



## Key Information for Students Your data and its sources

This handout is relevant to publishing option A: full KIS and option B: KIS button during the initiation stage. It provides an overview of the data collated and its sources, and what needs to be checked prior to publication of the KIS on your website.



### The Key Information for Students

The Key Information for Students is a consistent and structured set of information and has been designed to strengthen the information available to users making decisions about tertiary education. It collates data from different locations and displays it in one place for each qualification.

The KIS button will link directly to the KIS central website, which will display the full KIS for your qualifications.

### Your data - What do you need to do?

- Understand what data is displayed on the KIS.  
Refer to the KIS example below.
- Check 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.
- Understand who needs to approve any changes you make to your data in STEO – TEO, TEC, NZQA or another approving authority.  
Refer to the ‘Who is involved in data checking?’ table below.
- Use the Data Checklist below to ensure the data in STEO is formatted correctly for the KIS.

## The KIS and its Data Sources

### TEO-specific Qualification Information

The Key Information for Students uses the qualifications data provided by you to the TEC including:

- › *Entry Requirements* (Qualification Register)
- › *Duration* (Qualification Register)
- › *Tuition Fees* (Course Register & SDR enrolments)
- › *Student Success* (SDR enrolments & course completions)

### Diploma in Information and Communications Technology

KEY INFORMATION FOR STUDENTS		
New Zealand Government		
<b>Entry Requirements</b>		
Minimum requirements	NCEA or other evidence of literacy numeracy and ability to study at the appropriate level.	
Detailed requirements	<a href="#">More information about entry to this qualification</a>	
<b>Duration</b>	2 years	
<b>Tuition Fees</b>		
	<b>Annual</b>	<b>Total Qualification</b>
Student fees	\$9,900	\$19,800
Government Tuition Subsidy	\$12,028	\$24,056
Total	\$21,928	\$43,856
<b>Compulsory Student Services Fee</b>		
Student loan information	<a href="#">StudyLink</a>	
<b>Student Success</b>		
Successful course completions	73%	
<b>National Graduate Outcomes (3 years after completion)</b>		
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. <a href="#">Click here for more information about the Key Information for Students.</a></small>		

These are *optional links* to other pages on your website

This is a direct link to the StudyLink website

### National Level Graduate Outcomes

This information comes from the Ministry of Education and is derived from Statistics NZ data.

All data is displayed at a national level and is not specific to your organisation. The data presents the outcomes of young graduates following completion of tertiary study across all qualifications in this subject area, classified by NZSCED narrow field.

## Who is involved in data checking?

You	TEC Sector Helpdesk or your Investment Manager	NZQA or other approving authority e.g. UNZ (CUAP)
Can make edits/updates to: <ul style="list-style-type: none"> <li>› Provider-level data</li> </ul> Refer to the STEO guide <a href="#">here</a> from pages 44 to 55.	Can assist you with: <ul style="list-style-type: none"> <li>› Bulk qualification closures</li> <li>› Qualification funding approvals (if required)</li> </ul>	Approval is needed if you are: <ul style="list-style-type: none"> <li>› Registering your qualification</li> </ul> Refer to information <a href="#">here</a> on the types of changes that require approval from the approving authority.

## Your Data Checklist

This checklist will help you check the most up-to-date data in STEO is formatted correctly for the Key Information for Students. The table refers to pages in the [STEO User Guide](#) which you can refer to for more information about the data requirements for that field.

**Note:** *Brief entry requirements* in the Qualification Register needs to be completed for each qualification to ensure the *Minimum requirements* field in the Key Information for Students for that qualification has data displayed.

Key Information for Students Field	Data Source	Check that:
Entry requirements	<b>Qualifications</b> tab <b>Section 4: Description</b> (p74) › <i>Brief Entry Requirements</i>	<input type="checkbox"/> the field is completed <input type="checkbox"/> information is clear and concise (we recommend you keep this to 255 characters long for the Key Information for Students) <input type="checkbox"/> there are no special characters, paragraph spaces, tab spaces, bullet points, apostrophes, hyphens, or hard line returns (refer to the KIS Special Characters section below) <input type="checkbox"/> spelling is accurate
Duration	<b>Qualifications</b> tab <b>Section 3: Duration</b> (p71) › <i>Tuition/Teaching (FTE) Weeks</i> › <i>Vacation/Recess Weeks</i> › <i>Number of Years</i>	<input type="checkbox"/> the STEO fields are numerical and display correct number format <input type="checkbox"/> the numbers displayed are between 0-104 <input type="checkbox"/> the numbers displayed are correct for the qualification
Student fees	<b>Courses</b> tab › <i>Fee</i> (p96) › <i>CCCost Fee</i> (p96)	<input type="checkbox"/> the field is completed <input type="checkbox"/> the numbers displayed are the most up-to-date course fees <input type="checkbox"/> the numbers displayed are no more than 5 digits in length

## Where do we source the Key Information for Students data?

The table below shows the data sources and calculations for the Key Information for Students fields. This data is aggregated by the TEC from a variety of sources and is available from the KIS Data Service.

The following rules have been applied for the aggregation of data for the Key Information for Students:

1. Data is only included for active and funded qualifications.
2. Data is only included for qualifications at levels 5 and above.
3. All Course and Qualification Register data uses the latest values available. Updates to this data can be made on an ad hoc basis when necessary.
4. All student success (course completion) data uses the latest published TEC Education Performance Indicator (EPI) data.
5. All course enrolment data is taken from the December SDR submissions.
6. The KIS data only relates to domestic students.
7. Refreshed data will be available daily (entry requirements, duration) or weekly on a Tuesday (all other data) after TEC data processing has occurred. Subsequent data updates on your website will be dependent on your chosen connection method e.g., Dynamic (immediate), Cached (within 24 hours) or Asynchronous (when your scheduled updates run).
8. Where data is unavailable or suppressed the field will display N/A in the Key Information for Students

Heading	Field Name	Data source (field name)	Calculation/business rule	Data updates on KIS Data Service	Frequency (Note: timing of all updates is dependent on the standard approval processes for any changes made.)
Entry Requirements	Minimum requirements	'brief entry requirements' TEO submitted data – Qualification Register	Not applicable	This information can be updated in the Courses and Qualifications section of STEO. <i>See <a href="#">STEO User Guide for Providers</a></i>	You will see the change in the KIS Data Service by 11.00pm the next night, as long as your change was made by 11.00pm on the previous night (see Rule 3 above)
	Detailed requirements <a href="#">More information about entry to this qualification</a>  (optional link to your website)	Link to more detailed information on TEO website. (TEO sets up <i>Detailed requirements</i> page if more information is needed for Entry Requirements)	Not applicable	Not applicable 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 <b>optional</b> if a TEO has no additional entry requirements they want to link to.	Not applicable
Duration	Duration	'number of years' 'teaching/tuition weeks'	If the qualification duration in years is greater than 1, the KIS will display	Ad hoc updates through Qualification Register	You will see the change in the KIS Data Service by 11.00pm the

Heading	Field Name	Data source (field name)	Calculation/business rule	Data updates on KIS Data Service	Frequency (Note: timing of all updates is dependent on the standard approval processes for any changes made.)
		<p>'vacation/recess weeks'</p> <p>TEO submitted data - Qualification Register</p>	<p>duration in years.</p> <p>Where the qualification is one year or less, the KIS will display either 1 year (if the EFTS value of the qualification is <math>\geq 1</math> and the gross number of weeks is <math>\geq 34</math>) or the number of weeks (if the EFTS value is less than 1) – this will be gross weeks = tuition weeks + recess weeks.</p>		<p>next night, as long as your change was made by 11.00pm on the previous night</p> <p>(see Rule 3 above)</p>
Tuition Fees	Student fees (annual and total qualification)	<p>TEC calculation using <i>course tuition fee, compulsory course cost fees</i> and <i>EFTS value</i>, and course enrolments from SDR submissions.</p> <p>TEO submitted data - Course Register, Qualification Register and Course Enrolment File</p>	<p><b>Total qualification</b></p> <p>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 Detailed calculation:</p> <ol style="list-style-type: none"> <li>1. Total <i>compulsory course cost fees</i> and <i>tuition fees</i> for each course enrolment against the intended qualification.</li> <li>2. Total the course EFTS factor for each course enrolment against the intended qualification.</li> <li>3. Then divide 1 by 2 (total fees/course EFTS factor).</li> <li>4. Then multiply the result by the qualification EFTS value (round result).</li> </ol> <p><b>Annual</b></p> <p><i>Student fees</i> divided by <i>duration</i> (in years).</p>	<p>You can make ad hoc changes in the Qualifications and Courses sections in STEO – <i>EFTS value, tuition fee, compulsory course cost fees</i>.</p> <p>Course enrolments – December SDR</p>	<p>You will see the change in the KIS Data Service weekly by 11.00pm Tuesday night.</p> <p>(see Rule 7 above)</p> <p>December SDR</p> <p>(see Rule 5 above)</p>

Heading	Field Name	Data source (field name)	Calculation/business rule	Data updates on KIS Data Service	Frequency (Note: timing of all updates is dependent on the standard approval processes for any changes made.)
			Otherwise, if duration is in weeks then annual student fees = <i>Student Fees (total qualification)</i>		
	<b>Government tuition subsidy (annual and total qualification)</b>	TEC calculation using funding classification and course enrolments from SDR submissions. TEO submitted data - Course Enrolment File & Qualification Register	<p><b>Total Qualification</b> 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> <p><b>Annual</b> Calculated by dividing <i>Government tuition subsidy</i> by <i>duration</i> (in years). Otherwise, if duration is in weeks then annual government tuition subsidy = <i>Government tuition subsidy (total qualification)</i></p>	You can make ad hoc changes in the Qualifications section in STEO – <i>EFTS value</i> Course enrolments – December SDR	You will see the change in the KIS Data Service weekly by 11.00pm Tuesday night. (see Rule 7 above) December SDR (see Rule 5 above)
	<b>Total</b>	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><b>Total Qualification</b> <i>Student fees</i> + <i>Government tuition subsidy</i></p> <p><b>Annual</b> Annual <i>Student fees</i> + annual</p>	You can make ad hoc changes in the Qualifications section in STEO – <i>EFTS value</i> Course enrolments – December SDR	

Heading	Field Name	Data source (field name)	Calculation/business rule	Data updates on KIS Data Service	Frequency (Note: timing of all updates is dependent on the standard approval processes for any changes made.)
			<i>Government tuition subsidy</i>		
	<b>Student loan information</b> ( <i>link</i> )	Static link to StudyLink for information on student loans. (TEO sets up link to StudyLink hosted by MSD)	Not applicable	Not applicable	Not applicable
<b>Student Success</b>	<b>Successful course completions</b>	TEC calculation based on EPI methodology using course enrolments and completions from SDR submissions.	EFTS delivered for total no. of successfully completed course enrolments ending in year n (associated with intended qualification 'x') <hr/> 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. <a href="#">See Educational Performance Indicators: Definitions and Methodology</a>  Note: course completions for levels 9 and 10 will not be published (the KIS data field will display N/A).	Latest published EPI data	Last reporting year using final data for publication cut-off for that year <i>(see Rule 4 above)</i>
<b>National Graduate Outcomes (3 years after completion)</b>	<b>Median earnings</b>	EOTE data - Integrated Data Infrastructure (IDI) data, Statistics New Zealand via MoE NZSCED - TEO submitted data in Qualification Register	EOTE data matched to qualifications based on qualification level and qualification NZSCED narrow field.	EOTE – quarterly* NZSCED data – ad hoc updates through Qualification Register	When updated by MoE* You will see the change in the KIS Data Service by 11.00pm the next night, as long as your change was made by 11.00pm on the previous night <i>(see Rule 3 above)</i>
	<b>Earnings range</b>	EOTE lower and upper quartile data - Integrated Data Infrastructure (IDI) data, Statistics New Zealand via MoE NZSCED - TEO submitted data in Qualification Register	EOTE data matched to qualifications based on qualification level and qualification NZSCED narrow field.	EOTE – quarterly* NZSCED data – ad hoc updates through Qualification Register	When updated by MoE* You will see the change in the KIS Data Service by 11.00pm the next night, as long as your change was made by 11.00pm on the previous night

Heading	Field Name	Data source (field name)	Calculation/business rule	Data updates on KIS Data Service	Frequency (Note: timing of all updates is dependent on the standard approval processes for any changes made.)
					<i>(see Rule 3 above)</i>
	<b>In employment</b>	EOTE data - Integrated Data Infrastructure (IDI) data, Statistics New Zealand via MoE. NZSCED - TEO submitted data in Qualification Register	EOTE data matched to qualifications based on qualification level and qualification NZSCED narrow field.	EOTE – quarterly* NZSCED data – ad hoc updates through Qualification Register	When updated by MoE* You will see the change in the KIS Data Service by 11.00pm the next night, as long as your change was made by 11.00pm on the previous night <i>(see Rule 3 above)</i>
	<b>In further study</b>	EOTE data - Integrated Data Infrastructure (IDI) data, Statistics New Zealand via MoE NZSCED - TEO submitted data in Qualification Register	EOTE data matched to qualifications based on qualification level and qualification NZSCED narrow field.	EOTE – quarterly* NZSCED data – ad hoc updates through Qualification Register	When updated by MoE* You will see the change in the KIS Data Service by 11.00pm the next night, as long as your change was made by 11.00pm on the previous night <i>(see Rule 3 above)</i>
	<b>On a benefit</b>	EOTE data - Integrated Data Infrastructure (IDI) data, Statistics New Zealand via MoE NZSCED - TEO submitted data in Qualification Register	EOTE data matched to qualifications based on qualification level and qualification NZSCED narrow field.	EOTE – quarterly* NZSCED data - ad hoc updates through Qualification Register	When updated by MoE* You will see the change in the KIS Data Service by 11.00pm the next night, as long as your change was made by 11.00pm on the previous night <i>(see Rule 3 above)</i>
<i>* The TEC will update EOTE data as it becomes available from the Ministry of Education in a timely manner.</i>					

## Special characters

To follow are some examples of special characters that some tertiary education organisations (TEOs) have used in the entry requirements for their level 5 and above qualifications.

We will be removing **carriage returns**, **line feeds** (i.e., when you press enter) and **tabs**, as well as the characters below. These will be replaced with a 'space' in the entry requirements data for the KIS. The following characters will also be removed.

Character	Name
•	Bullet
'	Single opening quote
'	Single closing quote
"	Quotation mark
¡	Inverted exclamation mark
–	Em space, En space, nonbreaking hyphen
“	Double opening quote
”	Double closing quote
ƒ	Latin small letter f with hook
‡	Broken bar
ø	Latin letter o with stroke
©	Copyright sign
·	Middle dot
¨	Combining diaeresis
...	Horizontal ellipsis
§	Section Sign