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| Data specification  for reporting work-based learning  Version 0.5  Released 19 December 2024 |

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# Introduction

## Document purpose

This document is for tertiary education organisations (TEOs) delivering work-based learning. It has information about the data that the Tertiary Education Commission (TEC) requires when you report actual delivery (Actuals) on our new Data Exchange Platform (DXP).

It's important to note that this document specifically focuses on the data reported for work-based learning. It is not a:

* specification for provider-based learning (e.g., the single data return). This is published in a separate document.
* specification document for the APIs . This document is not structured to show the data required for each API. Refer to the API Portal for this information.
* user guide for DXP.

## The requirement to submit data

The TEC and the Ministry of Education (MoE) require data submitted by TEOs for the purposes of:

* funding
* monitoring performance
* publishing performance information
* statistical reporting, and
* policy formation.

All TEOs that receive TEC funding for work-based learning must report work-based learning. You must report all learners eligible for tuition subsidies.

Each TEO is responsible for the integrity of data provided to the TEC.

Three excerpts from the Education and Training Act 2020 support data submissions from TEOs:

**Section 254 of the Education and Training Act 2020**

Ministry may hold and disseminate information

Any information collected by TEC or NZQA —

1. may be held by the Ministry on behalf of TEC or NZQA; and
2. may be disclosed by the Ministry to TEC or NZQA or to any other person or agency that is entitled to receive it.

**Section 426 of the Education and Training Act 2020**

Conditions on receiving funding

(1) It is a condition of an organisation receiving funding under section 425 that the organisation supply to TEC or the Ministry, as required by TEC or the Ministry, and in a form specified by TEC or the Ministry, any financial, statistical, or other information that TEC or the Ministry requires the organisation to supply.

**Section 429 of the Education and Training Act 2020**

Conditions on funding received under section 428

1. It is a condition of receiving funding under section 428 that the recipient supply TEC or the Ministry, as required by TEC or the Ministry, and in a form specified by TEC or the Ministry, any financial, statistical, or other information that TEC or the Ministry requires the organisation to supply.

## Conditions for the provision of information

### TEOs must comply with Privacy Act 2020

TEOs must collect, use, disclose, hold, and store personal information in accordance with the 13 information privacy principles in the Privacy Act 2020.

### Authorisation to disclose personal information to government agencies

Statement to be confirmed.

### Responsibility for the Integrity of Data provided

Each TEO is responsible for checking the integrity of the data that it collects from learners and provides to the TEC and other government agencies.

### Government agencies must also comply with the Privacy Act

The government agencies who receive learners' personal information from TEOs are also required to comply with the Privacy Act 2020 and will have processes in place in relation to the storage, security, access to, and correction of learners' personal information.

# Data submissions

## Frequency of submissions

TEOs may submit and update data at any time. We expect the data to be as up to date as possible by the close of business on the last working day of each month, particularly at the periodic “snapshot/cut-off” dates. They are currently:

* 31 January (data for the previous year);
* 31 March (for both the current year and for final data relating to the previous year);
* 30 June (\*New\* - for the current year - this is related to the Government's financial year end).
* 31 August.

Work-based returns cover the following funds:

* Non-degree Delivery at Levels 3–7 on the NZQCF (DQ3-7)
* Trades Academies

## Categories of information

There are six broad categories of information required for work-based learning:

1. **Learner**

Learner captures data for each learner enrolled in a programme. You must report all learners whose enrolment is eligible for TEC funding and who have confirmed learner enrolments in your trainee management system.

1. **Programme and Programme Version**

Programme version captures data of versions of work-based programmes approved for funding and offered by a TEO. You should report all work-based programmes*.*

1. **Training Agreement**

Training Agreement data captures details of the agreements signed between the learner, TEO and employer. When creating a new training agreement, there must also be an associated programme enrolment for that learner at that TEO, where the enrolment date is on or after the training agreement signed date.

1. **Training Plan**

Training Plan captures data about the plan between the learner and the TEO and records the date of meetings (or visits) with the learner. A Training Plan is mandatory for New Zealand Apprenticeships (NZA).

1. **Programme Enrolment**

Programme Enrolment captures details of valid programme enrolments within the reporting year, including the components a learner is enrolled in as part of their programme of learning.

Component completions continue to be reported directly to the New Zealand Qualifications Authority (NZQA), and the DXP will mark components as complete using results of achievement (RoA) NZQA data.

1. **Off-Job Delivery**

Off-Job Delivery details learning delivered off the job site as part of the programme enrolment. It includes information about the course, including the TEO that delivered it, attendance type, and the amount of equivalent full-time students (EFTS) delivered.

The TEO responsible for the work-based learner must report all off-job delivery associated with a programme enrolment. The collection of this data supports the funding decisions.

1. **Fees Free and learner fees**

Fees Free captures data to support the administration of the final year Fees Free policy where learners may seek their entitlement at the end of their study, where eligible. Data collected is passed to Inland Revenue who administer payments to learners. Fees are also required by MoE to provide and understanding of the sector and to inform policy.

## Data submission

You submit work-based data via an API. The work-based learning API specifications are available in the DXP [API portal](https://api-docs.prd.dxs.pub.tec.govt.nz/docs/work-based). The API specifications provide details for when a field is mandatory as it can vary per API.

The new solution will support Unicode.

An option also exists for you to submit Fees free data via a CSV file.

# Data specifications: Introductory information

## Summary of changes to data specification

Below is a list of the significant changes between this data specification for work-based data submissions on the new DXP platform and the current data specification supporting work-based data submissions through ITR. Appendix B provides a list of the changes between versions. Appendices B and C provide a complete history of data changes and the validation rule changes.

### Learner

We have standardised the collection of learner data across all funds associated with a learner, which we will collate into a single learner table in the DXP back-end. Therefore, consistent learner validation rules need to be applied across all funds associated with a learner.

Additionally, we require additional learner data. These are:

* IRD number (for Fees Free).
* Gender
* Name ID Code.
* Country of Citizenship.
* Overseas Country Code
* First year of tertiary education.
* Disability services accessed indicator to indicate whether a student has accessed disability services.
* New disability data fields to support the new disability question on enrolment.
* Ability to submit up to six Iwi values (was three).
* Ability to submit up to six Ethnicity values (was three).

### Programme

We require the following new fields as part of the Programme Data:

* Mode of Delivery to support funding determinations and replace the Workspace2 templates required for the tactical solution implemented for 2024.
* Study Type to identify whether the learner is undertaking industry training, Trades Academies or an NZA programme.
* Occupation Code to enable a better understanding of how programmes relate to occupations.
* NZSCED to identify the field of study associated with a programme version.
* Maximum Programme Fee, which is the maximum fee amount (inclusive of GST) that a TEOs charges for this programme. The fees reported should include ALL fees associated with the programme, e.g. training, assessment, off job, enrolment and resources. This value is used with the Learner Actual Fee Amount captured as part of the Fees Free data to understand the fees across vocational education.

A micro-credential (MC) can be a programme or a component of a programme. When the programme itself is a micro-credential, then the program type is ‘Micro-credential’, and the associated components are those components that make up the micro-credential.

### Training Agreement

We require the following new fields as part of the Training Agreement data:

* NZBN to help identify employers where they have a NZBN.
* Employment Territorial Authority Code to provide details where learners are employed.
* Occupation Code to enable a better understanding of how training relates to occupations.

To provide flexibility, the creation of a Training Agreement no longer requires the Programme Enrolment to be created at the same time. Training Agreements are still required to be created before an associated programme enrolment. All new Training Agreements will have a default status of PENDING until an associated programme enrolment has been reported.

Training Agreement status events can now only be backdated a maximum of three months from the current date. Completions are excluded from this limitation, and you can apply any backdated events stemming from the receipt of a completion from NZQA beyond the three-month limit.

### Programme Enrolment

We require the following new fields as part of the Programme Enrolment data:

* Complex Arrangement Parent Programme Enrolment Local ID to link the prtogramme enrolment with a complex programme.
* Mode of Delivery to support funding determinations and replace the Workspace2 templates required for the tactical solution implemented for 2024.
* Study Type to identify whether the learner is taking an Industry Training programme or an NZA. The ‘Funding Source Code’ originally captured this data but is now decoupled from the type of study as part of UFS.
* Funding Source Code to identify the source of fuding that supports the learner's enrolment in the programme.
* Residential Status and Australian Residential Status to identify New Zealand and Australian residents.
* Component Type Code to identify the component type associated with a programme (e.g., Unit Standards, Skill Standards, Micro-credentials).
* Transfer Date to identify the transfer to a new employer.
* Deletion Date to identify when a programme enrolment was deleted.

You can update Programme Enrolment status events up to three months from the current date. Completions are excluded from this limitation, and backdated events stemming from the receipt of a completion from NZQA can be applied beyond the three-month limit.

Previously, the ITR contained “Standards” that formed part (a component) of a programme. Since its inception, new components like Skill Standards and Micro-credentials are now available in a work-based learning environment.

The new DXP incorporates these new and possible future components by widening the existing schema to include the ‘type of component’ being reported. We have replaced previous field references using the term standard with the term component. For example, “Standard Number" and “Standard Version Number” are replaced with “Component Number” and “Component Version Number”.

A unique component is the unique combination of “Component Type Code”, “Component Number”, and “Component Version Number”. Every programme must consist of at least one component and every component enrolment must be associated with a programme enrolment.

### Off-Job Delivery

This new data collection captures all provider-based course enrolment delivery associated with a programme enrolment. This replaces the collection of this data collected originally via source of funding 11 in the Single Data Return (SDR).

### Fees Free and learner fees

This new data collection captures fee information paid by the learner, employer or third party for two purposes. It supports:

1. the final year Fees Free policy from 2025, and the fee information supplied supports the learner in claiming their Fees Free entitlement.
2. MoE’s understanding of the sector and to inform policy.

### Data and Standards

Where SDR and ITR collected similar data, we now align this data with a single standard. In addition, we are aligning data to official classifications defined by Statistics NZ where possible. This improves data quality and enables greater data interoperability.

We are updating some data standards to align with more recent data classifications. The key changes are:

* Iwi values align with Statistics NZ Iwi and iwi-related groups statistical classificationV2.1.0. Iwi is in the learner data submission
* Overseas Country Code values align with Statistics NZ Country Classification 1999-4 Numeric V15.0. We collect values at level 3. The Overseas Country Code is used in the learner data submission.
* The Occupation Code is a new field, and values align with Statistics NZ National Occupation List V1.0.0. The Occupation Code is used in the training agreement and the programme data submisions.
* Territorial Authority is a new field, and values align with Statistics NZ Territorial Authority 2023 (Generalised). This field is in the Training Agreement data submission.

The field specification references the relevant data classifications, and the data appendices, which are published separately, provide a full list. A list of the data standards and classifications used in the data submissions for work-based actuals is in Appendix A.

We have also changed some data types. For example, submitted dates must now use the ISO-8601 format.

## Qualifications

NZQA defines a qualification as “Formal certification for a given purpose of the achievement of specified learning outcomes to a given standard”. You do not need to report NZQA-approved qualification details in the work-based DXP solution. We will source all qualification details from NZQA.

The only qualification data required for reporting are the qualification number and qualification version number with the programme data, which, together uniquely identify a programme's target qualification.

## Micro-credentials

Micro-credentials are new stand-alone education products intended to enable learners to access specific knowledge and skills in a cost-effective and time-efficient way. They are smaller than qualifications and focus on skill development opportunities, for which there is strong evidence of need by industry, employers, iwi, and the community.

At a minimum, micro-credentials are subject to the same requirements as training schemes or assessment standards. They are required to:

* be 5–40 credits
* have strong evidence of need from employers, industry or community
* not duplicate current quality assured learning approved by NZQA
* be reviewed annually to confirm they continue to meet their intended purpose.

A micro-credential can be either a programme unto itself or one of many components within a programme. You can record a micro-credential as a programme or a component in DXP.

## Complete enrolment via RoA

You must continue to report the achievement of components and NZQCF-based qualifications to NZQA. DXP will detect the completion of a component and programme when you supply the relevant information to NZQA for recording against the learner’s results of achievement (RoA).

Status changes resulting from the completion reporting process are not subject to the three-month backdating limit. Training agreement and programme enrolment statuses can be backdated beyond the three months because of DXP receiving assessed completions from NZQA.

Similarly, in situations where a learner completes their study component before withdrawing from their programme enrolment, that completion will be recorded against the programme within DXP, even if the NZQA assessed date is after the programme withdrawal date.

**Note:** A qualification completion before the enrolment participation start date will not trigger an enrolment completion as the learner has previously achieved the qualification.

### Detecting Enrolment Completions

DXP will detect programme enrolment completions as follows:

* **National Qualifications (NQ):** On achievement of the target qualification and all components for the enrolment except when at a status of Pending if an NZA, Withdrawn or Completed, where the achieved date (at RoA) >= enrolment participation start date.
  + If the NQ programme has a target qualification with a strand, DXP will check against the specified strand.
  + If the NQ programme has a target qualification without a strand, DXP will check against the qualification.
* **Limited Credit Programme (LCP):** On achievement of all components for the enrolment, except when at a status of Withdrawn or Completed, where the achieved date (at RoA) is >= enrolment participation start date.
* **Supplementary Credit Programme (SCP):** On achievement of all components for the enrolment (and target qualification if it exists with a strand), except when at a status of Withdrawn or Completed, where the achieved date (at RoA) is >= enrolment participation start date.
* **Complex New Zealand Apprenticeship (NZA):** On achievement of all sub-programme enrolments (see 1a above for NQ completion criteria), except when at a status of Pending, Withdrawn or Completed, and all additional components for the enrolment, where the achieved date (at RoA) >= enrolment participation start date.
* **Micro-credentials (MC):** On achievement of all components for the enrolment (and target qualification if it exists), except when at a status of Withdrawn or Completed, where the achieved date (at RoA) is >= enrolment participation start date.

# Data Specifications

## Learner

### Introduction to learner data

Learner captures data for each learner enrolled in a programme. You must report all learners whose enrolment is eligible for TEC funding and who are confirmed learner enrolments in your trainee management system. A single learner representation covers all funds.

### Learner data

| Field Title | Description | Field specification | Validation |
| --- | --- | --- | --- |
| Learner Local ID | A code which uniquely identifies the learner within each TEO, as captured in a TEO’s TMS system.  The Learner Local ID must remain constant for the learner throughout their enrolment history at your organisation. | **Length:** 20  **Type:** String  **Guidance:** Thisnumber must be the unique value generated by each TEO via their TMS. | **Error:**  XXX: Learner Local ID is blank  XXX: Learner Local ID is not unique for the TEO |
| National Student Number | A number which uniquely identifies the learner. The NSN must remain constant for the learner throughout their enrolment at your or any other organisation. The NSN reported in the Learner file must match the NSN used for other collections (e.g., Course Enrolment).  The NSN is part of the NSI database system maintained by the Ministry of Education. | **Type:** Integer  **Guidance:** Thisnumber must be the value generated by the National Student Index (NSI) for the learner. | **Error:**  XXX: NSN reported is invalid or does not exist in NSI  XXX: Date of Birth reported does not match Date of Birth on NSI  XXX: NSN record status is inactive in NSI  XXX: Gender reported does not match Gender on NSI  XXX: NAME ID reported does not match NAME ID from NSI |
| IRD Number | IRD number of the learner. The IRD number enables data matching to support the learner in claiming their Fees Free entitlement. Learners will apply for their Fees Free entitlement via myIR. To match the learner’s data provided by TEC, Inland Revenue will use the learner’s IRD number. (They will also use NSN and date of birth).  While this field is not mandatory, TEOs are encouraged to provide the learner’s IRD number upon enrolment. If a learner is eligible and an IRD number has not been reported by their TEO they will be required to provide additional information via myIR to enable accurate matching. This may require the learner to seek additional information from their TEO to confirm their identity with Inland Revenue. | **Type:** String  **Length:** 11  **Guidance:** IRD numbersare either eight or nine digits with dashes e.g., 123-456-789. Please enter leading zero in the first box if your IRD number is only 8 digits.  Only provide an IRD number for a learner may meet the eligibility criteria for Fees Free at the time of enrolment.  However, in situations where you know they are not eligible, you will not need to collect their IRD number. For example, where a learner:   * has received a Fees Free entitlement previously (e.g. first-year Fees Free) * is not studying an eligible programme * does not meet prior study criteria   We are using Inland Revenue’s checksum code to validate the IRD number. However, we will not be able to determine if the learner provided an IRD number that does not belong to them. Inland Revenue will manage this situation.  The validation rule will only be triggered if a value is provided in this field. | **Error:**  XXX: IRD number is invalid |
| Gender | A code to identify the gender of a learner. | **Length:** 1  **Type:** String  **Guidance:** Select a value from the list below   |  |  | | --- | --- | | **M** | Male / Tāne | | **F** | Female / Wahine | | **D** | Another gender / He ira kē anō | | **Error:**  XXX: Gender is not M, F or D |
| Date of Birth | The day, month, and year of birth of the learner. | **Type:** Date  **Guidance:** 2024-04-08  You must use ISO-8601 for your dates. | **Error:**  XXX: Date of Birth is invalid or blank  XXX: Age is less than 5 or greater than 100  XXX: The format is invalid |
| Name ID Code | The first four characters of a learner’s surname plus initial of first legal name. If the learner does not have a first name, use the first five characters for the surname.  This is new data is required for validating the identity of a learner and their associated NSN. | **Length:** 5  **Type:** String  **Guidance:** The value is generated by your organisation from the learner’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 in the fifth position. For example:   * LEE A for Andrew Lee * VAN M for Michael van der Hum * DE WP for Peter de Wittering * KHSID for Khsithesh Devi * 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. | **Error:**  XXX: NAME ID is blank  XXX: NAME ID is not 5 characters |
| Main Activity at 1 October in Year Prior to Formal Enrolment | The main activity or occupation for the learner on 1 October of the year prior to enrolling a learner at your organisation. This field is not required to be changed upon re-enrolment if the duration between the end of the previous enrolment and the re-enrolment is 12 months or less. If a learner returns to the same TEO after not being enrolled for a period of more than 12 months, this field should be updated to reflect the learner’s most recent main activity on 1 October of the year before.  If the learner enrolled for the first time between 1 October and 31 December of the current year, then report the main activity on 1 October of the current year. | **Type:** String  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **01** | Secondary school student | | **02** | Non-employed or beneficiary (excluding retired) | | **03** | Wage or salary worker | | **04** | Self-employed | | **05** | University student | | **06** | Polytechnic student | | **07** | College of Education student | | **08** | House person or retired | | **09** | Overseas (irrespective of occupation) | | **11** | Private Training Establishment student | | **12** | Wānanga student |   **Note:** The classification of ’99 – other’ has been removed and may only be used historically. | **Error:**  XXX: First Year of Territory Education is current year and Prior Activity is not 01, 02, 03, 04, 08, 09  XXX: Prior activity is not valid  XXX: Prior activity is blank |
| First Year of Tertiary Education | The year in which a learner first enrolled in any “quality assured” qualification:   * at a TEO in New Zealand or overseas, or * in the Foundation Year at the University of the South Pacific, or * at a registered Private Training Establishment.   Enrolment in STAR, community, or other non-formal education does not count for first year purposes. | **Type:** Integer  **Guidance:** Enter the year in the format YYYY - e.g., 2023.  This field is required if the learner is a New Zealand or Australian citizen or resident. | **Error:**  XXX: First Year of Tertiary Education is greater than the current year  XXX: First Year of Tertiary Education puts learner at age less than 5 or greater than 100 (calculated from Date of Birth)  XXX: First Year of Tertiary Education cannot be blank or 9999 if Country of Citizenship is NZL or AUS |
| Last Secondary School Attended | A code to identify the last secondary school attended by the learner. | **Type:** Integer  **Guidance:** Select a value from the secondary school codes classification.  The Secondary School Codes are available at the Education Counts website - [Secondary School Codes](https://www.educationcounts.govt.nz/directories/list-of-nz-schools). They are also listed in the [DXP Data Classifications Appendices](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/). | **Error:**  XXX: Last Secondary School Attended code is not in classification  XXX: First Year of Tertiary Education is current year and Prior Activity is 01 and Last Secondary School Attended code is 1040 (i.e., “not known”)  XXX: First Year of Tertiary Education is current year and Last Secondary School Attended code is blank  XXX: Last Secondary School Attended is blank. |
| Overseas Country Code | A unique code defined by that identifies the country in which the learner last attended school. | **Type:** String  **Guidance:** Select a value from the NZ Statistics: Country – New Zealand Standards Classification 1999 – 4 numeric V15.0.  Must be supplied if the learner’s last school was not in New Zealand. New Zealand cannot be selected. We collect at level 3.  The country classification is available at [NZ Statistics: Country – New Zealand Standards Classification 1999 – 4 numeric V15.0.](https://aria.stats.govt.nz/aria/?_ga=2.21705403.1671744995.1699902765-946806462.1697743900#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/ys69SsOCPi6Mc4jR) They are also listed in the [DXP Data Classifications Appendices](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/). | **Error:**  XXX: Overseas Country Code is blank, and learner’s last secondary school is not in New Zealand  XXX: New Zealand cannot be selected  XXX: Overseas Country Code must be valid |
| Last Year at Secondary School | The year in which the learner finished their secondary school education. | **Type:** Integer  **Guidance:** Enter the year in the format YYYY - e.g., 2023. | **Error:**  XXX: Last Year at Secondary School is less than year of birth +5 or greater than current year  XXX: First Year of Tertiary Education is current year and Prior Activity is 01 and Last Year at Secondary School is blank |
| Highest Secondary School Qualification | A code to show the highest secondary school qualification attained by the learner. | **Length:** 2  **Type:** String  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **00** | No formal secondary school qualification | | **11** | 14 or more credits at any level | | **12** | NCEA Level 1 or School Certificate | | **13** | NCEA Level 2 or 6th Form Certificate | | **14** | University Entrance | | **15** | NCEA Level 3 or Bursary or Scholarship | | **09** | Overseas qualification (incl. International Baccalaureate & Cambridge Exams) | | **98** | Other | | **99** | Not known | | **Error:**  XXX: Highest Secondary School Qualification code is not on classification list  XXX: First Year of Tertiary Education is current year and Prior Activity is 01 and Highest Secondary School Qualification is 99  XXX: Highest Secondary School Qualification is not valid for return year  XXX: Highest Secondary School Qualification is blank |
| Is English Second Language | A True/False flag that indicates whether English is a second language for the learner. | **Type:** Boolean  **Guidance:** Select a value from below:   |  |  | | --- | --- | | **False** | English is not a second language for the learner | | **True** | English is a second language for the learner | | **Error:**  XXX: English Second Language Indicator is blank.  XXX: English Second Language is invalid. |
| Country of Citizenship | The country of citizenship of a learner. This field is required for determining non-domestic learner funding.  **Note:**   * Citizenship status must be kept up to date * TEC will date stamp the receipt of an update for validation and reporting * There is no backdating of this field | **Length:** 3  **Type:** String  **Guidance:** Select a value from the country of citizenship classification. Refer to the [DXP Data Classifications Appendices](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/). | **Error:**  XXX: Country of Citizenship is blank  XXX: Country of Citizenship code is not on classification list  XXX: Country of Citizenship code cannot be ‘999’ – i.e., “Unknown” |
| Disability Status | Indicates the disability status of a learner. This field aligns to the collection of the new disability data on the enrolment form. | **Type:** Integer  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **1** | Yes | | **2** | No | | **3** | Prefer not to say | | **Error:**  XXX: Disability Status is invalid or blank |
| Disability Support Needs | Seven fields to support multiple responses indicating the disability support a learner requires. This field aligns to the collection of the new disability data on the enrolment form. | **Type:** Integer array  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **1** | Access to assistive technology (e.g., for reading, writing, communication). | | **2** | Accessible format resources for course content. | | **3** | Mobility and transport (e.g., navigator support to help movement around campus, mobility carparks, personal emergency evacuation plan). | | **4** | New Zealand Sign Language Interpreter. | | **5** | Support with reading, writing, and communicating in learning sessions, exams, and assessments. | | **6** | Other learning or disability support. | | **7** | No, I do not need support at this time. |   If the Disability Status is Yes, then at least one disability support need must be supplied. | **Error:**  XXX: At least one of the Disability Support Needs from 1 to 7 must be supplied if Disability Status is Yes  XXX: Multiple Disability Support Needs are identified when Disability Support Needs 7 is Yes  XXX: Disability Support Needs contains duplicate values |
| Disability Services Accessed Indicator | A code to indicate whether a student has accessed disability services | **Type:** Boolean  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **True** | Disability services accessed. | | **False** | Disability services not accessed. | | **Error:**  XXX: Disability Services Accessed field is not True or False |
| Iwi Affiliation | A code to indicate the iwi affiliation of a learner. If a learner has more than one affiliation, then up to six Iwi can be recorded. | **Type:** String array  **Guidance:** Select a value or values from the Statistics NZ Iwi and iwi-related groups statistical classificationV2.1.0.  An entry must be reported in the first field where the ethnic group is “0211”.  The Iwi classification is available at NZ Statistics - [Iwi and iwi-related groups statistical classificationV2.1.0](https://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/uH9AkXTnTlq40DHG). They are also listed in the [DXP Data Classifications Appendices](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/). | **Error:**  XXX: Iwi Affiliation is not valid  XXX: At least one Iwi Affiliation field must be completed where ethnic group is identified as “211” |
| Ethnicity | A code to indicate the ethnicity of a learner. Up to six ethnic codes can be entered in this field. The codes identify the ethnic group or groups to which a learner belongs. | **Type:** String array  **Guidance:** Select a value or values from the Statistics NZ Ethnicity New Zealand Standard Classification 2005V2.1.0.  At least one value must be reported.  The Ethnicity classification is available at NZ Statistics - [Ethnicity New Zealand Standard Classification 2005V2.1.0](https://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/YVqOcFHSlguKkT17). They are also listed in the [DXP Data Classifications Appendices](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/). | **Error:**  XXX: Ethnicity is not in the classification list  XXX: Ethnicity contains duplicate values  XXX: Ethnicity is blank. |

## Programme

### Introduction to programmes

A programme defines the training or education a learner will undertake to achieve the Programme's goals.

A programme is uniquely identified locally by the Programme Local ID, created by each TEO. Each local instance of a programme is associated with a Programme Number and Programme Version Number. The Programme Number and the Programme Version Number identify a unique programme, which is referenced in the ‘Programme data’ section as the ‘Programme Version ID’.

Programmes are based on clear and consistent aims, content, outcomes, and assessment practices. A programme may consist of multiple other programmes or components, but the most granular unit of education is called a "component"; **every Programme must consist of at least one component**.

Programmes differ from Qualifications, which define something a learner may achieve but not how education is delivered or assessed.

A TEO can develop Programmes provided the qualification it leads to has been registered on the NZQCF and the TEO has the necessary accreditation and gazetted coverage.

DXP supports two different styles of Programme, referred to as 'Study Type':

* An industry training programme
* A New Zealand Apprenticeship

DXP supports four different programme types:

* **Limited Credit Programme (LCP):** An LCP is designed to introduce a learner to a programme and to lead to the learner enrolling in a full programme once they complete the LCP.
* **Supplementary Credit Programme (SCP):** An SCP is designed to allow a learner to achieve an additional qualification or unit standard in addition to a qualification they already hold.
* **National Qualification (NQ):** An NQ Programme is any Industry Training Programme or NZA that leads directly to achieving of a qualification registered on the NZQCF.
* **Micro-credential (MC):** An MC programme focuses on skill development opportunities. Use this programme type where the programme is an MC. This MC can either consist of one component, the MC itself, or multiple types of components that make up that MC.

**Note:** An MC can be a programme or a component. DXP allows MCs to be recorded as a programme or as one of many components that make up a programme.

#### Complex arrangement

For programmes undertaken simultaneously, there is typically a significant qualification that the NZA programme is designed to achieve or more than one qualification the apprentice is expected to achieve through their Programme.

This situation is called a 'Complex Arrangement' or 'Complex Programme'. Complex arrangements will include at least one approved Industry Training programme and additional components necessary to provide an NZA programme.

There must be additional components where there is only one sub-programme; otherwise, this is a National Qualification programme.

For a complex arrangement, the sub-programme programme numbers must match those previously submitted for the old version. However, the sub-programme version numbers may be different.

### Programme registration

The process for registering a programme is as follows:

* TEO requests registration of a programme.
* DXP evaluates the request, including checking that associated qualification(s) have been registered on the NZQCF.
* DXP generates the Programme Number and Programme Version Number.
* DXP will transmit the programme and version numbers to the TMS for future reference.

### Active state concerning programmes

There are references related to programmes in this section to the state 'Active' (e.g., an 'Active' target programme). Programmes can be deemed active, and each Programme can have multiple versions that may or may not be active. For comparisons, a programme is deemed as active when:

* The Programme (and therefore its versions) belongs to the TEO.
* The Programme and its version are Approved (not declined)
* The expiry date of the version has not passed
* The version has some period overlapping the programme version you are comparing to (see diagram below):



To check if the periods overlap, use the following formula.

**Note:** It is possible for either the existing programme (E) or the new programme (N) to have no expiry date. In that case, this is set to MAX(date) and the following formula works using this MAX(date).

***IF*** *there are no expiry dates on either programme, they will overlap, so there is no need to check.*

***ELSE IF***

*the start date for the new programme is later, or the same as the start date of the existing programme, and the start date of the new programme should be earlier than the end date of the existing programme.*

***OR***

*The start date of the new programme is earlier than the start date of the existing programme, and the expiration date of the new programme is later than the start date of the existing programme.*

*Then the programme is Active.*

There are four scenarios when DXP checks whether there is an Active programme version:

* **Registering a new LCP:** Check that the LCP is active compared to the latest active version of the target NQ programme.
* **Registering a new LCP:** Check that no other LCP programmes have active versions relative to the new LCP, which targets the same NQ programme.
* **Registering a new version of an LCP:** Check that the LCP is active compared to the latest active version of the target NQ programme.
* **Registering a new version of an LCP:** Check that no other LCP programmes (different programme numbers) have active versions relative to the new LCP, which targets the same NQ programme.

Local programme names must be unique within the TEO for active programmes, i.e., active within the same period as the new registered programme.

**Note:** This is different from the situation where you are checking if an enrolment is Active.

### TEC approval process for funded programmes (versions)

Below is the approval process for Create Programme, Create Programme Version, and Update Programme Version cases relating to a programme.



### Programme versioning

Over time, a TEO may amend their programmes to better suit their industry or because of changes to the related qualifications. The TMS will register a new programme version to inform the TEC of such changes.

The elements required to register a new version of a programme are largely the same as those required to register a new programme.

Some changes to programme information constitute the need for a new version, and some will only need an update to the current version. This table details the situations when a new version will be required:

| **Item to be changed** | **New programme** | **New version** | **Update** |
| --- | --- | --- | --- |
| Programme Local ID | Yes | Not allowed | Not allowed |
| Programme Number | N/A | Not allowed | Not allowed |
| Programme Version Number | N/A | Not allowed | Not allowed |
| Programme Local Name | Yes | Yes | Not allowed |
| Programme Type Code | Yes | Not allowed | Not allowed |
| NZSCED Field of Study | Yes | Yes | Not allowed |
| NZQCF Level | Yes | Not allowed | Not allowed |
| Credit Value | Yes | Yes | Not allowed |
| Industry Code | Yes | Yes | Not allowed |
| Occupation Code | Yes | Yes | Not allowed |
| Duration Months | Yes | Yes | Not allowed |
| Start Date | Yes | Yes | Not allowed |
| Expiry Date | Yes | Yes | Yes |
| Target Qual Number or Strand Number | Yes | Yes | Not allowed |
| Target Qual Version Number | Yes | Yes | Not allowed |
| Target Programme Number | Yes | Yes | Not allowed |
| Add/Remove/Change Component or Component Version | Yes | Yes | Not allowed |
| Study Type Code | Yes | Yes | Not allowed |
| Mode Of Delivery Code | Yes | Yes | Not allowed |
| Maximum Programme Fee | Yes | Yes | Yes |

Only the TEO that registered the original programme may create a new version of a programme.

Please note that we have removed the following attributes as part of a programme:

* Historical Programme Course Number
* Funding Source Code
* Terms and Conditions Indicator
* Embedded Literacy Indicator
* Sub-programme Number

When creating different versions of sub-programmes as part of a complex arrangement, the sub-programme's programme numbers must match those previously submitted for the old version. However, the sub-programme version numbers may be different.

### Programme data

Below is the data required for programmes and programme versions.

| Field Title | Description | Field specification | Validation |
| --- | --- | --- | --- |
| Programme Local ID | The owning organisations reference for the Programme version.  Must be unique within the TEO for a programme. The TEO cannot have two programmes with the same local programme identifier. | **Length:** 20  **Type:** String  **Guidance:** | **Error:**  XXX: Your organisation’s Programme Local Version ID must be unique  XXX: Programme cannot be found |
| Programme Number | A number issued by TEC that uniquely identifies a programme. | **Type:** Integer  **Guidance:** A TEO cannot have multiple programmes with the same Program Number and Version. | **Error:**  XXX: Invalid programme number. TEO does not own programme  XXX: There are duplicates of this programme and version for this TEO |
| Programme Version Number | A number issued by TEC that identifies a version of a programme. | **Type:** Integer  **Guidance:** A TEO cannot have multiple programmes with the same Program Number and Version. | **Error:**  XXX: Invalid Programme Version Number TEO does not own programme  XXX: There are duplicates of this programme and version for this TEO |
| Programme Local Name | The name by which the TEO refers to the programme. This name should follow the TEC naming standards where possible but can be tailored to the ITOs needs. | **Length:**  500  **Type:** String  **Guidance:** The Programme Name must be unique within the TEO and use the following standard:   * Qualification / Programme Name | **Error:**  XXX: Your organisation’s programme name must be unique  XXX: Programme Local Name is blank |
| Programme Type Code | A number that identifies the type of programme. | **Length:** 3  **Type:** String  **Guidance:** Select a value from the list below:   |  |  | | --- | --- | | ***NQ*** | National Qualification Programme, a single training programme | | ***LCP*** | Limited Credit Programme, an introductory programme intended to introduce a learner to a specific national qualification and lead to enrolment in, and completion, of that qualification. | | ***SCP*** | Supplementary Credit Programme, a programme that adds to an existing qualification already held by the learner. | | ***MC*** | Micro-credential Programme, a programme focussing on skill development opportunities. Used when a programme is a Micro-credential, and this micro-credential consists of one or more various components. | | ***COM*** | Complex arrangement,programme that contains sub-programmes and/or additional components. | | **Error:**  XXX: Programme Type Code is blank  XXX: Programme Type Code is invalid  XXX: LCP target programme must be a National Qualification programme  XXX: For complex arrangements sub-programmes may only be of type NQ  XXX: There must be at least one sub-programmes or at least one additional component associated with the parent programme  XXX: NZA with one sub-programme must also supply additional components |
| NZSCED Field of Study | Field of study classification of programme versions. | **Length:** 6  **Type:** String  **Guidance:** Select a value from the NZSCED classification.  This field is mandatory.  The NZSCED is available at Education Counts – [New Zealand Standard Classification of Education (NZSCED)](https://www.educationcounts.govt.nz/data-services/code-sets-and-classifications/new_zealand_standard_classification_of_education_nzsced). They are also listed in the DXP Data Classifications Appendices. | **Error:**  XXX: NZSCED Field of Study is not valid  XXX: NZSCED Field of Study is blank |
| NZQCF Level | A number between 1 and 10 that identifies the level on the NZQCF of the Programme. | **Type:** Integer  Guidance: Please enter a value between 1 and 10 inclusion, whole numbers only.  Where a qualification strand exists, then the level listed on the strand should be used. Where there is not, or the strand ‘0’ is used, then use the level on the qualification.  An NZA must have a NZQCF level of 4 or more. | **Error:**  XXX: NZQCF is blank  XXX: NZA NZQCF level must be greater than or equal to the minimum NZQCF value allowed |
| Credit Value | The number of credits to be assessed during the programme. | **Type:** Integer  **Guidance:**  Where there is a strand the credit value listed on the strand should be used. Where there is not, or the strand ‘0’ is used, then use the credits on the qualification. | **Error:**  XXX: Credit Value is blank  XXX: Credit Value must be an integer  XXX: LCP credit value must be less than the maximum percentage of the target programme credits  XXX: LCP credit value must be greater than or equal to the minimum credit value allowed  XXX: LCP credit load per year must be less than or equal to the maximum credit load allowed  XXX: LCP credit value must be less than or equal to the maximum credit value allowed  XXX: NQ programme credit value must be greater than or equal to the minimum credit value allowed  XXX: NQ programme credit load per year must be less than or equal to the maximum credit load allowed  XXX: NQ programme credit value must be less than or equal to the maximum credit value allowed  XXX: SCP credit load per year must be less than or equal to the maximum credit load allowed  XXX: SCP credit value must be less than or equal to the maximum credit value allowed  XXX: SCP credit value must be greater than or equal to the minimum credit value allowed  XXX: NZA with sub-programmes must have a credit load per year that is less than or equal to the maximum credit load allowed  XXX: NZA with sub-programmes must have a credit value greater than or equal to the minimum credit value allowed |
| Industry Code | Each programme must identify the industry the programme is intended for.  Industry Code (ANSIC) is defined by Statistics New Zealand and identifies the industry the learner is primarily working in. TEC collects ANSIC at the level 4 of the hierarchy. | **Length:** 20  **Type:** String  **Guidance:** Select the most appropriate value from the Statistics NZ Australian and New Zealand Standard Industrial Classification 2006 V1.0.0 level 4 list for your organisation. The value selected can differ what’s reported on the Training Agreement.  The Industrial classification is available at NZ Statistics: [Australian and New Zealand Standard Industrial Classification 2006 V1.0.0](https://aria.stats.govt.nz/aria/?_ga=2.135309105.1009763712.1696183847-2098091118.1684120248#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/CARS5587). They are also listed in the [DXP Data Classifications Appendices](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/). | **Error:**  XXX: Industry Code is invalid  XXX: Industry Code is blank |
| Occupation Code | Each programme must identify the occupation the programme is intended for.  Occupation Code is defined by the TEC and identifies the occupancy the learner is primarily working in. | **Length:** 20  **Type:** String  **Guidance:** Select the most appropriate value from the TEC Occupation classification list for your organisation. The value selected can differ what’s reported on the Training Agreement.  The Occupation classification is available at NZ Statistics: [National Occupation List V1.0.0](https://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/HxbKSDQiqG9DpNPg). They are also listed in the [DXP Data Classifications Appendices](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/). | **Error:**  XXX: Occupation Code is invalid  XXX: Occupation Code is blank |
| Duration Months | The number of whole months the programme takes to complete.  Duration is used to calculate a programmes’ credit per year, | **Type:** Integer  **Guidance:** Minimum duration may vary by programme type. Current minimums based on the credit load are:   |  |  | | --- | --- | | **LCP** | 4 months | | **NQ** | 7 months | | **NZA** | 7 months | | **SCP** | 4 months | | **MC** | 1 month | | **Error:**  XXX: Duration Months is blank  XXX: Duration Months must be an integer  XXX: LCP duration must be greater than or equal to the minimum duration allowed  XXX: NQ duration must be greater than or equal to the minimum duration allowed  XXX: SCP duration must be greater than or equal to the minimum duration allowed  XXX: NZA duration must be greater than or equal to the minimum duration allowed  XXX: MC duration must be greater than or equal to the minimum duration allowed |
| Start Date | Date from which the programme is available for use. | **Type:** Date-time  **Guidance:** 2024-04-08  You must us ISO-8601 for your dates. | **Error:**  XXX: Start Date must be before Expiry Date  XXX: The format is invalid |
| Expiry Date | Date on which the programme ceases to be available for enrolments. Any enrolments attempted after this date will be rejected. | **Type:** Date-time  **Guidance:** 2024-04-08  You must us ISO-8601 for your dates.  Once an expiry date has passed it cannot be updated. | **Error:**  XXX: Expiry Date must be after the start date  XXX: Expiry Date must be greater than or equal to today  XXX: The format is invalid |
| Target Qualification Number | A number that identifies a qualification registered on the National Qualification and Credentials Framework that this programme leads to. | **Length:** 20  **Type:** String  **Guidance:** Enter the Qualification Number of the qualification that is specific to your organisation. | **Error:**  XXX: Target qualification / strand must exist and have an active status at NZQA |
| Target Qualification Version Number | A number that identifies a version of a qualification on the NQCF. | **Type:** Integer  **Guidance:** Enter the Qualification Number of the qualification that is specific to your organisation.  This field is required when a Target Qualification Number has been supplied. | **Error:**  XXX: Target Qualification Version Number is blank when a Target Qualification Number has been supplied |
| Target Qualification Strand Number | A number that identifies a strand of a qualification. Only supply this value if you want to identify a specific strand of a qualification. | **Type:** Integer  **Guidance:** If the Strand Number is provided, null, whitespaces and “0” strand numbers will not be accepted. For any other values, DXP will check the strand and validate it exists on the NQF for this programme and version. | **Error:**  XXX: Target qualification / strand must exist and have an active status at NZQA |
| Target Programme Number | Used for LCP it will contain the Programme Local ID of the target programme. | **Length:** 20  **Type:** String  **Guidance:** Enter the Programme Local ID. | **Error:**  XXX: An active version of the LCP target programme could not be found for your organisation  XXX: Target programme must be a National Qualification programme  XXX: Target programme already has an active LCP programme  XXX: LCP programme study type(s) must be the same as or a subset of the Study Type codes for the target programme |
| Study Type Code | Unique identifier of the type of learning.  This is a new field that replaces the previous ‘Funding Source Code’ field, as all work-based is funded under UFS. | **Length:** 3  **Type:** String  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **IT** | Industry Training | | **TA** | Trades Academies | | **NZA** | New Zealand Apprenticeship | | **Error:**  XXX: Study Type Code is blank  XXX: Study Type Code is invalid.  XXX: LCP must have an ‘IT’ or ‘TA’ study type  XXX: SCP must have an ‘IT’ or ‘TA’ study type  XXX: Programme study type must be unique |
| Mode of Delivery Code | The channel through which learning is delivered.  This is a new field that is needed for funding purposes under UFS. | **Type:** Integer  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **24** | Work-based | | **25** | Work-based: Pathway to work | | **26** | Assessment and Verification | | **Error:**  XXX: Mode of Delivery is blank  XXX: Mode of Delivery value is invalid |
| Maximum Programme Fee | Defines what the maximum fee amount (inclusive of GST) that a TEO charges for this programme. The fees reported should include ALL fees associated with the programme, e.g. training, assessment, off job, enrolment and resources.  **Notes:**   * It is not relevant who pays the fees. * The amount should be the annualised fee for the programme; - i.e., the maximum fee that a learner would pay for the programme for a calendar year. * If the programme is less than 12 months, then it is the maximum total fee for the programme. * If the programme is longer, then it would be maximum amount to be paid for a 12-month period.   As this is not the actual fee charged to the learner, refunds are not applicable.  Used in conjunction with the Learner Actual Fee Amount captured as part of the Fees Free an Learner Fee data to understand the fees charged across vocational education. | **Type:** Decimal (8,2)  **Guidance:** Enter an amount to the nearest cent. The value is expressed as a decimal rounded to two decimal places – e.g., 0.15. | **Error:**  XXX: Maximum Programme Fee is blank  XXX: Maximum fee is less than $0  XXX: Maximum fee is greater than $100,000 |

## Training agreement

### Introduction to training agreements

To claim funding from the TEC, a learner must have a valid training agreement, a formal agreement between the learner, employer and TEO.

The difference between a Training Agreement and Enrolment are:

* A Training Agreement records information about the agreement between the learner, employer and TEO, and
* An Enrolment records information about the programme(s) the learner has enrolled in within the scope of the Training Agreement.

Training agreements can now be created independent of programme enrolments. However, a training agreement must exist before any associated programme enrolments can be created. Associated programme enrolments must still be associated with that learner and TEO, and the enrolment date must be on or after the training agreement signed date. All newly created training agreements will have a default status of PENDING, until an associated programme enrolment has been reported.

#### Transfer employer

Learners sometimes change employers during their training. When this occurs, the enrolment continues, but the training agreement with the old employer is ended, and a new training agreement is created. This results in the enrolment(s) and associated component enrolments automatically transferring to the new training agreement. This transfer date would be recorded against the impacted programme enrolment(s) in the ‘Transfer Date’ field.

The following are some key points about transferring employers:

* DXP will assign the new training agreement a status of ACTIVE, regardless of the status of the training agreement with the previous employer. The only exception is where a Training Plan is required, in which case, the new training agreement will be PENDING until a training plan is put in place.
* If a training agreement has a status of FINISHED it cannot be transferred.
* Where the training agreement status was in GRACE, the transfer date to the new employer cannot be earlier than the date the status went to GRACE. If the transfer date is earlier, DXP will automatically change the date to be one day later than the GRACE status date.

### Training agreement statuses

Every training agreement has a status. The status indicates what is happening with the training agreement and is used to calculate funded delivery. Every new training agreement will be set to ‘PENDING’ until the associated programme enrolment has been received.

Amendments to training statuses are expected to be timely, however you can backdate a change. Backdating is limited to 365 days or less because changes to training agreements affects the status of associated programme enrolments. This in turn can impact on the reported delivery and reported dollars delivered, as funding is calculated based on programme enrolment status. Applying historical changes beyond a year can impact on funding after wash-ups have been done.

There are five training agreement statuses:

* **Pending:** This is the default status for a new training agreement. If the associated programme enrolment relates to an NZA then the training agreement status will stay as PENDING until a training plan has been received.
* **Active:** The learner is actively participating and engaged in their work-based programme. Associated enrolments not “Completed” or “Withdrawn” will accrue EFTS.
* **Grace:** The TEO helps the learner to complete the programme or obtain another job. Associated enrolments not “Completed” or “Withdrawn” will accrue EFTS.
* **Hold:** A TEO may place a learner on hold if the learner is not actively training but intends to return to training within a short period. Placing a training agreement on hold means associated enrolments will no longer accrue EFTS.
* **Finished:** Training agreement has ceased.

#### Pending status

This is the initial status set for all new training agreements. A TA remains with the pending status until an associated programme enrolment has been received and one of the following scenarios occurs:

* The TEO has received an associated Training Plan – this will automatically result in an 'Active' status.
* The TEO manually sets the Training Agreement Status to 'Hold'.
* The TEO manually sets the Training Agreement Status to 'Grace'.
* The TEO reports the learner as withdrawing from the Training Agreement – this will automatically result in a status of 'Finished'.
* The TEO reports the Training Agreement transferred to a new Training Agreement as a result of an Employer transfer – this will automatically result in the original Training Agreement having a status of 'Finished' and the new Training Agreement having a status of 'Pending'.

**Note:** All associated enrolments are set to' Pending' when setting a Training Agreement to 'Pending'.

#### Active status

A Training Agreement becomes active when one of the following scenarios occurs:

* Creating a Training Agreement for an IT enrolment.
* Creating a Training Plan for an NZA enrolment.
* Restarting a Training Agreement after being on Hold, and if an NZA enrolment, there is a current Training Plan.

**Note:** When setting a Training Agreement to' Pending, all associated enrolments are set to' Pending'.

A Training Agreement will move from being ‘active’ when one of the following scenarios occurs:

* The TEO sets the Training Agreement status to ‘Hold’.
* The TEO sets the Training Agreement status to ‘Grace’.
* The TEO reports the learner as withdrawing from the Training Agreement - this will result in a status of ‘Finished’.

#### Grace status

A Training Agreement will move from being in ‘Grace’ when one of the following scenarios occurs:

* The grace period (currently set at six weeks [42 days]) lapses – this will set the training agreement to ‘Finished’.
* The TEO restarts the Training Agreement by setting the training agreement status to ‘Active’.
* The TEO sets the training agreement on ‘Hold’.
* The learner withdraws from their training agreement, which will set the training agreement to ‘Finished’.
* The learner transfers their programme to a new employer. This will result in the original Training Agreement having a status of ‘Finished’ and the new training agreement being ‘Active’, unless it is an NZA enrolment in which case a Training Plan is required. In the case of an NZA enrolment with no Training Plan then the status of the new Training Agreement will be “Pending”.

**Note:** At the end of the grace period, TEC will cease funding the learner. However, the TEO may continue training but will not receive TEC funding.

#### Hold status

A Training Agreement will move from being in ‘Hold’ when one of the following scenarios occurs:

* The TEO restarts the Training Agreement by setting the training agreement status to ‘Active’.
* The learner withdraws from their training agreement, which will set the training agreement to ‘Finished’.
* The learner transfers their programme to a new employer. This will result in the original Training Agreement having a status of ‘Finished’ and the new training agreement being ‘Active’. This is unless it is an NZA enrolment, in which case a Training Plan is required. In the case of an NZA enrolment and no Training Plan, the status of the new Training Agreement will be “Pending”.

**Note:** When setting a Training Agreement to “Hold”, all associated Enrolments that don’t have a status of “Withdrawn” or “Completed” are set to “Hold”.

#### Finished status

This status is not an option for selection, as DXP assigns it to training agreements based on the business rules below:

* The Training Agreement was in Grace, and the grace period has expired. An overnight batch process will achieve this expiration.
* The Training Agreement is withdrawn.
* The learner transfers their programme to a new employer, which sets the status of the Training Agreement with the previous employer to “Finished”.

When a Training Agreement has finished, no further updates or changes can be applied to it, and the training agreement cannot be reactivated. In situations where a learner wants to restart a training agreement that they withdrew from, a new training agreement will be required.

### Grace period expiry

DXP will run a nightly batch process to detect when the Grace Period has expired. If the Grace Period has expired on a Training Agreement, all associated Enrolments not already Completed or Withdrawn will be Withdrawn, and the Training Agreement will be Finished.

A new withdrawal reason will be added:

* “GE” – “Grace period automatically expired by system”.

All Training Agreements and Enrolments withdrawn via the overnight process will use this withdrawal reason.

#### Processing

The automated overnight Grace Period Expiry process works as follows.

For all training agreements with a status of “Grace” where the training agreement end date is on or before the grace period expiry batch processing date (i.e., today’s date), then:

* Update the training agreement table in the system:
  + Set the Training Agreement End Date in the system to the grace expiry date (i.e., today’s date)
* Update the training agreement status table in the system:
  + Update the training agreement status to “Finished”.
  + Set the withdrawal reason code = “GE”.
* Update the associated enrolments whose statuses are not “Completed” or “Withdrawn”:
  + For the relevant Programme Enrolments in the Programme Enrolment system table, update the actual participation end date to the training agreement end date.
  + Update the associated enrolments in the Programme Enrolment Status system table.
  + Create a new record where the status is withdrawn and withdrawal reason code = “GE”.
  + Note that for complex NZA, these updates listed above apply to the overarching programme enrolment and each sub-programme enrolments.
* If an expiring training agreement for a complex NZA and a current training plan exists, then:
  + Update the current training plan end date to the training agreement end date.

The Grace Expiry job will run once a day, during early morning. This means that if there are any Training Agreements with a status of “Grace” where the training agreement end date is today’s date, they will expire at the start of that day (not at the end of the day).

### Training agreement data

Below is the data required for training agreements.

| Field Title | Description | Field specification | Validation |
| --- | --- | --- | --- |
| Training Agreement Local ID | A unique identifier issued by the TEO that identifies the training agreement between the TEO, employer, and learner for a specific training agreement signed date | **Length:** 20  **Type:** String  **Guidance:** A programme enrolment must also exist and be submitted with any new training agreement. | **Error:**  XXX: Training Agreement Local ID cannot be blank  XXX: Training Agreement Local ID already exists, must be unique |
| Learner Local ID | A code which uniquely identifies the learner within each TEO, as captured in a TEO’s TMS system.  The Learner Local ID must remain constant for the learner throughout their enrolment history at your organisation.  Note: This field has been renamed from ‘Local ID’ to ‘Learner Local ID’ | **Length:** 20  **Type:** String  **Guidance:** Thisnumber must be the unique value generated by each TEO via their TMS.  ‘Learner Local ID’ cannot be NULL. | **Error:**  XXX: Learner Local ID is blank  XXX: Learner Local ID does not exist |
| Training Agreement Signed Date | Date the Training Agreement was signed by the learner, employer and TEO. | **Type:** Date-time  **Guidance:** 2024-04-08  You must us ISO-8601 for your dates.  Use the last date the Training Agreement was signed.  Training Agreement Signed Date must be on or before the processing date.  The learner must be over 16 years and over at date the training agreement is signed unless the MOE Exemption Code is supplied.  Training Agreement Signed Date must be no older than 120 days from today.  If the Training Agreement is the product of an Employer transfer, then the Training Agreement Signed Date of the new Training Agreement must be after the Training Agreement Signed Date of the previous Training Agreement.  Also, the new Training Agreement Signed Date must be at least one day after any preceding GRACE status for the previous Training Agreement. | **Error:**  XXX: Training Agreement Signed Date is blank  XXX: Training Agreement Signed Date is not a date  XXX: Training Agreement Signed Date must be on or before the processing date  XXX: The age of the learner at the signed date of the training agreement was below the minimum age allowed, and no MOE exemption code has been supplied  XXX: Training Agreement Signed Date is older than the allowed backdate period  XXX: Training Agreement Signed Date must be after the learner’s birth date  XXX: Where learner has transferred to a new training agreement, the training agreement signed date of the new training agreement must be greater than the previous training agreement  XXX: Training Agreement has already finished  XXX: Training Agreement Signed Date for new transferred Training Agreement is within a day of the GRACE period of the previous Training Agreement  XXX: The format is invalid  XXX: New Training Agreement Signed Date must be greater than the old Training Agreement Signed Date |
| Employer NZBN | The New Zealand Business Number issued by GS1 New Zealand to the organisation the learner is employed with. This field helps to identify an employer. | **Type:** String  **Guidance:** Enter your NZBN if applicable. | **Error:**  XXX: Employer’s NZBN is invalid  XXX: Employer Head Office Name, Employer Subdivision Name, Employment Region Code, or Employment TLA Code new training agreement must be different from the old training agreement |
| Employer Name | The name of the employer. Must be the legal name of the organisation that is employing the learner. Where the employer has multiple sites, this must be the name the parent or head office is known by. | **Length:** 255  **Type:** String  **Guidance:**  Must be the legal name of the organisation that is employing the learner. Where the employer has multiple sites, this must be the name the parent or head office is known by. | **Error:**  XXX: Employer Name is Blank  XXX: Employer Head Office Name, Employer Subdivision Name, Employment Region Code, or Employment TLA Code new training agreement must be different from the old training agreement |
| Employer Subdivision Name | The name of the subdivision a learner is working for where the employer has multiple sites. | **Length:** 255  **Type:** String  **Guidance:** Enter in the name of the subdivision if known or applicable. | **Error:**  XXX: Employer Head Office Name, Employer Subdivision Name, Employment Region Code, or Employment TLA Code new training agreement must be different from the old training agreement |
| Employee Region Code | A code defined by Statistics New Zealand that identifies the Region the Learner’s place of employment is located in. | **Type:** Integer  **Guidance:** Select a value from the Statistics New Zealand Regional Council (Generalised) 2023 classification.  The Region classification is available at NZ Statistics: [Regional Council (Generalised) 2023](https://datafinder.stats.govt.nz/layer/111182-regional-council-2023-generalised/). They are also listed in the [DXP Data Classifications Appendices](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/). | **Error:**  XXX: Employee Region Code is blank  XXX: Employee Region Code is invalid  XXX: Employer Head Office Name, Employer Subdivision Name, Employee Region Code, or Employee TLA Code new training agreement must be different from the old training agreement |
| Employee Territorial Authority Code | A code defined by Statistics New Zealand that identifies the Territorial Authority the Learner’s place of employment is located in.  This is a new field that will provide a lower level of detail on where learners are employed. | **Type:** Integer  **Guidance:** Select a value from the Statistics New Zealand Territorial Authority (Generalised) 2023 classification.  Note: There is only a single Territorial Authority Code for Auckland. There is no further breakdown of geography within the Auckland Territorial Authority area.  The Territorial Authority classification is available at NZ Statistics: [Territorial Authority (Generalised) 2023](https://datafinder.stats.govt.nz/layer/111194-territorial-authority-2023-generalised/). They are also listed in the [DXP Data Classifications Appendices](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/). | **Error:**  XXX: Employee TA Code is blank  XXX: Employee TA Code is invalid  XXX: Employee TA Code and Region Code are an invalid combination  XXX: Employer Head Office Name, Employer Subdivision Name, Employee Region Code, or Employee TLA Code new training agreement must be different from the old training agreement |
| Industry Code | Each programme must identify the industry or industries the programme is intended for.  Industry Code (ANZSIC) is defined by Statistics New Zealand and identifies the industry the learner is primarily working in. | **Length:** 20  **Type:** String  **Guidance:** Select the most appropriate value from the Statistics NZ Australian and New Zealand Standard Industrial Classification 2006 V1.0.0 level 4 list for your organisation. The value selected can differ what’s reported on the Programme.  The Industrial classification is available at NZ Statistics: [Australian and New Zealand Standard Industrial Classification 2006 V1.0.0](https://aria.stats.govt.nz/aria/?_ga=2.135309105.1009763712.1696183847-2098091118.1684120248#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/CARS5587). They are also listed in the [DXP Data Classifications Appendices](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/). | **Error:**  XXX: Industry Code is invalid  XXX: Industry Code is blank |
| Occupation Code | Each training agreement must identify the occupation of the learner.  Occupation Code is defined by the TEC and identifies the occupancy the learner is primarily working in. | **Length:** 20  **Type:** String  **Guidance:** Select the most appropriate value from the TEC Occupation classification list for your organisation. The value selected can differ what’s reported on the Programme.  The Occupation classification is available at NZ Statistics: [National Occupation List V1.0.0](https://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/HxbKSDQiqG9DpNPg). The occupation classifications are also listed in the [DXP Data Classifications Appendices](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/). | **Error:**  XXX: Occupation Code is invalid  XXX: Occupation Code is blank |
| MoE Exemption Number | If a learner is 15 years of age, they are normally required to be enrolled in secondary education. This element captures a reference number provided by the MOE that identifies an exemption they have granted to a learner to not be in secondary education. | **Length:** 20  **Type:** String  **Guidance:** MOE Exemption Number must be supplied if learner is 15 years old at time of signing the training agreement. | **Error:**  XXX: The age of the learner at the signed date of the training agreement was below the minimum age allowed, and no MOE exemption code has been supplied |
| Employment Type Code | A code that identifies the nature of the learners’ employment relationship with their employer. | **Length:** 3  **Type:** String  **Guidance:** Select a value from the list below:   |  |  | | --- | --- | | **E** | Employee | | **SS** | State Sector | | **V** | Volunteer | | **SE** | Self Employed | | **Error:**  XXX: Employment Type Code could not be found  XXX: Employment Type Code is blank |
| Training Agreement Status | A code which identifies the status of the Training Agreement. | **Length:** 20  **Type:** String  **Guidance:** Valid status values are below:   |  |  | | --- | --- | | **Pending** | The default status for all new Training Agreements. A Training Agreement will continue as Pending if the associated programme enrolment is related to an NZA. | | **Active** | Learner is actively participating and engaged in their work-based programme. Associated enrolments that are not “Completed” or “Withdrawn” will accrue EFTS. | | **Grace** | TEO helps the learner to complete the programme or obtain another job. Associated enrolments that are not “Completed” or “Withdrawn” will accrue EFTS. | | **Hold** | An TEO may place a learner on hold if the learner is not actively training but intends to return to training within a short period of time. Placing a training agreement on hold means that all associated enrolments will no longer accrue EFTS. | | **Error:**  XXX: Status Code is blank  XXX: Status Code is invalid  XXX: Training agreement is new and is NZA and initial status is not ‘Pending’  XXX: Training agreement has already finished  XXX: Cannot change a training agreement status to GRACE from HOLD  XXX: Cannot change a training agreement status from ACTIVE to PENDING  XXX: Cannot change a training agreement status from GRACE to PENDING |
| Pause Date | The date on which the Training Agreement is paused. | **Type:** Date-time  **Guidance:** 2024-04-08  You must us ISO-8601 for your dates.  Status Change Date must be before or equal to today. Status Change Date must be after the Training Agreement Signed Date.  Status can be backdated a maximum of three months from the current date. Completions are excluded from this limitation and any backdated events stemming from the receipt of a completion from NZQA can be applied beyond the three-month limit. | **Error:**  XXX: Pause Date is blank  XXX: Pause Date is in the future  XXX: Pause Date is on or before the Training Agreement Signed Date  XXX: Pause Date is beyond the backdating limit  XXX: The format is invalid |
| Restart Date | The date on which the Training Agreement is restarted. | **Type:** Date-time  **Guidance:** 2024-04-08  You must us ISO-8601 for your dates.  Status Change Date must be before or equal to today. Status Change Date must be after the Training Agreement Signed Date.  When restarting a Training Agreement from being on ‘Hold’. The ‘Restart’ date must be on or after the date on which the training agreement went on hold. | **Error:**  XXX: Restart Date is blank  XXX: Restart Date is in the future  XXX: Restart Date is on or before the Training Agreement Signed Date  XXX: Restart Date is before the ‘Hold’ date.  XXX: Restart Date is beyond the backdating limit  XXX: The format is invalid |
| Grace Reason Code | Identifies why a Training Agreement has been place in GRACE | **Length:** 2  **Type:** Character  **Guidance:** A reason code must be provided if status code is GRACE. Please select one of the reason codes below.   |  |  | | --- | --- | | **Reason Code** | **Description** | | LE | Loss of employment | | DM | Dismissal | | RD | Redundancy | | **Error:**  XXX: Grace Reason Code is blank  XXX: Grace Reason Code is invalid |
| On Hold Reason Code | Identifies why a Training Agreement has moved into either a HOLD or GRACE | **Length:** 2  **Type:** Character  **Guidance:** A reason code must be provided if status code is HOLD. Please select one of the reason codes below.   | **Reason Code** | **Description** | | --- | --- | | SW | Seasonal work | | PL | Parental leave | | OV | Overseas travel | | MD | Medical/ACC | | CI | Attending correctional institution | | OT | Other | | ST | Stop training (still with employer) | | WE | Work Experience | | **Error:**  XXX: On Hold Reason Code is blank  XXX: On Hold Reason Code is invalid |
| Withdrawal Date | Date on which learner withdrew from their Training Agreement | **Type:** Date-time  **Guidance:** 2024-04-08  You must us ISO-8601 for your dates.  An TEO can withdraw a training agreement when the agreement between the learner, employer and TEO ceases before the related enrolments are complete.  The effect of withdrawing a training agreement is to withdraw all enrolments within the agreement that are not complete or withdrawn.  Training Agreement must have a status of “Pending”, “Active”, “Hold” or “Grace” to be withdrawn.  Withdrawal date must be on or after the Training Agreement Signed Date.  Withdrawal date must be before or equal to today.  Withdrawal date must be on or after the latest participation start date. | **Error:**  XXX: Withdrawal Date is not a date  XXX: Training agreement must have a status of “Pending”, “Active”, “Hold”, or “Grace” to be withdrawn  XXX: Withdrawal Date is before the Training Agreement Signed Date  XXX: Withdrawal Date is in the future  XXX: Withdrawal Date is before **the** latest participation start date  XXX: The format is invalid |
| Withdrawal Reason Code | Identifies the reason why the learner withdrew from their Training Agreement | **Length:** 3  **Type:** Character  **Guidance:** A reason code must be supplied if a withdrawal date is supplied. Select a value from the list below:   |  |  | | --- | --- | | **BC** | Business closed | | **BD** | Business downturn | | **CC** | Change in career choice | | **AP** | Changing from Industry Trainee to Apprentice | | **PT** | Changing from Apprentice to Industry Trainee | | **CP** | Change of programme | | **DC** | Deceased | | **DS** | Dissatisfied with employer/industry | | **EW** | Exiting the workforce | | **LS** | Lack of employer support | | **LA** | Length of apprenticeship | | **LI** | Linked Enrolment | | **NF** | Non-payment of fee | | **OT** | Other | | **OD** | Over programme duration | | **PC** | Parental commitment | | **ST** | Stop Training (still with employer) | | **TI** | Transfer TEO | | **LE** | Loss of Employment | | **GE** | Grace period automatically expired by system (new) | | **Error:**  XXX: Withdrawal Reason Code is blank where a Withdrawal Date has been supplied  XXX: Withdrawal Reason Code is invalid |

## Training plan

### Introduction to training plans

New Zealand apprentices must have a Training Plan to be eligible for TEC funding. An NZA training plan represents the agreement between the apprentice, employer, and TEO on the additional support the TEO will provide during the apprenticeship. An NZA Training Plan and a training agreement are tightly linked, representing an agreement between the apprentice, employer and TEO.

When creating a training plan, TEOs must inform TEC before the apprenticeship is eligible for TEC funding.

**Important:**TEOs do not need to report a training plan for industry trainees.

NZA Training Plans must be created after the related training agreement.There can only be one training plan with an associated training agreement at a given time. However, multiple training plans can be associated with a training agreement over time.

On submission of a valid Training Plan, DXP will:

* Set the enrolment participation start date on all enrolments linked to the Training Agreement that are “Pending”, “Hold”, “Grace” (i.e., not “Completed” or “Withdrawn”) unless this date is already greater than the TrainingPlanSignedDate. The enrolments start accruing EFTS from this point.
* For each enrolment where the participation start date is updated, check that the programme is active as of the Training Plan signed date.
* For each Pending enrolment on the training agreement, change the enrolment status to “Active”.
* If the Training Agreement status is “Pending”, update it to “Active”.

DXP will derive the Training Plan end date based on the following business rules:

* Where a learner withdraws from their training agreement and a current training plan exists, the training plan end date will be the training agreement withdrawal date.
* On completion of a simple programme enrolment the training plan end date will be the enrolment participation actual end date.
* On completion of a complex apprenticeship programme where the status of the overarching programme enrolment is completed, then the training plan end date will be the overaching programme enrolment participation actual end date.
* Where a grace period has expired and a current training plan exists, then the training plan end date will be the training agreement end date.

### Training plan data

Below is the data required for training plans.

| Field Title | Description | Field specification | Validation |
| --- | --- | --- | --- |
| Training Plan Local ID | A unique number issued by the TEO that identifies the Training Plan. A unique Training Plan has a unique combination of Organisation ID, Learner Local ID, and Training Plan Signed Date. | **Length:** 20  **Type:** String  **Guidance:** | **Error:**  XXX: Training Plan Local ID must be unique within the TEO  XXX: Training Plan Local ID is blank |
| Learner Local ID | A code which uniquely identifies the learner within each TEO, as captured in a TEO’s TMS system.  The Learner Local ID must remain constant for the learner throughout their enrolment history at your organisation. | **Length:** 20  **Type:** String  **Guidance:** Thisnumber must be the unique value generated by each TEO via their TMS.  ‘Learner Local ID’ cannot be NULL. | Error:  XXX: Learner Local ID is blank  XXX: Learner Local ID does not exist |
| Training Agreement Local ID | A unique number issued by the TEO that Identifies the training agreement that the Training Plan relates. | **Length:** 20  **Type:** String **Guidance:** The referenced Training Agreement must:   * exist and match the training agreement for that apprentice at that TEO. * have a status of ‘Pending’, ‘Hold’, or ‘Grace’.   Enrolments associated with the Training Agreement must be NZAs.  A single Training Agreement can relate to multiple Training Plans. | **Error:**  XXX: Must be the only training plan for the associated training agreement  XXX: Training agreement not found for this organisation and learner.  XXX: Training agreement referenced has a status of Active or Finished  XXX: Enrolments associated with the Training agreement are not NZ apprenticeships |
| Training Plan Signed Date | The date the training plan was signed between the apprentice, employer, and MAC. | **Type:** Date-time  **Guidance:** 2024-04-08  You must us ISO-8601 for your dates.  The Training Plan Signed Date must be on or after the associated Training Agreement Signed date.  For each Pending, Hold, Grace enrolment associated with the Training Agreement, where enrolment participation start date is before the Training Plan Signed Date, check that the programme is active as at the Training Plan Signed Date. This check is required, as these enrolments will have their participation start date uploaded to Training Plan Signed Date. This change also applies to Complex Arrangements for both over-arching and sub-enrolments. | **Error:**  XXX: Training Plan Signed Date is before the Training Agreement Signed Date  XXX: Training Plan Signed Date is a future date  XXX: Training Plan Signed Date is blank  XXX: Associated programme is not active at Training Plan Signed Date  XXX: Training Plan Signed Date overlaps another training plan for the same training agreement  XXX: The format is invalid |
| Visit Local ID | A code which uniquely identifies a visit against a training plan. | **Length:** 20  **Type:** String  **Guidance:** This number must be a unique value. | **Error:**  XXX:Visit Local ID is blank when Visit Date is submitted  XXX: Visit Local ID already exists |
| Visit Date | The date the visit occurred. | **Type:** Date-time  **Guidance:** 2024-04-08  You must us ISO-8601 for your dates.  The Visit Date must be on or after then Training Plan Signed Date, must be a date no later than today, and must be on or before the Training Plan End Date. Multiple visits with the same learner cannot be reported on the same day.  A training plan can have many associated visits. | **Error:**  XXX: Visit Date is before the Training Plan Signed Date  XXX: Visit Date is a future date  XXX: Multiple visits for same learner on the same date  XXX: Visit Date is after the Training Plan End Date  XXX: The format is invalid |

## Programme enrolment

### Validation of Enrolments

Validation of simple enrolments consists of five parts:

* **Learner details:** Details about the learner are validated first
* **Associated training agreement:** Rules relating to valid associated training agreements are validated
* **Associated programmes:** Rules relating to associated programmes are validated
* **Associated component enrolments:** Rules relating to associated component enrolments are validated
* **Programme enrolments:** The remaining rules on programme enrolments are validated.

### Active state concerning Programme Enrolments

At several points during the descriptions of enrolments in this section, there will be a reference to the state ‘Active’, e.g., an ‘Active’ programme. For enrolment comparisons, a programme is deemed as active when:

* The programme belongs to the TEO. If not, validation fails.
* The programme is not declined, i.e., Approved
* The programme expiry date has not passed
* Enrolment starts within the period of the programme.



To check this, use the following formula.

**Note:** It is possible that the existing programme (E) will have no expiry date. Where that is the case, this is set to MAX(date) and the following formula works using this MAX(date). There is no expiry for an enrolment until it is completed/withdrawn.

*(N) Participation Start Date >= (E) Start Date AND (N) Participation Start Date < (E) End Date*

**Note:** This differs where you register a programme (refer to the Programme section of this document).

### Simple programme enrolment

This is the simplest form of enrolment. It doesn’t contain any form of sub-enrolment and has no over-arching programme enrolment. A simple enrolment involves a TEO enrolling a learner on a work-based programme.

A learner may simultaneously enrol in multiple programmes as an Industry Trainee learner but cannot enrol in multiple NZAs.

A “Current” enrolment is an enrolment with a status of “Active”, “Pending”, “Hold”, or “Grace”.

### Complex programme enrolment

Some NZA programmes will consist of one or more approved industry training programmes and additional components when necessary to provide a balanced NZA programme. Within the DXP, these programmes are called “Complex Programme Enrolments”.

The purpose of the Complex Enrolment Type is to capture enrolment information when learners enrol in an NZ apprenticeship and each sub-enrolment.

A Complex Programme Enrolment comprises of two parts:

* Enrolment information for the NZA enrolment itself. This shares elements with simple programme enrolments but does not include components specified in the sub-programme enrolment
* Sub-Programme Enrolment – details about the industry training programme enrolments that make up the NZA enrolment and any additional components which are part of the complex NZ.

### Component enrolments

Previously, the ITR contained “Standards” that formed part (a component) of a programme. Since the inception of ITR, new components like Skill Standards and Micro-credentials are now available in a work-based learning environment. The new DXP incorporates these new and possible future components by widening the existing schema to include the ‘type of component’ being reported.

A unique component is the unique combination of “Component Type Code”, “Component Number”, and “Component Version Number”.

Every programme must consist of at least one component and every component enrolment must be associated with a programme enrolment.

Where a programme consists of multiple layers of components, only report the lowest level of components.

For example, if a TEO delivers programme A, which consists of a micro-credential, and that micro-credential consists of standards 1, 2, and 3, only report component enrolments for standards 1, 2, and 3.

A component enrolment can be deleted if no completion has been recorded against it. Completions cannot be removed through DXP. Please contact NZQA and TEC to remove component completions.

### Programme component register

The programme component register records the components associated with each programme regardless of whether an enrolment exists. This provides information on how programmes are shaped and what components are shared between programmes.

Key points about the Programme-component register:

* A complex programme will only have components that are unique to itself and are not associated with any of the sub-programmes.

### Programme enrolment withdrawal

Where a learner cannot complete their enrolment(s), the TEO must submit a withdrawal as soon as the TEO becomes aware that training has ceased. This is a TEC requirement to ensure accurate calculation of EFTS.

### Adding a programme enrolment to a training agreement

A TEO can add a simple IT enrolment to an existing and active Training Agreement. The enrolment status of the new enrolment will have the same status as the Training Agreement.

### Deleting a programme enrolment

A TEO can delete a previously submitted programme enrolment. There are no data fixes to un-delete programme enrolments once they are ‘Deleted’.

Deleting a programme enrolment deletes the enrolment and its associated status and component enrolment records. The associated programme, training plan, and training agreement records remain.

Where completed components are held against the programme enrolment to be deleted, the TEO will be responsible for attaching these to the new programme enrolment (provided that the new enrolment’s participation start date is before the component assessment date).

### Programme enrolment statuses

Every programme enrolment has a status. The Status indicates what is happening with the programme enrolment and is used to calculate funded delivery. DXP will determine these values.

Statuses can be backdated a maximum of 365 days from the current date. Completions are excluded from this limitation and any backdated events stemming from the receipt of a completion from NZQA can be applied beyond the 365-day limit.

There are six Programme Enrolment Statuses:

* **Pending:** A Programme Enrolment is set to Pending if created for an NZA
* **Active:** A Learner is actively participating and engaged in their work-based programme.
* **Grace:** TEO helps the learner to complete the programme or obtain another job. Associated enrolments not "Completed" or "Withdrawn" will accrue EFTS.
* **Hold:** A TEO may place a learner on hold if the learner is not actively training but intends to return to training within a short period. Placing a training agreement on hold means all associated enrolments will no longer accrue EFTS.
* **Withdrawn:** A Learner has withdrawn from their programme enrolment.
* **Completed:** Learner has completed their programme enrolment.

DXP will derive the Programme Enrolment Status based on the business rules below using the training agreement and programme enrolment information supplied.

#### Pending status

A Programme Enrolment remains with a “Pending” status if the associated Training Agreement has a “Pending” status.

#### Active status

A Programme Enrolment has an “Active” status to match the associated training agreement’s “Active” status. Only programme enrolments with a status of Active or Grace will accrue EFTS.

#### Grace status

A Programme Enrolment has a “Grace” status to match the associated training agreement’s “Grace” status. Only programme enrolments with a status of Active or Grace will accrue EFTS.

#### Hold status

A Programme Enrolment has a “Hold” status to match the associated training agreement’s “Hold” status.

#### Completed status

A programme Enrolment has a status of “Completed” when the NZQA Record of Achievement check indicates that the learner has achieved the qualification AND has achieved all additional components (if any).

#### Withdrawn status

A programme Enrolment has a status of “Withdrawn” when one of the following scenarios occurs:

* Associated Training Agreement was in “Grace”, and the grace period has lapsed.
* Associated Training Agreement was “Withdrawn”, and the enrolment was not previously set to “Withdrawn” or “Completed”.
* The Learner has withdrawn from the programme.

A “Current” enrolment is defined as an enrolment with a status is “Active”, “Pending”, “Hold” or “Grace”.

### Transferring an enrolment to another programme version

A TEO can transfer a learner’s enrolment to the latest version of the same programme to save withdrawing and re-enrolling learners when they move programme versions. TEOs can transfer Learners multiple times. However, transfers cannot overlap, and the TEO must supply the transfer date for all transfers.

Transferring a learner from one programme version to another will not impact EFTS. EFTS are calculated for both versions of the programme using the transfer date as the end date of the ‘transferred from’ programme version and the start date of the ‘transferred to’ programme version.

General rules relating to transfers:

* The transfer date cannot be before the previous transfer date
* A learner cannot transfer programme versions if the programme enrolment has a WITHDRAWN or COMPLETED status.

Transfers are allowed for simple enrolments when:

* The programme version is registered and must exist.
* The programme version is Active as of the date of Transfer.
* The programme version must be the same programme number the learner was enrolled originally.

Transfers are allowed for complex arrangements when:

* A learner can be transferred to a new programme version even if only one sub-programme is left to transfer.
* Additional unit standards can be added to the enrolment. The additional unit standards must exist for the parent programme enrolment to which the learner is transferred.
* Sub-programme numbers must remain the same; only version numbers can be changed.

Components will be allowed on the transferred enrolment when:

* For an LCP or SCP, the component exists in programme version the learner is to be transferred to and not be assessed as achieved before the transfer date.
* The component has been achieved after the Transfer Date.
* The component has not been achieved.

The outcome of the transfer will result in:

* The programme version the learner has transferred to.
* Enrolment status is “Active”, “Hold”, or “Grace”.
* Continuation of components achieved after Transfer Date.
* Continuation of non-achieved components.

### Programme enrolment data

Below is the data required for programme enrolments.

| Field Title | Description | Field specification | Validation |
| --- | --- | --- | --- |
| Programme Enrolment Local ID | A unique number issued by the TEO that identifies the programme enrolment within their system. | **Length:** 20  **Type:** String  **Guidance:** Must not be used to identify any other enrolment supplied by the TEO, regardless of enrolment status. Note: this does not include DELETED enrolments.  Updates to any programme enrolment column cannot be made if programme enrolment status is Withdrawn or Completed. | **Error:**  XXX: The enrolment local identifier is not unique  XXX: Programme Enrolment Local ID is blank  XXX: Cannot update a withdrawn or completed programme enrolment |
| Programme Number | A number issued by TEC that uniquely identifies a programme. | **Type:** Integer  **Guidance:** A TEO cannot have multiple programmes with the same Program Number and Version. | **Error:**  XXX: Invalid Programme Number. TEO does not own the programme |
| Programme Version Number | A number issued by TEC that identifies a version of a programme. | **Type:** Integer  **Guidance:** A TEO cannot have multiple programmes with the same Program Number and Version. | **Error:**  XXX: Invalid programme version. TEO does not own the programme |
| Learner Local ID | A code which uniquely identifies the learner within each TEO, as captured in a TEO’s TMS system.  The Learner Local ID must remain constant for the learner throughout their enrolment history at your organisation. | **Length:** 20  **Type:** String  **Guidance:** Thisnumber must be the unique value generated by each TEO via their TMS.  ‘Learner Local ID’ cannot be NULL. | **Error:**  XXX: Learner Local ID is blank  XXX: Learner Local ID does not exist |
| Training Agreement Local ID | A unique number issued by the TEO that Identifies the training agreement that the Programme Enrolment relates. | **Length:** 20  **Type:** String  **Guidance:** Training Agreement Status cannot be ‘Finished’. There must be a matching training agreement for this learner and TEO within DXP.  The same Training Agreement ID must be applied against all relevant sub-programme and over-arching programme enrolments. | **Error:**  XXX: Cannot add enrolments to a ‘Finished’ training agreement  XXX: Training agreement not found for this organisation and learner |
| Complex Arrangement Parent Programme Enrolment Local ID | The Programme Enrolment Local ID of the parent programme.  Programme Enrolment Local ID is a unique number issued by the TEO that identifies the programme enrolment within their system. | **Length:** 20  **Type:** String  **Guidance:** The programme associated with the parent programme enrolment local ID must be valid for a complex arrangement.  Where the programme enrolment is a simple enrolment then leave this field blank. | **Error:**  XXX: Overarching programme local identifier cannot be found |
| Residential Status | Identifies if the Learner has New Zealand resident status for each enrolment.  **Note:**   * TEOs should update residential status when a change occurs * TEC will date stamp the receipt of an update for validation and reporting requirements * There is no backdating of this field | **Length:** 1  **Type:** Boolean  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **True** | New Zealand Resident visa holder (Excludes all New Zealand and Australian Citizens) | | **False** | Not a New Zealand Resident visa holder (Includes all New Zealand and Australian Citizens) |   For complex arrangements, the residential status of the sub-enrolment(s) must be the same as the residential status of the parent programme enrolment. | **Error:**  XXX: Residential Status is other than Y or N or is blank  XXX: Sub-programme enrolment Residential Status is different to over-arching parent programme enrolment. |
| Australian Residential Status | Identifies if the Learner has Australian permanent resident status for each enrolment.  **Note:**   * TEOs should update residential status when a change occurs * There is no backdating of this field * TEC will date stamp the receipt of an update for validation and reporting requirements | **Length:** 1  **Type:** Boolean  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **True** | Australian Permanent Resident | | **False** | Not an Australian Permanent Resident |   For complex arrangements, the Australian Residential Status of the sub-enrolment(s) must be the same as the Australian Residential Status of the parent programme enrolment. | **Error:**  XXX: Australian Residential Status is other than Y or N or is blank  XXX: Sub-programme enrolment Australian Residential Status is different to over-arching parent programme enrolment. |
| Enrolment Date | The date the learner became enrolled on the programme. This may be different from the date that learner started training or learning. | **Type:** Date-time  **Guidance:** 2024-04-08  You must us ISO-8601 for your dates.  Enrolment date must be on or after the training agreement signed date.  For sub-enrolments, the sub-programme enrolment date must be on or after the overarching programme enrolment date. | **Error:**  XXX: Enrolment Date is blank  XXX: Enrolment Date must be on or after the training agreement signed date  XXX: Sub-programme Enrolment Date is before the enrolment date of the overarching programme enrolment  XXX: The format is invalid |
| Participation Start Date | The date the learner started learning or training. | **Type:** Date-time  **Guidance:** 2024-04-08  You must us ISO-8601 for your dates.  Participation Start Date must be on or after the Enrolment Date. For NZAs the Participation Start Date must be the same as Training Plan Start Date.  For sub-programmes, the sub-programme participation start date must be on or after the participation start date of the overarching programme enrolment participation start date.  If the TEO needs to change the participation start date, they will need to withdraw the enrolment and create a new enrolment. | **Error:**  XXX: Participation Start Date must be on or after the Enrolment Date  XXX: Participation Start Date is blank  XXX: Sub-programme participation start date is before the participation start date of the overarching programme enrolment  XXX: Participation Start Date does not match original participation start date for this enrolment  XXX: The format is invalid  XXX: The Participation Start Date must be the same as the Training Plan Signed Date for NZA learners. |
| Study Type Code | Unique identifier of the type of learning. This field is required to identify whether learner is taking an Industry Training programme or an NZA. | **Length:** 3  **Type:** Character  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **IT** | Industry Training | | **TA** | Trade Academy | | **NZA** | New Zealand Apprenticeship |  * Where the value supplied = ’NZA’ the learner cannot have any other “Active”, “Pending”, “Hold”, or “Grace” NZA enrolments at any TEO. * Where the Study Type Code is ‘NZA’ the Participation Start Date cannot be before 1st Jan 2014. | **Error:**  XXX: Study Type Code is blank  XXX: Study Type Code is invalid  XXX: Learner has an existing NZA enrolment  XXX: NZA programme enrolment participation start date is before 1st Jan 2014 |
| Funding Source Type Code | The code that identifies the source of the funding that supports the learner's enrolment in the programme.  This is the same list of funding source codes as used for reporting Provider-based learning, except only funding source code 37 is applicable for work-based. | **Length:** 2  **Type:** Alpha-Numeric  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **37** | Non-degree Delivery at Levels 3-7 on the NZQCF (DQ3-7) |   For complex arrangements the funding source code of the sub-enrolments must match the funding source code of the parent enrolment. | **Error:**  XXX: Source of funding is blank  XXX: Source of funding is invalid  XXX: Sub-programme enrolment source of funding is different to over-arching parent programme enrolment |
| Mode of Delivery Code | The channel through which learning is delivered.  This field is required for the purpose of funding determination and for identifying how work-based learning is delivered. | **Type:** Integer  **Guidance:** Select from one of the values below.   |  |  | | --- | --- | | **24** | Work-based | | **25** | Work-based: Pathway to work | | **26** | Assessment and Verification |   The programme enrolment’s mode of delivery must match the associated programme’s mode of delivery for ‘Assessment and Verification’. | **Error:**  XXX: Mode of Delivery is blank  XXX: Mode of Delivery value is invalid  XXX: Mode of Delivery must match the associated programme’s mode of delivery for ‘Assessment and Verification’ |
| Component Type Code | Identifies the type of component the learner has enrolled in. This field is required to identify the type of component the enrolment is associated with. There is more than one type of component a programme can compose of.  Note: NZQA are numbering Skill Standards from 40000 to differentiate them form Unit Standard. | **Type:** Integer  **Guidance:** Select a value from the list below:   |  |  | | --- | --- | | **1** | Unit Standard | | **2** | Skill Standard | | **3** | Micro-credential | | **Error:**  XXX: Component Type Code is blank  XXX: Component Type Code is invalid |
| Component Number | Unique identifier of the component that the learner has enrolled in. | **Length:** 20  **Type:** String  **Guidance:** This is the Unit Standard number, the Skill Standard number, or the Micro-credential number.  The Component and its version must exist for the programme and be active at the Participation Start Date.  The enrolment for the component and its version is unique across any active enrolments for this learner and TEO. For complex arrangements the component should only be reported on one enrolment.  The component and its version must not match a component on the learner’s RoA achieved before the Participation Start Date, unless the component also exists after the Participation Start Date, and it must be paid at NZQA.  No Component and its version may exist on any previous enrolments for this learner and TEO where the enrolment status is “Active”, “Pending”, “Hold”, “Grace”, or “completed”, unless the component and its version is withdrawn from the learner’s RoA.  Component and its version must not match an invalid component on the learner’s RoA.  For SCP and LCP there must be at least one component supplied. | **Error:**  XXX: Component Number is blank  XXX: Component Number and Component Version Number combination is invalid for the component type entered  XXX: Component Number and Component Version Number does not exist or is inactive in NZQA |
| Component Version Number | Unique identifier of the component that the learner has enrolled in. | **Type:** Integer  **Guidance:** This is the version number of the Unit Standard, Skill Standard, or the Micro-credential. | **Error:**  XXX: Component Version Number is blank  XXX: Component Number and Component Version Number combination is invalid for the Component type entered  XXX: Component Number and Component Version Number does not exist or is inactive in NZQA |
| Mandatory Component Indicator | Identifies whether the learner must have achieved the standard to complete the programme. | **Type:** Short Integer  **Guidance:** Select a value from the list below:   |  |  | | --- | --- | | **1** | Mandatory | | **0** | Optional | | **Error:**  XXX: Mandatory Component Indicator value is invalid  XXX: Mandatory Component Indicator is blank |
| Withdrawal Date | The date the withdrawal is effective. | **Type:** Date-time  **Guidance:** 2024-04-08  You must us ISO-8601 for your dates.  A withdrawal cannot be applied to an enrolment where status is ‘Completed’, but can be ‘Active’, ‘Hold’, ‘Grace’, ’Pending’ or ‘Withdrawn’.  If learner is enrolled in a complex programme, only the parent enrolment can be withdrawn. DXP won’t allow sub-programme enrolments to be withdrawn.  Withdrawal date must be after the Enrolment participation start date, must be before or equal to today, and must be on or before the current withdrawal date (if one already exists in DXP for this programme enrolment). | **Error:**  XXX: Cannot withdrawal a completed programme enrolment  XXX: Cannot withdrawal a sub-programme enrolment  XXX: Withdrawal Date is on or before the Participation Start Date  XXX: Withdrawal Date is in the future  XXX: Withdrawal date is after the current withdrawal date held within the system  XXX: The format is invalid |
| Withdrawal Reason Code | A code that identifies the reason why a training agreement is being withdrawn. | **Length:** 2  **Type:** Character  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **Value** | **Description** | | **BC** | Business closed | | **BD** | Business downturn | | **CC** | Change in career choice | | **AP** | Changing from Industry Trainee to Apprentice | | **PT** | Changing from Apprentice to Industry Trainee | | **CP** | Change of programme | | **DC** | Deceased | | **DS** | Dissatisfied with employer/industry | | **EW** | Exiting the workforce | | **LS** | Lack of employer support | | **LA** | Length of apprenticeship | | **LI** | Linked Enrolment | | **NF** | Non-payment of fee | | **OT** | Other | | **OD** | Over programme duration | | **PC** | Parental commitment | | **Error:**  XXX: Withdrawal Reason Code is blank when Withdrawal Date is supplied  XXX: Withdrawal Reason Code is invalid |
| Programme Enrolment Status Code | A code which identifies the status of the Programme Enrolment.  DXP will derive the Programme Enrolment Status based on the business rules outlined in the ‘programme enrolment statuses’ section above. | **Length:** 20  **Type:** String  **Guidance:** Valid status values are below:   |  |  | | --- | --- | | **Pending** | A Programme Enrolment is set to Pending if created for an NZA | | **Active** | Learner is actively participating and engaged in their work-based programme. Only programme enrolments with a status of Active or Grace will accrue EFTS. | | **Hold** | An TEO may place a learner on hold if the learner is not actively training but intends to return to training within a short period of time. Placing a training agreement on hold means that all associated enrolments will no longer accrue EFTS. | | **Grace** | TEO helps the learner to complete the programme or obtain another job. Associated enrolments that are not “Completed” or “Withdrawn” will accrue EFTS. | | **Withdrawn** | A Learner has withdrawn from their programme enrolment. | | **Completed** | Learner has completed their programme enrolment. | | **Error:**  No validation applied as programme enrolment status is determined by the system. |
| Enrolment Deletion Reason | Code identifying the reason for the programme enrolment deletion. | **Length:** 2  **Type:** Character  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **ID** | Programme enrolment contained an incorrect participation start date | | **IE** | Programme enrolment was invalid | | **IS** | Programme enrolment has incorrect status in DXP | | **OT** | Other |   This field is required when a ‘Deletion Date’ is provided. | **Error:**  XXX: Deletion Reason is blank, and Deletion date exists  XXX: Deletion Reason is invalid |
| Deletion Date | Date the programme enrolment was deleted. | **Type:** Date-time  **Guidance:** 2024-04-08  You must us ISO-8601 for your dates. | **Error:**  XXX: Deletion Date is blank, and the Enrolment Deleted Reason is not blank  XXX: Deletion Date is not blank, and the Enrolment Deleted Reason is blank  XXX: Deletion Date is before the Participation Start Date  XXX: Deletion Date format is invalid |
| Transfer Date | Date the transfer became effective | **Type:** Date-time  **Guidance:** 2024-04-08  You must us ISO-8601 for your dates.  Transfer date must be after the participation start date, and where multiple transfers exist, the transfer date must be on or after the latest transfer date. Latest Transfer Date represents the date the enrolment was last transferred to a different programme version. | **Error:**  XXX: Transfer Date format is invalid  XXX: Transfer Date is equal to or before the Participation Start Date.  XXX: Transfer Date is before the previous transfer date  XXX: Cannot transfer a learner where programme enrolment status is withdrawn or completed.  XXX: Programme version does not exist  XXX: Programme version is inactive at date of transfer  XXX: Programme number of transferred programme version is different from the original programme enrolment.  XXX: Additional components do not exist for the parent programme enrolment  XXX: Component has been achieved before transfer date |

## Off-job delivery

### Introduction to off-job delivery

Off-job delivery is educational learning that does not occur at the workplace (e.g., block courses). The TEO responsible for the work-based learner must report all off-job delivery associated with a programme enrolment. The collection of this data supports the funding decisions.

Multiple instances of off-job delivery can be associated with a single programme enrolment over time. However, off-job delivery can only be coupled with a programme enrolment where the Course Start Date falls within the ‘Participation Start Date’ and ‘Participation End Date’ of the associated programme enrolment.

Off-job delivery events can be deleted.

### Courses

Currently, there is no supporting course register associated with the off-job delivery. This will be added in future enhancements.

### Assign a course EFTS factor

The EFTS value of off-job courses must be consistent with the amount of synchronous teaching and learning that occurs on the course, together with any self-directed learning directly applicable to **the course** (not the programme generally).

In general: 1 EFTS = 1 STM = 120 credits = 1,200 hours.

#### Examples

* If a ‘package’ of off-job learning (e.g. a day course, block course or series of night classes) entirely covers one or more standards, then the EFTS value would come directly from the credit value of the standard(s) (where 1 EFTS = 120 credits).
* Alternatively, the credit, and therefore, EFTS value can be determined in other ways. One method is to use the NZQA formula where one credit represents 10 notional hours of teaching, learning and assessment.

### EFTS calculations

The following validations will be placed on EFTS Delivered:

* Must be value between 0.0 and 0.9999
* The sum of the EFTS Delivered is greater than Course EFTS Factor
* EFTS not allowed before course start date or after course end date.

The formula is:

**Course EFTS Factor / ((Course Finish Month – Course Start Month) + 1)**

Do not round result.

#### Examples

1. An off-job course enrolment ran for 2 weeks in March 2025. The course has an EFTS factor of 0.0384. The EFTS delivered is calculated as:

= 0.0384 / (3 – 3) +1)

= 0.0384 / 1

= 0.0384 EFTS

You would report 0.0384 EFTS in March 2025

1. An off-job course enrolment ran for 2 weeks between April and May 2025 . The course has an EFTS factor of 0.0385. The EFTS delivered is calculated as:

= 0.0384 / (5 – 4) +1)

= 0.0384 / 2

= 0.0192 EFTS

You would report 0.0192 EFTS in April 2025 and 0.0192 EFTS in May 2025

### Off-job delivery data

Below is the data required for off-Job delivery.

| Field Title | Description | Field specification | Validation |
| --- | --- | --- | --- |
| Off-Job Delivery Local ID | A unique number issued by the TEO that identifies the off-job delivery within their system. | **Length:** 20 **Type:** String | **Error:**  XXX: XXX: Off-job Delivery Local ID is not unique  XXX: Off-job Delivery Local ID is blank |
| Programme Enrolment Local ID | A unique number issued by the TEO that identifies the programme enrolment within their system.  This must be the same as that reported for the main programme enrolment. | **Length:** 20  **Type:** String  **Guidance:** Must not be used to identify any other enrolment supplied by the TEO, regardless of enrolment status.  **Note:** This does not include DELETED enrolments.  Updates to any programme enrolment column cannot be made if programme enrolment status is Withdrawn or Completed. | **Error:**  XXX: Programme Enrolment Local ID is not unique  XXX: Programme Enrolment Local ID is blank  XXX: Cannot update a withdrawn or completed programme enrolment.  XXX: Cannot find Programme Enrolment Local ID. |
| Off-Job Provider Code | Unique identifier of the TEO who delivered the off-job learning to the learner. Provider Code is assigned by the Ministry of Education to uniquely identify each TEO. | **Type:** Integer  **Guidance:** Provider Code needs to be a valid Provider Code.  Report your Provider Code in situations where off-job delivery is sub-contracted to non-registered TEOs. | **Error:**  XXX: Off-Job Provider Code is invalid  XXX: Off-Job Provider Code is blank |
| Course Code | The internal code for a course in which learners are enrolled in for their off-job learning.  The code must be able to uniquely identify a specific course in which a learner is enrolled regardless of the period, location, and year in which it is taught.  The course code should be consistently reported for each course offered by the TEO. | **Length:** 20  **Type:** String  **Guidance:** The internal code for the course. The code should contain no reference to dates or years in which the course is taught, e.g., “BlockCourse1”. | **Error:**  XXX: Learner is enrolled in the course more than once with same start date  XXX: Course Code is blank |
| Funding Category | The code to uniquely identify funding categories.  Note: TEOs must refer to the Delivery Classification Guide to assign the correct subject-matter funding category to the course. | **Length:** 2  **Type:** String  **Guidance:** Select a value from the funding categories classification. The funding categories classification are listed in the [DXP Data Classifications Appendices](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/). | **Error:**  XXX: Funding Category is not a valid category code or is blank  XXX: Funding Category is not valid for Course Classification  XXX: Funding Category is Z |
| Course Classification | The unique subject classification for the course.  TEOs must refer to the Delivery Classification Guide to assign the correct subject-matter funding category to the course. | **Length:** 10  **Type:** String  **Guidance:** Select a value from course classifications.  Course Classification is available at the [TEC - Delivery Classification](https://www.tec.govt.nz/assets/Publications-and-others/Delivery-Classification-Guide-2023.pdf) Guide. They are also listed in the [DXP Data Classifications Appendices](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/). | **Error:**  XXX: Course Classification is not a valid classification code or is blank  XXX: Course classification 40.0 and 41.0 is not valid classification code prior 2023 |
| Intramural/ Extramural Attendance | The field is used to record a code which specifies whether a learner is enrolled in a course that requires learners to attend scheduled teaching sessions. | **Type:** Integer  **Guidance:** Select a value from the list below:   |  |  | | --- | --- | | **1** | Intramural and residing in New Zealand | | **2** | Extramural and residing in New Zealand |   The reported course enrolment will be regarded as being 100% in a particular mode, and this can be different from the underlying programme components. | **Error:**  XXX: Intramural/Extramural Attendance is blank or contains a value other than 1 or 2 |
| Course Start Date | The start date of the learner's course(s) in the current or previous academic year.  This date is the officially notified beginning date of instruction and/or structured supervision associated with each learner's course(s) at a tertiary education organisation. | **Type:** Date-time  **Guidance:** 2024-04-08You must us ISO-8601 for your dates. | **Error:**  XXX: Course Start Date is invalid or blank  XXX: Course Start Date is before the Programme Participation Start Date  XXX: Course Start Date is after Programme Enrolment End Date |
| Course End Date | The end date of the Learner's course.  This will normally be the officially notified end date of instruction and/or examination associated with a course.  If a course spans the end of the normal academic year, the last date will be for the following year. | **Type:** Date-time  **Guidance:** 2024-04-08  You must us ISO-8601 for your dates.  The Couse End Data cannot be after the completion or withdrawal data of the training programme. | **Error:**  XXX: Course End Date is before the Course Start Date  XXX Course End Date is after the end date of the training programme  XXX: Course End Date is invalid  XXX: Course End Date is blank  XXX: The format is invalid |
| Learner’s Course Withdrawal Date | The date of withdrawal of a confirmed Learner enrolment from a course, programme or training scheme otherwise should be left blank.  A “withdrawal” means the withdrawal of a confirmed Learner enrolment from a course, programme, or training scheme, by notice from the Learner to the TEO or because of non-attendance or non-participation by a Learner at the TEO for any reason, and whether the Learner has been refunded any fees.  If a learner withdraws from a training agreement and has any open off-job training courses, this field will be updated automatically. | **Type:** Date-time  **Guidance:** 2024-04-08  You must us ISO-8601 for your dates. | **Error:**  XXX: Withdrawal Date is invalid  XXX: The format is invalid  XXX: The withdrawal date is not between the course start date and course end date |
| EFTS Delivered | The amount of EFTS delivered for this course enrolment.  Potential validation for course-based WB programmes – sum of all course EFTS value associated with Prog Enrol ID must not be greater than the EFTS value for the entire programme. | **Type:** Integer (1,4)  **Guidance:** The value is expressed as a decimal rounded to four decimal places – e.g., 0.2008. | **Error:**  XXX: EFTS Delivered must be numeric and between 0.0 and 0.9999  XXX: EFTS Delivered is blank |

## Fees Free and learner fees

### Reporting of work-based learner fees for all learners

The reporting of learner fee information supports two purposes. The first is to calculate a learner's Fees Free entitlement based on their last 24 active months of training in their completed programme. The second is provide MoE an ongoing understanding of the sector and to inform policy.

### Introduction to Fees Free

With the move from first-year to final-year Fees Free, learners beginning their final year of training from 2025 may claim the fees for their final year from the government after completing their eligible programme.

Inland Revenue (IR) will administer payments to learners. TEC is responsible for checking programme eligibility, calculating the learner entitlement, and providing data to IR to support learner eligibility checks and facilitating payment to the learner. To support this process, TEOs must provide additional data through the Data Exchange Platform, replacing the process where TEOs provided data for first-year Fees Free via Workspace 2.

Reporting work-based learner fees supports calculating a learner's Fees Free entitlement based on their last 24 active months of training in their completed programme.

Fees reported must be the **actual** amount of **all** fees **paid** (not invoiced) for the learner’s training. This includes all training and assessment fees paid by the learner, employer or another third party.

When reporting fees the following rules also apply:

1. Fees reported must be inclusive of GST.
2. Fees must be reported by the end of the following month after they are paid by the learner.
3. Where fees are paid more frequently than monthly, the total value for a month can be reported as a single amount.
4. Fees must be associated with the correct **calendar year.** Where fees are paid for multiple calendar years in advance, the fees for each calendar year must be reported.
5. The fees reported must be updated to reflect changes in the fees paid due to different events, such as discounts, learner withdrawals or holds based on the date of occurrence. These events must also be reported by the end of the following month after occurrence.

Note: At this time, we require that fees are reported by the end of the following month that they were paid by the learner. We are reviewing this timeframe and will provide final guidance in January.

We acknowledge that there will be occasions when adjustments to fees are required after the learner has completed their programme and awarded their qualification, and the timing of these adjustments may fall outside the required reporting timeframe. To avoid the learner claiming their entitlement before we have the final fee information, we ask that you keep the learner informed so they know when to seek their entitlement. There is an expectation that these issues are resolved quickly to ensure Fees Free payments can be made in a timely manner following programme completion.

If the learner does claim their entitlement too early, we will manage this as a separate process.

### How we calculate a learner’s entitlement

TEC will calculate month entitlement use by counting only the months the learner is Active or Grace as reported by the TEO via the DXP on the final day of each month. Final-year Fees Free entitlement covers the final 24 months of the learners completed programme.

When the learner completes their programme, we’ll use the fees reported across calendar years to calculate the fees per active month. We will calculate the total fees for the final 24 months of the learner’s training. Therefore, it is important that we capture both when the fees are paid, and which year(s) the fees apply to.

This means that if a learner is charged more fees in the later years of their training compared to early years, we’ll be able to capture the higher cost within the learner’s entitlement for their final 24 months. It also ensures that we can calculate entitlement for learners who are charged their full programme fees at the beginning of their training.

### Scenarios for reporting fees

Below are examples of how fees should be reported based on different scenarios.

**The learner pays their fees monthly**

The learner enrols in training starting September 2026 and finishing February 2027. The TEO invoices the learner $1,000 per month starting September 2026. The learner always pays the TEO in the **month** **following** the invoice.

The fees reported to the TEC are as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Month reported** | **Oct-26** | **Nov-26** | **Dec-26** | **Jan-27** | **Feb-27** | **Mar-27** |
| Amount | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Fee Year | 2026 | 2026 | 2026 | 2026 | 2027 | 2027 |

**The learner pays their fee in a lump sum for training in a single calendar year**

The learner enrols in training starting July 2026 and finishing December 2026. The TEO invoices the learner the total training fee of $6,000 in July 2026 for all fees. The learner pays in August 2026.

The fee reported to the TEC is as follows:

|  |  |
| --- | --- |
| **Month reported** | **Aug-26** |
| Amount | 6,000 |
| Fee Year | 2026 |

**The learner pays their fee in a lump sum for training that covers four calendar years**

The learner enrols in training starting August 2026 and finishing February 2029. The TEO invoices the learner for a lump sum of $18,000 in August 2026 for all fees.

The fees are split across the four years as follows: $3,000 for 2026, $5,000 for 2027, $7,000 for 2028 and $3,000 for 2029. The split reflects the fees for the training and assessments expected for the learner in each calendar year.

The learner pays in late October 2026, but the TEO reports in November 2026.

The fees reported to the TEC are as follows:

|  |  |
| --- | --- |
| **Month reported** | **Nov-26** |
| Amount | 3,000 |
| Fee Year | 2026 |
| Amount | 5,000 |
| Fee Year | 2027 |
| Amount | 7,000 |
| Fee Year | 2028 |
| Amount | 3,000 |
| Fee Year | 2029 |

**The learner pays their fees monthly fee. The TEO decides to discount their fee.**

The learner enrols in training starting January 2026 and finishing December 2026. The TEO invoices the learner $1,100 per month starting January 2026. The learner always pays the TEO in the **month** **following** theinvoice.

From June 2026 the TEO gives the learner a discount of $200 per month and invoices the learner $900 per month thereafter.

The fees reported to the TEC are as follows:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Month reported** | **Feb-26** | **Mar-26** | **Apr-26** | **May-26** | **Jun-26** | **Jul-26** | **Aug-26** | **Sep-26** | **Oct-26** |
| Amount | 1,100 | 1,100 | 1,100 | 1,100 | 1,100 | 1,100 | 900 | 900 | 900 |
| Fee Year | 2026 | 2026 | 2026 | 2026 | 2026 | 2026 | 2026 | 2026 | 2026 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Month reported** | **Nov-26** | **Dec-26** | **Jan-27** |
| Amount | 900 | 900 | 900 |
| Fee Year | 2026 | 2026 | 2026 |

**The learner pays their fee in a lump sum. The TEO decides to discount their fee.**

The learner enrols in training starting January 2026 and finishing December 2027. The TEO invoices the learner for a lump sum of $18,000 in January 2026 for all fees. The fee is split $9,000 per year, which reflects the fees for the training and assessments expected for the learner in each calendar year.

The learner pays the TEO in February 2026.

In June 2026 the TEO gives the learner a discount of $3,000 for the **remaining duration** and issues a credit note. This equates to $1,000 for 2026 and $2,000 for 2027.

The fees reported to the TEC are as follows:

|  |  |
| --- | --- |
| ***Transaction 1: On enrolment*** | ***Transaction 2: On the decision to discount fees*** |
| |  |  | | --- | --- | | **Month reported** | **Feb-26** | | Amount | 9,000 | | Fee Year | 2026 | | Amount | 9,000 | | Fee Year | 2027 | | |  |  | | --- | --- | | **Month reported** | **Jun-26** | | Amount | -$1,000 | | Fee Year | 2026 | | Amount | -$2,000 | | Fee Year | 2027 | |

**The learner pays their fees monthly. They place their training on hold and their fees are carried over**

The learner enrols in training starting August 2026 and is expected to finish in December 2026. The TEO invoices the learner fees of $1,250 per month in advance from July 2026, which the learner pays on time the following month.

The learner places their training on hold at the end of November 2026 and restarts in February the following year, which extends the training duration to March 2027.

The fees reported to the TEC are as follows:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Month reported** | **Aug-26** | **Sep-26** | **Oct-26** | **Nov-26** | **Dec-26** | **Jan-27** | **Feb-27** | **Mar-27** |
| Amount | 1,250 | 1,250 | 1,250 | 1,250 |  |  | 1,250 | 1,250 |
| Fee Year | 2026 | 2026 | 2026 | 2026 |  |  | 2027 | 2027 |

**The learner pays their fee in a lump sum. They place their training on hold and their fees are carried over**

The learner enrols in training starting September 2026 and is expected to finish in May 2027. The TEO invoices the learner a lump sum of $13,500 in September 2026 for all fees, which is paid by the learner in October 2026. It is assumed the fees are $1,500 for each month, which reflects the fees for the training and assessments expected for the learner in each calendar year.

The learner places their training on hold (or discontinues their training) from the beginning of November 2026 and resumes (or re-enrols in) their training five months later in March 2027. The learner is expected to complete their training in the 2027 calendar year.

The unused portion of their fees for November and December 2026 is $3,000 (2 x $1,500), which are carried over to 2027.

The fees reported to the TEC are as follows:

|  |  |
| --- | --- |
| ***Transaction 1: On enrolment*** | ***Transaction 2: On the decision to place training on hold*** |
| |  |  | | --- | --- | | **Month reported** | **Oct-26** | | Amount | 6,000 | | Fee Year | 2026 | | Amount | 7,500 | | Fee Year | 2027 | | |  |  | | --- | --- | | **Month reported** | **Nov-26** | | Amount | -$3,000 | | Fee Year | 2026 | | Amount | $3,000 | | Fee Year | 2027 | |

**Note:** This example is also relevant where a learner discontinues their training and the TEO holds their remaining fees in credit for a set period. The learner then re-enrols in the same programme and TEO credits the fees to the re-enrolment.

As the fees are reported based on the when the training and assessment activities are undertaken, when the learner reenrols the TEO can reduce the fee for when the learner was absent and realign the fees to reflect the new timing.

**The learner pays their fees monthly and withdraws. The remaining fees are waived.**

The learner enrols in training starting September 2025 and is expected to finish in February 2026. The TEO invoices the learner fees of $1,000 per month in advance starting August 2025. The learner always pays the **month following** the invoice. The learner decides to withdraw in December 2025 and the TEO agrees to waive the remaining fees.

The fees reported to the TEC are as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month reported** | **Sep-25** | **Oct-25** | **Nov-25** | **Dec-25** |
| Amount | 1,000 | 1,000 | 1,000 | 1,000 |
| Fee Year | 2025 | 2025 | 2025 | 2025 |

**The learner pays their fee in a lump sum and withdraws. The remaining fees are refunded.**

The learner enrols in training starting August 2026 and is expected to finish in April 2027. The TEO invoices the learner a lump sum fee of $13,000 in August for all fees, which is paid by the learner in September 2026. The fees are split across two years as follows; $5,000 for 2026 and $8,000 for 2027. The split reflects the fees for the training and assessments expected for the learner in each calendar year.

The learner withdraws in December 2026 and is given a full refund of remaining fees. It is assumed that the refund due for 2026 is $1,500.

The fees reported to the TEC are as follows:

|  |  |
| --- | --- |
| ***Transaction 1: On enrolment*** | ***Transaction 2: On decision to withdraw*** |
| |  |  | | --- | --- | | **Month reported** | **Aug-26** | | Amount | 5,000 | | Fee Year | 2026 | | Amount | 8,000 | | Fee Year | 2027 | | |  |  | | --- | --- | | **Month reported** | **Dec-26** | | Amount | -1,500 | | Fee Year | 2026 | | Amount | -8,000 | | Fee Year | 2027 | |

**Note**: If the learner was not refunded their fees, transaction 2 would not be required.

**The learner pays their fees monthly and withdraws. Remaining fees are not waived.**

The learner enrols in training starting in October 2026 and is expected to finish in March 2027. The TEO invoices the learner fees of $1,000 per month starting October 2026. The learner always pays the TEO in the following month of invoice.

The learner decides to withdraw in January 2027 and the TEO does not waive the remaining fees. The learner continues paying fees monthly.

The fees reported each month are as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Month reported** | **Nov-26** | **Dec-26** | **Jan-27** | **Feb-27** | **Mar-27** | **Apr-27** |
| Amount | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Fee Year | 2026 | 2026 | 2026 | 2027 | 2027 | 2027 |

**The learner pays their fee in a lump sum and continues to train past the expected completion date.**

The learner enrols in training starting in October 2026 and is expected to finish in March 2028. The TEO invoices the learner a lump sum fee of $10,000 in October 2026 for all fees.

The fees are split across the three years as follows: $2,500 for 2026, $6,000 for 2027 and $1,500 for 2028. The split reflects the fees for the training and assessments expected for the learner in each calendar year.

The learner does not meet the requirements to complete their programme in March 2028 and continues to train for a further 5 months to complete their programme.

The additional 5 months will be included in the learner’s final 24 months of their programme when calculating Fees Free entitlement. If no change is made to the fees charged for the learner’s programme, no further transaction is needed on completion.

If additional fees are charged for the further 5 months of training, report the additional fees for the 2028 calendar year. For example, if an additional $2,500 is charged for the additional training, the fees reported each month are as follows:

|  |  |
| --- | --- |
| ***Transaction 1: On enrolment*** | ***Transaction 2: On completion*** |
| |  |  | | --- | --- | | **Month reported** | **Oct-26** | | Amount | 2,500 | | Fee Year | 2026 | | Amount | 6,000 | | Fee Year | 2027 | | Amount | 1,500 | | Fee Year | 2028 | | |  |  | | --- | --- | | **Month reported** | **Sep-28** | | Amount | 2,500 | | Fee Year | 2028 | |

If the TEO considers the fees already paid to be split evenly across the total active months including the additional months, it may be appropriate to adjust the fees for all years to reflect the updated fees per month.

For example, the fees reported were originally reported at $500 per month for 20 months. The learner’s training was extended by 5 months, and the fees have been recalculated to reflect the updated $400 per month across 25 months. There has been no change to the total fee charged, only the split of the fees across the calendar years.

|  |  |
| --- | --- |
| ***Transaction 1: On enrolment*** | ***Transaction 2: On completion*** |
| |  |  | | --- | --- | | **Month reported** | **Oct-26** | | Amount | 2,500 | | Fee Year | 2026 | | Amount | 6,000 | | Fee Year | 2027 | | Amount | 1,500 | | Fee Year | 2028 | | |  |  | | --- | --- | | **Month reported** | **Sep-28** | | Amount | -500 | | Fee Year | 2026 | | Amount | -1200 | | Fee Year | 2027 | | Amount | 1,700 | | Fee Year | 2028 | |

**The learner pays their fee in a lump sum and completes their programme earlier than the expected completion date**

The learner enrols in training starting in October 2026 and is expected to finish in March 2028. The TEO invoices the learner a lump sum fee of $10,000 in October 2026 for all fees.

The fees are split across the three years as follows: $2,500 for 2026, $6,000 for 2027 and $1,500 for 2028. The split reflects the fees for the training and assessments expected for the learner in each calendar year.

The learner meets the requirements to complete their programme in November 2027 and does not continue to train.

Only months where the learner had a status of Active or Grace on the last calendar day of the month are included in the learner’s 24-month entitlement calculation, so their entitlement will be calculated based on their actual completion date.

If a discount is given to the learner due to the shorter training period, report the discount for the 2027 and 2028 calendar year. For example, if $1,000 is refunded to the learner for 2027 and $1,500 is refunded to the learner for 2028, the fees reported each month are as follows:

|  |  |
| --- | --- |
| ***Transaction 1: On enrolment*** | ***Transaction 2: On completion*** |
| |  |  | | --- | --- | | **Month reported** | **Oct-26** | | Amount | 2,500 | | Fee Year | 2026 | | Amount | 6,000 | | Fee Year | 2027 | | Amount | 1,500 | | Fee Year | 2028 | | |  |  | | --- | --- | | **Month reported** | **Nov-27** | | Amount | -1,000 | | Fee Year | 2027 | | Amount | -1,500 | | Fee Year | 2028 | |

If the TEO considers the fees already paid to be split evenly across the total active months, it may be appropriate to adjust the fees for all years to reflect the updated fees per month.

In this example, the fees reported were originally reported at $500 per month for 20 months. The learner’s training was shortened by 5 months, and the fees have been recalculated to reflect the updated $625 per month across 15 months. There has been no change to the total fee charged, only the split of the fees across the calendar years.

|  |  |
| --- | --- |
| ***Transaction 1: On enrolment*** | ***Transaction 2: On completion*** |
| |  |  | | --- | --- | | **Month reported** | **Oct-26** | | Amount | 2,500 | | Fee Year | 2026 | | Amount | 6,000 | | Fee Year | 2027 | | Amount | 1,500 | | Fee Year | 2028 | | |  |  | | --- | --- | | **Month reported** | **Nov-27** | | Amount | 625 | | Fee Year | 2026 | | Amount | 875 | | Fee Year | 2027 | | Amount | -1,500 | | Fee Year | 2028 | |

### Fees Free and learner fees data

Below is the data required for Fees Free and learner fee data.

| Field Title | Description | Field specification | Validation |
| --- | --- | --- | --- |
| Learner Local ID | A code which uniquely identifies the learner within each TEO, as captured in a TEO’s TMS system.  The Learner Local ID must remain constant for the learner throughout their enrolment history at your organisation.  Note: This field has been renamed from ‘Local ID’ to ‘Learner Local ID’ | **Length:** 20  **Type:** String  **Guidance:** Thisnumber must be the unique value generated by each TEO via their TMS.  ‘Learner Local ID’ cannot be NULL. | **Error:**  XXX: Learner Local ID is blank  XXX: Learner Local ID does not exist |
| Programme Number | A number issued by TEC that uniquely identifies a programme. | **Type:** Integer  **Guidance:** A TEO cannot have multiple programmes with the same Programme Number and Version. | **Error:**  XXX: Programme Number is blank  XXX: Programme Number does not exist |
| Programme Version Number | A number issued by TEC that identifies a version of a programme. | **Type:** Integer  **Guidance:** A TEO cannot have multiple programmes with the same Programme Number and Version. | **Error:**  XXX: Programme Version Number is blank  XXX: Programme Version Number does not exist |
| Programme Enrolment Local ID | A unique number issued by the TEO that identifies the programme enrolment within their system. | **Length:** 20  **Type:** String  **Guidance:** Must not be used to identify any other enrolment supplied by the TEO, regardless of enrolment status. Note: this does not include DELETED enrolments.  Updates to any programme enrolment column cannot be made if programme enrolment status is Withdrawn or Completed. | **Error:**  XXX: Programme Enrolment Local ID is blank  XXX: Programme Enrolment Local ID does not exist  XXX: Programme Enrolment Local ID is blank |
| Learner Actual Fee Amount | The **actual** fees (inclusive of GST) paid by the learner for training and assessments undertaken in the calendar year. This includes all training and assessment fees paid by the learner, employer or another third party.  Also report changes in the fees paid due to different events, such as discounts, learner withdrawals or holds.  Fees must be reported by the end of the following month after they are paid by the learner.  Where fees are paid more frequently than monthly, the total value for a month can be reported as a single amount.  Refer to the scenarios for reporting fees above for more detail. | **Type:** Decimal (8,2)  **Guidance:** Value is to the nearest cent (inclusive of GST).  The value is expressed as a decimal rounded to two decimal places – e.g., 0.13. | **Error:**  XXX: Learner Actual Fee Amount is blank  XXX: Learner Actual Fee Amount is invalid. |
| Fee Year | The calendar year of the training and assessments undertaken by the learner for which the actual fee paid or changes to fees (e.g., withdrawals or holds) are applicable. Where fees are paid for multiple calendar years in advance, the amount for each calendar year must be reported. | **Type:** Integer  **Guidance:** Enter the year in the format YYYY - e.g., 2023. | **Error:**  XXX: Fee Year is blank  XXX: Fee Year is invalid |

# Appendix A: Data classifications

Below is a list of the data standards and classifications used in the data submissions for work-based actuals. Links are provided to the source of each classification where relevant.

The classifications are also available in the [DXP Data Classifications Appendices](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/). Additionally, the classifications will be available to extract via an API in the Data Exchange Platform.

| Standard | Classification | Collection |
| --- | --- | --- |
| Country of citizenship | Country of citizenship list is maintained by the TEC. | **Field:** Country of Citizenship  **Submission:**   * Learner |
| Course classification | Course classifications are maintained by the TEC.  Link: [Course Classification](https://www.tec.govt.nz/assets/Publications-and-others/Delivery-Classification-Guide-2023.pdf) | **Field:** Course Classification  **Submission:**   * Off-job Delivery |
| Ethnicity | Ethnicity New Zealand Standard Classification 2005V2.1.0. This is available on the Statistics NZ Aria website. We collect at level 3 of the hierarchy.  Link: [Ethnicity New Zealand Standard Classification 2005V2.1.0](https://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/YVqOcFHSlguKkT17) | **Field:** Ethnicity  **Submission:**   * Learner |
| Funding Category | Funding categories are maintained by the TEC. | **Field:** Funding Category  **Submission:**   * Off-job Delivery |
| Iwi | Iwi and iwi-related groups statistical classificationV2.1.0. This is available on the Statistics NZ Aria website.  Link: [Iwi and iwi-related groups statistical classificationV2.1.0](https://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/uH9AkXTnTlq40DHG) | **Field:** Iwi Affiliation 1-6  **Submission:**   * Learner |
| NZSCED Field of Study | The NZSCED classification is held on the Education Counts website.  Link: [New Zealand Standard Classification of Education (NZSCED)](https://www.educationcounts.govt.nz/data-services/code-sets-and-classifications/new_zealand_standard_classification_of_education_nzsced) | **Field:** NZSCED Field of Study  **Data Category:**  Programme |
| Secondary school codes | The Secondary school codes are available on the Education Counts website.  Link: [Secondary School Codes](https://www.educationcounts.govt.nz/directories/list-of-nz-schools) | **Field:** Last Secondary School Attended  **Submission:**   * Learner |
| Overseas Country Code | The country codes are available on the Statistics NZ Aria website. We collect at level 3 of the hierarchy.  Link: [Country – New Zealand Standards Classification 1999 – 4 numeric V15.0](https://aria.stats.govt.nz/aria/?_ga=2.21705403.1671744995.1699902765-946806462.1697743900#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/ys69SsOCPi6Mc4jR) | **Field:** Overseas Country Code  **Submission:**  Learner |
| Industry Code (ANZSIC) | Australian and New Zealand Standard Industrial Classification 2006 V1.0.0.  This is available on Statistics NZ Aria website:  Link: [Australian and New Zealand Standard Industrial Classification 2006 V1.0.0](https://aria.stats.govt.nz/aria/?_ga=2.135309105.1009763712.1696183847-2098091118.1684120248#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/CARS5587) | **Field:** Industry Code  **Data Category:**   * Programme * Training Agreementfee |
| Occupations | National Occupation List V1.0.0  This is available on Statistics NZ Aria website:  Link: [National Occupation List V1.0.0](https://aria.stats.govt.nz/aria/" \l "ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/HxbKSDQiqG9DpNPg). | **Field:** Occupation Code  **Data Category:**   * Programme * Training Agreement |
| Region | Statistics New Zealand Regional Council (Generalised) 2023 classification.  This is available on Statistics NZ Aria website:  Link: [Regional Council (Generalised) 2023](https://datafinder.stats.govt.nz/layer/111182-regional-council-2023-generalised/) | **Field:** Employment Region Code  **Data Category:** Training Agreement |
| Territorial Authority | Statistics New Zealand Territorial Authority (Generalised) 2023 classification.  This is available on Statistics NZ Aria website:  Link: [Territorial Authority (Generalised) 2023](https://datafinder.stats.govt.nz/layer/111194-territorial-authority-2023-generalised/) | **Field:** Employment Territorial Authority Code  **Data Category:**  Training Agreement |

# Appendix B: Version change log

## Version 0.5 updates

Below is the list of changes for version 0.5 of the data specification.

### General changes

The “Categories of information” section has been updated to include Fees Free.

The “Summary of changes to the data specification” section has been updated to include Fees Free and reflect other key changes made for version 0.5 of this data specification.

The creation of a Training Agreement no longer requires the programme enrolment to be created at the same time. Training Agreements are still required to be created before an associated programme enrolment. All new Training Agreements will have a default status of PENDING until an associated programme enrolment has been reported.

### Data changes

#### Learner

| Field | Action | Reason |
| --- | --- | --- |
| IRD Number | Add | Capture of IRD number to support matching of learner details with Inland revenue for Fees Free. |

#### Programme enrolment

| Field | Change | Reason |
| --- | --- | --- |
| Total Work-based Learner Fees | Remove | Replaced by the Learner Actual Fee Amount required for the new Fees Free data collection. |

#### Off-job delivery

| Field | Change | Reason |
| --- | --- | --- |
| Learner Local ID | Remove | Can be inferred from the Programme Enrolment Local ID |

#### Fees Free and learner fees

| Field | Change | Reason |
| --- | --- | --- |
| Learner Local ID | Add | Identifies the learner. This is the same field as on the Learner API. |
| Programme Number | Add | Identifies the programme that the learner is enrolled. Used to check eligibility for Fees Free and provide context for MoE in understanding fees charged. These fields are the same as on the Programme API. |
| Programme Version Number | Add |
| Programme Enrolment Local ID | Add |
| Learner Actual Fee Amount | Add | Captures fees paid by the learner, employer or another third party. Used to check eligibility for Fees Free and provide context for MoE in understanding fees charged. |
| Fee year | Add | Identifies the calendar year applicable to the fees paid by the learner, employer or another third party. Used to check eligibility for Fees Free and provide context for MoE in understanding fees charged. |

### Validation rule changes

The following are changes to the validation rules:

#### Learner

| Field title | Change | Reason |
| --- | --- | --- |
| Local Learner ID | The following Rule is updated to:  *Learner Local ID is not unique for the TEO* | Refines the rule to check duplicates specific to a TEO. |
| National Student Number | The following rule is removed:  *NSN reported is not unique in the Learner Data Submission and is assigned to another learner.* | NSN may already exist based on a previous enrolment. |
| First Year of Tertiary Education | The following rule is updated to:  *First Year of Tertiary Education cannot be blank or 9999 if Country of Citizenship is NZL or AUS.* | Removed the validation against the residency fields on the on the programme enrolment, as these values would not be setup when a learner enrols for the first time. |
| Country of Citizenship | The following rule is removed:  *Country of Citizenship Code is not valid for return year* | Duplicate of another rule for this data field. |
| Disability Support Needs | The following rule is removed:  *Disability Support Need is supplied when Disability Status for learner is 2 or 3* | Removed to provide flexibility in how TEOs report disability information. |
| Iwi Affiliation | The following rule is updated to:  *At least one Iwi Affiliation field must be completed where ethnic group is identified as “211”* | The rule is simplified so that it can be used for multiple APIs – e.g. create and update learner |
| Ethnicity | The following rule is removed:  *Ethnicity is not valid for return year* | The rule is invalid |

#### Programme

| Field title | Change | Reason |
| --- | --- | --- |
| Duration Months | The following rule is added:  *MC duration must be greater than or equal to the minimum duration allowed* | To ensure micro-credentials fall with the required duration |
| Target Programme Number | The following rule is removed:  *For complex arrangements, the Target Programme Number must have a Programme Type Code of ‘COM’* | This field is only relevant for LCPs. References to complex programme have been removed. |
| Mode of Delivery Code | The following rule is removed:  *Sub-programme Mode of Delivery is different to over-arching parent programme*. | Validation rule removed not relevant for setting up a programme. |

#### Training Agreement

| Field title | Change | Reason |
| --- | --- | --- |
| Training Agreement Local ID | The following rule is removed:  *Training Agreement has no associated Programme Enrolment* | Training agreements can now be created independent of programme enrolments. |
| Local Learner ID | The following Rule is removed:  *Learner Local ID is not unique for the TEO* | Validation rule not relevant for training agreement. |
| Withdrawal Reason Code | The following rule is added:  *Grace period automatically expired by system* | Validation rule was missed. |

#### Training Plan

| Field title | Change | Reason |
| --- | --- | --- |
| Local Learner ID | The following Rule is removed:  *Learner Local ID is not unique for the TEO* | Validation rule not relevant for training plan. |
| The following rule is added:  *Learner Local ID does not exist* | Validation rule was missed. |

#### Programme enrolment

| Field title | Change | Reason |
| --- | --- | --- |
| Local Learner ID | The following Rule is removed:  *Learner Local ID is not unique for the TEO* | Validation rule not relevant for programme enrolment. |
| The following rule is added:  *Learner Local ID does not exist* | Validation rule was missed. |
| Study Type Code | The following Rule is removed:  *Sub programme enrolment study type code is different to over-arching parent programme enrolment* | Validation is not relevant NZAs as they must have a different study type code than the parent. |
| Mode of Delivery Code | The following Rule is removed:  *Sub-programme enrolment Mode of Delivery is different to over-arching parent programme enrolment* | Validation rule removed it cannot be applied to all modes of delivery. |
| The following rule is added:  *Mode of Delivery must match the associated programme’s mode of delivery for ‘Assessment and Verification’* | Added to replace rule that applied to all modes, to ensure that mode of delivery for Assessment and Verification is consistent. |

### Other changes

The following are changes to the data field specifications:

* Responses for fields with a data type of Boolean have been change to True or False (was 1 or 0) to align with the JSON code format.
* All date fields we have removed the need to submit the time component to avoid repeating issues that occurred with the legacy application (ITR). You only need to submit the date. We will time stamp a record when received to support any sequencing of transactions if needed.
* All warning messages have been removed as they do not exist in the legacy application (ITR).

## Version 0.4 updates

Below is the list of changes for version 0.4 of the data specification.

### Data changes

#### Learner

| Field | Action | Reason |
| --- | --- | --- |
| Disability Services Accessed Indicator | Add | A new field to indicate whether a student has accessed disability services. Supports allocation of funding. |
| Total Work-based Learner Fees | Remove | Moved to the Programme Enrolment API as this field is more relevant to the programme. |

#### Programme

| Field | Action | Reason |
| --- | --- | --- |
| Programme Local ID | Change | Field missing from data specification. This is an existing field currently in production. |
| Programme Version Local ID | Remove | Not required as Programme Local ID is at the programme level. All versions must point to the same Programme Local ID. |
| Programme Local Name | Change | The value required for programme local name has been simplified and now only requires qualification and programme name. Field length has been extended to 500 characters |
| NZSCED Field of Study | Add | Captures the field of study of the programme version **required for funding decisions under UFS**. |

#### Training agreement

| Field | Action | Reason |
| --- | --- | --- |
| MoE Exemption Number | Change | The field name has from MoE Exemption Flag to align with the type of data captured in the field. |
| Withdrawal Reason Code | Change | The following withdrawal reason is added:   * PT: Changing from Apprentice to Industry Trainee.   The following withdrawal reasons are removed:   * DF: Transfer to DFO * NA: Transferring from MA to NZA funded programmes |

#### Programme enrolment

| Field | Action | Reason |
| --- | --- | --- |
| Withdrawal Reason Code | Change | The following withdrawal reason is added:   * PT: Changing from Apprentice to Industry Trainee.   The following withdrawal reasons are removed:   * DF: Transfer to DFO * NA: Transferring from MA to NZA funded programmes |
| Programme Enrolment Status Code | Change | Field missing from data specification. This is an existing field currently in production. |
| Delete Enrolment Flag | Remove | No longer required due to Deletion Date being added. |
| Deletion Date | Add | Captures the date on which the programme enrolment was deleted. |
| Total Work-based Learner Fees | Add | Moved from the Learner API as this field is more relevant to the programme. |

#### Off-job delivery

| Field | Action | Reason |
| --- | --- | --- |
| Off Job Delivery Local ID | Add | We need a unique identifier for each off-job delivery as multiple off job deliveries can be recorded against an enrolment. |

## Version 0.3 updates

Below is the list of changes for version 0.3 of the data specification.

### Data changes

#### Learner

| Field | Change | Reason |
| --- | --- | --- |
| Organisation ID | Remove | This field will be derived from the ESL token. |
| First Year of Tertiary Education | Add | New data requirement to standardise the collection of learner data across all funds. Missed from earlier versions of the data specification. |
| Post School Qualification Level Code | Remove | No longer required. |

#### Programme

| Field | Change | Reason |
| --- | --- | --- |
| OrganisationID | Remove | This field will be derived from the ESL token. |

#### Training agreement

| Field | Change | Reason |
| --- | --- | --- |
| Organisation ID | Remove | This field will be derived from the ESL token. |
| Employee Region Code | Amend | Field name changed from Employment Region Code to align with correct name in the API. |
| Employee Territorial Authority Code | Amend | Field name changed from Employment Territorial Authority Code to align with correct name in the API. |
| Employment Type Code | Amend | Field name changed from Employment Type to align with correct name in the API. |
| Status Change Date | Amend | Reverted to using Pause Data and Restart Date as per the API. |
| Pause Date | Add | Reinstated as per the API, instead of using Status Change Date. |
| Restart Date | Add | Reinstated as per the API, instead of using Status Change Date. |
| Change Reason Code | Remove | Reverted to using Grace Reason Code and On Hold Reason Code as per the API. |
| Grace Reason Code | Add | Reinstated as per the API, instead of using Change Reason Code. |
| On Hold Reason Code | Add | Reinstated as per the API, instead of using Change Reason Code. |

#### Training plan

| Field | Change | Reason |
| --- | --- | --- |
| Organisation ID | Remove | This field will be derived from the ESL token. |
| Visit Local ID | Change | Field missing from data specification. Was included in API specification. |

#### Programme enrolment

| Field | Change | Reason |
| --- | --- | --- |
| Organisation ID | Remove | This field will be derived from the ESL token. |
| Programme Local ID | Remove | Will use existing solution in API and use Programme Number and Programme version Number to identify the programme. |
| Programme Number | Add | Reinstated as per the API, instead of using Programme Local ID. |
| Programme version Number | Add | Reinstated as per the API, instead of using Programme Local ID. |
| Funding Source Type Code | Change | Field name changed from Funding Source Code to align with the API. |
| Mandatory Component Indicator | Change | Field name changed from Mandatory Standard Indicator to reflect there are now multiple component types. |
| Delete Enrolment | Change | Field name changed from Delete Enrolment Flag to align with API. |
| Enrolment Deletion Reason | Change | Field name changed from Deletion Reason Code to align with API. |
| Effective From Date | Remove | Aligning with API, which doesn’t collect this data.  **Note:** This field was associated under the Programme Component Register section in the earlier versions of the data specification. |
| Effective To Date | Remove | Aligning with API, which doesn’t collect this data.  **Note:** This field was associated under the Programme Component Register section in the earlier versions of the data specification. |

#### Component enrolment

| Field | Change | Reason |
| --- | --- | --- |
| Organisation ID | Remove | This field will be derived from the ESL token. |

#### Off-job delivery

| Field | Change | Reason |
| --- | --- | --- |
| Organisation ID | Remove | This field will be derived from the ESL token. |

### Other changes

* The reference data source for the Country of Citizenship field in the Learner submission has been changed to refer to a list maintained by the TEC. Appendix A has also been updated.
* The Training Agreement Status section in the previous version has been merged with the Training Agreement section.
* The Component Enrolment and Programme Component Register Sections have been merged with the Programme Enrolment section.
* The date format has been updated to support ISO-8601.
* The mandatory requirements for each field have been removed as it can vary per API. Refer to the API specification for which fields are mandatory.

## Appendix C: History of data changes

Below is the complete history of the data fields that have been amended, added, and removed between this data specification and the current data specification supporting work-based data submissions through ITR.

### Learner

| Field | Change | Reason |
| --- | --- | --- |
| Organisation ID | Remove | This field will be derived from the ESL token. |
| Learner Local ID | Amend | This field has been renamed from ‘Local ID’ (in the ITR learner table) to ‘Learner Local ID’, to make it more specific. |
| IRD number | Add | Capture of IRD number to support matching of learner details with Inland revenue for Fees Free. |
| Gender | Add | Used to verify learner with NSI. |
| Iwi affiliation | Amend | Ability to submit five additional Iwi values (was one). There is a new data standard for this field. Rohe has been removed as an attribute of Iwi due to the absence of an official data standard for Rohe published by Statistics NZ. |
| Ethnicity | Amend | Ability to submit three additional Ethnicity values (was six). |
| Name ID Code | Add | The first four characters of a learner’s surname plus initial of first legal name. This data is used to validate the identity of a learner with their associated NSN. |
| First Year of Tertiary Education | Add | The year in which a learner first enrolled in any “quality assured” qualification. |
| Overseas Country Code | Add | A unique code defined by that identifies the country in which the learner last attended school |
| Country of Citizenship | Add | The country of citizenship of a learner. Used to determine non-domestic learner funding. |
| Disability Status | Add | New field to indicate the disability status of a learner. |
| Disability Support Needs | Add | Provides the following options where a learner indicates they have a disability:  **1:** Access to assistive technology (e.g., for reading, writing, communication).  **2:** Accessible format resources for course content.  **3:** Mobility and transport (e.g., navigator support to help movement around campus, mobility carparks, personal emergency evacuation plan).  **4:** New Zealand Sign Language Interpreter.  **5:** Support with reading, writing, and communicating in learning sessions, exams, and assessments.  **6:** Other learning or disability support.  **7:** No, I do not need support at this time. |
| Disability Services Accessed Indicator | Add | A new field to indicate whether a student has accessed disability services. Supports allocation of funding. |
| Post School Qualification Level Code | Remove | No longer required. |

### Programme

| Field | Change | Reason |
| --- | --- | --- |
| Organisation ID | Remove | This field will be derived from the ESL token. |
| Programme Type Code | Amend | New values for micro-credentials and complex arrangements. Complex arrangements replace Modern Apprenticeships, which no longer exist. |
| Duration Months | Amend | New minimum duration added for micro-credentials. |
| Occupation Code | Add | Provides a better understanding of how programmes relate to occupations. |
| Study Type Code | Add | The unique identifier of the type of learning that replaces the previous ‘Funding Source Code’ field, as all work-based is funded under UFS. |
| Mode of Delivery Code | Add | The channel through which learning is delivered. Required for funding purposes under UFS. |
| Maximum Programme Fee | Add | Defines what the maximum fee amount (Inclusive of GST) is for this programme. Used in conjunction with the Total Work-based Learner Fees to understand the fees charged across vocational education |
| Replaced By Programme Version ID | Remove | This field is no longer required. |
| Embedded Literacy and Numeracy Flag | Remove | This field is no longer required. |
| Historical Programme Course Number | Remove | This field is no longer required. |
| Terms And Conditions Indicator | Remove | Removed as TEOs are no longer required to declare their agreement to the TEC’s terms and conditions on a line-by-line basis. |
| Funding Source Code | Remove | Removed as an attribute of the programme and is now an attribute of a programme enrolment. Funding Source Code values have changed and listed under programme enrolment specification section. |
| NZSCED Field of Study | Add | Captures the field of study of the programme version required for funding decisions under UFS. |

### Training agreement

| Field | Change | Reason |
| --- | --- | --- |
| Organisation ID | Remove | This field will be derived from the ESL token. |
| Learner Local ID | Amend | This field has been renamed from ‘Local ID’ (in the ITR learner table) to ‘Learner Local ID’, to make it more specific. |
| Employer NZBN | Add | The New Zealand Business Number issued by GS1 New Zealand to the organisation the learner is employed with.  This is a new field to help identify a unique employer. |
| MoE Exemption Number | Change | The field name has from MoE Exemption Flag to align with the type of data captured in the field. |
| Withdrawal Reason Code | Change | The following withdrawal reason is added:   * PT: Changing from Apprentice to Industry Trainee.   The following withdrawal reasons are removed:   * DF: Transfer to DFO * NA: Transferring from MA to NZA funded programmes |
| Employment Territorial Authority Code | Add | A code defined by Statistics New Zealand that identifies the Territorial Authority the Learner’s place of employment is located in. This is required to provide a lower level of detail on where learners are employed. |
| Occupation Code | Add | Provides a better understanding of how programmes relate to occupations. |
| Prior Activity Code | Remove | Now included as a field within the learner file. |

### Training plan

| Field | Change | Reason |
| --- | --- | --- |
| Organisation ID | Remove | This field will be derived from the ESL token. |
| Learner Local ID | Amend | This field has been renamed from ‘Local ID’ (in the ITR learner table) to ‘Learner Local ID’, to make it more specific. |

### Programme enrolment

| Field | Change | Reason |
| --- | --- | --- |
| Organisation ID | Remove | This field will be derived from the ESL token. |
| Learner Local ID | Amend | This field has been renamed from ‘Local ID’ (in the ITR learner table) to ‘Learner Local ID’, to make it more specific. |
| Complex Arrangement Parent Programme Enrolment Local ID | Add | The Programme Enrolment Local ID of the parent programme. Programme Enrolment Local ID is a unique number issued by the TEO that identifies the programme enrolment within their system. |
| Study Type Code | Add | Unique identifier of the type of learning. This field is required to identify whether learner is taking an Industry Training programme or an NZA. |
| Funding Source Code | Add | The code that identifies the source of the funding that supports the learner's enrolment in the programme. This is the same list of funding source codes as used for reporting Provider-based learning, except only funding source code 37 is applicable for work-based. |
| Mode of Delivery Code | Add | The channel through which learning is delivered. Used for the purpose of funding determination and for identifying how work-based learning is delivered. |
| Component Type Code | Add | Identifies the type of component the learner has enrolled in. This field is required to identify the type of component the enrolment is associated with. |
| Residential Status | Add | Identifies if the Learner has New Zealand resident status for each enrolment. |
| Australian Residential Status | Add | Identifies if the Learner has Australian permanent resident status for each enrolment. |
| Withdrawal Reason Code | Change | The following withdrawal reason is added:   * PT: Changing from Apprentice to Industry Trainee.   The following withdrawal reasons are removed:   * DF: Transfer to DFO * NA: Transferring from MA to NZA funded programmes |
| Transfer Date | Add | Date the transfer became effective. |
| Delete Enrolment Flag | Remove | No longer required due to Deletion Date being added. |
| Deletion Date | Add | Captures the date on which the programme enrolment was deleted. |

### Off-job delivery

| Field | Change | Reason |
| --- | --- | --- |
| Programme Enrolment Local ID | Add | A unique number issued by the TEO that identifies the programme enrolment within their system. |
| Off Job Delivery Local ID | Add | We need a unique identifier for each off-job delivery as multiple off job deliveries can be recorded against an enrolment. |
| Off-Job Provider Code | Add | Unique identifier of the TEO who delivered the off-job learning to the learner. The Provider Code is assigned by the Ministry of Education to uniquely identify each TEO. |
| Course Code | Add | The internal code for a course in which learners are enrolled in for their off-job learning. The code must be able to uniquely identify a specific course in which a learner is enrolled regardless of the period, location, and year in which it is taught. The course code should be consistently reported for each course offered by the TEO. |
| Funding Category | Add | The code to uniquely identify funding categories. TEOs must refer to the Delivery Classification Guide to assign the correct subject-matter funding category to the course. |
| Course Classification | Add | The unique subject classification for the course. TEOs must refer to the Delivery Classification Guide to assign the correct subject-matter funding category to the course. |
| Intramural/Extramural Attendance | Add | The field is used to record a code which specifies whether a learner is enrolled in a course that requires learners to attend scheduled teaching sessions. |
| Course Start Date | Add | The start date of the learner's course(s) in the current or previous academic year. This date is the officially notified beginning date of instruction and/or structured supervision associated with each learner's course(s) at a tertiary education organisation. |
| Course End Date | Add | The end date of the Learner's course. This will normally be the officially notified end date of instruction and/or examination associated with a course. If a course spans the end of the normal academic year, the last date will be for the following year. |
| Learner’s Course Withdrawal Date | Add | The date of withdrawal of a confirmed Learner enrolment from a course, programme or training scheme otherwise should be left blank. |
| EFTS Delivered | Add | The number of EFTS delivered for this course enrolment. |

### Fees Free and learner fees

|  |  |  |
| --- | --- | --- |
| Field | Change | Reason |
| Learner Local ID | Add | Identifies the learner. This is the same field as on the Learner API. |
| Programme Number | Add | Identifies the programme that the learner is enrolled. Used to check eligibility for Fees Free and provide context for MoE in understanding fees charged. These fields are the same as on the Programme API. |
| Programme Version Number | Add |
| Programme Enrolment Local ID | Add |
| Learner Actual Fee Amount | Add | Captures fees paid by the learner, employer or another third party. Used to check eligibility for Fees Free and provide context for MoE in understanding fees charged. |
| Fee year | Add | Identifies the calendar year applicable to the fees paid by the learner, employer or another third party. Used to check eligibility for Fees Free and provide context for MoE in understanding fees charged. |