Tertiary Education Commission
Te Amorangi Mātauranga Matua

Key Information for Students
The Process

This handout provides you with a quick view of the four high-level phases to publish the KIS to your website.

INITIATE	DESIGN	IMPLEMENT	MAINTAIN
Is our data correct?	How does it look?	Let's publish!	Let's keep it up to date

Phase One: Initiate

This phase is for you to become familiar with what the Key Information for Students is, how you want to implement it on your website and checking your data is up to date.

The **key tasks** during this phase are to:

- Ensure your data is up-to-date in STEO.
  This will be the data that is displayed on the full KIS and on the KIS central website to users. You can find more information on the KIS initiation webpage.
- Select a publishing option (full KIS or a KIS button).
  Take a look at examples on the next page.
- Familiarise yourself with the implementation plan for your selected publishing option.
  You can find more information on the KIS initiation webpage.

Once you have confirmed your publishing option, the TEC will notify you via email of your KIS implementation dates. You will receive a table like the example below.
Note: the weeks indicated in the 'Timing' row is 19 weeks for the full KIS and 8 weeks for the KIS button.

These rows outline the maximum duration each phase should take to complete.

These rows give you a description of what milestone is to be started or finished. Take a look below on the finer detail.

Deployment phase	Initiation	Design		Implementation	
Timing	Week 1 – 3	TEO Design Week 4-7	TEC Design review Week 8 – 11	Week 12 – 19	
Milestones	TEC notification to TEO	Design due for review (end of week 7)	Final design for implementation on website (end of week 11)	Implementation on website complete (week 19)	Notify TEC complete (end of week 19)
Dates	Start 07/02/2017	Start 27/02/2017	Finish 21/04/2017	Start 24/04/2017	Finish 16/06/2017

Phase Two: Design

This phase is when you work with the TEC on the design of the KIS on your website. This is to ensure the location and design of the KIS is aligned to the implementation plan and style guide for your selected publishing option. **Note:** The timing for this phase is 4 weeks for the Full KIS and 1 week for the KIS button.

The **key tasks** during this phase are to:

- Design the KIS aligned to the style guide requirements.
  You can find more information on the KIS design and implementation webpage.
- Submit your design for approval by the TEC.

Phase Three: Implement

This phase is for you to connect to the KIS Data Service (full KIS only) or to apply the KIS button to the relevant qualification pages on your website, linked to the KIS central website. **Note:** The timing for this phase is 4 weeks for both publishing options.

The **key tasks** during this phase are to:

- Publish the KIS to your website (as per the publishing option chosen).
- Notify the TEC when your implementation is completed, with links to the web pages.
  You can find more information on the KIS design and implementation webpage.

Ongoing Maintenance

Please ensure you have processes in place to maintain the KIS and KIS data. This ensures that users will view up-to-date data and new qualification pages will include the KIS.

The **key tasks** during this phase are to:

- Update your course and qualification data whenever it changes.
- Notify TEC of any changes that will impact the publication of the KIS to your qualification pages.
- Apply the KIS to new qualification pages.

Fig 1. There are a range of KIS button styles to suit your website needs.

Diploma in Information and Communications Technology

KEY INFORMATION FOR STUDENTS	New Zealand Government	
Entry Requirements		
Minimum requirements	NCEA or other evidence of literacy numeracy and ability to study at the appropriate level.	
Detailed requirements	**More information about entry to this qualification**	
Duration	**2 years**	
Tuition Fees	**Annual**	**Total Qualification**
Student fees	$9,900	$19,800
Government Tuition Subsidy	$12,028	$24,056
Total	$21,928	$43,856
Compulsory Student Services Fee		
Student loan information		**StudyLink**
Student Success		
Successful course completions	73%	
National Graduate Outcomes (3 years after completion)		
Median earnings	$34,600	
Earnings range	$29,500 - $42,750	
In employment	52%	
In further study	37%	
On a benefit	2%	

Note: all KIS information is the most recent available relating to domestic students only.
Click here for more information about the Key Information for Students.

Fig 2. An example Full KIS