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Kia ora!

Fees Free Focus, our Fees Free newsletter, is back! We have reinstated it to help provide you with up-to-date information and support for your reporting around Fees Free.

Please encourage all those working on fees-free enrolments and reporting in your organisation to subscribe to this newsletter and receive updates, tips and the monthly reporting schedule.

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Important Updates and Changes

The fees-free eligibility tool is live for 2021

Learners can now check whether or not they are eligible for Fees Free in 2021 by visiting the Fees Free website at www.feesfree.govt.nz.

Covid-19 blanket withdrawal rule

Many learners have been adversely affected by Covid-19 either by not being able to participate fully in their studies or training, or due to illness or financial hardship. This has resulted in some learners withdrawing from their study or training or not completing courses.

In August, we applied a rule to all provider-based fees-free courses where a withdrawal occurred between **23 March and 30 June 2020**, referred to as the 'Covid-19 Blanket Withdrawal Period'. For learners who have remaining fees-free entitlement in 2020, this effectively reinstates the learner's full or partial fees-free entitlement (EFTS and dollars) by discounting the courses the learner withdrew from within this period.

While we have removed the entitlement use from the learner's record, we are still able to cover the validated fees for these courses up to cap.

Reporting Tips - Your October Reports (Providers)

A big thank you to everyone for your continued efforts to submit your Fees Free All Enrolments and Costs returns on time. Please remember to check Workspace2 after submitting your report to make sure your report was submitted correctly.

The most common errors we found in October were due to course codes that could not be located in STEO. We can only pay a course fee if:

1. a fee is entered against the course in STEO, and
2. the fee you've reported is equal to, or less than the value in STEO.

Please check your Data Validation reports in Workspace2 to identify any course codes that we've not been able to match to an active record in STEO. Keep in mind that the format of the course code must match the format of the code in STEO (eg. 'XYZ123' will fail validation if the course is 'XYZ-123' in STEO). This course code should also match the code reported in your Single Data Return (SDR).

Reporting Tips - Your September Reports (Transitional ITOs)

Your fees-free reports will now require each combination of NSN, Source Enrolment ID, and Programme Course Number to match what is already present in the Industry Training Register (ITR).

For example, learner 123456789 reported with Source Enrolment ID 111 and Programme Course Number 2 will fail validation if the learner is entered in the ITR with Source Enrolment ID 111 and Programme Course Number 3.

Please check your fees-free reports against the ITR to ensure that they align.

November Reporting Schedule

For providers

11 November 2020	<ul style="list-style-type: none">• Fees Free All Enrolments and Costs template and instructions available via Workspace 2
12 November 2020	<ul style="list-style-type: none">• NSN extract date for the Fees Free All Enrolments and Costs return
18 November 2020	<ul style="list-style-type: none">• Fees Free All Enrolments and Costs return due to TEC by uploading to Workspace 2

For transitional industry training organisations

1 December 2020	<ul style="list-style-type: none">• Fees Free Programmes and Fees template and Fees Free Schedule of Fees template available via Workspace 2
30 November 2020	<ul style="list-style-type: none">• NSN extract date for the Fees Free Programmes and Fees return
4 December 2020	<ul style="list-style-type: none">• Fees Free All Programmes and Fees return and Fees Free Schedule of Fees due to TEC by uploading to Workspace 2

Contact us

If you have any questions or comments about this newsletter, please contact the Customer Contact Group at customerservice@tec.govt.nz or 0800 601 301.

Reporting information not reaching the right person?

Please email the Customer Contact Group at customerservice@tec.govt.nz, if you need a staff member added, as a Fees Free data return contact, for your organisation. Please include their name, job title and email address. Your organisation can have more than one data return contact.



Free to unlock your potential

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