2015 SDR roadshow – Questions and Answers

Thank you for your questions throughout the SDR roadshows. The questions have been grouped by themes (as order as presented at the roadshows). If you do not see your question – or have an additional question on any of the topics listed below please email the TEC Sector Helpdesk at sectorhelpdesk@tec.govt.nz. Questions that are institution specific will not be found on this list.

Who is this question directed to?	Question	Answer
	Youth Guarantee and Foundation Education Updates	
TEC	What are the criteria for new TEO entry to the Secondary Tertiary Partnership Pilot (STP) within Youth Guarantee (YG)?	Institutes of Technology (ITPs), Private Training Establishments (PTEs) and Wānanga are eligible to participate in the STP. The TEO must be quality assured by NZQA. A TEO must also ensure it meets the programme and student eligibility criteria set out under the Youth Guarantee funding determination.
TEC	Will the TEC investigate adding a source of funding for the STP Pilot?	The purpose of extending the pilot to 2016 is so the Ministry of Education can conduct a comprehensive evaluation of the scheme, to inform future policy settings. If the pilot, becomes business as usual the TEC will investigate adding a source of funding for the STP pilot.
TEC/NZQA question	The YG fund is paying to have credits released for students with unpaid school fees. This is to occur after each SDR. I have been told that following the last SDR that these would be paid in October. As of today (29th Oct) the credits are not yet available on the student Record of Achievement (ROA). May we please have a schedule of when this will happen?	YG funding of unpaid school fees process was completed on 23 October. Any results that are currently not on an ROA are likely to be because the student wasn't in the August SDR or the student has a 2015 secondary school enrolment. If the student has a 2015 secondary school enrolment, any results attached to the enrolment won't be visible to TEOs in 2015 as the school results won't be released until January 2016. An NCEA qualcheck will pick these results up, but as it is now 2016 these should be available on a student's ROA. Please contact NZQA for more information.
TEC question	What are TEOs' obligations in trying to establish whether a learner has consumed their 2 EFTS YG entitlement?	We expect TEOs to comply with the funding conditions in their funding approval letter. We would expect a TEO alongside the enrolment process to check that a learner meets the eligibility criteria including the 2 EFTS and prior achievement levels. TEOs must not enrol learners that do not meet the funding conditions.

TEC question	Which data will the TEC use when accessing a learner's prior achievement when enrolled in a YG qualification?	The TEC is finalising the formula used to calculate prior achievement data with NZQA. Providers will be notified of the methodology and current prior achievement data when this data is finalised after final submissions of December SDRs.
SDR Updates (including Workforce Questionnaire, IND and STEO upgrades)		
MoE/TEC	What validation will be applied to the 9 March Indicative SDR submission?	Please refer to the SDR Roadshow Presentation Slides page 11–13.
TEC	Can you please clarify exactly when an end date of a learner is determined? Is it the qualification end date, the last date at which they attend or some other methodology?	In terms of end date for a student and qualification completion it is the final course end date of the enrolments in courses matched to that qualification completion. If the year of this end date is greater than the year that requirements were met for a qualification completion then that qualification completion will not be part of a provider's EPI.
MoE/TEC	Once a SDR return is submitted, the site should default to NEXT return month as default as it currently reverts to past "SDR Validation Summary" page and past "Return Month" on upload screens.	Return month in SDR Validation Summary page defaults to the current return month. For example: As at today, August 15 is the current return being shown in that page. If the provider has not processed any August 2015 return, then it will default to the latest available processed return which could be in the past (e.g. April 2015).
TEC/NZQA	What is the definition of "CAMPUS', and a. Do the campus boundaries need to be defined, buildings listed, and b. How far away from the main part of the campus does a building become an independent site (requiring its own accreditation/approval) Where is the information for the above answers? Only place that a definition of "SITE" can be located is when logged into STEO, in the SITE tab. There is nothing on TEC's website anywhere else.	1. What is the definition of "CAMPUS'? NZQA consider it at approval time to be the site where administration and teaching occurs at that specific street address or particular floor of a multi-story building. 2. Do the campus boundaries need to be defined, buildings listed? Yes they do. 3. How far away from the main part of the campus does a building become an independent site (requiring its own accreditation/approval)? Once the building is situated at a different street address or on a different floor of a multi-story building it would be considered a different site.
TEC	Gender "X" – when will TEC recognise this?	Gender X has been used for the IPI (Workspace2) data collection process. The Ministry of Education has started the consultation of use of Gender X but this is likely to be a long process. SDR currently has no plan to add Gender "X". The provider needs to use Birth Certificate Gender to report.
TEC	End-dating of courses. We have been supplied with a list of courses to close – from Level 3 and above. Is there a requirement to close old Level 1 and 2 courses? Is there a contact person for this?	If closing off course is only for a couple of courses, we would recommend providers to close the course by adding the end year as a past year to the course in STEO website. If the closure of courses is for multiple courses, we need the following information to action closure of courses for a provider: 1. Edumis Number

		2. Course Code 3. Course Start year 4. The course end year they intend us to add for them. TEOs should send a list of the courses they would like to close to Sector Helpdesk in a spreadsheet format.
TEC	When a Course Register is uploaded, what is the process at TEC to sign-off submitted courses? How is it flagged at TEC there are courses requiring approval? a. Do we always have to ring/email to initiate this approval process? b. Is this the same when 'Provider Action Required' updates are submitted when requested? c. What is the current internal (TEC) process to support this, as it's a requirement of the SDR submission to have the course file uploaded and approved by a certain date prior to the full submission?	a. Do we always have to ring/email to initiate this approval process? No, the Sector Helpdesk checks the course register frequently. b. Is this the same when 'Provider Action Required' updates are submitted when requested? Yes. c. What is the current internal (TEC) process to support this as it's a requirement of the SDR submission to have the course file uploaded and approved by a certain date prior to the full submission? During the SDR round, the course register is checked constantly to ensure that all courses are assessed and actioned.
	EPI Methodology	
TEC question	Data Accuracy Reports How is this data updated – is it only a Submitted SDR that updates the data or any SDR?	Only Submitted SDR will flow into the data warehouse, any SDR sitting in Processed will not be invisible for TEC. Any Data Accuracy Report questions can be directed to Sector Helpdesk who will ensure they are answered by the right people. From March, Data Accuracy Reports will be refreshed every week along with the Analyse My Performance files. Our data warehouse EPI data is currently updated once a week, therefore the Data Accuracy Report data will be the most recent available.
	EPI Timelines	
TEC question	What are the EPI timelines for 2016?	29 April 2016 is the final date for submission of updates for inclusion in 2015 published EPIs. Submissions after 29th April will not be included in the 2015 published EPIs.
	Qualification Approval Process	
TEC question	More information from TEC regarding the briefing given to NZQA requiring programme credits to	TEOs need to provide the full credits that the qualification is approved for when entering it into STEO for the purposes of calculating EFTS and LET requirements for the qualification.

	exactly match the qualification credits. This is not always possible to meet the qualification outcomes and there is already a requirement to hold credits to no more than 105% of qualification.	The TEC notes that qualifications only require a certain amount of credits to be achieved by students.
TEC question	Will the median price noted above be taken at a regional level or a whole of New Zealand level? Will the qualifications being compared be weighted if their credit value is different?	The median will be determined by taking all the prices per qualification across all eligible applications. The TEC will take into account the price and credit value of the qualification.
Miscellaneous		
TEC question	What is the AMFM for 2016? When will the TEC website be updated to reflect this change?	The Annual Maximum Fee Movement (AMFM) is 3% for 2016 only. Providers were informed of the change via a TEC released on 25 November 2015 http://www.tec.govt.nz/About-us/News/TEC-Now/Annual-Maximum-Fee-Movement-AMFM-for-2016/ For more information about the AMFM for 2016 and setting fees and course costs for "new" courses, please see the SAC Level 3 and Above Fund Delivery web page. The AMFM is set in Budget, so any changes for 2017 will be announced then.
TEC	Can some clarification please be given on the types of non-compliance that are being found by TEC? What rules are being broken, what should we be looking for specifically in our institutions?	To date the TEC has completed six investigations. Five investigations were the result of complaints and one investigation, initially one of six focused reviews, was elevated to an investigation when significant issues were found. The other five focused reviews did not identify any significant issues. A common theme of all investigations was the discrepancy between the actual delivery of provision and the respective NZQA/TEC approval and funding criteria of these programmes. Specifically, the investigations found: • significant truncation of programmes (i.e. delivering a 36-week programme in some instances in significantly less than half that time) • delivering programmes in significantly fewer learning hours than approved by NZQA and funded by the TEC (the TEC's funding is based on total learning hours) • claiming funding for "recognition of prior learning", which the TEC does not fund

		• manipulation of data submitted to the TEC • insufficient evidence of quality of provision • engaging, and heavy reliance on, sub-contractors • lack of systems and records relating to student attendance, assessment and certification • inadequate review of programme performance and • inadequate internal quality assurance and control processes.
NZQA	Where are the Foundation Qualifications? These were submitted to NZQA in March! I have made enquiries and have been told there are some changes required but meetings have been postponed?	These were listed by NZQA on 23 December 2015.
TEC	Could you please confirm that it is acceptable by TEC if the sum of the course fees does not match with the tuition fee of the programme?	In general, the sum of the course fee must match the tuition fee of the programme. But if the programme (qualification) has different strands, then the sum of the course fee maybe higher or lower than the tuition fee of the programme.
TEC	Can future roadshows have an on-line attendance/view? Most organisations can only send 1–2 people, but there are generally others that would like to listen in on conversations affecting them?	TEC is exploring the future format of the SDR roadshows. We have created a short survey for feedback on the 2015 roadshows. The TEC enjoys the opportunity to engage with providers in person, but will come back around the feasibility of online access options.