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| Final-year Fees Free data changes for work-based data submissions  Released 22 November 2024 |

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# Introduction



Section heading

## Document purpose

This document provides tertiary education organisations (TEOs) delivering work-based learning a view of the final-year Fees Free data requirements.

We are still finalising the work-based data specification. This remaining work provides guidance on how and when to report the data to the TEC. However, this doesn’t change the actual data that you will be required to submit. We are issuing the data requirements now to provide visibility of what is required as early as possible.

Once we have finalised the work-based data specification, we will incorporate the data listed in this document into the specification.

The data requirements in this document are the same as those presented at the webinar on 20 November.

## 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 first 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 Workspace2.

## Data requirements overview

We require new data to support the administration of the final-year Fees Free, which will require the following changes to your data submissions:

* The addition of the learner’s IRD number as part of the learner file to enable TEOs to capture the IRD number for learners who may be eligible for final-year Fees Free, at the time of enrolment.
* A separate file to capture core data ​for supporting the establishment of a learner’s final-year Fees Free eligibility and entitlement. This can be submitted to the TEC via the usual API method with your other work-based data or via a manual CSV file that we will provide to TEOs.

Refer to the next section for the list of data requirements.

## Implementation timing

The timing for implementing the final-year Fees Free data requirements is alongside the other changes to the work-based data submissions as part of DSR, which is due for completion in July 2025.

# Data specifications

## Learner

| **Field Title** | **Description** | **Field specification** | **Validation** |
| --- | --- | --- | --- |
| 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:** Only provide an IRD number for a learner who 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 |

## Fees Free

| **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.  Both ‘Learner Identification Code’ and ‘Learner Local ID’ cannot both 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 |

| **Field Title** | Description | **Field specification** | **Validation** |
| --- | --- | --- | --- |
| 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. | **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 |

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Published by the Tertiary Education Commission

Te Amorangi Mātauranga Matua

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Wellington, New Zealand

November 2024

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