeric
Justification	n/a
Fill Character	Blank
Record Position	46-49
Type of Students	D
Preceding Field	S_SCHOOL
Following Field	SEC_QUAL

Classification

Code	Meaning
yyyy	A four digit year value, e.g. “1999”
(blank)	Not specified by student or not known

Validation Logic

Applies To: Type D students

Error
- 113: Y_SCHOOL is less than year of birth +5 or greater than current year
- 116: FIRST_YR is current year and PRIOR_A is 01 and Y_SCHOOL is blank

Warning
- 120: FIRST_YR is current year and Y_SCHOOL is blank
- 539: Y_SCHOOL is not blank and S_SCHOOL is 997

Data Collection

Source: Student application/enrolment form.

Frequency: Once, at first enrolment at your organisation. Once you have collected the data item for a student, it should remain unchanged in your student management system for the duration of that student’s current and future enrolments at your organisation.

Field History

- The field has existed since data collection was introduced
- 2001 – Validation logic introduced
- 2004 – Validation 113, 116 and 120 messages amended
- 2006 – Validation 113 changed to an error
- 2007 – Validation 539 introduced
- 2008 – Field removed from Qualification Completion file

Field Name SEC_QUAL Field Number 1.12

Field Title Highest Secondary School Qualification

Description This field contains a code to show the highest secondary school qualification attained by the student.

Reason for Field The field is used to identify the highest Secondary School Qualification of students enrolling in a Tertiary Qualification.

A broad open-access tertiary system means that more New Zealanders have the opportunity to access tertiary education, including those who may not have been successful at school. The level of academic achievement prior to tertiary however, does have a strong influence on academic achievement at tertiary level. This field allows research for example, on outcomes of all types of tertiary student by school achievement, and can allow international comparisons with countries with more restricted academic entry.

Field Specifications

File	Student
Length	2
Type	Numeric
Justification	Left
Fill Character	Blank
Record Position	50-51
Type of Students	D
Preceding Field	Y_SCHOOL
Following Field	CITIZEN

Classification

Code	Meaning
00	No formal secondary school qualification
11	14 or more credits at any level
12	NCEA Level 1 or School Certificate
13	NCEA Level 2 or 6th Form Certificate
14	University Entrance
15	NCEA Level 3 or Bursary or Scholarship
09	Overseas qualification (includes International Baccalaureate & Cambridge Exams)
98	Other
99	Not known

Validation Logic

Applies To: **Type D students**

Error 133: SEC_QUAL code is not on classification list

136: FIRST_YR is current year and PRIOR_A is 01 and value is 99

546: SEC_QUAL is not valid for return year

Warning 134: SEC_QUAL = 99

Data Collection

Source: Student application/enrolment form.

Frequency: Once, at first enrolment at your organisation.

Notes There are a number of ways that a student can attain NCEA Level 2 or 3. For detailed information on allowable credits:

http://www.nzqa.govt.nz/qualifications-standards/qualifications/ncea/

Field History

- The field has existed since data collection was introduced
- 1999 – Validation amended
- 2000 – Year of highest secondary qualification dropped and classification amended
- 2000 – A & B Bursary categories amalgamated - code 06 removed for first year students in 2000
- 2001 – Validation logic introduced
- 2003 – Code 01 amended to include NCEA level 1
- 2004 – Validation messages 133, 134 and 136 amended
- 2004 – Reason for Field description amended
- 2004 – Classification codes 02 and 07 amended to reflect NCEA levels 2 and 3
- 2004 – Classification code 08 amended to remove 'university'
- 2005 – Classification codes 00 through to 08 amended to reflect NCEA levels 1 to 4
- 2005 – Classification codes 09 amended to reflect additional overseas qualifications taught within New Zealand
- 2007 – New codes introduced
- 2007 – Validation 133 amended
- 2007 – Validation 546 introduced
- 2008 – Field removed from Qualification Completion file

Field Name CITIZEN Field Number 1.13

Field Title Country of Citizenship

Description This field is used to identify the country of citizenship of a student.

Reason for Field The field is to identify NZ and Australian Citizens and the students' country of origin for Residents and overseas students.

This field is used to monitor and analyse the make-up of international students, and their patterns of participation and achievement.

Field Specifications

File	Student
Length	3
Type	Character
Justification	n/a
Fill Character	9
Record Position	52-54
Type of Students	C, D
Preceding Field	SEC_QUAL
Following Field	Field 1.14 (blank)

Classification All students are to have the three-letter country code corresponding to their citizenship as shown by their passport in Citizen Field.

Country of citizenship codes are listed in Appendix 3.

Code	Meaning
NZL	New Zealand Citizen (include Niuean, Cook Island, and Tokelauan students)
AUS	Australian Citizen

This field only collects Country of Citizenship. Whether or not a student is classified as a New Zealand Resident visa holder is now collected in a separate field – RESIDENCY (field 2.12 in the course enrolment file).

Validation Logic

Applies To: Type C and D students

Error 121: CITIZEN is blank

132: CITIZEN code is not on classification list

545: CITIZEN Code is not valid for return year

Applies To: Type D students only

Error 597: CITIZEN cannot be '999' – Unknown

Note: 999 is valid for Type B and C students.

Data Collection

Source: Student application/enrolment form.

Frequency: The citizenship code should be supplied by your student management system at the time that the Ministry's data files are created.

Field History

- 1997 – The field was introduced
- 2000 – Country codes amended & "Not Known" code (XXX) removed
- 2004 – Terminology of Domestic and International students expanded
- 2004 – Reporting requirements amended to apply to Types B, C & D students
- 2004 – Validation amended to apply to Types B, C & D students
- 2004 – New Classification Code (999) for reporting Type B & C students with 'unknown' introduced
- 2007 – Preceding field amended

- 2007 – Some new and amended codes introduced
- 2007 – Validation 545 introduced
- 2008 – Field Description changed, residence component removed from field
- 2008 – Classification amended to reflect removal of residence status
- 2008 – Field removed from Qualification Completion File
- 2008 – Classification Code 999 extended for reporting Type D Student
- 2011 – Validation 597 introduced

Field Name FEES_FREE_ELIGIBLE Field Number 1.14.1

Field Title Fees free eligible indicator

Description This field contains a one character code to identify if the student is eligible for Fees free or not at the extraction date of the SDR.

Reason for Field This field is used to determine whether a student is eligible for Fees free at the extraction date of the SDR. Note: the student eligibility data is supplied by the TEC.

Field Specifications

File	Student
Length	1
Type	Character
Justification	n/a
Fill Character	n/a
Record Position	55
Type of Students	B,C,D
Preceding Field	CITIZEN
Following Field	Padded blank

Classification

Code	Meaning
Y	Student is eligible for Fees free
N	Student is not eligible for Fees free
U	Student's Fees free eligibility is unknown
8	Student is eligible for fees-free, started fees-free consumption in 2018, and will always have status as 8
9	Student is eligible for fees-free, started fees-free consumption in 2019, and will always have status as 9
0	Student is eligible for fees-free, started fees-free consumption in 2020, and will always have status as 0

The value reported should reflect the Fees Free Eligibility (provider-based study) that the TEC provides, published on Workspace 2. Please click on link below, select the TEO and click on the List of NSNs eligible for Fees Free study.
(https://workspace2.tec.govt.nz/Pages/default.aspx)

Validation Logic

Applies To: **Type B,C,D students**

Error

663 FEES_FREE_ELIGIBLE is other than Y or N or U for prior Dec 2019 submissions

673 FEES_FREE_ELIGIBLE is other than Y or N or U or 8 or 9 or 0 on or after Dec 2019 submissions

674 FEES_FREE_ELIGIBLE cannot be 0 for submission year 2019

Data Collection Student application/enrolment form.

Field History

- 2018 August – Field was introduced
- 2018 August – Validations 663,664 were introduced
- 2019 August – Validation 664 was removed
- 2019 December – Validation 663 updated
- 2019 December – Validation 673, 674 were introduced

Field Name DISABILITY Field Number 1.15

Field Title Disability Indicator

Description A code to indicate whether or not a student has a disability.

Reason for Field This field assists in monitoring access and participation in tertiary education by people with disabilities. This is an obligation under the Education Act 1989, and its amendments. Information collected through this question will also assist organisations in meeting the needs of these students.

Field Specifications

File	Student
Length	1
Type	Numeric
Justification	n/a
Fill Character	9
Record Position	57
Type of Students	D
Preceding Field	Field 1.14 (blank)
Following Field	FINISH

Classification

Code	**Meaning**
1	No disability identified
2	Disability identified
9	Not stated (question asked of student, but no answer was provided)

Validation Logic

Applies To: **Type D students**

Error 129: DISABILITY is not 1, 2 or 9

Data Collection

Source: Student/application enrolment form.

Frequency: Annually, because a student's disability status can change. For students at first enrolment, it is recommended that the question be asked at the time of formal enrolment, and following acceptance into a qualification.

Field History

- 1998 – The field was introduced
- 2004 – Validation 129 amended
- 2004 – Field removed from the Qualification Completion file

Field Name FINISH Field Number 1.16

Field Title Expectation to Complete a Qualification this year

Description The field contains a yes/no value to show whether the student expects to be eligible for the award of a qualification in this academic year.

Reason for Field The field measures the expected output of students and therefore the effect on the labour market. The field is also used for resource planning purposes.

Field Specifications

File	Student
Length	1
Type	Character
Justification	n/a
Fill Character	N.A.
Record Position	58
Type of Students	D
Preceding Field	DISABILITY
Following Field	IWI

Classification

Code	Meaning
Y	Yes, the student expects to be eligible for the award of a qualification in this academic year. , or in the next academic year if their current enrolment spans the end of an academic year;
N	No, the student does not expect to be eligible for the award of a qualification in this academic year. , or in the next academic year if their current enrolment spans the end of an academic year.
Note:	By default the value will be "Y" for students who are enrolled full-time in qualifications of less than or equal to one year duration.

Validation Logic

Applies To: **Type D students**

Error 130: FINISH is not Y or N or is blank

Data Collection

Source: Student re-enrolment form.

Frequency: At each re-enrolment in a qualification that takes more than one year.

Field History

- The field has existed since data collection was introduced
- 2000 – The field was moved from course enrolment file to student file and description amended to refer to completion of any qualification in the current academic year
- 2000 – The field was amended to apply to courses of less than one years duration
- 2000 – Validation logic introduced
- 2004 – Validation 130 message amended

Field Name IWI Field Number 1.17

Field Title Iwi Affiliation

Description A code to indicate the iwi affiliation of a student. If a student has more than one affiliation then up to three iwi are to be recorded.

Reason for Field This field assists in analyzing access and participation and outcomes of Maori in tertiary education, by their iwi affiliation. For example, this field is used to provide profiles for iwi of their Maori students.

Field Specifications

File	Student
Length	12 (i.e up to three 4-digit codes)
Type	Numeric
Justification	Left
Fill Character	Blank
Record Position	59-70
Type of Students	C, D
Preceding Field	FINISH
Following Field	IRDNOS

Classification A list of four digit codes for this field is found in Appendix 4.

For Maori students who do not identify or cannot name an iwi affiliation please use the following codes:

5000	Do not know name of iwi
6000	Unidentifiable response
9999	Not Specified

Note: If the name of an iwi is specified but cannot be found on the classification list, please re-code to rohe or region of iwi not further defined. If region is not identified, code to 6000.

Validation Logic

Applies To: Type C and D students

Error 143: IWI is not valid

588: IWI is blank where ethnic group is identified as "211" and first year is current year

Applies To: Type B students (there is no requirement to report for type B students)

Warning 359: IWI is not valid

Data Collection

Source: Student/application enrolment form.

Frequency: Once, at first enrolment at your organisation.

Field History

- 2002 – The field is introduced
- 2003 – Validation logic introduced
- 2004 – Validation 137 and 143 messages amended and now apply to Type C & D
- 2004 – New Warning 359 for Type B students
- 2004 – Field Title and Description amended
- 2007 – Some amended codes
- 2008 – Field removed from Qualification Completion file

Field Name: Padded Blanks (Previously IRDNOS) — Field Number 1.18

Field Title None

Description From April 2016 IRDNOS is no longer collected as part of SDR.

Reason for Field IRDNOS is no longer collected.

Field Specifications

File	Student
Length	9
Type	Padded Blanks
Justification	Right
Fill Character	Blank
Record Position	71-79
Type of Students	N/A
Preceding Field	IWI
Following Field	NSN

Classification

Code	Description
XXXXXXXXX	Padded Blanks

Validation Logic

Applies To: **N/A**

Error 642: IRDNO is not blank

Field History

- 1996 – The field was first introduced for purposes of monitoring student allowances
  1999 – The field was dropped as a result of changes to the student allowance scheme
- 2001 – The field was re-introduced for the purposes of identifying student loan recipients who are currently studying full-time or part-time
- 2015 August – Warning 642 introduced.
- 2016 – Field replaced by padded blanks
- 2016 – Warning 642 turned to error

Field Name NSN — Field Number 1.19, 2.19, 4.3, 5.6

Field Title National Student Number

Description A number which uniquely identifies the student. The NSN must remain constant for the student throughout their enrolment at your or any other organisation. The NSN is part of the NSI database system maintained by the Ministry.

Reason for Field This field provides the link between the various data files and enables the Ministry to link records from one file with records from another file.

The NSN will allow the Ministry to do longitudinal studies and hence allow more accurate forecasting of student numbers.

This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes.

Field Specifications

File	Student	Course Enrolment	Qualification Completion	Course Completion
Length	10	10	10	10
Type	Numeric	Numeric	Numeric	Numeric
Justification	Right	Right	Right	Right
Fill Character	Blank	Blank	Blank	Blank
Record Position	80-89	177-186	15-24	44-53
Type of Students	B, C, D	B, C, D	D	D
Preceding Field	IRDNOS	EFTS_MTH	ID	CRS_SRT
Following Field	FOREIGN_FEE	n/a	QUAL	CRS_END

Classification The value is generated by the National Student Index (NSI). Please refer to the National Student Index Web Application User Guide (Appendix 14) for details.

Note: The data that sits on an NSI record must match the equivalent data in the associated SDR Field.

For example:

Date of Birth field in SDR = Date of Birth on NSN

CITIZEN field in SDR = Equivalent Residential status on NSN (In some cases this may not match)

NAMEID field in SDR = NAMEID from NSN (the NAMEID from the main name or the alternative name field)

GENDER field in SDR = Gender on NSN

Type D students Student's name & date of birth AND residential status must be verified for a Type D student.

Type B and C students are not required to provide verification documentation. There is no requirement to complete either field for verification on the NSN

Validation Logic **Applies To:** **Type B, C and D students**

Error
- 151: NSN reported is invalid
- 152: NSN reported is not unique in student file
- 153: NSN is invalid for reporting, is not a master NSN
- 154: Date of Birth reported does not match Date of Birth on NSN
- 251: NSN created after the cut-off date
- 252: NSN does not exist
- 254: Gender reported does not match Gender on NSN
- 256: NAMEID reported does not match NAMEID from NSN

382: NSN reported in Course Enrolment file is not in Student file

Warning 157: NSN record status is Inactive

159: Citizenship or resident status reported does not match resident status on NSN

Applies To: Type D students

Error 156: Student's name & date of birth AND residential status must be verified for a Type D student.

360: Proxy Date of birth cannot be used for a Type D student

Applies To: Type B and C students

Warning 361: Proxy Date of birth has been used for a Type B or C student

Field History

- 2003 – The field was introduced
- 2003 – Validations 153, 154, 156, 157, 158, 159 introduced
- 2003 – Validations 251 to 257 introduced
- 2004 – Validations 154, 159, 254 & 256 tightened to apply to B, C & D students
- 2004 – Validations 158, 253, 255 & 257 removed
- 2004 – Validation messages 151, 152, 153, 154, 156, 159, 254, 256 and 157 amended
- 2004 – New validations 360, 361, 382 & 383
- 2004 – Classification: further clarification on the reporting and validation in the SDR
- 2005 – Code format altered to match changes in Course Completion File layout
- 2005 – Validation 383 removed from NSN page
- 2007 – Following field amended in Qualification Completion File
- 2008 – Validation 159 changed to a Warning
- 2008 – New field number and file position in Qualification Completion File
- 2015 – Error description updated for validation 156

Field Name FOREIGN_FEE Field Number 1.20 or 3.15

Field Title

Tuition fee paid by international fee-paying student ($ New Zealand excluding GST)

Description

For the purposes of the Export Education Levy and the Code of Practice for the Pastoral Care of International Students; 'international student' is defined as any student that is not a 'domestic student'. For a definition of 'domestic student' see the TEC's funding information https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/student-achievement-component-provision-at-level-3-and-above-on-the-nzqf-fund/eligibility/

The tuition fee charged to an international student should always exceed the tuition fee charged to a domestic student. The foreign tuition fee in addition to all the normal domestic tuition costs must also include the costs of sale such as agents' fees and marketing costs as well as recovering the cost of the Export Education Levy. Additional compulsory course costs are not included in the tuition fee. This must be recorded in $ New Zealand (excluding GST).

Reason for Field

This field is used to calculate the Export Education Levy. The Tuition fee must be reported on either the Student File or the Course Register File, **but not on both**.

Field Specifications

File	Student	Course Completion
Length	5	5
Type	Numeric	Numeric
Justification	Right	Right
Fill Character	Blank	Blank
Record Position	90-94	137-141
Type of Students	B, C, D	n/a
Preceding Field	NSN	PBRF Eligible
Following Field	MAX Exempt Fee	CCCOSTS Fee

Classification

A numeric value representing whole dollars in form: NNNNN

Validation Logic

Applies To: **All 'on-shore' international fee paying students with student type B, C or D determined by (ATTEND = 1 or 2) and (FUNDING = 02 or (FUNDING = 01 and ASSIST = 06))**

Error
- 164: FOREIGN FEE is not numeric
- 362: International fee-paying student has no FOREIGN FEE in either the Student file or the Course Register file (i.e. is zero)
- 363: FOREIGN FEE is blank on both Student and Course Register files
- 368: FOREIGN FEE has been reported on both the Student and Course Register files

Warning
- 165: If source of funding is 02 and foreign fee<100

Data Collection

Source: Enrolment. Fees Invoice.

Because the fee charged to an international student for a **qualification** does not necessarily relate to the sum of the course or qualification fees, the foreign fee field can be put on either the student file or the course register file, but not on both. It is acknowledged that the foreign fee value reported on the student file may change between SDRs.

Field History

- 2004 – Field was introduced
- 2005 – Field description updated
- 2006 – Validation amended to accommodate International PhD policy change
- 2008 – Correction to Validation Logic description

Field Name MAX Exempt Fee Field Number 1.21

Field Title Maxima Exempt Fees (Inclusive of GST)

Description The maxima exempt fees include student services levies, student association fees, health fees, record of prior learning fees, student association building levies etc. It is the sum of all non-maxima fees charged to the individual student.

The Maxima Exempt Fees are net of the Course Tuition Fee which is covered in field 3.12 and Compulsory Course Costs which are covered in field 3.16.

Reason for Field This field is used to monitor the implementation of Fee/Course Costs Maxima.

Field Specifications

File	Student
Length	5
Type	Numeric
Justification	Right
Fill Character	n/a
Record Position	95-99
Type of Students	B, D
Preceding Field	FOREIGN_FEE
Following Field	ETHNIC

Classification A numeric value representing whole dollars in form: NNNNN

The value reported during the student's enrolment should reflect the total maxima exempt fees in each SDR reported.

For example: A course starts in February 06 and ends in December 06. At enrolment a student is charged a fee of $25 for maxima exempt items. If this fee does not change then maxima exempt fees will be consistently reported as $25. If a reimbursement is given of $5, then the maxima exempt fees reported in the final SDR (December 06) for the student would be $20.

Validation Logic

Applies To: Type B and D students

Error	379:	MAX Exempt Fee is not numeric or is blank
	380	MAX Exempt Fee < 0
Warning	381:	MAX Exempt Fee = 0

Data Collection Source: The maxima exempt fees will be an attribute of the student's enrolment.

Field History

- 2004 – Field was introduced
- 2007 – Following field amended
- 2007 – Validation 379 wording amended

Field Name ETHNIC Field Number 1.22

Field Title Ethnicity

Description Up to three ethnic codes can be entered in this field. The codes identify the ethnic group or groups to which a student belongs.

Reason for Field Education allows everyone to reach their full potential and to bring about a tolerant and equitable society. All sectors of society including different ethnic groups must equally partake of education. This field allows the Ministry to monitor the participation in education and educational outcome of major ethnic groups in New Zealand.

This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes.

Field Specifications

File	Student
Length	9 (i.e. up to three 3 digit codes)
Type	Numeric
Justification	Left
Fill Character	n/a
Record Position	100-108
Type of Students	C, D
Preceding Field	MAX Exempt Fee
Following Field	PERM_POST_CODE

Classification

Code	**Meaning**
111	NZ European/Pakeha
121	British/Irish
122	Dutch
123	Greek
124	Polish
125	South Slav
126	Italian
127	German
128	Australian
129	Other European
211	New Zealand Maori
311	Samoan
321	Cook Island Maori
331	Tongan
341	Niuean
351	Tokelauan
361	Fijian
371	Other Pacific Island Groups
411	Filipino
412	Cambodian
413	Vietnamese
414	Other Southeast Asian
421	Chinese
431	Indian
441	Sri Lankan

442	Japanese
443	Korean
444	Other Asian
511	Middle Eastern
521	Latin American
531	African
611	Other
999	Not Stated

Note: For validation 627 under FUNDING:

Ethnicity Group	**Ethnicity**
Maori	211 New Zealand Maori
Pasifika Group	311 Samoan
	321 Cook Island Maori
	331 Tongan
	341 Niuean
	351 Tokelauan
	361 Fijian
	371 Other Pacific Island Groups

Validation Logic

Applies To: Type C and D students

Error
- 105: ETHNICITY is not in the classification list or is blank
- 403: ETHNICITY contains a duplicate or triplicate code
- 547: ETHNICITY is not valid for return year

Applies To: Type B students

Warning
- 103: ETHNICITY is not in the classification list or is blank
- 548: ETHNICITY is not valid for return year

Data Collection

Source: Student application/enrolment form.

Frequency: Once, at first enrolment at your organisation, but amendable on request by student.

Field History

- The field has existed since data collection was introduced
- 1995 – Different codes were used
- 1996 – Code 68 was introduced
- 1997 – “No response” was amended to code 99
- 2004 – Validation 105 amended to apply to Type C & D students
- 2004 – Validation 103 amended to apply to Type B students only
- 2004 – Data Collection explanation amended to enable Ethnicity to change
- 2006 – Validation 403 introduced
- 2007 – New codes introduced
- 2007 – Change in field length
- 2007 – Change in field positions
- 2007 – Removal of priority
- 2007 – Validations 547 and 548 introduced
- 2008 – Field removed from Qualification Completion File

Field Name PERM_POST_CODE Field Number 1.23

Field Title Permanent Post Code

Description The students' main location during the 12 months prior to first enrolling at the TEO. This information would only be updated where the TEO has not had an enrolment at any stage in the last 2 academic years or longer.

Reason for Field The purpose of this information is to identify where students were predominately residing prior to their first enrolment with the TEO. This information will inform the tertiary network of provision by providing enhanced information on where students were residing prior to enrolment.

Field Specifications

File	Student
Length	4
Type	Numeric
Justification	n/a
Fill Character	8
Record Position	109-112
Type of Students	D (B, C optional)
Preceding Field	ETHNIC
Following Field	TERM_POST_CODE

Classification NZ Post Codes
9999 Overseas
8888 Not yet known (Default)
List of Post Codes is available (Appendix 15)

Validation Logic

Applies To: Type B, C, D students

(note there is no requirement to report for Type B and C students, however if Post Codes are reported then this validation applies)

Error 556: PERM_POST_CODE is blank or not numeric
558: PERM_POST_CODE is not a valid Post Code

Applies To: Type D students

Warning 557 PERM_POST_CODE is 8888 for more than two consecutive returns

Note: Only post codes implemented from 1 July 2008 are accepted.

Data Collection

Source: Student application/enrolment form.

Frequency: It is expected that this data item will not change, except in the circumstances explained in the 'Description' above, for a student during the year while enrolled in a qualification. The post code should be supplied by your student management system at the time that the Ministry's data files are created.

Field History

- 2008 – This field was introduced
- 2009 – Validation 557 changed to an error
- 2009 – Validations 556 and 558 amended to include Type B and C students
- 2009 – Validation 557 reverted to warning

Field Name TERM_POST_CODE Field Number 1.24

Field Title Term Post Code

Description The student's current residential location while receiving the learning. The information would be updated when the details change.

Reason for Field The purpose of this information is to identify where learners are residing when receiving the learning. This information will be used to build a more accurate picture of learner location during study. This information will be more detailed and accurate than current 'delivery site' information and be used by the TEC to produce performance information for investing, funding, and monitoring purposes. The Term Post Code may or may not be the same as the Permanent Post Code.

For Example:

If a student's home post code is Island Bay (Wellington) and is studying in Otago (Dunedin): PERM_POST_CODE = 6023, TERM_POST_CODE = 9016

If a student's home post code is Kelburn and is studying in Kelburn (Wellington):

PERM_POST_CODE = 6012, TERM_POST_CODE = 6012

Field Specifications

File	Student
Length	4
Type	Numeric
Justification	n/a
Fill Character	8
Record Position	113-116
Type of Students	D (B, C optional)
Preceding Field	PERM_POST_CODE
Following Field	n/a

Classification NZ Post Codes

9999 Overseas

8888 Not yet known (Default)

List of Post Codes is available (Appendix 15)

Validation Logic **Applies To: Type B, C & D students**

(note there is no requirement to report for Type B and C students, however if Post Codes are reported then this validation applies).

Error 559: TERM_POST_CODE is blank or not numeric

561: TERM_POST_CODE is not a valid Post Code

Applies To: Type D students

Warning 560: TERM_POST_CODE is 8888 for more than two consecutive Returns

Note: Only post codes implemented from 1 July 2008 are accepted.

Data Collection Source: Student application/enrolment form.

Frequency: The information would be updated when the details change.This data item may change for a student during the year while enrolled in a qualification. The post code should be supplied by your student management system at the time that the Ministry's data files are created.

Field History

- 2008 – This field was introduced
- 2009 – Validation 560 changed to an error
- 2009 –Validations 559 and 561 amended to include Type B and C students

- 2009 – Validation 560 reverted to warning

Field Name QUAL Field Number 2.3, 3.4, 4.4

Field Title Qualification Code

Description The field identifies the Qualification code relating to a quality assured qualification. The field is used to indicate the qualification the student is currently enrolled in; a qualification that has been completed by a student or a qualification for which a course has been approved for Student Achievement Component funding.

This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes.

Reason for Field This information is used to link with the SDR Qualifications Register to enable statistical analysis of student enrolments and satisfy international and national reporting requirements. It is also used for policy and resource planning purposes which includes monitoring the number of students completing qualifications and checking that the qualification is approved for Student Achievement Component funding, student allowances and loans.
This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes.

Field Specifications

File	Course Enrolment	Course Register	Qualification Completion
Length	6	6	6
Type	Alpha-Numeric	Alpha-Numeric	Alpha-Numeric
Justification	Left	Left	Left
Fill Character	Blank	Blank	Blank
Record Position	15-20	100-105	25-30
Type of Students	B, C, D	n/a	D
Preceding Field	ID	CTITLE	NSN
Following Field	COURSE	CLASS	MAIN_1

Classification The value should be a six alpha-numeric code as on the SDR Qualifications Register which uniquely identifies a quality assured qualification.
(Note requirements for pre-service teacher education qualifications in SDR Qualifications Register section).
Model: Aannnn Example: NC5121
Non-Formal Education (TEIs only)
Note that prog_award_code (aka QAC code) of all non formal qualification must be one of 90, 97, 99.
For community, continuing, and general education qualifications that are less than or equal to 40 hours of teaching use the Qualification code: G9999 and prog_award_code (aka QAC code) must be one of 90, 97, 99.
For community, continuing, and general education qualifications that are greater than 40 hours of teaching use the Qualification code built on this model:
Model: GFFSSX Example: G48017
(where G = community; FF = field of study; SS = sub-field; X = digit 0-9)
Note: Non-Formal Education is not required to be reported in the Qualification Completion file.

Qualification Completion File
Note: It is now becoming common for students to enroll in a long qualification but be awarded embedded qualifications along the way. For example, a student may be enrolled in a 3 year Diploma qualification and be awarded a certificate after the successful completion of the first year. Please ensure that the Qualification Completion file reflects the qualification gained for the year in which it was awarded.

Validation Logic **Applies To: Type B, C, and D students**

Error 006: Qualification Code is missing in Course Enrolment file

010: Qualification Code is not listed on SDR Qualifications Register

014: Qualification Code in Course Enrolment is not approved for funding and source of funding is 01, 22, 25, 26, 27, 28, 29, 30, 32, 33

017: Qualification Code is missing in Course Register file

202: Qualification Code in Qualification Completion is duplicated for same student

396: Qualification code cannot be blank

Warning 012: Qualification Code in Course Register is not approved for funding

Data Collection

Source: This data item should be supplied by your student management system at the time that the Ministry's/TEC's data files are created. The value for the enrolled or awarded qualification must be a valid code on the SDR Qualifications Register.

Field History

- 2000 – The field has been separated out from previous PROG specification
- 2000 – Title amended to QUALIFICATION Code for Completed Qualification
- 2004 – Fields PROG and APP_QUAL have combined and are now all covered under QUAL specification
- 2004 – Validations 006, 010, 012, 014, 017 and 202 amended
- 2005 – Validation 396 introduced
- 2008 – New field no. and file position in Qualification Completion file
- 2013 – Validation updated: 014
- 2013 – Definition updated for non formal qualification and program_award_code.
- 2014 – Validation 014 updated to include source of funding 27, 28, 29
- 2015 - Validation 014 updated to include source of funding 30
- 2017 April – Validation 014 updated to include source of funding 32, 33

Field Name COURSE Field Number 2.4, 3.2, 5.3

Field Title Course Code

Description The internal code for a course in which students are enrolled. The code must be able to uniquely identify a specific course in which a student is enrolled regardless of the period, location and year in which it is taught. The course code should be consistently reported to the Ministry for each course offered by the TEO.

Reason for Field Allows the Ministry to link the student enrolment file with the course register. This enables the Ministry to establish whether the course is correctly classified for funding and statistical purposes. This field is a key identifier in any analysis at the course level.

This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes.

Field Specifications

File	Course Enrolment	Course Register	Course Completion
Length	20	20	20
Type	Alpha-Numeric	Alpha-Numeric	Alpha-Numeric
Justification	Left	Left	Left
Fill Character	n/a	n/a	n/a
Record Position	21-40	5-24	15-34
Type of Students	B, C, D	n/a	D
Preceding Field	QUAL	INSTIT	ID
Following Field	CRS_START	CTITLE	COMPLETE

Classification The internal code for the course. The code should contain no reference to dates or years in which the course is taught. e.g. “ECON112”

Note: Every unique course in the course enrolment file should appear once, and once only, in the course register file.

Validation Logic

Applies To: Type B, C and D Students

Error
- 008: COURSE is not unique on course register file
- 015: Student is enrolled in COURSE more than once with same start date
- 036: COURSE is blank
- 037: COURSE is not on course register file
- 305: Open course change requests already exist for this provider
- 335: Enrolments against invalid deleted course on TEC course register
- 337: COURSE is not on TEC Course register

Warning
- 009: Student is enrolled in COURSE more than once
- 043: Student is enrolled in more than 25 courses

Data Collection Source: The course code will be an attribute of a student’s course enrolment and will exist on the course register.

Field History

- 1999 – The field was introduced as part of the automated RS21/22 return
- 2000 – Field moved to course register file
- 2000 – Validation 13 introduced
- 2004 – SPF Validations 500 and 501 introduced
- 2004 – Existing validations 305, 306 & 335 included on page
- 2005 – SPF validations removed
- 2011 – Validation 306 removed as not implemented in system.
- 2013 – Logic behind validation 337 updated to include check on COMP file.

Field Name CRS_SRT Field Number 2.5, 5.5

Field Title Course Start Date

Description This field is to contain the start date of the student's course(s) in the current or previous academic year. This date is the officially notified beginning date of instruction and/or structured supervision associated with each student's course(s) at a tertiary education organisation.

Reason for Field The field is used with the CRS_END field to ascertain the length of student course enrolments, and also to monitor student intake patterns throughout the year.

This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes.

Field Specifications

File	Course Enrolment	Course Completion
Length	8	8
Type	Numeric	Numeric
Justification	n/a	n/a
Fill Character	n/a	n/a
Record Position	41-48	36-43
Type of Students	B, C, D	D
Preceding Field	COURSE	COMPLETE
Following Field	CRS_END	NSN

Classification An eight -digit value using zeros to stuff single digit day and month values:

DDMMYYYY — i.e. day/month/year

01022000 = 1 February 2000

Validation Logic

Applies To: **Type B, C and D students**

Error

144: The course start date is prior to date of approval for funding in Qualification

364: CRS_SRT is invalid or blank

621 FUNDING = 25 or 26 and course start date is not greater than 31/12/12

630 FUNDING = 27, 28 or 29 and course start date is not greater than 31/12/13

640 FUNDING = 30 and Course start date is not greater than 31/05/2015

641 FUNDING = 30 is not valid for SDR prior to August 2015

655 FUNDING = 32 and course start date is not greater than 31/12/16

657 FUNDING = 33 and course start date is not greater than 31/12/16

662 FUNDING = 35 or 36 and course start date is not greater than 31/12/17

Warning 109: The year value is not equal to the return year or the previous year

Data Collection Source: This data item should be supplied by your student management system at the time that the Ministry's/TEC's data files are created. The system should maintain start and finish dates for all student course enrolments.

Field History

- 2000 – The Field was introduced
- 2004 – Field introduced in Course Completion File
- 2004 – Validation 364 introduced
- 2013 – New validation introduced: 621
- 2013 Apr – Validation 621 fixed for all student types
- 2014 – New validation introduced: 630

- 2015 April – Updated validation 364 description
- 2017 April – New validations introduced: 655, 657
- 2018 April – New validation introduced: 662

Field Name CRS_END Field Number 2.6, 5.7

Field Title Course End Date

Description This field will contain the end date of the student's course. This will normally be the officially notified end date of instruction and/or examination associated with a course. If a course spans the end of the normal academic year, the last date will be for the following year.

Reason for Field The field is used with the CRS_START field to ascertain the length of student course enrolments, and also to monitor student exit patterns throughout the year.

This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes.

Field Specifications

File	Course Enrolment	Course Completion
Length	8	8
Type	Numeric	Numeric
Justification	n/a	n/a
Fill Character	n/a	n/a
Record Position	49-56	54-61
Type of Students	B, C, D	D
Preceding Field	CRS_START	NSN
Following Field	CRS_WTD	PBRF_CRS_COMP_YR

Classification An eight-digit value using zeros to stuff single digit day and month values:

DDMMYYYY — i.e. day/month/year

01122000 = 1 December 2000

Validation Logic

Applies To: Type B, C and D students

Error
- 138: Course end date is before the course start date
- 395: Course end date cannot be blank for both enrolment and completion returns
- 541: Completion record end date does not match enrolment record end date
- 637: CRS_END is invalid
- 638: CRS_END is blank

Warning
- 110: The year value is not equal to the return year or the next year

Data Collection Source: This data item should be supplied by your student management system at the time that the Ministry's/TEC's data files are created. The system should maintain start and finish dates for all student course enrolments.

Field History

- 2000 – The Field was introduced
- 2000 – Validation 110 amended from error to warning
- 2004 – Validation 138 amended
- 2005 – Field introduced to Course Completion File
- 2005 – Validation 395 introduced
- 2006 – Validation 138 amended
- 2007 – Validation 541 introduced
- 2015 April – Validations 637, 638 introduced
- 2015 April – Applied validation 110 to COMP as well as COUR file

Field Name CRS_WTD Field Number 2.7

Field Title Confirmed student enrolment Withdrawal Date

Description This field will contain the date of withdrawal of a confirmed student enrolment from a course, programme or training scheme otherwise should be left blank.

Reason for Field This field assists in the analysis of attrition of confirmed student enrolments, by providing an important distinction between those students who stay until the end of the course and are not successful, with those that withdraw before the end of the course

Field Specifications

File	Course Enrolment
Length	8
Type	Numeric
Justification	n/a
Fill Character	n/a
Record Position	57-64
Type of Students	B, C, D
Preceding Field	CRS_END
Following Field	ASSIST

Classification An eight-digit value using zeros to stuff single digit day and month values:

DDMMYYYY — i.e. day/month/year

01122000 = 1 December 2000

A "withdrawal" means the withdrawal of a confirmed student enrolment from a course, programme or training scheme, by notice from the student to the TEO or as a result of non-attendance or non-participation by a student at the TEO for any reason, and whether or not the student has been refunded any fees

Validation Logic

Applies To: Type B, C and D students

Error 139: The course withdrawal date is not between the course start date and course end date if FUNDING is not 31

639: Withdrawal Date is invalid

653: FUNDING = 31 and CRS_WTD is null

Warning 401: The course withdrawal date is less than or equal to thirty days after the course start date

Data Collection Source: This data item should be supplied by your student management system at the time that the Ministry's/TEC's data files are created. The system should maintain the withdrawal dates for all confirmed student enrolment course, programme or training scheme enrolments.

Field History

- 2000 – The field was introduced
- 2006 – Validation 401 introduced
- 2015 April – Validation 639 introduced
- 2016 March – Descriptions, reason, classification and data collection of field updated
- 2017 April – New validation introduced: 653

Field Name	ASSIST	Field Number 2.8

Field Title Category of Fees Assessment for International Students for each enrolment

Description This field contains a two character code to identify the category of fees assessment for international students. International students are those not classified as NZL or AUS in the CITIZEN field (Student File), or Y in the RESIDENCY field, except if RESIDENCY is Y or CITIZEN is AUS and ATTEND is resident overseas.

Reason for Field This field provides more information on the type and funding of international students.

Field Specifications

File	Course Enrolment
Length	2
Type	Character
Justification	Right if leading zero not supplied
Fill Character	N.A.
Record Position	65-66
Type of Students	B, C, D
Preceding Field	CRS_WTD
Following Field	ATTEND

Classification

Code	Meaning
00	Domestic Student*1
01	NZAID student
03	International Fee-Paying Student (including people on current work visa) *3
04	Student on a recognised exchange scheme
06	Foreign research based post-graduate*2
08	Diplomatic staff or family, persons associated with Antarctic programme
09	International On-Shore PhD student
12	International student doing ITO off-job training
13	Refugee or protected person whose application for residence is being processed OR a person who has made a claim to be recognised as a refugee or protected person and holds a valid temporary visa

*1 The ASSIST field will:

- Always be 00 (zero zero) for New Zealand citizens (CITIZEN = NZL);
- Be 00 for the following students if they are residing in New Zealand (ATTEND = 1 or 2):
  - Students holding New Zealand resident status (RESIDENCY = 'Y'),
  - Australian citizens (CITIZEN = AUS),
  - Students holding a current Australian permanent resident visa (AUS_RESIDENCY = 'Y').
- Be 00 for the following students if they are intramural and residing overseas (ATTEND = 4) and the students must be studying at Level 7 or above in a country they are not familiar with:
  - Students holding New Zealand resident status (RESIDENCY = 'Y'),
  - Australian citizens (CITIZEN = AUS),
  - Students holding a current Australian permanent resident visa (AUS_RESIDENCY = 'Y').

*2 Assist = 06 is for student enrolled in a programme of study that is:

- A PhD (Level 10 on the NZQF), and
- wholly research (for example, 120 credits thesis).

*3 An international student enrolled in a programme of study that is a Masters (Level 9 on the NZQF) or a Doctoral Programme, excluding PhDs (Level 10 on the NZQF)

Validation Logic

Applies To: All Students

Error
- 405: ASSIST is 09 and ATTEND is 3 or 4
- 581: CITIZEN must be NZL or AUS, or RESIDENCY or AUS_RESIDENCY must be Y if ASSIST=00
- 582: RESIDENCY or AUS_RESIDENCY is Y or CITIZEN is AUS and ATTEND is 3 or 4 and ASSIST is not 03 if the course start date is before 01/01/2017
- 590: ASSIST is Blank or not a valid classification code
- 604: Assist is 13 and Funding is not 01, 22, 25, 26, 27, 30, 32 or 33
- 620: ASSIST is not 00, 08 or 13 and FUNDING = 22, 25, 26, 27, 28, 29 or 33
- 631: ASSIST=09 and QUALIFICATION AWARD CATEGORY is not 01 or 10
- 632: ASSIST=06 and QUALIFICATION AWARD CATEGORY is not 01, 10 or 11
- 659: RESIDENCY or AUS_RESIDENCY is Y or CITIZEN is NZL or AUS and ATTEND is 4 and ASSIST is not 00, 03 or 13 if the course start date is after 31/12/2016

Warning
- 583: RESIDENCY or AUS_RESIDENCY is Y or CITIZEN is NZL or AUS and ATTEND is 1 or 2 and ASSIST is not 00

Applies To: Type D students

Error
- 602: Assist is 04 and Funding is not 01, 12, 30 or 32
- 603: Assist is 08 and Funding is not 01, 12, 23, 25, 26, 27, 30, 32, 33, 35 or 36
- 605: Assist is 12 and Funding is not 11 or 12
- 606: Assist is 06 and Funding is not 01, 12 or 30
- 607: Assist is 03 and Funding is not 02 or 12 for prior Aug 2019 submissions
- 608: Assist is 01 and Funding is not 01, 20, 30 or 32
- 609: Assist is 09 and Funding is not 01, 02, 03 or 30
- 610: Assist is 00 or NULL and Funding is 02
- 671: Assist is 03 and Funding is not 02, 12 or 24 for submissions on or after August 2019

Warning
- 601: Assist is 01 and Funding is 01

Data Collection

Source: Student application/enrolment form.

Frequency: This data item may change for an international student during the year depending on whether a student obtains a residence class visa while enrolled in a qualification. The current status of fees assistance should be supplied by your student management system at the time that the data files are created.

Field History

- The field has existed since data collection was introduced
- 1997 – Classifications were amended in 1997
- 1998 – Code 06 has been clarified by changing from NZAID post-graduate scholarship
- 2000 – Wholly Research students amended to Research-based Post-graduate Students
- 2000 – Validation logic amended to include warning

- 2003 – Validation 128 amended, validation 160 introduced
- 2004 – Validation 161 introduced, validation 128 amended to include Funding of 21
- 2004 –Description and Classification: terminology of international students expanded
- 2004 – Code 03 amended to include ITO
- 2006 – New code 09 for on-shore international PhD students
- 2006 – Validation 122 removed and replaced with 406
- 2006 – Validation 161 removed and replaced with 407
- 2006 – Validations 400, 404, 405, 406, 407 and 410 introduced
- 2008 – Field moved to enrolment file
- 2008 – Field removed from student and Qualification Completion Files
- 2008 – Introduced validations 578, 579, 580, 584 (amendment of 124, 128, 160, 404 to be enrolment specific)
- 2008 – Validations 124, 128, 160, 404 removed
- 2008 – Introduced validations 583, 581, 582, 585 (amendment of 400, 406, 407, 410 to validate against RESIDENCY instead of CITIZEN for New Zealand resident visa holder students)
- 2008 – Validations 400, 406, 407, 410 removed
- 2008 – Clarification of codes 06 and 09
- 2008 – New Classification 12 International ITO Off-Job Trainee
- 2008 – Additional change to introduced validation 581 (amendment of validation 406 to include Classification 12)
- 2008 – New validation 562 introduced
- 2008 – Code 03 amended, Foreign ITO removed from classification
- 2009 – Validation 590 introduced
- 2012 – New code 13 added
- 2012 – Code wording changes: 01, 03, 04, 06, 08, 09, 12
- 2012 – Validations introduced (Errors): 602, 603, 604, 605, 606, 607, 608, 609, 610
- 2012 – Validations introduced (Warnings): 601
- 2012 - Validations removed (Errors): 562, 578, 579, 580
- 2012 - Validations removed (warnings): 126, 584, 585
- 2012 – Validation wording updates: 581, 583
- 2013 – Added new validation error 620
- 2013 – Updated validation error 604
- 2013 April – Fill character = N.A.
- 2013 April – Corrected the logic & description of validation error 581
- 2013 April – Corrected the logic & description of validation error 610
- 2013 April – Corrected the logic of validation error 620 for all student types
- 2014 April – ASSIST is required for all students
- 2014 April – Updated validation 590 for all students
- 2014 – Validation 604 updated to include source of funding 27
- 2014 – Validation 620 updated to include source of funding 27, 28 or 29
- 2014 – Validation 581, 582, 583 updated to include AUS_RESIDENCY
- 2014 – New validations 631, 632 added
- 2015 April – Updated validation 603 for funding = 01, 12, 23, 25, 26 or 27
- 2015 April – Updated validation 620 for ASSIST = 00, 08, 13
- 2015 August – Updated validations 602, 603, 604, 606, 608, 609 to include FUNDING = 30
- 2016 December – ASSIST code 08 description updated
- 2017 April – Updated validations 602, 603, 604, 608 to include FUNDING = 32
- 2017 April – Updated validations 603, 604 620 to include FUNDING = 33
- 2017 April – New validation 659
- 2018 April – Validation 603 updated to include FUNDING = 35, 36
- 2019 August – Validation 607 updated
- 2019 August – New validation 671 introduced

Field Name ATTEND Field Number 2.9

Field Title Intramural/Extramural Attendance

Description The field is used to record a code which specifies whether a student is enrolled in a course that requires students to attend scheduled teaching sessions.

Reason for Field The field is used to determine the number of extramural students, whether or not they reside in New Zealand, and the type of courses they study. This information is used for policy development purposes.

This field is used in analysis to determine access and participation in New Zealand for various population subgroups, such as older students, or students with disability. Also for understanding differences in student outcomes in tertiary education.

Field Specifications

File	Course Enrolment
Length	1
Type	Numeric
Justification	n/a
Fill Character	n/a
Record Position	67
Type of Students	B, C, D
Preceding Field	ASSIST
Following Field	CRS_SITE

Classification

Code	**Meaning**
1	Intramural and residing in New Zealand — covers courses where students must be physically present in scheduled teaching sessions in New Zealand in order to meet the course requirements. These courses may, however, include periods of supervised research and clinical or field experience which may take place outside the campus.
2	Extramural and residing in New Zealand — covers students who are resident in New Zealand and unable to attend on-campus courses in New Zealand. These courses use postal services and distance communication Technology. These courses may, however, include short periods of on-campus attendance.
3	Extramural and residing overseas — covers students who are resident overseas and are unable to attend on-campus courses in New Zealand.
4	Intramural and residing overseas — covers courses where students must be physically present in scheduled teaching sessions at a TEO's campus located in an overseas country in order to meet the course requirements. These courses may, however, include periods of supervised research and clinical or field experience which may take place outside the campus.

Validation Logic

Applies To: **Type B, C and D students**

Error 123: ATTEND is blank or contains a value other than 1, 2, 3 or 4

Data Collection

Source: This data item should be supplied by your student management system from the enrolment record at the time that the Ministry's/TEC's data files are created. The value may be determined either on the basis on the course, i.e. all students enrolled in the course are intramural or extramural; alternatively the value may have to be determined at the individual student enrolment, i.e. some students in a course are intramural, whilst others are extramural and may be studying overseas.

Frequency: The value must be checked at each return date, as it is possible for a student's attendance status to change.

Field History

- The field has existed since data collection was introduced

- 1991 – The codes were modified because of the deletion of the Extramural Load field from the student file
- 2000 – Field amended to refer to courses and include residence status of extramural students
- 2004 – Correction to type of students; includes B, C & D students (no change to reporting)
- 2004 – New Field No. No change to File Position
- 2006 – Code 4 introduced. Other codes modified to more clearly define whether a student is resident in New Zealand or overseas whilst studying

Field Name CRS_SITE Field Number 2.10

Field Title Course Delivery Site

Description The field is used to record the delivery site 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 campus or site must be a recognised centre of learning by the TEO that is geographically separate from other sites or campuses.

Reason for Field The field is used by the Ministry for tertiary sector reporting by location of student. This enables the Ministry to calculate student participation by geographic areas. Code 98 is used to identify courses that are in the main offered by distance learning (some courses may involve short periods of campus contact).

In conjunction with post code information, and location of last secondary school information this field can be used to analyse student mobility patterns, e.g. where students choose to study by where they came from, or for regional planners in estimating where there students come from.

Field Specifications

File	Course Enrolment
Length	2
Type	Character
Justification	n/a
Fill Character	n/a
Record Position	68-69
Type of Students	B, C, D
Preceding Field	ATTEND
Following Field	FUNDING

Classification The value is a two-character alpha-numeric code that refers to a course delivery site or campus of each TEO. The two characters are alpha-numeric and restricted to any combination of letters (from A to Z, capital only) and numbers 0 to 9. A register of course delivery sites is available on the STEO website.

Code	**Meaning**
01	Main campus or delivery site of a TEO
02 - 96	Other delivery sites
98	Courses delivered extramurally or by distance learning
99	Community education courses

Any combination of letters, for example: AA, AB

Any combination of alpha-numeric, for example: A1, 1A

Validation Logic

Applies To: **Type B, C and D students**

Error
- 140: CRS_SITE is blank
- 141: CRS_SITE does not exist or not yet approved
- 402: CRS_SITE is 98 and ATTEND is 1 or 4

Data Collection

Source: This data item should be supplied by your student management system at the time that the Ministry's/TEC's data files are created. The course site should be registered with TEC through the secure STEO website prior to the return date.

The CRS_SITE must have prior approval from NZQA or QABs and authorisation from TEC before funding can be claimed at that site.

Field History
- 2001 – The field was introduced

- 2003 – Validation 141 amended to error
- 2004 – Validation 140 and 141 messages amended
- 2004 – Data Collection explanation amended
- 2004 – New Field No. No change to File Position
- 2006 – Two character code option removed
- 2006 – Validation 402 introduced
- 2017 December – Two character alpha-numeric code introduced

Field Name FUNDING Field Number 2.11

Field Title

Source of Funding

Description

The field contains a code that identifies the source of the funding that supports the student's enrolment in the course.

Reason for Field

The field is used to differentiate between students funded through Student Achievement Component funding, full fee paying students, and students who are funded through some other scheme or through some other agency.

This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes.

Field Specifications

File	Course Enrolment
Length	2
Type	Numeric
Justification	n/a
Fill Character	n/a
Record Position	70-71
Type of Students	B, C, D
Preceding Field	CRS_SITE
Following Field	RESIDENCY

Classification

Code	Meaning
01	Student Achievement Component (SAC) funding Level 3 and above (includes Domestic & Foreign Research-based Post-graduates and on-shore international PhD students first enrolled after 19th April 2005)
02	International Fee-Paying (IFP) Students (including Australian citizens and New Zealand permanent residents who are residing overseas)
03	Domestic Full Fee Paying Students
04	TEC — Supplementary Grants/Fund
05	STAR funded student
06	Training Opportunities (also includes Training for Work)
07	Youth Training - Ceased 31/12/2011; refer to Youth Guarantee
08	Skills Enhancement
09	Prison Education (Department of Corrections)
10	Ministry of Health
11	ITO Off Job Training
12	Other (including other contracts)
13	English for Migrants (TEC only)
14	Primary Pre-service Teacher Education Contracts
15	Secondary Pre-service Teacher Education Contracts
16	Youth Action Training Programme (DWI)
20	NZAID and Commonwealth Scholarships
22	Youth Guarantee Scheme

23	ACE (Adult and Community Education)
24	Trade Academies
25	SAC Level 1 & 2 Competitive Process Funding
26	SAC Level 1 & 2 Plan Process Funding
27	Under 25 Fees Free Standard plan process Level 1 & 2
28	Maori Pasifika Trades Training Level 1 and 2
29	Maori Pasifika Trades Training Level 3 and 4
30	ICT Graduate Schools
31	Non-funded confirmed student enrolments
32	SAC Level 3 & 4 Competitive Process Funding
33	DualPathways (Level 2-3 secondary-tertiary pilot) Funding
35	EM ACE (Emergency Management - Adult and Community Education)
36	SAR ACE (Search and Rescue - Adult and Community Education)

Validation Logic

Applies To: Type B students

Warning

672: ASSIST = 03, FUNDING is 05 and FOREIGN FEE is not blank

Applies To: Type B, C and D students

Error

594	NZQF Level of the qualification associated with the enrolment must be 1, 2 or 3 if FUNDING = 22.
595	RESIDENCY or AUS_RESIDENCY must be Y, or CITIZEN is NZL or AUS, or ASSIST must be 00, 08 or 13 if FUNDING = 22, 27, 28, 29 or 33
596	FUNDING = 22 is not valid for SDR prior 2010
611	FUNDING is blank or not a valid funding code
613	FUNDING = 23, 35 or 36 and either ASSIST is not 00 or 08, or the ATTEND is not 1 or 2
615	FUNDING = 25, 27, 28 or 29 and ATTEND is not 1 or 2
616	FUNDING = 25, 26, 27, 28 and QUAL is not NZQF Level 1 or 2
618	FUNDING = 25 or 26 is not valid for SDR prior 2013
624	Student must be less than 25 years of age at the time of the earliest course start date of the qualification being funded by FUNDING = 27
625	FUNDING = 27, 28 or 29 not valid for SDR prior to 2014
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 the qualification being funded by FUNDING = 28 or 29 and the course_start_date must be before 01/01/2016
627	FUNDING = 28 or 29 and Ethnicity is not Maori or Pasifika group (Refer Note on the next page)
628	FUNDING = 29 and QUAL is not NZQF Level 3 or 4
629	If FUNDING = 22, student must not reached their 20th birthday at the time of the earliest course start date of the qualification being funded by Youth Guarantee
630	FUNDING = 27, 28 or 29 and course start date is not greater than 31/12/2013

635 FUNDING is 01 or 30 and QUAL NZQF LEVEL is 1 or 2

640 FUNDING = 30 and course start date is not greater than 31/05/2015

641 FUNDING = 30 is not valid for SDR prior to August 2015

651 Student must be 16 years of age or older but not reached their 41st birthday at the time of the earliest course start date of the qualification being funded by FUNDING = 28 or 29 and the course_start_date must be greater than 31/12/2015.

652 FUNDING = 31 and COMPLETE is not 4

654 FUNDING = 32 and QUAL is not NZQF Level 3 or 4

656 FUNDING = 33 and QUAL is not NZQF Level 2 or 3 or FACTOR is greater than 0.35

658 If FUNDING = 33, student must be 16 years of age or older but not reached their 20th birthday at the time of the earliest course start date of the qualification being funded by DualPathways (Level 2-3 secondary-tertiary pilot) Funding

660 RESIDENCY or AUS_RESIDENCY is Y or CITIZEN is NZL or AUS and ASSIST is 00 or 13 and ATTEND is 4 and FUNDING = 01 and NZQF Level is less than 7

661 FUNDING = 27 and course start date is greater than 31/12/2016

668 FUNDING = 25 and course start date is greater than 31/12/2018

669 FUNDING = 32 and course start date is greater than 31/12/2018

670 FUNDING = 33 and course start date is greater than 31/12/2018

Warning

593 If FUNDING = 22, student must be 16 years of age or older but not reached their 18th birthday at the time of the earliest course start date of the qualification being funded by Youth Guarantee prior to 2014

Note: For validation 627:

Ethnicity Group	**Ethnicity**
Maori	211 New Zealand Maori
Pasifika Group	311 Samoan
	321 Cook Island Maori
	331 Tongan
	341 Niuean
	351 Tokelauan
	361 Fijian
	371 Other Pacific Island Groups

Field History

- 1997 – The field was introduced
- 1998 – Code 99 (Not Stated) ceased to be valid
- 1998 – Code 02 has been clarified to include MFAT and Codes 14 and 15 introduced
- 1998 – Domestic Wholly Research has been moved from code 04 to 01
- 2000 – Code 03 amended to Domestic Full-Fee Paying Students
- 2000 – Code 07 amended to Youth Training (TEC – ex Skill NZ)
- 2000 – Code 13 amended to English for Migrants
- 2000 – Code 16 introduced for Youth Action Training Programme

- 2000 – Code 01 amended to EFTS based tuition subsidies & incl. Research-based
- 2003 – Code 02 amended to exclude MFAT & code 20 introduced for MFAT students
- 2004 – Code 02 clarified to include non-resident extramural students who are not NZ citizens
- 2004 – New Field No. No change to File Position
- 2004 – New Source of Funding 21 – ITO Off Job Training FOREIGN Student
- 2004 – Validation 125 amended to include Source of Funding 21
- 2006 – Code 01 amended to include on-shore international PhD students (first enrolled after 19th April 2005)
- 2010 – New Source of Funding, 22 – Youth Guarantee
- 2010 – New Validations 593, 594, and 595 for Youth Guarantee (Source of Funding 22)
- 2010 - Validation 125 amended to include Source of Funding 22
- 2011 – (Aug) Funding Code 24 – Trade Academies added
- 2012 – Code description updates: 01, 02, 12, 20
- 2012 – Code 21 removed
- 2012 – New code 23 introduced
- 2012 – New validation 611 introduced
- 2012 – Validation (Error) 125 removed
- 2012 – Validation 593 updated
- 2012 – New validation 613 introduced
- 2013 – New funding code 25, 26 introduced
- 2013 – Updated validations: 611
- 2013 – Changed 595 from Error to Warning
- 2013 – Added validations 615, 616, 618
- 2013 April – Corrected the logic in validations 615 by excluding FUNDING 26
- 2013 April – Corrected the logic in validations 616, 618
- 2014 – New funding source added: 27, 28, 29
- 2014 - Validation 593 updated for prior 2014
- 2014 – Validation 595 updated to include source of funding 27, 28 or 29
- 2014 – Validation 611 updated to check for valid source of funding
- 2014 – Validation 615 updated to include source of funding 27, 28 or 29
- 2014 – Validation 616 updated to include source of funding 27, 28
- 2014 – New validations introduced: 624, 625, 626, 627, 628, 629
- 2014 – Validation 595 updated to include AUS_RESIDENCY
- 2014 – Validation 626 updated with correct upper age limit
- 2015 April – Validation 595 updated to include ASSIST = 08
- 2015 April – Validation 613 updated to include ASSIST = 08
- 2015 August – Validation 635 updated to include FUNDING = 30
- 2015 August – New validations 640 and 641 introduced
- 2016 August – Validation 626 updated
- 2016 August – New validation 651 introduced
- 2017 April – Validation 611 updated to include source of funding 31, 32, 33
- 2017 April – New validation 652 introduced
- 2017 April – Validation 595 updated to include source of funding 33
- 2017 April – New validations 654, 656, 658 introduced
- 2017 April – New validations 660, 661 introduced
- 2018 April – Validation 611 updated to include source of funding 35, 36
- 2018 April – Validation 613 updated to include FUNDING = 35, 36
- 2019 April – New validation 668, 669, 670 introduced
- 2019 December – New validation 672 introduced

Field Name RESIDENCY Field Number 2.12

Field Title Residential Status

Description This field contains a one character code to identify if the student has New Zealand resident status for each enrolment.

Reason for Field This field is used to determine the New Zealand Residence status of a student.

Field Specifications

File	Course Enrolment
Length	1
Type	Character
Justification	n/a
Fill Character	N
Record Position	72
Type of Students	B, C, D
Preceding Field	FUNDING
Following Field	AUS_RESIDENCY

Classification

Code	Meaning
Y	New Zealand Resident visa holder (Excludes all New Zealand and Australian Citizens)
N	Not a New Zealand Resident visa holder (Includes all New Zealand and Australian Citizens)

Validation Logic

Applies To: **Type B, C, D students**

Error 563: RESIDENCY code is other than Y or N

Warning 564: RESIDENCY is Y and CITIZEN is NZL or AUS

574: Both RESIDENCY and AUS_RESIDENCY is N and CITIZEN is 999

Data Collection Student application/enrolment form.

Field History

- 2008 – Field was introduced
- 2014 – Validation 574 updated to include AUS_RESIDENCY and applied to all students

Field Name AUS_RESIDENCY Field Number 2.13

Field Title Australian Residential Status

Description This field contains a one character code to identify if the student has Australian permanent resident status for each enrolment.

Reason for Field This field is used to determine the Australian Permanent Residence status of a student.

Field Specifications

File	Course Enrolment
Length	1
Type	Character
Justification	n/a
Fill Character	N
Record Position	73
Type of Students	B, C, D
Preceding Field	RESIDENCY
Following Field	Padded Blank

Classification

Code	Meaning
Y	Australian Permanent Resident
N	Not a Australian Permanent Resident

Validation Logic

Applies To:		**Type B, C, D students**
Error	633:	AUS_RESIDENCY code is other than Y or N
Warning	634:	AUS_RESIDENCY is Y and CITIZEN is NZL or AUS
	574:	RESIDENCY or AUS_RESIDENCY is N and CITIZEN is 999

Data Collection Student application/enrolment form.

Field History

- 2015 – Field was introduced
- 2015 – Validation 633, 634 introduced

Field Name MANAAPPR Field Number 2.13.1

Field Title Managed Apprenticeship

Description 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.

Reason for Field This field is used to determine whether a student is engaged in a Managed Apprenticeship programme. The definition applies to each course enrolled where the overall programme of study meets the following criteria:

- 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, wananga 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.

Field Specifications

File	Course Enrolment
Length	1
Type	Character
Justification	n/a
Fill Character	N
Record Position	74
Type of Students	D
Preceding Field	AUS_RESIDENCY
Following Field	CATEGORY

Classification

Code	**Meaning**
Y	Enrolment is part of a Managed Apprenticeship programme
N	Enrolment is not part of a Managed Apprenticeship programme

Validation Logic

Applies To: Type D students

Error	643	MANAAPPR is invalid for University
	644	MANAAPPR is other than Y or N
	645	MANAAPPR is Y and FUNDING is not 01, 02 or 03
	646	MANAAPPR is Y and ASSIST is 12
	647	MANAAPPR is Y and Attend is not 1
	648	MANAAPPR is Y and NZQF of the qualification is less than 4
	649	MANAAPPR is Y and both Provider Credits/Points and NQF Credits of the qualification are less than 120

Data Collection Student application/enrolment form.

Field History

- 2016 August – Field was introduced
- 2016 August – Validations 643, 644, 645, 646, 647, 648, 649 were introduced

Field Name CATEGORY Field Number 2.14, 3.9

Field Title

Funding Category

Description

A two-character code assigned by the Ministry to uniquely identify Student Achievement Component funding categories.

Note: TEOs are to use the normal Student Achievement Component funding rates for courses funded under Youth Guarantee and Trade Academies

The field is an alpha-numeric combination of funding category and funding degree/research status.

Reason for Field

Category is used to assign EFTS to a particular tertiary funding rate.

This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes. This field will also be used to provide data for the Key Information for Students (KIS).

Field Specifications

File	Course Enrolment	Course Register
Length	2	2
Type	Alpha-Numeric	Alpha-Numeric
Justification	n/a	n/a
Fill Character	n/a	n/a
Record Position	75-76	120-121
Type of Students	B, C, D	n/a
Preceding Field	Padded blank	CREDIT
Following Field	CLASS	FACTOR

Classification

Details of the funding categories are published on the TEC's website.

For the current year SAC Funding categories: Go to https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/student-achievement-component-provision-at-level-3-and-above-on-the-nzqf-fund/sac-funding-rates/

(Also refer Appendix 7 for valid funding categories for different course classifications).

The field consists of a two alpha-numeric value that concatenates funding category (A-Z) and degree/ research status.

Model = An; For examples: C2, M5.

Code	Description
A	Arts [#03], General [#5.2], Vocational Training for Industry [#22.1]
B	Architecture (non-degree) [#02], Computer Science [#06], Fine Arts, Design [#12], Music and Performing Arts [#16], Health-related Professions [#17], Vocational Training for Industry [#22.1], Medical Imaging [#25], Occupational Therapy [#28], Clinical Psychology [#34]
C	Architecture (degree) [#02], Engineering,Technology [#11], Health Sciences [#13],

	Vocational Training for Industry [#22.1], Midwifery [#27],
	Physiotherapy [#29], Speech Language Therapy [#32], Medical Laboratory Science [#33], Audiology [#35]
G	Dentistry (postgraduate only) [#7], Medicine (postgraduate only) [#15],
H	Agriculture and Horticulture (degree) [#01],
	Specialist Large Animal Science (#39)
I	Teaching [#19.1, #19.2, #20]
J	Business, Accountancy [#04], Law [#14], Vocational Training for Industry [#22.1]
L	Agriculture and Horticulture (non degree) [#01], Osteopathy, Acupuncture [#3.1], Vocational Training for Industry [#22.1], Nursing [#24]
M	Pilot Training [#11.2], Optometry [#13.1], Dental Therapy [#17.3]
	Pharmacy [#31]
N	Priority Engineering [#11.1],
	Dietetics [#36]
O	Medical Radiation Therapy (#30)
P	Trades 2 [#22], Vocational Training for Industry [#22.1]
Q	Veterinary Science [#23],
	Veterinary Science (years 3–5) [#23.3]
R	Dentistry (undergraduate excluding intermediate - years 2-5) (#07)
S	Foreign-Going Nautical (#38)
T	Medicine (Years 2-3) (#15)
U	Medicine (Years 4-6) (#37)
V	Science [#18.0]
Z	FUNDING codes 02 to 15, 16, 20, 23 (i.e. not Student Achievement Component or Youth Guarantee or Trade Academies)
	Note: The use of “Z” to denote other funding sources (i.e. FUNDING 02 to 15, 16, 20, 23) may be a concept not in use in some student management systems, therefore the validation program translates whatever value is used by the system to a “Z”.

Code	**Description**
1	Non-Degree
2	Undergraduate Degree
3	Taught Post-graduate
4	Research-based Post-graduate
5	Foreign Research-based Post-graduate

Validation Logic **Applies to:** **Type B, C and D students**

Error	025:	CATEGORY is not a valid category code
	026:	CATEGORY is not valid for CLASS
	027:	CATEGORY is Z and FUNDING is equal to 01, 22, 24, 27, 28 or 29

046: Second character of CATEGORY is not 5 and ASSIST is 06

347: CATEGORY is not same as TEC course register for this course

Warning 047: CATEGORY is not same as course register file for this course

Data Collection

Source: Depending on your student management system, the category will either be an attribute of a student's individual course or will be looked up from the offered course record to which that enrolment is related.

Field History

- 1999 – The field was introduced with the automated RS21/22 return
- 2000 - Additional character introduced to reflect changes to funding categories with the addition of Non-Degree, Degree, Taught Post-graduate and Research-based Post-graduate funding add-ons. Funding categories D, E and post-graduate in Funding category C removed
- 2000 – Funding category X (extramural) removed
- 2000 – Amended classification for category "Z"
- 2004 – Validation messages 025, 026, 027, 046, 047 and 347 amended
- 2004 – New Field No. Course Enrolment file. No change to File Position
- 2004 – New Funding Category J (Business, Accountancy and Law removed from Funding Category A)
- 2005 – New Funding Category K (ACE – Adult and Community Education)
- 2006 – Funding Category changes
- 2006 – New Funding Categories L, M, P, T
- 2007 – Funding Category changes
- 2007 – New Funding Categories N, O, Q, R, S, T, U
- 2013 – Added new funding category: V
- 2013 – Updated funding category: L, M, N
- 2013 – Updated validation logic in validation 025, 026
- 2014 – Validation 027 updated to include source of funding 27, 28, 29

Field Name CLASS Field Number 2.15, 3.5

Field Title Course Classification

Description A four-character code assigned by the Ministry to uniquely group courses into subject classifications.

Reason for Field Classification is used to determine the basis (course) on which EFTS are generated, and to provide a link between EFTS and funding category.

This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes.

Field Specifications

File	Course Enrolment	Course Register
Length	4	4
Type	Numeric	Numeric
Justification	Left	Left
Fill Character	n/a	n/a
Record Position	77-80	106-109
Type of Students	B, C, D	n/a
Preceding Field	CATEGORY	QUAL
Following Field	NZSCED	NZSCED

Classification A complete list of codes is provided in Appendix 6.

Further details of the course classifications are available in TEC's website http://www.tec.govt.nz/Site-information/Search/?q=course+classifications

Validation Logic

Applies to: **Type B, C and D students**

Error 021: CLASS is not a valid classification code

348: CLASS is not the same as TEC course register for this course

623: CLASS 11.1 or 11.2 is not a valid classification code prior 2013.

Warning 048: CLASS is not the same as course register file for this course

Data Collection Source: Depending on your student management system the classification will either be an attribute of a student's individual course enrolment, or will be looked up from the offered course record to which that enrolment is related.

Field History

- 1999 – The field was introduced with the automated RS21/22 return
- 2000 – Course classifications 07.1, 07.2, 08, 09, 10, 13.1, 13.2, 15.1, 15.2, 17.1, 17.2 23.1, 23.2, 30.2 have been removed or amended for 2000
- 2004 – Validations 021, 048 and 348 amended
- 2004 – New Field No. No change to File Position
- 2007 – Course classifications 5.1 and 26 removed
- 2007 – Fill character amended
- 2013 – Added validation 623;
- 2013 - Updated validation logic in validation 021
- 2013 – Added classifications for 11.1, 11.2.
- 2013 – Added and updated funding category L, N, M and V.
- 2013 April – Classification 5.3 removed.

Field Name NZSCED Field Number 2.16, 3.6

Field Title

NZSCED Field of Study

Description

The field is used to classify the field of study of courses and qualifications.

Reason for Field

Field of study is a key study-related variable used for both statistical and policy planning purposes. Along with level of study, this is the primary variable for analysing the type of skills and knowledge people are acquiring. Information from this field is used for example in policy setting to address skills shortages.

This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes.

Field Specifications

File	Course Enrolment	Course Register
Length	6	6
Type	Numeric	Numeric
Justification	n/a	n/a
Fill Character	n/a	n/a
Record Position	81-86	110-115
Type of Students	B, C, D	n/a
Preceding Field	CLASS	CLASS
Following Field	FACTOR	NZQFLEVEL

Classification

The NZSCED classification is provided in Appendix 8.

(Refer http://services.education.govt.nz/steo/sdr/sdr-manuals/ for details).

Note: A course may have only one NZSCED classification based on "best-fit" criteria

Validation Logic

Applies To: Type B, C and D students

Error 022: NZSCED is not valid

023: NZSCED is blank

353: NZSCED is not same as on TEC course register file for this course

Warning 053: NZSCED is not same as on course register file for this course

Data Collection

Source: This data item should be supplied by your student management system from the course register record at the time that the Ministry's/TEC's data files are created. The course register should contain an NZSCED value for each course.

Field History

- 2000 – Field was introduced
- 2000 – Validation amended from error to warning for year 2000
- 2004 – Validations 022, 023, 053 and 353 amended
- 2004 – New Field No. No change to File Position

Field Name FACTOR Field Number 2.17, 3.10

Field Title: Course EFTS Factor

Description

This is the proportion of the total EFTS value set for the qualification that the course is deemed to represent. The value is expressed as a decimal rounded to four decimal places.

https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/student-achievement-component-provision-at-level-3-and-above-on-the-nzqf-fund/qualifications-and-courses/

Reason for Field

Equivalent full-time study is a key study-related variable for analysing and reporting trends in study load. In conjunction with length of study, EFTS is used to determine full-time/part-time study status of students, a standard statistic in most countries.

This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes. This field will also be used to provide data for the Key Information for Students (KIS).

Field Specifications

File	Course Enrolment	Course Register
Length	6	6
Type	Numeric	Numeric
Justification	n/a	n/a
Fill Character	n/a	n/a
Record Position	87-92	122-127
Type of Students	B, C, D	n/a
Preceding Field	NZSCED	CATEGORY
Following Field	EFTS_MTH	STAGE

Classification

Model: n.nnnn Example: 0.1666

Validation Logic

Applies to: **Type B, C and D students**

Error
- 045 FACTOR is blank or zero in course register and/or course enrolment file
- 056 Student has consumed more than 2.0000 EFTS in a year
- 357 FACTOR is not same as TEC course register for this course
- 614 FACTOR in the enrolment file must be less than or equal to FACTOR in the course register for this course

Warning
- 049: FACTOR is 0 or greater than 1.0000
- 057: FACTOR is not same as course register file for this course [Valid prior December 2012 SDR]
- 058: FACTOR is greater than course EFTS value for course
- 059: Student has consumed more than 1.6000 EFTS in a year (but less than 2.0000)

Data Collection

Source: The course factor will be an attribute of the offered course to which the student's course enrolment is related.

Field History

- 1999 – The field was introduced with the automated RS21/22 return
- 2000 – Validation logic amended - Error 45 and Warning 49
- 2001 – Validation logic amended - Error 56
- 2004 – Validation messages 045, 056, 057, 357, 049, 058 and 059 amended
- 2004 – New Field No. No change to File Position
- 2013 – Warning 57: valid up to August 2012 SDR and historical SDR
- 2013 – New validation 614 introduced
- 2015 April – Updated validation 56 to associates with COUR file

- 2015 April – Updated the implementation logic of validation 59.

Field Name EFTS_MTH Field Number 2.18

Field Title EFTS by Month

Description The field contains the portion of the course EFTS factor for each month of enrolment for all students.

Reason for Field The field is used to determine the Student Achievement Component funding entitlement for each student enrolled in approved courses and qualifications. The EFTS consumed is the EFTS per month in the reporting period for students enrolled in the reporting period. The EFTS awaiting consumption is the EFTS per month for future funding periods of currently enrolled students. This information is used for funding allocation, forecasting and financial modelling purposes.

Equivalent full-time study is a key study-related variable for analysing and reporting trends in study load. In conjunction with length of study, EFTS is used to determine full-time/part-time study status of students, a standard statistic in most countries.

This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes. This field will also be used to provide data for the Key Information for Students (KIS).

Field Specifications

File	Course Enrolment
Length	6 (x12 for each month Jan-Dec in return year)
Type	Numeric
Justification	Left – each month space separated
Fill Character	Zero
Record Position	93-98, 100-105, 107-112, 114-119, 121-126, 128-133, 135-140, 142-147, 149-154, 156-161, 163-168, 170-175
Type of Students	B, C, D
Preceding Field	FACTOR
Following Field	NSN

Classification The value is calculated by evenly dividing the course EFTS factor by each month in which the student is enrolled. That is, the course EFTS factor is divided by the number of calendar months a student is enrolled in a course, irrespective of which day in the month the course starts or ends. The result is rounded down to 4 decimal places.

The formula is:

$$\frac{\text{Course EFTS factor}}{\text{Course Finish Month - Course Start Month (inclusive)}}$$

The calculation applies even if enrolment withdrawals occur after the withdrawal period. That is, include the EFTS of students who withdraw after one calendar month or 10 percent of the course duration (rounded up to the nearest whole day) or as determined by the academic board or council (refer to TEC's *Funding Information*).

Model: n.nnnn e.g. 0.0100

The calculated monthly EFTS value should be reported for all the months in which the student is enrolled in the course, beginning in January and ending in December of the return year. If no EFTS were calculated for a particular month, then this should be reported as 0.0000. If a course began in the previous year or ends in the following year, then only the proportion of the EFTS consumed in the current year should be reported.

The total of EFTS for all months (including months in the following year) for a course enrolment must equal the course factor exactly. Where rounding error occurs, the last month must contain the remainder of the course factor. (refer example 3)

Validation Logic

Applies To: **Type B, C and D students**

Error
016: EFTS_MTH must be numeric and between 0.0 and 0.9999
052: The sum of the monthly EFTS is greater than FACTOR
060: EFTS Not Allowed Before Course Start date or after Course End Date
636: EFTS_MTH are not equal for all except last month of enrolment

Data Collection

Source: This data item should be supplied by your student management system from the enrolment record at the time that the Ministry's/TEC's data files are created. Examples of how the values are calculated are given below.

Examples of Calculation of "EFTS months":

1. Consider an enrolment that starts on 13 April (i.e. month number 4) and ends on 17 August (i.e. month number 8) **of the same academic year**. This enrolment has an associated course EFTS factor of 0.1670. The monthly EFTS for each month in which the course runs would be calculated as such:

   Monthly EFTS = 0.1670/((8-4)+1)

   = 0.0334

   The associated monthly array (January to December) would be:

   0.0000 0.0000 0.0000 0.0334 0.0334 0.0334 0.0334 0.0334 0.0000 0.0000 0.0000 0.0000

2. Consider an enrolment that starts on 13 April (i.e. month number 4) and ends on 17 August (i.e. month number 8) **of the following academic year**. This enrolment has an associated course EFTS factor of 0.8670. The monthly EFTS for each month in which the course runs would be calculated as such:

   Monthly EFTS = 0.8670/((8-4)+13)

   = 0.0510

   The associated monthly array now stretches over two academic years for this enrolment. If the SDR is being reported in the **first** academic year of the enrolment then the associated monthly array (January to December) would be:

   0.0000 0.0000 0.0000 0.0510 0.0510 0.0510 0.0510 0.0510 0.0510 0.0510 0.0510 0.0510

   If the SDR is being reported in the **second** academic year of the enrolment then the associated monthly array (January to December) would be:

   0.0510 0.0510 0.0510 0.0510 0.0510 0.0510 0.0510 0.0510 0.0000 0.0000 0.0000 0.0000

3. Consider an enrolment that starts on 13 April (i.e. month number 4) and ends on 23 February (i.e. month number 2) **of the following academic year**. This enrolment has an associated course EFTS factor of 0.8670. The monthly EFTS for each month in which the course runs would be calculated as such:

   Monthly EFTS = 0.8670/((2-4)+13)

   = 0.0788

   The associated monthly array now stretches over two academic years for this enrolment. If the SDR is being reported in the **first** academic year of the enrolment then the associated monthly array (January to December) would be:

   0.0000 0.0000 0.0000 0.0788 0.0788 0.0788 0.0788 0.0788 0.0788 0.0788 0.0788 0.0788

   If the SDR is being reported in the **second** academic year of the enrolment then the associated monthly array (January to December) would be:

0.0788 0.0790 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000

Note that the last month has been calculated to ensure the sum of the monthly factors is equal to the course factor. That is, the last month is expressed as the course factor less the sum of monthly EFTS for duration minus one month. In this case, it is calculated thus:

0.8670 - (10*0.0788) = 0.0790

4. Consider an enrolment that starts in January 2006 and ends in May 2008 which represents a study period of 29 months and this enrolment has an associated course EFTS factor of 0.0250. The monthly EFTS for each month in which the course runs would be calculated as such:

Monthly EFTS = 0.0250/29

= 0.0008

The associated monthly array now stretches over three academic years for this enrolment. If the SDR is being reported in the **first** academic year of the enrolment then the associated monthly array (January to December) would be:

0.0008 0.0008 0.0008 0.0008 0.0008 0.0008 0.0008 0.0008 0.0008 0.0008 0.0008 0.0008

If the SDR is being reported in the **second** academic year of the enrolment then the associated monthly array (January to December) would be:

0.0008 0.0008 0.0008 0.0008 0.0008 0.0008 0.0008 0.0008 0.0008 0.0008 0.0008 0.0008

Note that the last month has been calculated to ensure the sum of the monthly factors is equal to the course factor. That is, the last month is expressed as the course factor less the sum of monthly EFTS for duration minus one month. In this case, it is calculated thus:

0.0250 – (0.0009 * 28) = 0.0026

If the SDR is being reported in the **third** academic year of the enrolment then the associated monthly array (January to December) would be:

0.0008 0.0008 0.0008 0.0008 0.0026 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000

Field History

- 2000 – Field was introduced
- 2000 – Validation 51 removed
- 2004 – Validation 60 amended
- 2004 – Validation 50 removed
- 2004 – Validation 61 introduced
- 2004 – Validation 62 introduced
- 2004 – New Field No. No change to File Position
- 2015 April – Validations 61 , 62 removed
- 2015 April – Validation 60 description changed and updated
- 2015 April – New validation 636 introduced as warning initially, will be error later
- 2015 June – Validation 16 description updated

Field Name CTITLE Field Number 3.3

Field Title Course Title

Description The title of the course as prescribed or published by the TEO.

Reason for Field The course title provides an indication of the content of the course and is used by the Ministry to ensure that like courses are classified in a like manner.

Field Specifications

File	Course Register
Length	75
Type	Character
Justification	Left
Fill Character	Blank
Record Position	25-99
Type of Students	n/a
Preceding Field	COURSE
Following Field	QUAL

Classification The title of the course as determined by the TEO.

It would be useful to the Ministry if the course title reflected the specific academic or vocational content of the course. If alternative titles exist for courses, use the title which has most common currency. For example, if the course corresponds to an NZQA Unit Standard, the short Unit Standard title may be used.

Validation Logic **Warning** 041: CTITLE is blank

Data Collection Source: The course title will be an attribute of the offered course to which the student's course enrolment is related.

Field History

- 1999 – The field was introduced as part of the automated RS21/22 return

Field Name NZQFLEVEL Field Number 3.7

Field Title Level on the NZ Qualifications Framework. Formerly known as REGISTERLEVEL.

Description The field describes the level of credits on the NZ Qualifications Framework contained in a course or paper contributing to a qualifications registered on the NZQF.

Reason for Field Level of study is a core study-related field needed for both policy planning purposes and for statistical reporting and research. Along with field of study, this is one of the primary variables for analysing the level of skills and knowledge people are acquiring. Information from this field is used for example, in the understanding of student progression and pathways through study for different groups of students.

This field is used by the TEC to produce performance information for investing, funding, and monitoring purposes.

NZQF Level is defined by New Zealand Qualifications Authority and please refer to the document published on NZQA website below:

http://www.nzqa.govt.nz/assets/Studying-in-NZ/New-Zealand-Qualification-Framework/requirements-nzqf.pdf

Field Specifications

File	Course Register
Length	1
Type	Numeric
Justification	n/a
Fill Character	n/a
Record Position	116
Type of Students	n/a
Preceding Field	NZSCED
Following Field	CREDIT

Classification

Code	Meaning
1	Level 1 - Certificates
2	Level 2 - Certificates
3	Level 3 - Certificates
4	Level 4 - Certificates
5	Level 5 - Certificates / Diplomas
6	Level 6 - Certificates / Diplomas
7	Level 7 - Bachelor's degrees, Graduate Certificates/Diplomas, Certificates/Diplomas
8	Level 8 - Bachelor's with honours degrees, Postgraduate Certificates/Diplomas
9	Level 9 - Master's Degrees
0	Level 10 - Doctoral Degree

Note:

- *If a course contains a number of NQF units of different NZQF Levels (formerly and commonly referred to as NQF levels) then the level assigned should be determined by the level of the largest number of credits.*
- *Code 0 is used in SDR for Level 10 Doctoral Degree defined by NZQA.*
- *Please refer to Appendix 9 - QUALIFICATION AWARD CATEGORY CODES AND THEIR RELATIONSHIP WITH ISCED LEVEL AND NZQF LEVEL for further information on how NZQF Level applies to certain types of qualification.*

Validation Logic

Error 054: NZQFLEVEL is blank or not valid

365: NZQFLEVEL must match the equivalent field in TEC Course Register

598: NZQFLEVEL must be 8 or 9 when PBRF value is L or M

599: NZQFLEVEL must be 10 when PBRF value is C or D

Data Collection

Source: The NZQF Level will be an attribute of the offered course to which the student's course enrolment event is related.

Field History

- 2000 – Field introduced
- 2000 – Classification codes amended to include a new code-9 and a revised code-0
- 2004 – Validation 365 introduced
- 2004 – Validation 54 amended
- 2004 – Field updated to reflect NZ Register of Quality Assured Qualifications
- 2006 – Field name amended to REGISTERLEVEL
- 2011 – Field name updated to reflect NZ Qualifications Register
- 2014 – Descriptions of code updated.

Field Name CREDIT Field Number 3.8

Field Title Credit

Description The field specifies the number of credits on the NZ Qualifications Framework contained in a course or paper contributing to a qualification registered on the NZQF.

Reason for Field The field is used to determine the amount of learning required by a course or qualification.

Field Specifications

File	Course Register
Length	3
Type	Numeric
Justification	Right
Fill Character	Blank
Record Position	117-119
Type of Students	n/a
Preceding Field	NZQFLEVEL
Following Field	CATEGORY

Classification The number of credits allocated to a course or paper.

Model: nnn Example: “6”

bbb (left blank) i.e. not applicable

Note: Where decimals are included these will be removed i.e. truncated

Example 1: “8.3” will become “8”

Example 2: “8.6” will become “8”

Validation Logic

Error 044: CREDIT value cannot be blank, less than 0 or greater than 240

Warning 055: CREDIT is greater than 120

573: CREDIT value must be an integer

Data Collection Source: The credit will be an attribute of the offered course to which the student's course enrolment event is related.

Field History

- 2000 – Field introduced
- 2004 – Validation messages 044 and 055 amended
- 2004 – Field Name & Title amended
- 2004 – Field updated to reflect NZ Register of Quality Assured Qualifications
- 2008 – Validation 573 introduced
- 2014 – Validation 044, 055, 573 updated

Field Name STAGE Field Number 3.11

Field Title Stage of Pre-Service Teacher Education Qualification

Description The field is used only for pre-service teacher education qualifications. It contains a value to indicate the stage of the qualification to which the course contributes. For a course of one year or less the value is 01.

Reason for Field The field is used to monitor teacher supply.

Field Specifications

File	Course Register
Length	2
Type	Numeric
Justification	n/a
Fill Character	Blank
Record Position	128-129
Type of Students	D students in pre service teacher education qualification
Preceding Field	FACTOR
Following Field	FEE

Classification

Code	Meaning
01	First stage of qualification
02	Second stage of qualification
03	Third stage of qualification
04	Fourth stage of qualification
etc.	
bb (left blank)	i.e. student is not enrolled in pre-service teacher training

Validation Logic

Applies To: **Type B, C, D students**

Error 111: If the NZSCED value in Course Register is 070101/03/05/08/18/20/22/24/26/28 and the STAGE value is not 01 to 06 inclusive

667: If the Course Classification value in Course Register is 19.1, 19.2 or 20.0 and the STAGE value is not 01 to 06 inclusive

Data Collection Source: This data item should be supplied by your student management system from the enrolment record at the time that the Ministry's/TEC's data files are created.

Field History

- The field has existed since data collection was introduced
- 1995 – this field no longer collected for Nursing students
- 2000 – Field now refers to courses and is moved to Course Register file
- 2001 – Validation 111 amended
- 2004 – Classification codes amended from 'programme' to 'qualification'
- 2004 – Field Title change
- 2018 December – New validation 667 introduced

Field Name FEE Field Number 3.12

Field Title

Course Tuition Fee (Inclusive of GST)

Description

The course tuition fee is the standard fee that domestic students normally pay for tuition and costs associated with enrolment in a course.

The course tuition fee is net of compulsory course costs (e.g. administration charges, examination fees, material charges etc) which are covered in field 3.16, and Maxima exempt fees (e.g. student services levies, student association fees, health fees, record of prior learning fees etc) which are covered in field 1.21.

Reason for Field

This field is used for policy monitoring purposes. This field will also be used to provide data for the Key Information for Students (KIS).

Field Specifications

File	Course Register
Length	5
Type	Numeric
Justification	Right
Fill Character	n/a
Record Position	130-134
Type of Students	n/a
Preceding Field	STAGE
Following Field	INTERNET

Classification

A numeric value representing whole dollars in form: NNNNN

The validation logic is dependent on a number of factors, namely the level of study, the nature of the study (e.g. #5.1, professional masters, category z and Funding Category level 5 are excluded), and the Benchmark level. The nature of the AMFM (Annual Maximum Fee Movement) policy as it affects each course will be different, dependant on the combination of these factors.

The SDR will determine how the particular course relates to the maxima policy.

Validation Logic

Error 155: FEE is not numeric or is blank

354: FEE < 0

Warning 355: FEE = 0

Note: The validations for Annual Maximum Fee Movement and benchmark fee are assessed by TEC Customer Contact Group when the course changes are assessed.

Data Collection

Source: The course tuition fee will be an attribute of the offered course to which the student's course enrolment event is related.

Field History

- 2002 – Field was introduced
- 2003 – Validation 354 and 355 introduced
- 2004 – Validation 155 amended
- 2004 – Field Title, Description & Classification amended for the implementation of Fee/Course Costs Maxima
- 2004 –Validations 369, 370, 371, 372, 373 and 384 introduced
- 2005 – Validation 371 amended
- 2007 – Fill character amended
- 2007 – Validation 155 wording amended

- 2011 – FCCM Policy replaced with AMFM Policy
- 2017 – Validations 369-373 and 384 are removed in 2017

Field Name INTERNET Field Number 3.13

Field Title Internet Based Learning indicator

Description The field is used to indicate whether teaching and learning in each course is currently available in part or as a whole via the Internet.

Reason for Field The field is used by the Ministry for tertiary sector reporting and policy purposes. For example, is internet-based learning helping to increase participation, comparison of outcomes for students learning online to those learning on campus.

Field Specifications

File	Course Register
Length	1
Type	Numeric
Justification	n/a
Fill Character	n/a
Record Position	135
Type of Students	n/a
Preceding Field	FEE
Following Field	PBRF Eligible

Classification

Code	Meaning
1	No Access
2	Web-supported
3	Web-Enhanced
4	Web-Based

Validation Logic **Error** 331: INTERNET does not contain a value 1, 2, 3 or 4

Data Collection Source: This data item should be supplied by your student management system from the course register record at the time that the Ministry's/TEC's data files are created.

No Access is where no part of the paper or course is accessible online.

Web-Supported is where a paper or course provides students access to limited online materials and resources. Access is **optional**, as online participation is likely to be a minor component of study.

Web-Enhanced is where a paper or course expects students to access online materials and resources. Access is **expected**, as online participation is likely to make a major contribution to study.

Web-Based is where a paper or course requires students to access the accompanying online materials and resources. Access is **required**, as online participation is **required**.

Field History

- 2003 – The field was introduced
- 2004 – Field amended to include new classification codes
- 2004 – Classification codes defined
- 2004 – Reason for field amended to include Tertiary e-learning portal
- 2004 – Validation 331 amended

Field Name PBRF Eligible Field Number 3.14

Field Title PBRF Eligible Course Indicator

Description The field is used by TEOs to indicate courses that are eligible for Performance Based Research Fund (PBRF) i.e. they are wholly research based and meet TEC's PBRF policy guidelines, which are detailed on web page: http://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/performance-based-research-fund/

Distinction is made in this field between Masters or Doctorate courses and also part-time courses.

Reason for Field The field is used by the TEC to correctly identify PBRF eligible courses. The number of PBRF eligible course completions can be calculated after the course completion returns have been received. This information is used in the allocation of part of the PBRF.

Field Specifications

File	Course Register
Length	1
Type	Character
Justification	n/a
Fill Character	n/a
Record Position	136
Type of Students	n/a
Preceding Field	INTERNET
Following Field	FOREIGN FEE

Classification

Code	Meaning
M	Masters (greater than 0.75 EFTS)
D	Doctorate (greater than 0.75 EFTS)
L	Part-time Masters
C	Part-time Doctorate
X	Not PBRF Eligible

Validation Logic **Error** 367: PBRF Eligible Course Indicator is blank or contains a value other than C, D, L, M or X

Data Collection Source: This data item should be supplied by your student management system from the course register record at the time that the Ministry's/TEC's data files are created.

Field History

- 2004 - The field was introduced

Field Name CCCOSTS Fee Field Number 3.16

Field Title Compulsory Course Costs Fee (Inclusive of GST)

Description The compulsory course costs fee includes such costs as compulsory administration charges, examination fees, other charges associated with a course or program of study, material charges, costs of field trips and any compulsory purchase of equipment or books through the TEO.

Reason for Field This field is used for policy monitoring purposes. This field will also be used to provide data for the Key Information for Students (KIS).

Field Specifications

File	Course Register
Length	5
Type	Numeric
Justification	Right
Fill Character	n/a
Record Position	142-146
Type of Students	n/a
Preceding Field	FOREIGN FEE
Following Field	EXEMPT Indicator

Classification A numeric value representing whole dollars in form: NNNNN

Validation Logic

Error 374: CCCOSTS is not numeric or is blank

375: CCCOSTS < 0

Warning 376: CCCOSTS = 0

Data Collection Source: The compulsory course costs fee will be an attribute of the offered course.

Field History

- 2004 - Field was introduced
- 2007 – Fill character amended

Field Name EXEMPT Indicator Field Number 3.17

Field Title Course Exemption from AMFM (Annual Maximum Fee Movement)

Description An indication against any course that has been granted an exemption including the 2% AMFM (Annual Maximum Fee Movement) and professional masters.

Reason for Field This field will be used to identify all courses that have been granted an exemption from AMFM (Annual Maximum Fee Movement).

Field Specifications

File	Course Register
Length	1
Type	Numeric
Justification	n/a
Fill Character	n/a
Record Position	147
Type of Students	n/a
Preceding Field	CCCOSTS Fee
Following Field	n/a

Classification

Code	Meaning
1	Course has been granted exemption from AMFM
2	Course has no exemption from AMFM

The Course will automatically be exempt from AMFM if

- #5.1 (Adult and Community Education)

Under exceptional circumstances, an exemption may be approved by TEC (an increase of up to 8%).

Validation Logic

Data Collection Source: The course exemption from AMFM (Annual Maximum Fee Movement) will be an attribute of the offered course.

Field History

- 2004 - Field was introduced
- 2011 – AMFM replaced AMFL and FCCM
- 2017 – Validations 377 and 378 are removed

Field Name MAIN_1 MAIN_2 MAIN_3 Field Number 4.5, 4.6, 4.7

Field Title Main Subject(s)

Description The three fields, which are identical in format, are used to record codes for the main subjects studied by a student who has completed a qualification that has no specific field of study; e.g. BA, BSc, NZCE.

Reason for Field The field is required for generic qualifications such as a BA in order that qualification completions can be classified by subject area. In planning the supply of and demand for secondary teachers, it is important to know the curriculum subjects the graduates intend to teach. For graduates who complete a pre-service secondary sector qualification, please ensure that the MAIN_1, MAIN_2, and MAIN_3 fields identify the curriculum subjects that the trainees intend to teach.

Field Specifications

File	Qualification Completion
Length	4
Type	Character
Justification	Left
Fill Character	Blank
Record Position	31-34, 35-38, 39-42
Type of Students	n/a
Preceding Field	INTERNET
Following Field	FOREIGN FEE

Classification Subject codes are listed in Appendix 5. For pre-service secondary teacher trainees list the subject(s) that the trainees intend to teach.

The list of codes available has been compiled from information published by organisations. If you believe that the list should be extended to include additional subjects, please contact Tertiary Information at the Ministry of Education - Tertiary.Information@education.govt.nz at the Ministry.

Validation Logic

Applies To: **Type D students**

Error
- 203: If NZSCED codes ends in '00' then must have at least one main subject
- 204: If NZSCED is 070105, 070126, 070128 then must have at least one main subject
- 211: Main subject is not on list

Data Collection Source: The value must be compiled by your student management system each time data files are returned to the Ministry. The data required will come either from course enrolment records, depending on how your system determines individual student loads.

Field History
- The field has existed since data collection was introduced
- 1999 – The field length and code values were modified
- 2001 – Validation logic amended
- 2008 – New field no. and file position

Field Name YR_REQ_MET Field Number 4.8

Field Title Year Requirements Met

Description This field is to contain the year the requirements have been met for the award of a qualification as set out in the approved regulations.

Reason for Field The field is used by the Ministry for tertiary sector reporting and policy purposes and the TEC for monitoring purposes. It will clearly define which year the qualification requirements are completed for each record.

Field Specifications

File	Qualification Completion
Length	4
Type	Numeric
Justification	n/a
Fill Character	Blank
Record Position	43-46
Type of Students	D
Preceding Field	MAIN_3
Following Field	Field 4.9 (removed)

Classification A four -digit value:
YYYY — i.e. year

Validation Logic

Applies To: **Type D students**

Error
- 565: YR_REQ_MET is in the future
- 569: YR_REQ_MET is blank or not numeric
- 600 YR_REQ_MET value cannot be less than 1999

Data Collection Source: This data item should be supplied by your student management system at the time that the Ministry's data files are created.

Field History
- 2008 – The Field was introduced
- 2012 – Validation 600: YR_REQ_MET value cannot be less than 1999 is introduced

Field Name COMPLETE Field Number 5.4

Field Title Student Course Completion indicator

Description This field is used to record the completion status of a course.

A student is deemed to have successfully completed the course when they have met the requirements set out in the approved course or outline.

Reason for Field The field is used by the Ministry for tertiary sector reporting and policy purposes. The Tertiary Education Strategy highlights an increasing focus on outcomes. Along with qualification completion, this field provides the basis for monitoring and analysis of achievement in tertiary. This field allows important distinctions to be made in terms of success at the course level, compared with success at the qualification level.

This field is used by the TEC for the purposes of investment, funding, monitoring and publication of performance information.

Field Specifications

File	Course Completion
Length	1
Type	Numeric
Justification	n/a
Fill Character	n/a
Record Position	35
Type of Students	D
Preceding Field	COURSE
Following Field	CRS_SRT

Classification

Code	**Meaning**
0	Still to complete course – valid extension or grade not yet available (NZQF Level 1-8)
1	Still to complete course – course end date not yet reached (NZQF Level 1-8)
2	Completed course successfully
3	Completed course unsuccessfully
4	Did not complete course
5	Practicum to complete – on job training (NZQF Levels 1-8)
6	Yet to complete – NZQF Levels 9 & 10
7	Extension granted or under moderation – NZQF Levels 9 & 10
8	Completed Successfully Thesis written in Te Reo Maori

Validation Logic **Applies To:** **Type D students**

Error

220: COMPLETE is not 0, 1, 2, 3, 4, 5, 6, 7 or 8

366: COMPLETE must be 4 if CRS_WTD is not null

383: COMPLETE is 0,1, 2, 3, 4 or 8, CRS_END date is 2004 or greater and no corresponding enrolment is found

386: COMPLETE is 0, 1 or 5 and course is not NZQF Level 1-8

387: COMPLETE is 6 or 7 and course is not NZQF Level 9 or 10

388: COMPLETE is 1 and course end date has passed

391: COMPLETE is 0 for more than three consecutive SDR periods

394: COMPLETE is 2,3 or 8 and course has not started

542: Type D enrolment reported in Dec SDR, course end date in the return year or earlier, not found in Completion file for same return period and source of funding is not 06, 07, 08, 11 or 21

544: COMPLETE is 0 when course end has not been reached

552: PBRF_CRS_COMP_YR is blank when complete indicator is 2, 3 or 8

612: COMPLETE is 8 and course is not NZQF Level 8, 9 or 10

Warning 385: COMPLETE is 0,1, 2, 3, 4 or 8, CRS_END date is 2003 or less and no corresponding enrolment is found

389: COMPLETE is 5, 6 or 7 and no corresponding enrolment is found

390: COMPLETE has been reported as 0 for two consecutive returns

392: COMPLETE reported as 0, 1, 5, 6 or 7 in previous completion return and cannot be found

393: Type D Enrolment reported in latest SDR file not found in Completion file for the same return period

543: COMPLETE has been reported as 0 for three consecutive returns

586: PBRF_CRS_COMP_YR is entered and complete code is other than 2, 3 or 8

NOTE: Warning 390, 543 and Error 391 – updated to commence in the year following the course end date, when the enrolment was reported in the Dec return.

All three will be returned, in their appropriate timeframe, if the record in the previous return was reported as code 0, and the record is omitted from the file, or is in the current file as code 0.

Data Collection

Source: This data item should be supplied by your student management system from the course completion record at the time that the Ministry's/TEC's data files are created.

All current enrolments for Type D students (not including Training Opportunities, Skills Enhancement, ITO Off Job Training or ITO Off Job Training FOREIGN Students) are to be included in the course completion file, irrespective of whether a completion date has been reached.

Post Graduate completion records, for every year, for multi-year courses, are not required to be updated with the successful or unsuccessful complete code. The successful (or unsuccessful) complete code should be recorded in the final year of the multi-year Post Graduate course. The earlier year completion records should not be updated from their complete codes of 6 or 7.

Classification Definitions

0 **Still to complete course – valid extension or grade not yet available (NZQF Level 1-8) -** By the extraction date, the completion date for the course has passed but an extension or resubmission has been granted or the grade is not yet available. A completion (code 2, 3 or 4) will be returned in a later SDR.

1 **Still to complete course** – **course end date not yet reached (NZQF Level 1-8)** - By the extraction date, the completion date for the course has not yet been reached. Student completion will be captured in a later SDR return, and does not mean that the student will be counted as incomplete.

2 **Completed course successfully** – By the extraction date, the learner has met the requirements for successful completion as set out in the approved course descriptor or outline. This student enrolment will be captured as a course completion in the SDR return.

3 **Completed course unsuccessfully** – By the extraction date, the learner has completed requirements for course completion but unsuccessfully as set out in the approved course descriptor or outline. This student enrolment will be captured as a course completion in the SDR return.

4 **Did not complete course** – By the extraction date, learners have not attempted or met the all requirements for successful course completion. This includes learners who have formally or not formally withdrawn from the course outside the regulations

for withdrawal. The completion date for the course has been reached. The student enrolment will be captured as a course incompletion in the SDR return.

5 **Practicum to complete – on job training (NZQF levels 1-8)** - By the extraction date, the theory training with the academic provider is complete but the student still has to complete a practical module. A completion result will be available after the external practical module has been completed. E.g. as per classification 22.

6 **Yet to complete – NZQF Levels 9 and 10** - The student is enrolled in a thesis component. By the extraction date, the student is **formally** enrolled, but no formal submission of work is required.

7 **Extension or under moderation – NZQF Levels 9 and 10** - The student is enrolled in a thesis component. The student is **not** formally enrolled and either an extension has been granted, results are under moderation or the enrolment has been deferred

8. **Completed Successfully Theses written in Te Reo Maori** – By the extraction date, the learner has met the requirements for the successful completion of a Thesis written in Te Reo Maori.

Field History

- 2002 – The field was introduced
- 2004 – Validation 366 introduced
- 2004 – Classification codes defined
- 2005 – Classification codes revised and re-defined
- 2005 – Validations 220 and 383 revised
- 2005 – Validations 338, 391 and 394 introduced
- 2005 – Validations 385, 386, 387, 389, 390, 392 and 393 introduced
- 2006 – Validations 386 and 387 amended to errors
- 2007 – Validations 542, 543 and 544 introduced
- 2011 – Warning 390, 543 and Error 391 note added
- 2012 – New code 8 introduced
- 2012 – New validation (Error) 612 introduced
- 2012 – Validation descriptions updated: 220, 383, 385, 394, 552, 586
- 2013 – Validation 383 and 385 updated

Field Name PBRF_CRS_COMP_YR Field Number 5.8

Field Title PBRF Course Completion Year

Description This field is to contain the actual end year of the student's course(s) for those completing PBRF **(funded only)** course(s). This field value is the officially notified year the research component of the course is completed.

Reason for Field The field is used to determine the end year of the research component of a PBRF funded course. The current CRS_END date is used to determine the end date of funding so therefore cannot be used for this purpose.

Field Specifications

File	Course Completion
Length	4
Type	Numeric
Justification	n/a
Fill Character	Blank
Record Position	62-65
Type of Students	D
Preceding Field	CRS_END
Following Field	n/a

Classification A four -digit value:
YYYY — i.e. year

Validation Logic

Applies To: **D students**

Error
- 549: PBRF_CRS_COMP_YR is populated for other than PBRF eligible course
- 550: PBRF_CRS_COMP_YR is prior to CRS_SRT
- 551: PBRF_CRS_COMP_YR is in the future
- 552: PBRF_CRS_COMP_YR is blank when complete indicator is 2, 3 or 8
- 555: PBRF_CRS_COMP_YR is not numeric

Warning: 586 PBRF_CRS_COMP_YR is entered and complete code is other than 2, 3 or 8

Data Collection Source: This data item should be supplied by your student management system at the time that the Ministry's data files are created. The system should maintain start and finish dates for all student course enrolments.

Field History
- 2007 – The Field was introduced August 2007 SDR as optional
- 2008 – Compulsory for PBRF TEOs for 2008
- 2008 – Validation 553 removed
- 2008 – Introduced validation 586 (amendment of validation 553, removed code 6 or 7)
- 2011 – Validation 552 changed from Warning to an Error
- 2012 – Validation description updated: 552, 586

Field Name EMB_LIT_NUM Field Number 3.18

Field Title

Embedded Literacy and Numeracy Flag

Description

This field will hold a Yes/No flag to indicate if the course includes embedded literacy and/or numeracy.

Embedded literacy and numeracy combines the development of literacy and numeracy with the development of vocational and other skills.

It includes opportunities to improve reading, writing, speaking, listening, number and measurement and statistics competencies, as defined in the Learning Progressions, along with the existing programme of learning.

In an embedded approach, literacy and numeracy skills are taught within course content and skill development, as part of a coherent programme of learning, not in separate unrelated blocks of learning. There is also explicit assessment of literacy and numeracy skills alongside assessment of other programme and course outcomes.

Specifically a course that embeds literacy and numeracy will deliver deliberate teaching of literacy and numeracy that is contextualised to the relevant curriculum and in response to the diagnosed learner needs and will be part of a programme that has:

- explicit literacy and numeracy statements, such as learning outcomes and/or teaching and learning statements within programme documentation and/or course descriptors;
- a literacy and numeracy diagnostic assessment for all students;
- assessment of learners' progress in literacy and numeracy.

Reason for Field

This field identifies if literacy and/or numeracy is embedded in NZQF Level 1-5 courses. It will be used by TEC for investing, funding and monitoring purposes.

Field Specifications

File	Course Register
Length	1
Type	Yes/No
Justification	n/a
Fill Character	N
Record Position	18
Type of Students	n/a
Preceding Field	EXEMPT_Indicator
Following Field	n/a

Classification

An optional one character field that can take one of the following values:

N = no embedded literacy and numeracy component in course

Y = embedded literacy and numeracy component in course

Note: If the TEO does not have any courses with an embedded literacy and/or numeracy component then the SDR interface will also accept a CREG file in 2009 format, the validation system will insert a default value of N in this case. If the CREG file contains one or more courses with embedded literacy and/or numeracy then the whole CREG file must be in the 2010 format and each course must contain a Y or N value. We will utilize error code 310 if the CREG file contains a mixture of records in both 2009 and 2010 format.

Validation Logic

Error 591 Invalid Embedded Literacy and Numeracy Flag – Must be 'Y' or 'N'

592 NZQFLEVEL for this course with Embedded Literacy and Numeracy is not in range 1 to 5 inclusive

Data Collection

Source: This data item should be supplied by your student management system

	from the course register record at the time that the Ministry/TEC's data files are created.
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GLOSSARY OF TERMS

Name	Explanation
'Verified'NSN	A 'Verified' NSN is where all the required data on the NSI record has been supplied and recorded as being verified. Required data includes name and date of birth (verified) and residential status (verified).
Annual Maximum Fee Movement (AMFM)	TEOs receiving Student Achievement Component funding at Level 3 and above must not increase fee/course costs by more than the limits set. See the TEC website for more information (http://www.tec.govt.nz).
AUS (Australian citizen)	Australian citizens are considered domestic students in the SDR but only if they are resident in New Zealand.
Classification	Each of the fields that make up a file has a classification. The classification supplies information on how the field should be completed. For example, if a code (either numeric or character) or other value is to be entered in this field, it will provide details about these and a meaning or explanation.
Course	A course is the smallest component of a programme of study in which a learner may be enrolled and returned in the SDR. It is a set of learning with level, credit, title, grade on assessment, equivalent full-time student (EFTS), courses classification. Papers, modules, units, components and subjects are all terms that are sometimes applied to courses. A course encompasses teaching, learning and assessment. In some cases it also includes research. A course may occur at any location at any time during the year.
Course Completion	The requirements for course completion are those set out in the approved course descriptor or outline as part of the programme documentation of a quality assured qualification.
Course Completion File	This file is submitted 3 times a year (April, August and December). The file should contain all enrolments for the year to date for Type D students who do not have a funding source of 06, 07, 08, 11 or 21 (see the Funding field for source of funding codes and their meanings). The file should also include all completions since the previous return of this file and include any updates/changes from previous completions reported. There are various fields that are to be included in this file (these can be found in the File Specifications).
Course Enrolment File	This file is submitted 3 times a year (April, August and December). The file should contain all students enrolled in the current year. For each individual student, a record of each separate course enrolment is required. Every student in the Student File should appear at least once in the Course Enrolment File. There are various fields that are to be included in this file (these can be found in the File Specifications).
Course Register File	This file is submitted 3 times a year (April, August and December). This file contains records of all courses in which students are enrolled in the current year by each TEO. All course codes in the register must appear only once and be exactly the same as that used in the course enrolment file. There are various fields that are to be included in this file (these can be found in the File Specifications).
Domestic Student	Domestic students are students who are citizens or resident visa holders of New Zealand or are Australian citizens or current Australian permanent resident visa holders living in New Zealand.
EFTS	Equivalent Full-Time Student (EFTS) is a measure of consumption of education. A student enrolled in a programme of study full-time for the full-year equates to 1 EFTS. A student enrolled full-time for a semester equates to 0.5 EFTS.
EFTS Forecast	Tertiary Education Organisations (TEOs) forecast their EFTS units in the SDR. Forecasts are required by course classification and funding category. The actual EFTS units may change from the previous SDR's forecast EFTS units.
Enrolment Type	See Type B, C and D students
Error	An error report is provided for individual records which fail the validation test in the SDR. These errors must be corrected in your Student Management System and the files re-extracted before the validation process can be completed.

GLOSSARY OF TERMS

Name	Explanation
Export Education Levy	The Export Education Levy (EEL) is collected from all TEOs that enrol international fee-paying students. The levy funds export education industry development, promotion, quality assurance and research. TEOs may recover the cost of the EEL through the tuition fee charged to international students.
Extraction Date	The date, to which the data is current and correct for submitting to TEC.
Field Specifications	Each of the fields that make up a file has a field specification. The specifications of each field can differ. The field specifications include information such as: - The format of the code for each file that the field is included in - The length of the code (including fills), i.e. 4 characters in length - The type of code, i.e. the format. Could be shown as numeric or character for example - The type of students (B, C, D) that the code applies to
Formal qualifications	Are recognised qualifications that have formal assessment procedures that add to academic credit, or a module of such a recognised qualification.
Generic Enrolment Form	Has been produced to assist TEOs, especially PTEs with the collection of information from students that fulfill the data requirements of the SDR. The Generic Enrolment Form template can be found on the STEO website (http://www.steo.govt.nz).
'Inactive' NSN	An 'Inactive' NSN relates to a deceased or fictional person and should no longer be used.
International Student	A non-domestic, international fee-paying student.
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.
'Merged' NSN	The record is no longer current. The record will indicate which NSN should now be used for the student in question. A merged NSN occurs when more than one NSI record existed for the same student, and the records were merged into one so that the student has one NSN.
'nn' or 'nnn'	Used throughout the SDR fields to indicate where a number should be inserted.
Non-formal education/non-formal course	Non-formal education/course is learning that does not contribute towards a qualification. This includes adult community education courses, courses taken for personal interest (CPI) and learning for which a certificate of attendance only is given. Non-formal education can include assessment, but the assessment does not contribute toward a qualification. If a student receives a certificate of completion or attainment simply by virtue of attending classes, or in some other non-discriminatory way, the learning is considered to be non-formal.
NSI (National Student Index)	The National Student Index (NSI) is a database, system and a set of processes used to assign a unique identifier, the National Student Number (NSN), to all students in the NZ Education system. It should only be necessary at the Tertiary level to assign new NSNs to overseas and mature students registering for the first time.
NSN (National Student Number)	A National Student Number is unique to each student.
NZAID	New Zealand Agency for International Development
NZL	New Zealand Citizen (includes Niuean, Cook Island, and Tokelauan students).
NZP	New Zealand Resident visa holders (excludes Australian citizens).
NZQA	New Zealand Qualification Authority.

GLOSSARY OF TERMS

Name	Explanation
NZSCED Field of Study Codes	New Zealand Standard Classification of Education (NZSCED) Field of Study Codes are used to classify the field of study of courses and qualifications.
‘‘Unverified’ NSN	The NSN has one or more of the required fields not filled in or one or both of the verified indicators set to “unverified”. Required fields are Surname, Forename 1, Date of Birth, Gender and Residential Status.
PBRF Census (staffing return)	The Performance Based Research Fund Census (staffing return) is only required from TEOs that are seeking funding from the PBRF and provides details of staff that are conducting research and an indication in advance of the number of PBRF Evidence Portfolios that the TEC can expect to receive. It is only required in years when these are being submitted.
PTE	Private Training Establishment
Quality Assured Qualification	A quality assured qualification is one that has been approved by the quality assurance bodies, NZQA or Universities New Zealand (CUAP). Each qualification listed in the SDR Qualifications Register is attached to a TEO, and the data stored for the qualification includes a qualification code, NZSCED code, a Qualification Award Category code and a NZQF Level.
Qualification Award Category	Recognised qualifications are awarded qualification codes between 01 and 60 & 98. Refer to Appendix 9 of the SDR manual for a description of each code.
QAB (Quality Assurance Body)	Quality Assurance Bodies approve qualifications, making them ‘recognised’. Quality Assurance Bodies include: New Zealand Vice Chancellors’ Committee or NZQA or its agents, (ITP Quality and NZCTE for example).
Qualification Completion	A learner has completed a qualification when they have met the requirements to be eligible for the award of the qualification as set out in the approved regulations for the qualification.
Qualification Completion File	This file is submitted 3 times a year (April, August and December). This file contains records for individual students who have passed all the academic requirements for the completion of a recognised qualification.
SDR Qualifications Register	The SDR Qualifications Register is a database, maintained by the TEC, which lists information on quality assured qualifications offered by TEOs that are eligible for Student Achievement Component funding and for Student Allowances and Loans.
Recognised Qualification	A qualification that has been approved by a Quality Assurance Body and meets the requirements of the New Zealand Qualifications Framework.
NZQF Level	Refers to the level on the NZ Qualification Framework of Quality Assured Qualifications.
SDR	The Single Data Return (SDR) is a set of data items that are specifically required by the Ministry of Education and the Tertiary Education Commission (TEC) for monitoring performance against Investment Plans as well as statistical reporting purposes
SMS	An SMS (Student Management System) is a database or application which can store information relating to an organisation. A certified SMS can also generate reports and data files which are required for the Government. A list of certified SMSs can be found on the STEO website (http://www.steo.govt.nz).
STAR	The Secondary Tertiary Alignment Resource (STAR) is funding received by secondary schools for the purpose of offering non conventional and tertiary type courses to their students. STAR funded students may enroll with a TEO for the purpose of receiving tuition.
STEO (website)	The Services for Tertiary Education Organisations (STEO) website can be found at: http://services.education.govt.nz/steo .
Student Component Funding	Student Component funding involved allocating a qualification an Equivalent Full-Time Student (EFTS) value, splitting the qualification into courses, calculating the courses’ EFTS factors, classifying the courses, and applying funding rates. See the TEC website for more information (http://www.tec.govt.nz).

GLOSSARY OF TERMS

Name	Explanation
Student Achievement Component Funding	The Student Achievement Component (SAC) is the government's contribution to the direct costs of teaching and learning and other costs driven by student numbers within approved tertiary education Investment Plans. See the TEC website for more information (http://www.tec.govt.nz).
Student File	File containing records for individual student enrolled in a course or qualification. All students for which a confirmed student enrolment has been made in your student management system should be reported, regardless of the level of study or the funding source.
Summary Report/Validation Summary Report	When using the validation program a summary report is generated. This is sent with your validated data files to the Ministry.
TEC	Tertiary Education Commission
TEI	Tertiary Education Institution
TEO	Tertiary Education Organisation
Type B students	Includes all STAR students and students enrolled in qualifications that have a total EFTS value (across all enrolments) less than or equivalent to 0.03. Only a minimal set of data for the student is required to be returned – an 'Unverified' NSN is acceptable.
Type C students	Are students enrolled in non-formal education. A limited set of data for the student is required to be returned – a "partial" NSN is required. NB a proxy date of birth is not permissible.
Type D students	Are students enrolled in at least one quality assured qualification or a course(s) toward such a qualification with a total EFTS value (across all enrolments) greater than 0.03. A full data set for the student is required to be returned – a 'Verified' NSN is required.
Confirmed student enrolment	Refer File Specifications - Definitions
Validation Logic	Is described for each field. It defines the errors and warnings that may arise after using the SDR validation programme. A full list of validations for the SDR can be found in appendix 11 of the SDR manual.
Warning	A warning report lists the possible errors for each individual record in the data files. These records must be checked in your SMS.
Workforce Questionnaire	An annual return of staff employed at TEOs. The data collected is used to measure the size of the education workforce, the proportion of each gender in each category, and the calculation of staff: student ratios. It is an annual data collection which must be completed and submitted in January before the December SDR can be submitted.

APPENDICES

Please refer to STEO websites for the following appendices.

http://services.education.govt.nz/steo/sdr/sdr-manuals/

SDR Appendix 2019 document contains:

APPENDIX 1A	Tertiary Education Organisations (Sorted by Code)
APPENDIX 1B	Tertiary Education Organisations (Sorted by Name)
APPENDIX 2A	Secondary, Composite and Special Schools (Sorted by Code)
APPENDIX 2B	Secondary, Composite and Special Schools (Sorted by Name)
APPENDIX 3	Country of Citizenship Codes
APPENDIX 4	Iwi Codes
APPENDIX 5	Main Subject Codes
APPENDIX 6	Course Classification Codes
APPENDIX 7	Valid Funding Category for Course Classifications
APPENDIX 8	NZSCED Field of Study Codes
APPENDIX 9	Qualification Award Category Codes and their Relationship with ISCED Level and NZQF Level
APPENDIX 10	SDR Error/Warning Codes
APPENDIX 11	Important Links
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APPENDIX 13	Histories of Changes
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APPENDIX 15	Valid Post Codes