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Kia ora!

Happy Holidays! Thank you to everyone for your hard work on Fees Free this year. This will be the final newsletter for 2020, but we'll be back in January.

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. If you're receiving this, you're already subscribed.

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Important Updates and Changes

Christmas 2020 and New Year 2021

Our phone lines will be closed from midday 23 December 2020, and we will reopen on Wednesday 6 January 2021 at 8.30am. You can email us on customerservice@tec.govt.nz and we will respond on our return.

December All Enrolments and Costs Returns

This return is the final opportunity you will have to report your fees-free learner enrolments for 1 January 2020 to 31 December 2020. The information is used to finalise learner entitlement use and your payments for the 2020 calendar year.

We can only include valid data in this final 2020 allocation. Please use your November Fees Free All Enrolments and Costs Data Validation report to identify any errors that you need to correct in your December submission.

To help you with your reporting, we'll be running two rounds of validations before the due date for any TEOs that submit their report early, and providing those TEOs with a preliminary data validation report. This gives you the chance to check your report for validation errors and make any changes before the deadline on 20 January 2021. We plan to run preliminary validations on 21 December and 11 January.

Fees Free Marketing Campaign

Some of you may have seen or heard Fees Free ads in the last few weeks. These are part of the marketing campaign that is underway to encourage learners to check their eligibility. Our digital ads,

especially the videos, are performing well. You are welcome to share these on your channels including social media. They can be found on the [success stories page](#) on the Fees Free website, or on the [Fees Free Facebook page](#).

Reporting Tips - Your November Reports (Providers)

Please remember to check Workspace2 after submitting your report to make sure your report was submitted correctly.

The most common errors we found in November were due to courses with EFTS that did not match the EFTS for the course in STEO.

You may need to either:

- check and update the EFTS in STEO, if STEO is incorrect, or
- report the correct EFTS in your Fees Free Return to 4 decimal places, or
- if the EFTS you are reporting for a learner is not the standard EFTS for that course, change the dropdown in the Non Standard Fee column to indicate the reason that they are not standard. If the value in this field is 'No', then the EFTS you enter for that learner's course must match STEO. For reduced EFTS due to a withdrawal, select 'Other'.

Please remember that the EFTS you report should also match the EFTS reported in your final Single Data Return (SDR).

Reporting Tips - Your October Reports (Transitional ITOs)

Thank you for your continued efforts in submitting your Programmes and Fees, and Schedule of Fees reports. We had a great reporting round in October.

Remember, you only need to submit a new Schedule of Fees when you have changes to make. If your Schedule of Fees has not changed since the previous reporting round, you do not need to submit it to us that month.

December Reporting Schedule

For providers

9 December 2020	<ul style="list-style-type: none">• Fees Free All Enrolments and Costs template available via Workspace2
31 December 2020	<ul style="list-style-type: none">• NSN extract date for the Fees Free All Enrolments and Costs return
20 January 2021	<ul style="list-style-type: none">• Fees Free All Enrolments and Costs return due to TEC by uploading to Workspace2

For transitional industry training organisations

7 January 2021	<ul style="list-style-type: none">• Fees Free Programmes and Fees template and Fees Free Schedule of Fees template available via Workspace2
31 December 2020	<ul style="list-style-type: none">• NSN extract date for the Fees Free Programmes and Fees return
14 January 2021	<ul style="list-style-type: none">• Fees Free Programmes and Fees return and Fees Free Schedule of Fees due to TEC by uploading to Workspace2

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.

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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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customerservice@tec.govt.nz

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