Data requirements – Gateway Actuals data submissions

This document sets out data requirements for all Gateway Actuals and Gateway Standard Actuals data submissions from 1 October 2024.

**Gateway templates:**

[Gateway Actuals 2](#_Toc180406907)

[Gateway Standard Actuals 3](#_Toc180406908)

**The DXP Ngā Kete file uploads**

* Data upload files in CSV file format replace Excel spreadsheets used in Workspace2.
* 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.
* Save your file as CSV UTF-8 file format, to ensure Māori macrons appear in the correct format.

**Editing and correcting data**

* You can correct data in your source system and re-upload, or you can make corrections directly into the online webform.
* If your data is extracted from a source system (Student Management System or other system) and you make corrections in the online webform, we recommend you also correct the data at source.
* For more information, see [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 questions, please contact the TEC Customer Contact Group on 0800 601 301 or [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz).

## Gateway Actuals

These are the data requirements for the Gateway Actuals data submission. Click here for [Reference Data.](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/gateway-data-submissions/)

**Learner and Duplicate row validation**

DXP Ngā Kete will validate National Student Number, Gender and Date of birth against the National Student Index (NSI) as part of the file upload or direct entry (the webform) process.

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

* National Student Number and Placement start date.

**Data requirements**

| **Field name** | **Field type** | **Comment** |
| --- | --- | --- |
| National student number | Mandatory | Unique number given to every student in New Zealand. |
| Gender | Mandatory | Aligned to Stats NZ data standard:  Female/Wahine (‘F’ in .CSV upload accepted)  Male/Tāne (‘M’ in .CSV upload accepted)  Another gender/He ira kē anō (‘D’ in .CSV upload accepted) |
| Date of birth | Mandatory | Format must be DD/MM/YYYY. |
| Ethnicity | Mandatory | At least one field must be entered.  Field allows up to six ethnicities separated by semicolon. Refer to Reference Data. |
| Iwi affiliation | Mandatory if ethnicity is Māori | Field allows up to six iwi separated by semicolon. Refer to Reference Data. |
| Alternative gateway delivery options | Optional | If blank, placement start date must be entered. Refer to Reference Data. |
| Employer NZBN | Optional | New field; always optional. If entered, must be 13 digits. |
| Employer | Generally mandatory | Free text up to 90 characters.  Not required if an Alternative Gateway delivery option has been selected. |
| Industry type | Generally mandatory | Minor changes to the list to standardise with other data collections.  Refer to Reference Data.  Not required if an Alternative Gateway delivery option has been selected. |
| Placement start date | Generally mandatory | Format must be DD/MM/YYYY.  Cannot be after the reporting year to date.  Not required if an Alternative Gateway delivery option has been selected. |
| Placement end date | Not mandatory | Format must be DD/MM/YYYY.  Can be blank if after the reporting year to date.  Not required if an Alternative Gateway delivery option has been selected. |
| Territorial authority local board | Mandatory | Refer to Reference Data. (Auckland Local Board takes effect from 2025.) |
| Region of delivery | Mandatory | Refer to Reference Data. |
| Vocational pathway | Generally mandatory | Refer to Reference Data.  Not required if an Alternative Gateway delivery option has been selected. |
| Outcomes - employment | Generally mandatory | Refer to Reference Data.  Not required if an Alternative Gateway delivery option has been selected.  If n/a, select other. |
| Outcomes - educational | Generally mandatory | Refer to Reference Data.  Not required if an Alternative Gateway delivery option has been selected. |
| Teen parent funding | Optional | Enter Yes or leave blank. |

## Gateway Standard Actuals

These are the data requirements for the Gateway Standard Actuals data submission. Click here for [Reference Data.](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/gateway-data-submissions/)

**Duplicate row validation**

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 Placement start date.

Note: Final (December) Gateway Actuals must be submitted for before submitting this return.

**Data requirements**

|  |  |  |
| --- | --- | --- |
| **Field name** | **Field type** | **Description** |
| National student number | Mandatory | Unique number given to every student in New Zealand.  NSN must have already been reported in the final (December) Gateway Actuals data submission for the reporting year. |
| Alternative gateway delivery options | Optional | If blank, placement start date must be entered. Refer to Reference Data. |
| Placement start date | Generally mandatory | Format must be DD/MM/YYYY.  Cannot be after the reporting year to date.  Not required if an Alternative Gateway delivery option has been selected. |
| Standard ID | Mandatory | Includes both Unit and Skills Standards. |
| *Standard title* | *Auto-populated* | *Auto-populates from Standard ID.* |
| Vocational pathway | Mandatory | Refer to Reference Data. |