

**Tertiary Education
Commission**

Te Amorangi Mātauranga Matua



Implementation Plan

**Full Key Information for Students
TEO Published Information for Learners**

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1 Background

The Tertiary Education Commission (TEC) has completed a pilot for the TEOs Published Information for Learners project to implement a Key Information for Students (KIS) on TEOs' websites. We are now asking the wider sector to begin implementing this initiative.

1.1 The purpose of Key Information for Students (KIS)

The aim of the KIS is to support better tertiary enrolment decisions and improve the delivery of information to learners. The publication of easily comparable, accessible, robust and fit-for-purpose information across providers will enable learners to easily access information and assess the value of their tertiary education options.

The TEC carried out research to determine the types of information learners need and want to support informed enrolment decisions. Review of international practice and literature identified several broad categories of information useful to inform learner choice in tertiary education. These were refined through engagement with stakeholders to develop the key set of information that TEOs will publish alongside each qualification on their website.

The information provided in the Key Information for Students was selected with consideration being given to its usefulness to learners and current availability of quality and robust source data as well as government direction. We revised the consulted Key Information for Students from stakeholder feedback. Further input was provided from engagement with the TEO Working Group prior to undertaking the pilot.

2 Document purpose

This document covers all necessary information to publish a full KIS for each qualification on TEOs' websites including:

Who will implement the Key Information for Students

What information will be published and for what qualifications (*see [Section 6 KIS Specification](#)*)

When the deployment will begin (*see [Section 8.2 Deployment schedule](#)*)

Where the information will be published (*see [Section 7 KIS Style Guide](#)*)

How the information will be published (*see [Section 7 KIS Style Guide](#)*)

The document details the specifications and style guidelines for the design of the KIS as well as the tasks required to publish a KIS for each qualification. This includes:

- [KIS Specification](#)
- [KIS Style Guide](#)
- [Implementation Plan](#)
- [Quick reference guide](#)

3 Who will implement the KIS?

All TEOs delivering SAC-funded qualifications at levels 5 and above will participate in this initiative.

You have two options to choose from:

1. publish the full KIS on the qualification pages on your website, OR
2. publish a button linking to the Key Information for Students on the central website.

This Implementation Plan is for those publishing the full KIS. If you choose to publish a button linking to the KIS instead of publishing the full KIS on your own website, you will find the information you need in the [KIS Button Implementation Plan](#).

3.1 Implementing the full KIS

TEOs implementing the full KIS will publish it on each qualification page on their website however publication of the KIS for level 9 and 10 qualifications is optional. A Key Information for Students dataset for all qualifications at level 5 and above will be published on the central website.

You will need to follow your standard processes and policies for undertaking an implementation on your website platform. The TEC Sector Helpdesk will be your point of contact for the implementation process but we will not provide technical support for the design of the Key Information for Students and implementation on your website.

We will contact you about your date for deployment. You need to ensure that you review and clean up your data that will be published in the KIS to ensure accuracy before starting the design and implementation phases. You will also complete any other standard pre-deployment tasks required by your organisation.

After you have implemented the KIS on your website, the TEC will undertake monitoring to ensure the published KIS continues to meet the requirements and specifications in this guide.

4 Relevant information

We will provide all relevant information required to complete the implementation of the KIS including links to all documentation on the TEC website.

Document/webpage	Link	Brief summary of what this includes
Key Information for Students handouts and FAQs	See the TEC website for links to all handouts and frequently asked questions	Handouts on the TEC website provide information about data sources and how to ensure your data is accurate prior to publishing the KIS on your website including links to: <ul style="list-style-type: none"> • KIS Data Sources • Data Checklist • Special Characters • Technical Handout
KIS Initiation	TEC website	A page on the TEC website providing general information for TEOs about the KIS deployment including links to: <ul style="list-style-type: none"> • a quick reference guide to the KIS (QRG) • a Technical Information handout
KIS Design and Implementation	TEC website	A page on the TEC website providing information about the design and implementation phases including links to: <ul style="list-style-type: none"> • the Implementation Plan (KIS Specification and Style Guide) • the KIS Data Service Guide
KIS Maintenance and Monitoring (not yet live)	TEC website	A page on the TEC website that will provide information about ongoing KIS monitoring, what you should do to maintain your data and continue to meet style guidelines.
Introduction to KIS Data Service (not yet live)	TEC website	A page on the TEC website that will provide information about the KIS Data Service, OData and policies and how this service can be utilised to develop other learner-focused tools.

KIS Specification (this document)	Section 6 KIS Specification	A section in this document detailing what the KIS is and the information, definitions and data sources for the information included in the KIS.
KIS Style Guide (this document)	Section 7 KIS Style Guide	A section in this document detailing the requirements for designing and implementing the Key Information for Students (KIS) on your website. There is also an embedded spreadsheet for ease of use.
KIS Quick Reference Guide	Quick Reference Guide Error! Reference source not found.	A quick guide to the high-level steps required to design and publish the KIS.
KIS Data Service Guide	KIS Data Service Guide	Information about the data service the TEC has developed to provide TEOs with easy access to the up-to-date KIS data to be displayed on the qualification pages on your website.

5 Roles and responsibilities

The full Key Information for Students will be displayed on the TEO's website as detailed in the KIS Specification and Style Guide sections of this document.

5.1 Roles and responsibilities of the TEC

The TEC's role throughout the process to implement the KIS will be specifically to:

- aggregate the data for the TEOs for the qualification pages included in this work and make that data available via the KIS Data Service
- provide the specification, relevant links and documentation on the TEC website to allow the TEOs to publish the KIS:
 - Implementation Plan (this document, including sections on the Style Guide and KIS Specification)
 - [KIS Data Service Guide](#)
 - [KIS Quick Reference Guide](#), and
 - [frequently asked questions \(FAQs\)](#)
- communicate decisions via appropriate channels
- confirm design acceptance and implementation completion
- maintain the webpages on the central site which provides the learner with information about the KIS including definitions and caveats
- make a Sandbox environment available to allow TEOs to test their connection with the KIS Data Service, connect their test environment to and to test any future enhancements to the KIS with TEOs

5.2 Roles and responsibilities of the TEO

The TEO's role throughout the process to implement the KIS will be specifically to:

- complete all data checks, clean up and maintain your data
- complete all pre-deployment and deployment tasks as required by your standard processes
- download the relevant documentation from the TEC website
- complete a connection test using the Sandbox environment as part of your pre-deployment tasks (if unsure of compatibility with your website platform)
- complete a KIS design to incorporate on the qualification pages on your website
- ensure the KIS can be implemented on your website and send the design to the TEC for review
- provide the TEC with designs for us to check they align with the KIS Style Guide
- decide and confirm with TEC on the method to connect to the data service to present the KIS on your website – dynamic, asynchronous or cached (see the KIS Data Service Guide for more information)
- connect your website to the KIS Data Service Production environment to access the relevant data for each qualification
- update the qualification pages on your website with the KIS
- advise the TEC if you have issues completing the implementation tasks
- notify the TEC when you have completed your implementation
- communicate with the TEC about any issues which impact on your ability to update the qualification pages within the timeframe and agree to updated delivery dates

6 KIS Specification

6.1 What is the KIS?

The KIS is a specific set of information about a qualification provided by a TEO which enables learners to view consistent information across qualifications and TEOs. It will be published on each associated qualification page on the TEO website. The KIS will also be displayed on the KIS central website where prospective students will be able to see the KIS details for each qualification.

The TEC has collated existing information about a qualification and is providing it back to TEOs via an OData service. All TEOs are responsible for checking and cleaning-up their data prior to implementation of the KIS to ensure that the data provided by the KIS Data Service to be displayed for each qualification is accurate and up-to-date. See the [Your Data and its Sources](#) handout on the TEC website for details about how to start checking your data before the implementation.

KIS headings, fields and pop-ups

The published KIS for each qualification should match the wording detailed in

[KIS headings, fields and pop-ups](#) (Table 1 below) and pull through the data for that qualification provided by the KIS Data Service. More information about how to connect to the data service is provided in the [KIS Data Service Guide](#).

The table below details the headings, field names and pop-ups that must be included as part of the Key Information for Students design following the [KIS Style Guide](#) (section 7 of this document).

Table 1: Information to be included in the KIS

This is the *ONLY* information that will appear on the qualification page

KEY INFORMATION FOR STUDENTS			
Heading	Field Name (and link)	Pop-up	Category
Entry Requirements	Minimum requirements	Any minimum or preferred criteria for entry to this qualification.	1a
	Detailed requirements <u>More information about entry to this qualification</u> [link]	Click here for more information on any additional entry criteria for this qualification.	1b
Duration	Duration	The minimum amount of time it takes to complete this qualification.	2
Tuition Fees	Student fees [\$] <ul style="list-style-type: none"> annual total qualification <hr/> <p><i>The following additional wording may be inserted for this field (only with prior TEC approval):</i></p> <p>1. This qualification is eligible for zero fees, OR</p> <p>2. You may be eligible for zero fees to study this qualification.</p> <p><i>(link to further information if necessary)</i></p>	<p>Annual</p> <p>The annual tuition fees payable by a student to study this qualification, additional to what the government contributes.</p> <p>(This is an average based on recent course enrolments. Your fees may differ depending on your course selection.)</p> <hr/> <p>Total Qualification</p> <p>The total tuition fees payable by a student to study this qualification, additional to what the government contributes.</p> <p>(This is an average based on recent course enrolments. Your fees may differ depending on your course selection.)</p>	3a
	Government tuition subsidy [\$] <ul style="list-style-type: none"> annual total qualification 	<p>Annual</p> <p>The average annual amount paid by government towards the tuition fees for this qualification, additional to what the student pays.</p> <p>(This is an estimate based on the fees subsidy paid by government to tertiary providers last year.)</p> <hr/> <p>Total Qualification</p> <p>The average total amount paid by government towards the tuition fees for this qualification, additional to what the student pays.</p>	3b

		(This is an estimate based on the fees subsidy paid by government to tertiary providers last year.)	
	<p>Total [\$]</p> <ul style="list-style-type: none"> • annual • total qualification 	<p>Annual</p> <p>The combined total of the annual amount paid by both the student and government towards the tuition fees for this qualification.</p> <p>(This is an estimate based on recent course enrolments and the fees subsidy paid by government to tertiary providers last year.)</p> <hr/> <p>Total Qualification</p> <p>The combined total of the amount paid by both the student and government towards the total tuition fees for this qualification.</p> <p>(This is an estimate based on recent course enrolments and the fees subsidy paid by government to tertiary providers last year.)</p>	
	<p><u>Compulsory Student Services Fee</u> [link]</p> <p><i>(this field is mandatory only for TEOs that charge these fees)</i></p>		
	<p>Student loan information</p> <p><u>StudyLink</u> [link]</p>	Click here for more information on loans and allowances.	3c
Student Success	Successful course completions [%]	The percentage of students who successfully completed courses towards this qualification last year.	4
National Graduate Outcomes (3 years after completion)	Median earnings [\$]	The median represents the middle value for all earnings of young graduates who completed a qualification in this subject area at this level nationally. Earnings do not relate specifically to graduates who completed qualifications at this TEO.	5a
	Earnings range [\$]	The range shows the upper and lower quartile values representing the one quarter point and three quarters point for all earnings of young graduates who completed qualifications in this subject area. Half of all graduates had earnings within this range.	5b
	Alternative option for displaying earnings – one field only (<i>Earnings</i>) instead of two (<i>Median earnings</i> and <i>Earnings range</i>)		
	Earnings [\$] (lower quartile, median, upper quartile)	<p>The median represents the middle value for all earnings of young graduates who completed a qualification in this subject area at this level nationally. Earnings do not relate specifically to graduates who completed qualifications at this TEO.</p> <p>The upper and lower quartile values represent the one quarter point and three quarters point for earnings. Half of all graduates had earnings within this range.</p>	5a&b

	In employment [%]	This percentage relates to young graduates who completed a qualification in this subject area at this level nationally and does not relate specifically to graduates who completed qualifications at this TEO.	5c
	In further study [%]	This percentage relates to young graduates who completed a qualification in this subject area at this level nationally and does not relate specifically to graduates who completed qualifications at this TEO.	5d
	On a benefit [%] <i>(this field is optional for publication on TEO websites)</i>	This percentage relates to young graduates who completed a qualification in this subject area at this level nationally and does not relate specifically to graduates who completed qualifications at this TEO.	5e
<p>Note: all KIS information is the most recent available relating to domestic students only</p> <p>Click here for more information about the Key Information for Students [link]¹</p>			

¹Note: this will link to <https://info4learners.education.govt.nz/about-key-information-for-students/>, the URL for the Learner Information web pages on the central website that will be available when you publish your KIS.

6.2 KIS data sources and field definitions

The table below provides information detailing the data sources for the information displayed in the KIS and how the fields are derived. The KIS for each qualification is populated with your aggregated data from the KIS Data Service therefore it is important you check that your source data is accurate (see [Section 4 Relevant information](#) for links to more information).

This information is additional to that published in the KIS and is included to give you a better understanding of the information being published.

Note: where there is insufficient data to populate some fields eg, for a new qualification or one that has intermittent delivery, or the data is suppressed eg, *successful course completions* for levels 9 and 10 qualifications, then the data service will return N/A.

Table 2: Information about the KIS data sources and fields

Heading	Field Name	Field Definition	Data source (field name)	Calculation/business rule	Notes (information/links)
KEY INFORMATION FOR STUDENTS		(this information will not appear on the qualification page – TEO information only)			
Entry Requirements	Minimum requirements	Any minimum or preferred entry requirements for domestic students to be accepted into the qualification.	<i>Brief Entry Requirements</i> (TEO submitted data – Qualification Register)	n/a	This information can be updated in the Courses and Qualifications section of STEO. <i>See STEO User Guide for Providers</i>
	Detailed requirements More information about entry to this qualification [link]	A field name with a text link taking the user to more detailed entry criteria on the provider website.	This is a link only and is not included in the KIS Data Service.	n/a	This link will be provided by the TEO to link elsewhere on their qualification page or website. It will not be provided on the central website. This field is optional if a TEO has no additional entry requirements they want to link to.
Duration		Total minimum time to complete the qualification for full-time study or part-time study (if applicable).	<i>Number of Years</i> <i>Tuition/Teaching(FTE) Weeks</i> <i>Vacation/Recess Weeks</i> (TEO submitted data – Qualification Register)	If the qualification duration in years is greater than 1, the KIS will display duration in years. Where the qualification is one year or less, the KIS will display either 1 year (if the EFTS value of the qualification is >=1 and the gross number of weeks is >=34) or the number of weeks (if the EFTS value is less	This information can be updated in the Courses and Qualifications section of STEO. <i>See STEO User Guide for Providers</i>

Heading	Field Name	Field Definition	Data source (field name)	Calculation/business rule	Notes (information/links)
				than 1) – this will be gross weeks = tuition weeks + recess weeks.	
Tuition Fees	Student fees (annual and total qualification) (\$)	There are 2 fields – annual and total qualification. The annual fees payable by a student or total tuition fees payable by a student to complete a qualification. All other course-related costs are excluded.	TEC calculation using 'tuition fee', 'compulsory course cost fee' and 'EFTS value', and course enrolments from SDR submissions. (TEO submitted data - Course Register & Qualification Register, Course Enrolment File)	<p>Annual Student fees divided by duration Otherwise, if duration is in weeks then annual student fees = <i>Student Fees (total qualification)</i></p> <p>Total qualification The calculation uses the average fee per EFTS across all course enrolments for the intended qualification in the Course Enrolment File with a start date in the last calendar year, ie the latest data for fees and EFTS value in the Course Register, multiplied by the EFTS value of the qualification. As we are reporting against closed data for the latest period, no resubmissions or changes to enrolment data will be reflected until the cut-off for the next period.</p> <p>Note Student fees are GST inclusive</p> <p>Detailed calculation:</p> <ol style="list-style-type: none"> 1. Total <i>compulsory course cost fees</i> and <i>tuition fees</i> for each course enrolment against the intended qualification. 2. Total the course EFTS factor for each course enrolment against the intended qualification. 3. Then divide 1 by 2 (total fees/course EFTS factor). 4. Then multiply the result by the qualification EFTS value (round result). 	<p>This information can be updated in the Courses and Qualifications sections of STEO. See STEO User Guide for Providers</p> <p>Additional information may be added to this field where a TEO offers zero or discounted fees to a student and this amount differs from the data presented in the KIS. (see KIS headings, fields and pop-ups for allowable options)</p> <p>Note: the inclusion of this additional wording must be approved during the design process.</p> <p>This field will display N/A if there is no available data ie, there were no enrolments in the last year</p>

Heading	Field Name	Field Definition	Data source (field name)	Calculation/business rule	Notes (information/links)
	Government tuition subsidy (annual and total qualification) (\$)	There are 2 fields –annual and total qualification. Annual Government contribution and contribution for the whole qualification based on Student Achievement Component funding rates.	TEC calculation using funding classification and course enrolments from SDR submissions. (TEO submitted data – Course Enrolment File & Qualification Register)	<p>Annual <i>Government tuition subsidy</i> divided by duration Otherwise, if duration is in weeks then annual government tuition subsidy = <i>Government tuition subsidy (total qualification)</i></p> <p>Total Qualification The Government tuition subsidy for the qualification is calculated by: Average \$ delivered per EFTS for courses associated with intended qualification x EFTS value of the qualification (\$ delivered is the amount TEC fund ie, the dollar value of delivery, using the previous year’s funding rates)</p> <p>Detailed calculation: 1. Total dollars delivered for each course enrolment against the intended qualification. 2. Total EFTS delivered for each course enrolment against the intended qualification. 3. Then divide 1 by 2 (total dollars delivered /EFTS delivered). 4. Then multiply the result by the qualification EFTS value (round result).</p>	This field will display N/A if there is no available data ie, there were no enrolments in the last year
	Total (annual and total qualification)	There are 2 fields – annual and total qualification. The combined totals for both the annual student fee and Government tuition subsidy and student fee and Government tuition subsidy for the whole	These calculations are the sum of the tuition fees (<i>Student fees</i> and <i>Government tuition subsidy</i>) for both the annual and total qualification amounts.	<p>Annual <i>Annual Student fees</i> + annual <i>Government tuition subsidy</i></p> <p>Total Qualification <i>Student fees</i> + <i>Government tuition subsidy</i> (see total qualification - <i>Student fees</i> and <i>Government tuition subsidy</i> - above)</p>	This field will display N/A if there is no available data ie, there were no enrolments in the last year

Heading	Field Name	Field Definition	Data source (field name)	Calculation/business rule	Notes (information/links)
		qualification.			
	Compulsory Student Services Fee [link]	A link to the information about the compulsory student services fees (CSSF) that TEOs must report on.			TEOs that charge CSSF are required to comply with the ministerial Direction for charging and reporting these fees. More information can be found here . <i>This link will only be displayed by those who charge a CSSF.</i>
	Student loan information StudyLink [link]	Link to StudyLink for information on how to access student loans.	This is a link only and is not included in the KIS Data Service.	n/a	http://www.studylink.govt.nz This link must be displayed as StudyLink .
Student Success	Successful course completions (%)	The TEC's course completion Educational Performance Indicator (EPI) calculated by qualification.	TEC calculation based on EPI methodology using course enrolments and completions from SDR submissions. (TEO submitted data – SDR)	EFTS delivered for total no. of successfully completed course enrolments ending in year n (associated with intended qualification 'x') EFTS delivered for total number of course enrolments ending in year n (associated with intended qualification 'x')	More information about how <i>Successful course completions</i> are calculated is available on the TEC website. See Educational Performance Indicators: Definitions and Methodology This field will display N/A if there is no available data ie, there were no enrolments in the last year Note: course completions for levels 9 and 10 will not be published (the KIS data field will display N/A).
National Graduate Outcomes (3 years after completion)	Median earnings (\$)	The median earnings of graduates in New Zealand who are in some form of employment in the third year following completion of a qualification. (This is at a national level by NZSCED narrow field.)	EOTE data – Integrated Data Infrastructure (IDI) data, Statistics New Zealand via MoE. Qualification NZSCED (TEO submitted data – Qualification Register)	MoE methodology used to calculate Employment Outcomes of Tertiary Education (EOTE) data. Qualification NZSCED matched to EOTE data- (Note: EOTE data for qualifications at level 10 (doctorates) is matched on level of study rather than NZSCED narrow field ie, earnings for total students)	The EOTE data can be downloaded from the Education Counts website. http://www.educationcounts.govt.nz This field will display N/A if there is no available data or the data is suppressed.

Heading	Field Name	Field Definition	Data source (field name)	Calculation/business rule	Notes (information/links)
	Earnings range (\$)	A range showing the lower and upper quartile earnings of graduates in New Zealand who are in some form of employment in the third year following completion of a qualification. (This is at a national level by NZSCED narrow field.)	EOTE data – Integrated Data Infrastructure (IDI) data, Statistics New Zealand via MoE. Qualification NZSCED (TEO submitted data – Qualification Register)	MoE methodology used to calculate Employment Outcomes of Tertiary Education (EOTE) data. Qualification NZSCED matched to EOTE data- <u>(Note: EOTE data for qualifications at level 10 (doctorates) is matched on level of study rather than NZSCED narrow field ie, earnings for total students)</u>	The EOTE data can be downloaded from the Education Counts website. http://www.educationcounts.govt.nz This field will display N/A if there is no available data or the data is suppressed.
	In employment (%)	The percentage of graduates in New Zealand who are in some form of employment in the third year following completion of a qualification. (This is at a national level by NZSCED narrow field.)	EOTE data – Integrated Data Infrastructure (IDI) data, Statistics New Zealand via MoE. Qualification NZSCED (TEO submitted data – Qualification Register)	MoE methodology used to calculate Employment Outcomes of Tertiary Education (EOTE) data. Qualification NZSCED matched to EOTE data- <u>(Note: EOTE data for qualifications at level 10 (doctorates) is matched on level of study rather than NZSCED narrow field ie, percentage for total students)</u>	The EOTE data can be downloaded from the Education Counts website. http://www.educationcounts.govt.nz This field will display N/A if there is no available data or the data is suppressed.
	In further study (%)	The percentage of graduates who are in some form of study in New Zealand in the third year following completion of a qualification. (This is at a national level by NZSCED narrow field.)	EOTE data – Integrated Data Infrastructure (IDI) data, Statistics New Zealand via MoE Qualification NZSCED (TEO submitted data – Qualification Register)	MoE methodology used to calculate Employment Outcomes of Tertiary Education (EOTE) data. Qualification NZSCED matched to EOTE data <u>(Note: EOTE data for qualifications at level 10 (doctorates) is matched on level of study rather than NZSCED narrow field ie, percentage for total students)</u>	The EOTE data can be downloaded from the Education Counts website. http://www.educationcounts.govt.nz This field will display N/A if there is no available data or the data is suppressed.
	On a benefit (%)	The percentage of graduates who are on a benefit in New Zealand in the third year following completion of a qualification. (This is at a national level by NZSCED narrow field.)	EOTE data – Integrated Data Infrastructure (IDI) data, Statistics New Zealand via MoE Qualification NZSCED (TEO submitted data – Qualification Register)	MoE methodology used to calculate Employment Outcomes of Tertiary Education (EOTE) data. Qualification NZSCED matched to EOTE data <u>(Note: EOTE data for qualifications at level 10 (doctorates) is matched on level of study rather than NZSCED narrow field ie, percentage for total students)</u>	This field is optional on the TEO website but will be published on the central website. The EOTE data can be downloaded from the Education Counts website. http://www.educationcounts.govt.nz This field will display N/A if there is no available data or the data is suppressed.

7 KIS Style Guide

TEOs are required to develop their own design for the presentation of the Key Information for Students (KIS) on their website. The KIS Style Guide provides guidance in key areas to help ensure consistency across qualification pages while enabling you to incorporate the style and branding of your website to maintain your own look and feel.

This section details the mandatory style guidelines to be followed when developing your designs. These are requirements that either **must** or **must not** be incorporated into or used with the Key Information for Students. It also details other guidelines to think about when designing the KIS for your website such as considerations for the mobile platform, web accessibility and usability guidelines.

We have made other recommendations for your guidance based on what we learned from students in the evaluation and from the pilot.

We have also provided the KIS Style Guide in a spreadsheet format to enable you to more easily find what you are looking for by filtering on the different elements and categories. This can be downloaded from the TEC website or [download it here](#).

We provide further information about the Key Information for Students and explanations of data used in the KIS on the webpages on the central website. These web pages are linked to from the bottom of the Key Information for Students tool on the qualification page on your website.

The URL for the central website is <https://info4learners.education.govt.nz/about-key-information-for-students/>.

Table 3: Style requirements and guidelines for full KIS

KIS Style Guide						
Subject/ style element	Ref	Mandatory requirement (must)	Ref	Mandatory requirement (must not)	Ref	Optional (could) OR Recommended (should/should not)
Content	001	All KIS information must be included as provided by the TEC. <i>See Table 1: Information to be included in the KIS</i>	014	Information other than that provided by the TEC must not be included in the KIS. (This relates to data in the KIS only and not information provided by required links such as those for the <i>Detailed requirements</i> field or StudyLink.)	020	The information linked to from the <i>Detailed requirements</i> field should provide further information to support the brief entry requirements information presented in the <i>Minimum requirements</i> field.
	002	The wording for all headings, field names and all other content must be used exactly as provided (including decimal points, percentages and links), except where specifically stated otherwise.	015	Information other than that provided by the TEC must not be used for pop-ups. (This includes any additional information for the <i>Student fees</i> field.)		
	003	Any additional wording for the <i>Student fees</i> field must use the approved text supplied by the TEC. <i>See Table 1: Information to be included in the KIS</i> Note: use of this text must first be approved during the design process.	016	Logos other than the NZ Government brand signature (logo) must not be included in the KIS.	021	If the duration of the qualification is less than 1 year you could display just the Total Qualification fees (for the fields Student fees, Government subsidy and Total)
	004	The Key Information for Students title must be used as the header above the content to identify the KIS.	017	Pictures and diagrams, other than graphics if used to represent data, must not be included in the KIS.		
	005	Graphics, if used, must be used in conjunction with the data for the field.				
	006	Graphics, if used, must accurately reflect the data for the field.				
	007	The KIS data fields must be populated by the aggregated data from the KIS Data Service.	018	Any conflicting explanatory information relating to 'Student Success' and 'National Graduate Outcomes' that contradicts the fields in the KIS must not be published.	022	Additional results or data could be provided on the qualification page to complement or enhance the information provided in the Key Information for Students fields.
	008	Information provided by the TEC for pop-ups must be used.	019	National graduate outcomes information, other than that presented in the KIS fields, must not be published within the KIS.		
	009	Information provided for pop-ups for <i>Median</i>				

KIS Style Guide

Subject/ style element	Ref	Mandatory requirement (must)	Ref	Mandatory requirement (must not)	Ref	Optional (could) OR Recommended (should/should not)
		<i>earnings</i> and <i>Earnings range</i> must be combined to show both descriptions in one pop-up if only using the one <i>Earnings</i> field to display data.				
	010	If presenting the median earnings and earnings range for National Graduate Outcomes as one field then the field name must be <i>Earnings</i> .			023	The <i>Median earnings</i> and <i>Earnings range</i> fields could be displayed as one field called <i>Earnings</i> rather than two fields if the TEO prefers.
	011	The NZ Government brand signature (logo) must be included in the KIS using one of the approved styles in line with the guidelines supplied with this Style Guide (see <i>Reference Documents</i>).			024	The <i>On a benefit</i> field displayed on the KIS Details page on the central website could be displayed on the TEO website if a TEO chooses but this is optional.
	012	Text for all links must use the exact wording provided by the TEC. <i>See Table 1: Information to be included in KIS</i>				
	013	The note ' <i>all KIS information is the most recent available relating to domestic students only</i> ' must be placed at the bottom of the KIS content. <i>See Table 1: Information to be included in KIS</i>				
Placement	025	The KIS must be placed on the qualification homepage ie, the first page of information specific to the qualification.	033	The KIS must not be included on any pages on the TEO website other than the qualification pages to which it relates.		
	026	The KIS must be placed in a prominent position near the top centre of the qualification page where practicable. (If there is more than one qualification on a page, the KIS must be placed in a similar suitable position to the relevant information pertaining to that qualification.)	034	The KIS must not be displayed as a pop-up on the qualification or any other page.		
	027	All KIS content, excluding pop-ups, must be visible when the user first browses to the qualification page without any required user interaction ie, must be permanently displayed on the page.				

KIS Style Guide

Subject/ style element	Ref	Mandatory requirement (must)	Ref	Mandatory requirement (must not)	Ref	Optional (could) OR Recommended (should/should not)
		(Pop-up text must not be permanently displayed on the page.)				
	028	The Key Information for Students title must be placed at the top of the body of the KIS content.				
	029	The KIS must be able to be identified as a discrete piece of information on the qualification page.				
	030	The KIS placement must be consistent for all qualification pages on a TEO's website.				
	031	The NZ Government brand signature (logo) must be aligned with the KIS at the top right side of the body of the content.				
	032	The link to the information page on the central website must be placed at the bottom of the KIS content. <i>See Table 1: Information to be included in the KIS</i>				
Grouping (refer to table in Appendix)	035	All KIS information must be grouped into its relevant category as shown in the KIS Specification. <i>See Table 1: Information to be included in the KIS</i>				
	036	All relevant information for each category within the KIS must be grouped together. <i>See Table 1: Information to be included in the KIS</i>				
	037	The different categories of information for the KIS must be in the same order as provided by the TEC in the KIS Specification. <i>See Table 1: Information to be included in the KIS</i>				
	038	The information fields within each category must be in the same order as provided by the TEC in the KIS Specification. <i>Table 1: Information to be included in the KIS</i>				

KIS Style Guide

Subject/ style element	Ref	Mandatory requirement (must)	Ref	Mandatory requirement (must not)	Ref	Optional (could) OR Recommended (should/should not)
Layout	039	The full KIS must be surrounded by a border or white space to distinguish it from the content on the rest of the page.			041	Tables should not be used for the KIS to ensure compatibility with mobile platforms.
	040	Each section of the KIS must be separated by sufficient white space or a border to distinguish it from another and national-level data (National Graduate Outcomes) must be adequately distinguished from the rest of the (provider-level) data.				
Font	042	Fonts and formatting consistent with the rest of the website, which are easy to read and considered web standards, must be used.	044	Fonts that are difficult to read or not considered web standards must not be used for any text in the KIS.	045	Bold font could be used for headings in the KIS.
	043	The font for all headings and fields must be consistent throughout the KIS ie, the same level of information must use the same font and formatting.			046	Italics could be used for pop-ups associated with the KIS fields.
					047	Bold colours could be used for pop-ups associated with the KIS fields.
Colour	048	The colour of the font for the body of the KIS content must allow the text to stand out from the background and be consistent with the rest of the page.	050	Highlighting must not be used over the text of the KIS in the same colour as the text.	052	The use of colour should enhance the usability and general appearance of the KIS.
	049	The Key Information for Students title and other text must stand out from the background.	051	The background colour must not be the same or a similar colour to any text in the KIS.	053	Colour should be used to enhance associations and groupings.
Pop-ups	054	Pop-ups must be obvious and in a format that allows the information to be easily found and visible.	059	Pop-up text must not be permanently displayed on the page.	060	The opacity of the pop-up should allow the text in the pop-up to stand out against other text in the KIS.
	055	All text provided by the TEC for the pop-ups must be visible without truncation or scrolling.			061	The opacity of the pop-up should be high enough for it to be readable but still transparent.
	056	All pop-ups must use the same style and orientation and be consistent with the style requirements for the KIS.			062	Pop-ups should not impede the user experience by being overly sensitive and random.

KIS Style Guide

Subject/ style element	Ref	Mandatory requirement (must)	Ref	Mandatory requirement (must not)	Ref	Optional (could) OR Recommended (should/should not)
	057	The background colour of the pop-up must contrast with the text in the pop-up to allow it to be visible.				
	058	The colour of the pop-up text must allow it to stand out against the KIS text.				
Orientation	063	The Key Information for Students title must be horizontal.			065	A horizontal or vertical layout could be used depending on the TEO's existing website design (the best layout for usability and style requirements should be considered).
	064	All text included in the KIS must be horizontal.				
Usability	066	The style of the KIS must be consistent with the rest of the website eg, font size the same, or bigger, than other content on the website and not smaller than the main content.			067	Effective background colours, borders and white space should be used to allow users to identify a set of items as a discrete list or group.
Links	068	All links must be visually obvious and use the exact wording for the link title provided by the TEC.	070	A TEO must not create their own separate KIS description page and link to it ie, the information page on the central website must be the only information page about the KIS to be linked to from the KIS.		
	069	The <i>More information about entry to this qualification</i> link in the <i>Detailed requirements</i> field, if used, must use one of the following options to provide information additional to that contained in the <i>Minimum requirements</i> field, depending on which is most appropriate for the TEO website: 1. a clickable dropdown 2. a link or bookmark to information further down the page 3. a link to information on a separate page of the TEO website				
Miscellaneous	071	Scrolling banners (ticker tapes), if used, must be	072	Continuous scrolling text must not be used in the KIS.		

KIS Style Guide

Subject/ style element	Ref	Mandatory requirement (must)	Ref	Mandatory requirement (must not)	Ref	Optional (could) OR Recommended (should/should not)
features		within the following guidelines: <ul style="list-style-type: none"> ○ continuous scrolling text ('marquee') must not be used ○ timing of fading or flipping must enhance readability ○ flashing text must not be used ○ there must be a 'pause' button to enhance readability 				
			073	Flashing text must not be used in the KIS.		
			074	Animations must not be used on or near the KIS.		
			075	Sounds must not be used in relation to the KIS.		
General guidelines					076	Generally accepted usability standards should be adhered to for any style elements not specifically stipulated in this Style Guide.
					077	Standard accessibility guidelines should be adhered to where possible for the implementation of the KIS (see <i>Reference Documents</i> for link to NZ Government Web Accessibility Standard).

8 Implementation Plan

8.1 Key activities for implementing the KIS

This section outlines the tasks to be undertaken by each TEO to design the KIS and publish it on their website and the key activities for implementation.

There are some pre-deployment tasks you need to undertake including:

- identifying who in your organisation needs to be involved
- checking technical compatibility and planning
- checking your aggregated data to be displayed in the KIS
- completing any tasks required by your organisation's standard policies and processes.

More information about checking your data is provided in the [handout here](#).

Table 4: Key activities for implementing the KIS

Key Activity	Detailed Activities	Related Documents/ Information
Initiation		
Deployment notification and preparation	<ul style="list-style-type: none"> • TEC notifies TEO of the dates, as per the Deployment Schedule below, and provides the full KIS data to TEO • TEO acquires key documents from the TEC website • TEO reviews full KIS data and makes any necessary changes to the data in STEO • TEO engages with resources and develops their plan as required by their standard policies and processes • (if required) TEO requests access to the Sandbox and provides an IP address to test connecting to the KIS Data Service • TEO confirms they can complete the implementation within the overall timeframes or advises TEC of updated timeframes for negotiation 	<p>See TEC webpage: KIS preparation and initiation</p> <p>Implementation Plan (including KIS Style Guide & KIS Specification)</p> <p>KIS Data Service Guide</p>
Design		
Complete design	<ul style="list-style-type: none"> • TEO designs the KIS for their website following the KIS style guidelines • TEO ensures the design can be published on their website and sends it to TEC for review as it will appear on the qualification page <p><i>Note: you can provide the design as a link to a development site if that is available to the TEC or as a PDF or other file type</i></p>	<p>See TEC webpage: KIS design and implementation</p> <p>Implementation Plan – Section 7 KIS Style Guide</p> <p>Email/Sector Helpdesk communications</p>
Review with TEC	<ul style="list-style-type: none"> • TEC reviews the design components against the specification and style guidelines • TEC notifies the TEO that: <ol style="list-style-type: none"> 1. changes are required – there are essential changes the TEO will need to update; OR 2. changes aren't required – the design meets the guidelines or the design doesn't match the style guidelines but doesn't need to be updated 	<p>Implementation Plan – Section 7 KIS Style Guide</p>

Key Activity	Detailed Activities	Related Documents/ Information
Update design	<ul style="list-style-type: none"> TEO updates the design from the TEC review TEO delivers a final version of the design to the TEC as per the specification and guidelines <p><i>Note: you can provide the design as a link to a development site if that is available to the TEC or as a PDF or other file</i></p>	Email/Sector Helpdesk communications
Implementation		
Implement KIS on your website	<ul style="list-style-type: none"> TEO applies the agreed design to their qualification pages TEO connects to the KIS Data Service and tests 	KIS Data Service Guide
Review functionality – resolve issues	<ul style="list-style-type: none"> TEO does a final review to confirm that all design elements are functional – no issues or resolves issues TEO communicates with the TEC if they are unable to complete implementation within the timeframes 	Email/Sector Helpdesk communications
Confirm completion	<ul style="list-style-type: none"> TEO provides the TEC with the links to the qualification pages with the published KIS 	Email to Sector Helpdesk

8.2 Deployment schedule

Table 5: Standard deployment schedule

Deployment phase	Initiation	Design		Implementation	
Milestones	TEC notification to TEO	Design due for review	Final design agreed	Implementation on website	Notify TEC implementation complete
Timing	Week 1 – 3	Week 4-7	Week 8 – 11	Week 12 – 19	End of week 19
Dates	Start xx/xx	Start xx/xx	Finish xx/xx	Start xx/xx	Finish xx/xx

9 Other information

9.1 Quick reference guide

The quick reference guide (QRG) provides an overview of the basic high-level steps required to design and implement the KIS on your website (see the [QRG here](#)).

This document will be available on the [KIS initiation](#) page, as well as the [Guides and FAQ](#) page on the TEC website.

9.2 Examples of the KIS

This section provides examples of the full KIS that will be published on qualification pages on TEO websites. One example shows all fields with the data from the KIS Data Service displayed and the other also shows the pop-up text that will be displayed when a user scrolls over the field. You will include each field as part of the KIS design.

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%	
<small>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.</small>		

Figure 1: Example of KIS fields and data

Notes:

1. *Detailed requirements* will only be linked to on the TEO website (the KIS Details page on the central website will display 'see provider website for more information about entry to this qualification' in this field.
2. You may display the *Median earnings* and *Earnings range* as one field or two as shown in this example.

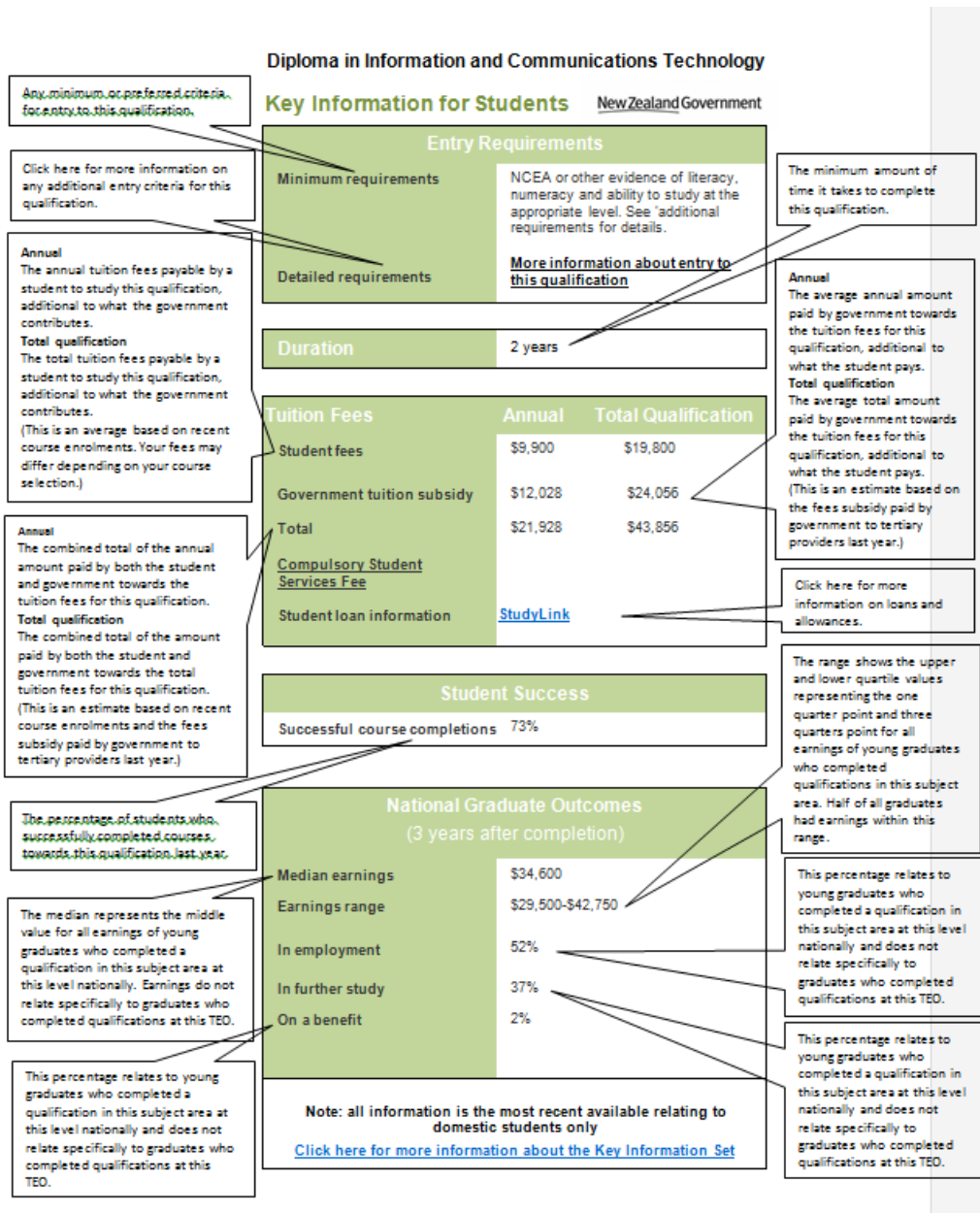


Figure 2: Example of KIS showing fields, data and pop-up text

Note: the *On a benefit* field will be displayed on the KIS Details page on the central website however it is optional to display it on your website.

Diploma in Information and Communications Technology

← Test

REQUEST INFORMATION

+ ADD TO MY STUDY OPTIONS LIST ?

Programme Code: CH4023
 Level: 6
 Credits: 240
 Commences: February, July
 Applications Due: Received all year
 Annual Fees: \$6,200 - \$6,800
 International Fees: \$15,180
 Additional Costs: Advised before enrolment
 Location: Madra Street campus

Key Information newzealand.govt.nz

Entry Criteria
 Minimum: NCEA or other evidence of intermediate literacy and ability to study at the appropriate level. See [additional criteria](#).

Duration
 2 Years

Student Success
 Successful course completions within the qualification: 71%
 Students retained in study: 75%

NZ Graduate Destinations
 Young graduates in employment*: 40%
 Young graduates in further study*: 40%
 Median earnings of young graduates*

Estimated Total Fees

Government Contribution (GST Excluded)
 \$18,518.00

Student Contribution (GST Inclusive)
 \$12,578.00

For more information on loans and allowances visit: [Student Loan Information](#)

Next steps

To apply for this programme please:

- complete an Admission and Enrolment Form or an International Application Form

If you don't meet the criteria for entry into this programme, we can help you meet entry level with our [foundation and bridging programmes](#).

Alternatively, if you feel you have gained your learning through on the job experience talk to us about recognition or assessment of [prior learning](#).

Application documents

- Admission & Enrolment Form
PDF File: 251.8 KB
- International Application Form
PDF File: 171.2 KB

Recommended school subjects

- English
- Mathematics
- Computing/ICT

Figure 3: Example KIS design on a TEQ website¹

Key Information Sheet

Entry Criteria
 MINIMUM ENTRY CRITERIA: Applicants under 20 years of age require NCEA Level 2 or equivalent NZQA Unit Standards; Minimum of 14 numeracy credits at level one or higher in Mathematics; credits at level 2 or above with at least 12 credits in each of 3 subjects including a minimum of 8 literacy credits at level 2 or higher in English or Te Reo Māori; 4 credits in reading, 4 credits in writing; Or equivalent to both the above. Mature applicants need no formal qualifications, but evidence of suitability will be based on interview and/or portfolio.

ADDITIONAL CRITERIA
[CLICK HERE](#)

Duration
 DURATION: 18 months

Estimated total Fees

GOVERNMENT CONTRIBUTION: \$12,028.00
 STUDENT CONTRIBUTION: \$10,884.00

STUDENT LOAN INFORMATION
[CLICK HERE](#)

Student Success

SUCCESSFUL COURSE COMPLETIONS WITHIN THE QUALIFICATION: 74%

STUDENTS RETAINED IN STUDY: 65%

NZ Graduate Destinations

YOUNG GRADUATES IN EMPLOYMENT IN THE SECOND YEAR FOLLOWING COMPLETION OF A QUALIFICATION: 22%

YOUNG GRADUATES IN FURTHER STUDY IN THE SECOND YEAR FOLLOWING COMPLETION OF A QUALIFICATION: 27%

MEDIAN EARNINGS OF YOUNG GRADUATES IN THE SECOND YEAR FOLLOWING COMPLETION OF A QUALIFICATION: \$34,680.00

New Zealand Government
 Te Kaitiaki Take Kōwhiri
 *Note: all information relates to domestic students only
<http://www.kaitiaki.govt.nz/Learners-Organisations/Learners/about-the-key-information-sheet/>

¹ Note: some headings and fields in these examples were updated following a learner evaluation of the KIS pilot implementation.

Figure 4: Example KIS design using graphics

9.3 How to download your qualification data

You will need to ensure that the data you have entered in the SDR and STEO is accurate and current. If you want to check your qualification data being displayed in the KIS you can download your data from the KIS Data Service. We recommend you use Chrome to do this but have provided instructions for the most common browsers.

In Chrome:

- open Chrome and copy the following link with your provider code to display the data on your screen [https://info4learners.tec.govt.nz/KeyInformation?\\$filter=ProviderCode eq '1234'](https://info4learners.tec.govt.nz/KeyInformation?$filter=ProviderCode eq '1234')
- when the data appears, right click on the page and click 'save as' to save as an XML file
- go to Excel and click 'open as an XML table' to open the file

In Firefox:

- open Firefox and copy the following link with your provider code to display the data on your screen [https://info4learners.tec.govt.nz/KeyInformation?\\$filter=ProviderCode eq '1234'](https://info4learners.tec.govt.nz/KeyInformation?$filter=ProviderCode eq '1234')
- when the data appears, right click on the page and click 'Save Page As'
- when the 'save as' dialogue box opens, change the 'Save as type:' to 'Web Page, XML only'
- give the file a name and save it somewhere
- go to Excel and open the file (saved as a XML file), then click 'open as an XML table'

In Internet Explorer:

- open IE and copy the following link with your provider code to display the data on your screen [https://info4learners.tec.govt.nz/KeyInformation?\\$filter=ProviderCode eq '1234'](https://info4learners.tec.govt.nz/KeyInformation?$filter=ProviderCode eq '1234')
- Click 'Save as'. Save as type 'JSON file'
- Go to Excel and click open – select the JSON file
- Open this file as an 'XML file' and click 'OK'
- If you are notified the specified XML source does not refer to a schema....click 'OK'

Note: variations to these instructions will depend on the version of Excel you are using, the browser, the browser version and how you have setup your browser.

9.4 Glossary

This section explains any terms you may be unfamiliar with or that have been incorporated into the documentation.

Item	Definition	Reference location
asynchronous	A means of connecting to the data service whereby the TEO schedules when KIS data is refreshed on their website using their scheduling capability.	KIS Data Service Guide
cached	A means of connecting to the data service whereby the KIS data on the TEO's website is saved after initial download and refreshed at regular intervals determined by their website.	KIS Data Service Guide
clickable	When a user clicks on an icon or style element the appropriate text drops down.	KIS Style Guide
data aggregation service infrastructure	The various components that make up the TEC system that provides aggregated data to the TEOs. Also referred to as TEC Data Aggregation Service.	KIS Data Service Guide Section 4.2 (p5)
Data Update Service	This is one of the components that make up the data aggregation service. It retrieves data from the KIS View within the TEC Data Warehouse, converts data as necessary for display and stores the resulting information in the Information for Learners database.	KIS Data Service Guide
deployment	Deployment describes all the activities in the process that make whatever is being implemented available for use. It may include designing, developing, testing and implementing a computer system or other application.	Implementation Plan
deployment schedule	A deployment schedule defines the sequence of steps that must be carried out to deliver changes into an environment and the timeframes for delivery.	Implementation Plan
Design (phase)	The deployment phase relating to the development of a design for the Key Information for Students to be displayed on TEOs' websites.	Implementation Plan
dynamic	A means of connecting to the data service whereby the KIS data on a TEO's website is refreshed each time a learner visits the qualification page.	KIS Data Service Guide
fading	See 'ticker'.	Style Guide
flipping	See 'ticker'.	Style Guide
highly available	High availability refers to a continuously available system or component that aims to ensure an agreed level of operational performance for a higher than normal period.	KIS Data Service Guide section 4.1 (p5)
implementation	Implementation is the action following planning to carry out or execute a plan or any design, specification or standard to make something happen.	Implementation Plan
implementation plan	A detailed listing of any activities, expected difficulties and schedules that are required to achieve the objectives of the plan.	Implementation Plan
Information for Learners database	The Information for Learners database stores publicly available information needed to populate the Key Information for Students and previous versions of that information.	KIS Data Service Guide
Information for Learners database (Sandbox)	The Sandbox database stores data made available to the TEOs for testing the Key Information for Students and their connection to the KIS Data Service. This database contains fake data only for testing purposes.	KIS Data Service Guide
Initiation (phase)	The deployment phase relating to the start of the process to implement the KIS on TEO websites.	Implementation Plan
IP address	A unique string of numbers separated by full stops that identifies each computer using the Internet Protocol to communicate over a network. TEOs wanting to connect to the	KIS Data Service Guide

	Sandbox test environment will provide this to TEC.	
KIS data	The data sourced from data submitted by TEOs via STEO which is aggregated by TEC and provided back to TEOs via the KIS Data Service to populate the Key Information for Students for each qualification.	KIS Data Service Guide section 4.1 (p5)
KIS Data Service	The KIS Data Service is an OData service that allows users to query and retrieve the aggregated data for the Key Information for Students for all qualifications. This service makes the data in the Information for Learners database available to TEOs, other organisations and members of the public.	Implementation Plan sections 6 & 7
KIS View	This is one of the components that make up the data aggregation service. The KIS View in the TEC Data Warehouse retrieves data from source tables, collates and performs calculations, and makes the results available to the Data Update Service.	KIS Data Service Guide Section 4.2 (p6)
KIS web pages	This is the public-facing component of the data aggregation service. The web pages on the central website allow users to search and view the KIS for each qualification and provider.	KIS Data Service Guide Section 4.2 (p6)
load-balanced	Load-balancing divides the amount of work a computer has to do between two or more computers so that more work gets done in the same amount of time and, generally, all users get served faster.	KIS Data Service Guide section 4.1 (p5)
marquee	A continuously scrolling ticker tape.	Style Guide
NZSCED narrow field	The New Zealand Standard Classification of Education (NZSCED) is a subject-based classification system for courses and qualifications at TEOs in receipt of Government funding. The classification system consists of three levels of detail (broad, narrow and detailed fields) defining each subject or field of study.	Implementation Plan <i>KIS Data sources</i> table (p11)
OData Protocol	Open Data Protocol (OData) is an open protocol which allows the creation and consumption of queryable and interoperable RESTful APIs in a simple and standard way.	KIS Data Service Guide Implementation Plan (p9)
OData service	A service that uses the OData Protocol to enable access to information from a variety of applications, services and stores.	
pop-up	A contextual information element providing additional information about a field which can be presented in one of several ways to meet the requirements of the style guidelines for the KIS design.	Style Guide
priority	These terms describe the priority assigned to the requirements in the Style Guide: <i>mandatory</i> – this guideline must be followed <i>optional</i> – this guideline may be followed depending on your own website requirements <i>recommended</i> – these guidelines are suggested based on best practice or what learners have told us	Style Guide
replicated	Database replication is the frequent electronic copying of data from a database in one server to a database in another so that all users share the same level of information.	KIS Data Service Guide section 4.1 (p5)
Sandbox	A testing environment that allows TEOs to test their connection to the data service.	KIS Data Service Guide
TEC Data Aggregation Service Sandbox (environment)	The testing environment provided by TEC for TEOs to test their connection to the data service. See <i>Sandbox</i> .	KIS Data Service Guide <i>Figure 1</i> and <i>Table 1</i> (p5)
TEC Data Aggregation Service Production (environment)	The Production environment is the live environment that users directly interact with.	KIS Data Service Guide <i>Figure 2</i> and <i>Table 2</i> (p6)

TEC Data Warehouse	A large store of data accumulated from a wide range of sources that is collected and collated within TEC.	
ticker (or ticker tape)	Scrolling text on a web page that can be formatted in numerous ways. 'Flipping' and 'fading' are effects used by a ticker whereby each individual headline is shown for a few seconds before transitioning to the next or fading out.	Style Guide

9.5 Reference Documents

Document	Description	Link
Consultation Document	A document outlining the proposed information to be published by TEOs to inform enrolment choices and how this information should be provided. The document sought feedback from all tertiary education stakeholders through an open consultation process.	http://www.tec.govt.nz/assets/Consultation/Information-for-Learners-consultation-document.pdf
Summary of Submissions Information for Learners	A summary and analysis of the feedback received from the submissions to provide an overview of the response to the Consultation Document.	http://www.tec.govt.nz/assets/Consultation/Information-for-Learners-submission-analysis.pdf
Information for Learners Research Summary	A report summarising the key findings from the TEC research on the information needs of prospective tertiary learners.	http://www.tec.govt.nz/assets/Forms-templates-and-guides/Information-for-Learners-research-summary.pdf
Key Information Set Pilot Evaluation (Learner Evaluation)	An evaluation conducted at the conclusion of the pilot to provide input from learners for improvements to the KIS. A further evaluation provided input on improvements for the 'About the KIS' webpage.	http://www.tec.govt.nz/assets/Reports/Litmus-Key-Information-Set-Pilot-Evaluation-Results.pdf
All-of-Government Brand Policy and Guidelines	A guide for use when inserting the NZ Government logo in the KIS.	http://www.ssc.govt.nz/sites/all/files/a-o-g-policy-and-guidelines.pdf
Technical Style Guide on the All-of-Government Brand	A link to all guides for government branding.	http://www.ssc.govt.nz/govt-brand
NZ Government Web Usability Standards		https://webtoolkit.govt.nz/standards/web-usability-standard-1-2/
NZ Government Web Accessibility standards		https://webtoolkit.govt.nz/standards/web-accessibility-standard-1-0/