Data requirements – Other Fund Actuals data submissions

This document sets out data requirements for all Other Fund Actuals data submissions from 1 October 2024.

**Other Fund Actuals templates:**

[ACE in Schools 3](#_Toc177046846)

[ACE in Communities 5](#_Toc177046847)

[ACE in Schools & Communities – optional NSN list 7](#_Toc177046848)

[Emergency Management 8](#_Toc177046849)

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[Intensive Literacy & Numeracy (ILN) 12](#_Toc177046851)

[English Language Teaching 13](#_Toc177046852)

[TEO-led WLN 14](#_Toc177046853)

[Gateway Actuals 15](#_Toc177046854)

[Gateway Standard Actuals 16](#_Toc177046855)

[Māori and Pasifika Trades Training (MPTT) - Consortium 17](#_Toc177046856)

[UFS Tech-E - Assessment & Verification programmes 17](#_Toc177046857)

[UFS Tech-E - Pathway to Work 17](#_Toc177046858)

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[PBRF – External Research Income (ERI) 18](#_Toc177046861)

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[Refugee English 19](#_Toc177046863)

[Managed Apprenticeships (for ABI) 20](#_Toc177046864)

**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).

## 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/)  
  
**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:

* Course title, Priority provision (1), Priority provision (2) and 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 populated from MoP**

Select ‘Download MOP/CSV data’ to download the Actuals upload file pre-populated with MoP data from your previous submission

The Actuals upload file will include MOP defaults for Course title, Territorial authority local board, Region of delivery, Priority provision (1), Priority provision (2) and Target priority group and Expected hours per learner fields. Data uploaded from the MOP can be overwritten - including Expected Hours per learner. Note:

* The upload file displays one value for each field, including expected hours per learner. It does not hold values once they are overwritten.
* You can download the MOP/CSV data file at any time to see the original data prepopulated from the MOP
* On upload into DXP Ngā Kete
  + the Expected hours per learner field is mapped to the 'Expected hours per learner' field in the webform.
  + if the Course title, Territorial authority local board, Region of delivery, Priority provision (1), Priority provision (2) or Target priority group are overwritten, and 'Expected hours per learner’ is not overwritten (ie MOP default is retained), 'Expected hours per learner’ will reset to zero in the webform.

The 'Expected hours per learner (calculated by TEC)' field in the webform is not used for any imported rows – please disregard this field in the template.

The same logic applies to the Expected rate per learner hour field and Expected rate per learner hour (TEC calculated) fields in the webform.

**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. The number must be a 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/)  
  
**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:

* 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 populated from MoP**

Select ‘Download MOP/CSV data’ to download the Actuals upload file pre-populated with MoP data from your previous submission

The Actuals upload file will include MOP defaults for Course title, Territorial authority local board, Region of delivery, Priority provision (1), Priority provision (2) and Target priority group and Expected hours per learner fields. Data uploaded from the MOP can be overwritten - including Expected Hours per learner. Note:

* The upload file displays one value for each field, including expected hours per learner. It does not hold values once they are overwritten.
* You can download the MOP/CSV data file at any time to see the original data prepopulated from the MOP
* On upload into DXP Ngā Kete
  + the Expected hours per learner field is mapped to the 'Expected hours per learner' field in the webform.
  + if the Course title, Territorial authority local board, Region of delivery, Priority provision (1), Priority provision (2) or Target priority group are overwritten, and 'Expected hours per learner’ is not overwritten (ie MOP default is retained), 'Expected hours per learner’ will reset to zero in the webform.

The 'Expected hours per learner (calculated by TEC)' field in the webform is not used for any imported rows – please disregard this field in the template.

The same logic applies to the Expected rate per learner hour field and Expected rate per learner hour (TEC calculated) fields in the webform.

**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 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. The number must be a 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. The number must be a 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. The number must be a 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. The number must be a 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/)

**Learner and Duplicate row validations**

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 (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’ |
| Ethnicity | Mandatory | Refer to Reference Data (ACE Specific) – this is the same summarised ethnicity as the main data submission |
| Course title | Mandatory | Free text (maximum 255 characters) |

## Emergency Management

These are the data specifications for the Emergency Management 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/)

**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:

* Course/Activity title; Primary focus, Secondary focus, Primary target group, Region of delivery, Territorial authority local board, Expected hours per learner

**Data populated from MoP**

Select ‘Download MOP/CSV data’ to download the Actuals upload file pre-populated with MoP data from your previous submission

The Actuals upload file will include MOP defaults for Course/Activity title, Primary focus, Secondary focus, Primary target group, Region of delivery, Territorial authority local board and Expected hours per learner fields. Data uploaded from the MOP can be overwritten - including Expected Hours per learner. Note:

* The upload file displays one value for each field, including expected hours per learner. It does not hold values once they are overwritten.
* You can download the MOP/CSV data file at any time to see the original data prepopulated from the MOP
* On upload into DXP Ngā Kete
  + the Expected hours per learner field is mapped to the 'Expected hours per learner' field in the webform.
  + if the Course title, Territorial authority local board, Region of delivery, Priority provision (1), Priority provision (2) or Target priority group are overwritten, and 'Expected hours per learner’ is not overwritten (ie MOP default is retained), 'Expected hours per learner’ will reset to zero in the webform.

The 'Expected hours per learner (calculated by TEC)' field in the webform is not used for any imported rows – please disregard this field in the template.

The same logic applies to the Expected rate per learner hour field and Expected rate per learner hour (TEC calculated) fields in the webform.

**Data Requirements**

| **Field name** | **Field Type** | **Description** |
| --- | --- | --- |
| Course/Activity 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 |
| Primary focus | Mandatory | Refer to Reference Data |
| Secondary focus | Mandatory | Refer to Reference Data |
| Primary target 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  This should match the **Total learner hours** calculated below |
| *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. The number must be a 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* | *Auto-populated* | *Number of learners \* Expected hours per learner* |
| *Value of delivery* | *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. The number must be a 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. The number must be a 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* |
| 15 and under | Mandatory | Enter the number of learners for each age group. The number must be a 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* |

## Search and Rescue

These are the data specifications for the Search and Rescue 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/)

**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:

* Course/Activity title; Primary focus, Secondary focus, Primary target group, Region of delivery, Territorial authority local board, Expected hours per learner

**Data populated from MoP**

Select ‘Download MOP/CSV data’ to download the Actuals upload file pre-populated with MoP data from your previous submission

The Actuals upload file will include MOP defaults for Course/Activity title, Primary focus, Secondary focus, Primary target group, Region of delivery, Territorial authority local board and Expected hours per learner fields. Data uploaded from the MOP can be overwritten - including Expected Hours per learner. Note:

* The upload file displays one value for each field, including expected hours per learner. It does not hold values once they are overwritten.
* You can download the MOP/CSV data file at any time to see the original data prepopulated from the MOP
* On upload into DXP Ngā Kete
  + the Expected hours per learner field is mapped to the 'Expected hours per learner' field in the webform.
  + if the Course title, Territorial authority local board, Region of delivery, Priority provision (1), Priority provision (2) or Target priority group are overwritten, and 'Expected hours per learner’ is not overwritten (ie MOP default is retained), 'Expected hours per learner’ will reset to zero in the webform.

The 'Expected hours per learner (calculated by TEC)' field in the webform is not used for any imported rows – please disregard this field in the template.

The same logic applies to the Expected rate per learner hour field and Expected rate per learner hour (TEC calculated) fields in the webform.

**Data Requirements**

| **Field name** | **Field Type** | **Description** |
| --- | --- | --- |
| Course/Activity 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 |
| Primary focus | Mandatory | Refer to Reference Data |
| Secondary focus | Mandatory | Refer to Reference Data |
| Primary target 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  This should match the **Total learner hours** calculated below |
| *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* | *Auto-populated* | *Number of learners \* Expected hours per learner* |
| *Value of delivery* | *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. The number must be a 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. The number must be a 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* |
| 15 and under | Mandatory | Enter the number of learners for each age group. The number must be a 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* |

## Intensive Literacy & Numeracy (ILN)

These are the data specifications for the ILN 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/)

**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, Learner start date, Region and Territorial Authority Local Board

**Data Requirements**

|  |  |  |
| --- | --- | --- |
| **Field name** | **Field Type** | **Description** |
| 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’ |
| Country of birth | Mandatory | Refer to Reference Data |
| Ethnicity | Mandatory | Refer to Reference Data  Field allows up to 6 ethnicities separated by semi colon |
| Iwi affiliation | Mandatory if ethnicity is Māori | Refer to Reference Data.  Field allows up to six iwi separated by semicolon. |
| Migrant or refugee status | Mandatory | Select Migrant, Refugee or Not applicable |
| Learner start date | Mandatory | Format must be ‘DD/MM/YYYY’  The date must not be in the future |
| Learner end date | Only required after learner has finished | Format must be ‘DD/MM/YYYY’  The date must not be in the future |
| Hours delivered year to date | Mandatory | Enter a number with up to 2 decimal places |
| Remaining hours to be delivered by year end | Mandatory | Can be zero  Enter a number with up to 2 decimal places |
| Territorial authority local board | Mandatory | Refer to Reference Data  For 2024 the reference data (list) is Territorial authority.  The move to Auckland local boards will occur in 2025. |
| Region of delivery | Mandatory | Refer to Reference Data |
| *Value of delivery* | *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* |

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## English Language Teaching

These are the data specifications for English Language Teaching 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/)

**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, Learner start date, Region and Territorial Authority Local Board

**Data Requirements**

|  |  |  |
| --- | --- | --- |
| **Field name** | **Field Type** | **Description** |
| 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. |
| Country of birth | Mandatory | Refer to Reference Data |
| 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. |
| Migrant or refugee status | Mandatory | Select Migrant, Refugee or Not applicable |
| Learner start date | Mandatory | Format must be ‘DD/MM/YYYY’  The date must not be in the future |
| Learner end date | Only required after learner has finished | Format must be ‘DD/MM/YYYY’  The date must not be in the future |
| Hours delivered year to date | Mandatory | Enter a number with up to 2 decimal places |
| Remaining hours to be delivered by year end | Mandatory | Can be zero  Enter a number with up to 2 decimal places |
| Territorial authority local board | Mandatory | Refer to Reference Data  For 2024 the reference data (list) is Territorial authority.  The move to Auckland local boards will occur in 2025. |
| Region of delivery | Mandatory | Refer to Reference Data |
| *Value of delivery* | *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* |

## TEO-led WLN

These are the data specifications for TEO-led WLN 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/)

**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, Learner start date, Region and Territorial Authority Local Board

**Data Requirements**

|  |  |  |
| --- | --- | --- |
| **Field name** | **Field Type** | **Description** |
| 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. |
| Country of birth | Mandatory | Refer to Reference Data |
| 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. |
| Migrant or refugee status | Mandatory | Select Migrant, Refugee or Not applicable |
| Employer NZBN | Optional | New field; always optional. If entered, must be 13 digits. |
| Employer | Mandatory | Free text up to 90 characters. |
| Industry type | Mandatory | Minor changes to the list to standardise with other data collections.  Refer to Reference Data. |
| Learner start date | Mandatory | Format must be ‘DD/MM/YYYY’  The date must not be in the future |
| Learner end date | Only required after learner has finished | Format must be ‘DD/MM/YYYY’  The date must not be in the future |
| Hours delivered year to date | Mandatory | Enter a number with up to 2 decimal places |
| Remaining hours to be delivered by year end | Mandatory | Can be zero  Enter a number with up to 2 decimal places |
| Territorial authority local board | Mandatory | Refer to Reference Data. (Auckland Local Board takes effect from 2025.) |
| Region of delivery | Mandatory | Refer to Reference Data. |
| Provision type | Mandatory | Refer to Reference Data. |
| *Value of delivery* | *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* |

## 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. |

## Māori and Pasifika Trades Training (MPTT) - Consortium

These are the data requirements for the MPPT Actuals data submission. For more information, see Reference Data.

**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, First MPPT Course Start Date, Qualification code and Consortium.

**Data requirements**

|  |  |  |
| --- | --- | --- |
| **Field name** | **Field type** | **Description** |
| 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. |
| First MPTT Course Start Date | Mandatory | Format must be DD/MM/YYYY.  Must match the course start date reported through the SDR. |
| Qualification code | Mandatory | Select from drop-down |
| Consortium | Mandatory | Select from drop-down / see Reference data. |

## UFS Tech-E - Assessment & Verification programmes

There are no changes to the data requirements for 2024.

## UFS Tech-E - Pathway to Work

There are no changes to the data requirements for 2024.

## UFS Tech-E - Mixed-mode, off-job training

There are no changes to the data requirements for 2024.

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## Medical Intern Grant

These are the data specifications for Medical Intern Grant 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/)

**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 Payment frequency.

**Data requirements**

|  |  |  |
| --- | --- | --- |
| **Field name** | **Field Type** | **Description** |
| 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. |
| Payment frequency | Mandatory | Enter one of:  Bulk funded  Bulk funded previous year  Monthly |
| Number of months trainee was supported | Mandatory | Must be a whole number between 0 and 12 |
| *Value of delivery* | *Auto-populated* | *Number of months trainee was supported \* Applicable funding rate*  *Click* [***here***](https://www.tec.govt.nz/funding/funding-and-performance/funding/funding-rates/)*for information on funding rates* |
| Intake Year | Mandatory | Format must be YYYY |

## PBRF – External Research Income (ERI)

There are no changes to the data requirements for 2024.

## Secondary Initial Teacher Education (ITE)

These are the data specifications for Secondary ITE 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/)

**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

**Data requirements**

| **Field name** | **Field Type** | **Description** |
| --- | --- | --- |
| 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. |
| Teaching subject 1 | Mandatory | See Reference Data – note that list can be updated each year |
| Teaching subject 2 |
| Teaching subject 3 |
| Teaching subject 4 |
| Description of ‘other’ teaching subject | Mandatory, if “Other” is selected | Free text not exceeding 80 characters  When “Other” is selected in any of Teaching subject 1-4 fields, this field must be completed |

## Refugee English

These are the data specifications for Refugee English 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/)

**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, Learner start date, and Qualification code

**Data requirements**

| **Field name** | **Field Type** | **Description** |
| --- | --- | --- |
| 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. |
| Country of birth | Mandatory | See Reference data. Field previously referred to as Country of origin. |
| Learner start date (Actual) | Mandatory | Must match the course start date reported through the SDR |
| Qualification code | Mandatory | Select from drop-down list |
| *Qualification name* | *Auto-populated* | *Auto-populated from the Qualification code* |
| *NZQCF qualification Level* | *Auto-populated* | *Auto-populated from the Qualification code* |
| Learner Fee per place | Mandatory | Enter a number to 2 decimal places. Can be zero. |

## Managed Apprenticeships (for ABI)

These are the data specifications for Managed Apprenticeships (for ABI) 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/)

**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 Qualification code

**Data requirements**

|  |  |  |
| --- | --- | --- |
| **Field name** | **Field Type** | **Description** |
| 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. |
| Employment brokered by TEO | Mandatory | Enter Yes or No |
| Industry type | Mandatory | See Reference Data |
| Qualification code | Mandatory | Select from drop-down |
| *Qualification name* | *Auto-populated* | *Auto-populated from the Qualification code* |
| Training agreement signed date | Mandatory | Format must be DD/MM/YYYY.  Date cannot be after 31/12/2024 (last date for new Managed Apprenticeships enrolments in the SDR). |
| Training status | Mandatory | Enter: Active / On hold / Withdrawn / Completed |
| Training agreement withdrawal date | Mandatory\* | Mandatory when Training status is ‘Withdrawn’  Format must be DD/MM/YYYY. |
| Training agreement on hold date | Mandatory\* | Mandatory when training status is ‘On hold’. Format must be DD/MM/YYYY. |
| Apprenticeship completion date | Mandatory\* | Mandatory when Training status is ‘Completed’  Format must be DD/MM/YYYY. |
| Employer trading name | Mandatory | One of these fields must be supplied.  Free text up to 100 characters |
| Employer legal name |
| Employer NZBN | Mandatory | Whole number, must be 13 digits |