



Tertiary Education
Commission
Te Amorangi Mātauranga Matua



Targeted Training and Apprenticeship Fund (TTAF)

Industry Training Monthly Reporting Guide

Targeted Training and Apprenticeship Fund (TTAF) Industry Training Actual Fees Reporting Guide

The TTAF Industry Training Actual Fees Reporting process uses two documents to collect data on your enrolled TTAF learners; the *TTAF Schedule of Fees* and the *TTAF Industry Training Actual Fees* return. We use the data to calculate the payments we will make to you for your learners. This guide is intended to help you maintain your *TTAF Schedule of Fees* and correctly submit your *TTAF Industry Training Actual Fees* return.

TTAF Schedule of Fees

What is the TTAF Schedule of Fees?

The *TTAF Schedule of Fees* records the fees that we have agreed to pay on behalf of learners enrolled in eligible TTAF programmes. We will regularly make this available to you using Workspace 2.

How do I make changes to the TTAF Schedule of Fees?

Changes or additions to the Schedule of Fees must have our approval prior to submission of your *TTAF Industry Training Actual Fees* return. The process to follow to seek approval of new or increased fees is outlined on our website [here](#).

If you are seeking TTAF approval for new or replacement programmes through the Programme Eligibility Assessment process you can submit fee information at the same time. Complete the *TTAF Schedule of Fees – Blank Template* to provide a breakdown of the fees and fee type, which will subsequently be added to your *TTAF Schedule of Fees*. A programme must be approved for TTAF and the fee amounts approved before payment will be allocated for the programme.

Applications for new or increased fees, or the reporting for new or increased direct fees, should be submitted via email to customerservice@tec.govt.nz. Please use the subject EDUMIS, YOUR NAME, *TTAF Schedule of Fees*.

What happens next?

If you are seeking new or increased fees, we will assess your application and notify you of the outcome. You will be notified via email. An updated copy of the Schedule of Fees will be uploaded on to Workspace 2 at the end of each month.

Throughout the course of the year we'll use the information you've submitted to validate your *TTAF Industry Training Actual Fees* return.

TTAF Industry Training Actual Fees return

What is the TTAF Industry Training Actual Fees return?

Each month, we provide a blank *TTAF Industry Training Actual Fees* return to you on Workspace 2. The return needs to be completed and submitted back to us using Workspace 2. This document is only for submitting fee data regarding TTAF learners at your organisation.

The template must include:

- » **Any TTAF eligible learners enrolled for training by your organisation for the calendar year to date.**

Step 1: Filling in the TTAF Industry Training Actual Fees return

- » Enter one row **for each fee type** a learner was charged. Where a learner has been charged the same type of fee more than once in the calendar, please consolidate all amounts onto a single row.
- » All fields are mandatory for each row.

Reporting enrolment information

National Student Number

- » Enter a valid NSN **for each fee type** a learner would be charged for in the calendar year.

KEY NOTES:

- » A blank cell or invalid NSN will cause a validation error on submission.

Source Enrolment ID

- » Enter the Source Enrolment ID for the learner's programme enrolment.

KEY NOTES:

- » This must be the same Source Enrolment ID as reported in the Industry Training Register (ITR).
- » The data recorded against this Source Enrolment ID in the ITR will be used to validate the rest of the data entered for this learner, including Start Date, End Date and Programme.

Fee Type code

» Enter the Fee Type code for the fee you are charging the learner.

KEY NOTES:

» This Fee Type Code must exist for this programme in the Schedule of Fees. The Fee Type code is used to validate the fee charge against the fee’s maximum amount in the Schedule of Fees.

Fee Type	Unique Code
Enrolment Fee (including assessment)	1
Enrolment Fee (excluding assessment)	2
Training Fee (including assessment)	3
Training Fee (excluding assessment)	4
Resource Fee	5
Assessment Fee	6
Block Course/Night Class	7
Direct fee paid to provider	8
Other fee as recorded on Fee Schedule	9

Start Date & End Date

- » Enter the learner’s programme Start Date and End Date (DD/MM/YYYY).
- » The Start Date must be in 2022.
- » The End Date must not exceed 31/12/2022. Any fees relating to training after this date should be removed, and therefore fees which straddle this date should be apportioned to only the fee amounts prior to this date. See below for more detail.
- » Start and End Dates must be within the dates the learner is enrolled according to the ITR.
- » There are different rules for Start and End Dates depending on the type of fee you are charging.

Annual Fees

If you charge annual fees (such as an enrolment fee), the Start Date can be any day after the learner enrolled according to the ITR, and the End Date should be the day the learner’s programme is expected to end, i.e. for a one year programme the End Date is one year after the Start Date.

EXAMPLE OF START AND END DATES FOR AN ANNUAL FEE

Start Date	End Date
1/1/2022	31/12/2022

Monthly Fees

If you charge monthly fees, enter the Start Date as the enrolment’s start date in the ITR, and the End Date as the enrolment’s end date in the ITR. If the enrolment has not ended, enter the last day of the last month you are charging for. Consolidate these monthly fees into one line where they have the same fee type, i.e. if the learner has studied for 6 months, and the fee is \$50 per month, the total fee amount for that fee type is \$300.

Other fees

One-off or irregular fees such as Block Courses, Training, Resources and Assessments should be given Start and End Dates depending on the individual circumstance, but are still required to be within the Start and End Dates of the enrolment within the ITR.

Apportioning fees which straddle the TTAF end date

Where learner fees straddle the TTAF end date of 31/12/2022, you should generally apportion the fee based on the portion of the fee that relates to training prior to this date. A few examples:

- » An annual fee is 12 months, so if a learner's annual fee occurs in July 2022, therefore only 6 months or one half of the fee should be submitted.
- » A programme is expected to complete in 18 months, and the fee occurs in January 2022, therefore only 12 months or two thirds of the fee should be submitted.
- » A block course is four days, beginning on 30/12/2022 and completing 2/1/2023, therefore only 2 days or one half of the fee should be submitted.

Programme Number

- » Enter the programme number for the learner's enrolled programme.

KEY NOTES:

- » This must be the same programme number as reported in the ITR under the entered Source Enrolment ID.
- » This programme number must be reported on the Schedule of Fees under the entered Fee Type code.

Programme Version

- » Enter the programme version number for the learner's intended programme.

Fee YTD (excluding GST)

- » Enter the fee YTD (excluding GST) that you would charge the learner for this programme.
- » This number is the year-to-date amount of fees this learner has incurred per fee type.
- » Format the fee to a number with two decimal places (do not include "\$" or ",").
- » Where a learner was charged the same fee type multiple times in one year, combine the total cost into one row. For example, where a learner completed four exams at a cost of \$50 each, enter the total fee amount as \$200.

KEY NOTES:

- » The **Fee (ex GST)** cannot exceed the maximum amount recorded in your Schedule of Fees for the entered programme number and Fee Type code.

Step 2: Submitting the TTAF Industry Training Actual Fees return

- » Load your completed *TTAF Industry Training Actual Fees* return into Workspace 2 and submit it back to us **by the due date each month**. This is generally the 4th working day of the month.
- » Check Workspace 2 approximately 15 minutes after submitting your report to **ensure that your return has submitted correctly**.
- » If it has not been submitted correctly, there will be a '**Validation Result**' document in your Workspace 2. This will indicate the cells that need to be fixed.

If you would like support in completing your return by the due date, please contact us on 0800 601 301 or customerservice@tec.govt.nz.

Step 3: What happens next?

We'll validate the information you submit against your *TTAF Schedule of Fees* and the Industry Training Register (ITR) and provide you with a TTAF Remittance report in Workspace2:

» TTAF Remittance report

This report tells you how much we've allocated to you on a line by line basis. Where a line has been rejected, or the allocated amount is lower than the amount you requested, a comment is given to explain why. You can read in more detail what these comments mean in the TTAF Infosheet you receive each month.

If you would like more information on rejected or reduced allocations, please contact us on 0800 601 301 or customerservice@tec.govt.nz.

Payments

We make quarterly payments on defined dates to cover the cost of TTAF learner enrolments at your organisation.

An end-of-year wash-up will occur following the finalisation of the March ITR of each year to confirm the final funding position for the previous year.

Additionally, our TTAF agreement allows us to make adjustments to increase or decrease your payments, and for you to repay us if we have overpaid your TTAF funding.

Appendix 1: Glossary

TTAF Schedule of Fees

The *TTAF Schedule of Fees* is a record of all fee amounts corresponding to programmes delivered by you, allowing us to validate the data you provide in the *TTAF Industry Training Actual Fees* return.

***TTAF Industry Training Actual Fees* return**

The *TTAF Industry Training Actual Fees* return is a record of all fee amounts charged to learners enrolled in programmes delivered by you, allowing us to validate the data you provide against the *TTAF Schedule of Fees* and make payment to you.

ITR (Industry Training Register)

The ITR is an online real-time tool that collects trainee and apprenticeship data from organisations that receive funding from the Industry Training Fund. We then use this information to calculate the organisation's funding and monitor their educational performance.

Workspace 2

A secure online tool to enable electronic transactions between us and TEOs. Workspace 2 allows us to collect TEO data securely and automate the transfer of TEO data straight into our data warehouse.

**Published by the Tertiary Education Commission
Te Amorangi Mātauranga Matua**

National Office

44 The Terrace
PO Box 27408
Wellington, New Zealand

January 2022



**Tertiary Education
Commission**
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