Data Requirements - ACE data submissions

This document sets out the data requirements for ACE data submissions from 1 Oct 2024

**ACE templates:**

[ACE in Schools 2](#_Toc175226996)

[ACE in Communities 4](#_Toc175226997)

[ACE in Schools & Communities – optional NSN list 6](#_Toc175226998)

[Name ID code 6](#_Toc175226999)

**The file upload template**

* Data submission upload files are in .csv file format and replace excel spreadsheets.
* You can download the CSV template from the ‘Make a Submission’ screen in DXP Ngā Kete. This will provide an empty file (correct headings but no data) to populate and upload.
  + Some fields are auto-populated as part of the process – through file upload or direct data entry (via webform). These fields are identified in the data requirements tables below as type ‘Auto-populated’.
  + Fields that are auto-populated are not required in the upload file and therefore are not present in the CSV template that is available in DXP Ngā Kete (under Your Report).
  + You can view values in the auto-populated fields in the webform (under Your report)
* You can also export a previously submitted file from the ‘Other fund Actuals’ grid in DXP Ngā Kete. This will generate a .csv file with the correct headings and data previously submitted[[1]](#footnote-1). You may choose to use the exported file as a starting point for your new Gateway submission – simply update with current delivery data and upload.
  + You can correct data in your source system and re-upload or make corrections directly into the online form.
  + If your data is extracted from a source system (SMS or other system) and you make corrections in the online form, it is recommended you also correct the data at source.
* Click [here for guidance on using CSV files.](https://www.tec.govt.nz/assets/Forms-templates-and-guides/Data-system-refresh/Guide-to-CSV-files.pdf)

For any other questions please contact the TEC Customer Contact Group on 0800 601 301 or [CustomerService@tec.govt.nz](mailto:CustomerService@tec.govt.nz).

## ACE in Schools

These are the data requirements for the ACE in Schools Actuals data submission. Click [here for Reference Data.](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-requirements-other-fund-actuals/)  
  
**Validations**

DXP Ngā Kete will check for duplicate rows as part of the submit process to ensure each row has a unique combination of:

* Course title, Priority provision (1), Priority provision (2), Target priority group, Territorial authority local board, Region of delivery and Expected hours per learner.
* The process is slightly different in 2025. It will check that each row has a unique combination of Course title, Priority provision (2), Target priority group, Territorial authority local board, Region of delivery and Expected hours per learner.

**Data Requirements**

| **Field name** | **Field Type** | **Comment** |
| --- | --- | --- |
| Course title | Mandatory | Free text (maximum 255 characters) |
| Territorial authority local board | Mandatory | Refer to Reference Data (Auckland Local Board takes effect from 2025) |
| Region of delivery | Mandatory | Refer to Reference Data |
| Priority provision (1) | Mandatory | Refer to Reference Data, retains the old “Priority Provision” list for 2024; new list for 2025 |
| Priority provision (2) | Mandatory | Refer to Reference Data, retains the old “Primary Focus” list for 2024; new list for 2025 |
| Target priority group | Mandatory | Refer to Reference Data |
| Number of learners | Mandatory | Enter the number of funded learners. The number must be a whole number. |
| Total hours actually attended by learners | Mandatory | Enter a number with up to 2 decimal places |
| *Expected hours per learner* | *Auto-populated* | *Populated from MoP data.*  *This is the Number of hours per learner from the MoP.* |
| Expected hours per learner | Optional | **Over-ride field**  If there has been a change to the Expected hours per learner since the MoP was submitted, please enter the new number. Whole number. |
| *Total learner hours for funding purposes (wash-up)* | *Auto-populated* | *Number of learners \* Expected hours per learner* |
| *Value of delivery for funding purposes (wash-up)* | *Auto-populated* | *Total learner hours \* Applicable funding rate*  *Click* [***here***](https://www.tec.govt.nz/funding/funding-and-performance/funding/funding-rates/)*for information on funding rates* |
| *Noting that the two calculations above will use the value entered in the* ***Over-ride field*** *if applicable.* | | |
| Male | Mandatory | Enter the number of learners for each gender. Whole number.  At least one field must be greater than 0. |
| Female |
| Gender Diverse |
| Gender Unknown |
| *Total all genders* | *Auto-populated* | *This total will check against the Number of learners; an error will advise if it doesn’t match* |
| NZ European /Pakeha | Mandatory | Enter the number of learners for each ethnicity. Whole number.  At least one field must be greater than 0. |
| Māori |
| Pasifika |
| Asian |
| MELAA |
| Other |
| Unknown |
| *Total all ethnicities* | *Auto-populated* | *Can be greater than the number of learners when learners identify as more than one ethnicity* |
| Number of learners with an English language need | Optional | Enter the whole number of learners.  Will be removed for 2025 (data can be derived) |
| Number of learners whose initial learning was unsuccessful | Optional | Enter the whole number of learners. |
| Number of Migrants | Optional | Enter the whole number of learners. |
| Number of Refugees | Optional | Enter the whole number of learners. |
| 15 and under | Mandatory | Enter the number of learners for each age group. Whole number.  At least one field must be greater than 0. |
| 16 – 24 |
| 25 – 39 |
| 40 – 64 |
| 65 and above |
| *Total all ages* | *Auto-populated* | *This total will check against the Number of learners; an error will advise if it doesn’t match* |

## ACE in Communities

These are the data specifications for the ACE in Communities data submission. Click [here for Reference Data.](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-requirements-other-fund-actuals/)  
  
**Validations**

DXP Ngā Kete will check for duplicate rows as part of the submit process to ensure each row has a unique combination of:

* Course title, Priority provision (1), Priority provision (2), Target priority group, Territorial authority local board, Region of delivery and Expected hours per learner.
* The data process is slightly different in 2025. It will check that each row has a unique combination ofCourse title, Priority provision (2), Target priority group, Territorial authority local board, Region of delivery and Expected hours per learner.

**Data Requirements**

|  |  |  |
| --- | --- | --- |
| **Field name** | **Field Type** | **Description** |
| Course title | Mandatory | Free text (maximum 255 characters) |
| Territorial authority local board | Mandatory | Refer to Reference Data (Auckland Local Board takes effect from 2025) |
| Region of delivery | Mandatory | Refer to Reference Data |
| Priority provision (1) | Mandatory | Refer to Reference Data, retains the old “Priority Provision” list for 2024; new list for 2025 |
| Priority provision (2) | Mandatory | Refer to Reference Data, retains the old “Primary Focus” list for 2024; new list for 2025 |
| Target priority group | Mandatory | Refer to Reference Data |
| Number of learners | Mandatory | Enter the number of intended funded learners.  The number must be a whole number. |
| Total hours actually attended by learners | Mandatory | Enter a number with up to 2 decimal places |
| *Expected hours per learner* | *Auto-populated* | *Populated from MoP data.*  *This is the Number of hours per learner from the MoP* |
| Expected hours per learner | Optional | **Over-ride field**  If there has been a change to the Expected hours per learner since the MoP was submitted, please enter the new number. Whole number. |
| *Rate per learner hour* | *Auto-populated* | *This comes from the MoP data submitted* |
| Rate per learner hour | Optional | **Over-ride field**  If there has been a change to the Rate per learner hour since the MoP was submitted, please enter the new amount. Number to 2 decimal places. |
| *Total learner hours for funding purposes (wash-up)* | *Auto-populated* | *Number of learners \* Expected hours per learner* |
| *Value of delivery for funding purposes (wash-up)* | *Auto-populated* | *Total learner hours \* Applicable funding rate*  *Click* [***here***](https://www.tec.govt.nz/funding/funding-and-performance/funding/funding-rates/)*for information on funding rates* |
| *Noting that the two calculations above will use the values entered in the* ***Over-ride fields*** *if applicable.* | | |
| Male | Mandatory | Enter the number of learners for each gender. Whole number.  At least one field must be greater than 0. |
| Female |
| Gender Diverse |
| Gender Unknown |
| *Total all genders* | *Auto-populated* | *This total will check against the Number of learners; an error will advise if it doesn’t match* |
| NZ European /Pakeha | Mandatory | Enter the number of learners for each ethnicity. Whole number.  At least one field must be greater than 0. |
| Māori |
| Pasifika |
| Asian |
| MELAA |
| Other |
| Unknown |
| *Total all ethnicities* | *Auto-populated* | *Can be greater than the number of learners when learners identify as more than one ethnicity* |
| Number of learners with an English language need | Optional | Enter the whole number of learners.  Will be removed for 2025 (data can be derived) |
| Number of learners whose initial learning was unsuccessful | Optional | Enter the whole number of learners. |
| Number of Migrants | Optional | Enter the whole number of learners. |
| Number of Refugees | Optional | Enter the whole number of learners. |
| 15 and under | Mandatory | Enter the number of learners for each age group. Whole number.  At least one field must be greater than 0. |
| 16 – 24 |
| 25 – 39 |
| 40 – 64 |
| 65 and above |
| *Total all ages* | *Auto-populated* | *This total will check against the Number of learners; an error will advise if it doesn’t match* |

## ACE in Schools & Communities – optional NSN list

This is the 2024 data requirements for the Optional NSN list that can be provided alongside the ACE in Communities and ACE in Schools aggregated actuals**.**

Click [here for Reference Data.](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-requirements-other-fund-actuals/)

**Validations**

DXP Ngā Kete will validate National Student Number, Gender, Name ID code and Date of Birth against the National Student Index (NSI) as part of the file upload or direct entry (into the online form) process. The data that sits on an NSI record must match the equivalent data in the Other Fund Actuals data submission.  
  
DXP Ngā Kete will check for duplicate rows as part of the submit process to ensure each row has a unique combination of:

* National student number and Course title.

**Data Requirements**

|  |  |  |
| --- | --- | --- |
| **Field name** | **Field Type** | **Description** |
| National student number | Mandatory | Unique number given to every student in New Zealand. |
| Gender | Mandatory | Enter a single gender. Refer to Reference Data. |
| Date of birth | Mandatory | Format must be ‘DD/MM/YYYY’ |
| Name ID code | Optional (for 2024) | This is a new field but is optional for 2024 – an empty field will pass validation.  It will become **mandatory for 2025**. See below for Name ID code logic. |
| Ethnicity | Mandatory | Refer to Reference Data – this is the same summarised ethnicity as the main data submission |
| Course title | Mandatory | Free text (maximum 255 characters) |

## Name ID code

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

Characters must be capitalised. If the surname is less than 4 characters then blanks must be inserted before forename initial. The initial must be located in fifth position.  
e.g **LEE A** for Andrew Lee   
e.g **VAN M** for Michael van der Hum  
e.g **DE WP** for Peter de Wittering

If surname contains punctuation, then please include these:  
e.g **O'COB** for Brian O'Connor

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

1. Not available for the first submission for a fund. Previous data submissions uploaded in Workspace2 are not available in the DXP Ngā Kete Other Fund Actuals grid. [↑](#footnote-ref-1)