



Key Information for Students

Publishing rules

Handy rules for publishing the full KIS (and KIS Button) on your website.

Overview

The STEO system allows registration of qualifications for funding purposes. The NZQA system registers approved qualifications and lists them on the NZQF. These two systems are independent and your interactions with STEO (TEC) and NZQF (NZQA or UNZ) are handled separately. A qualification may be 'active' in STEO and 'discontinued' on the NZQF.

The Careers NZ website is the central location for the publication of the Key Information for Students (KIS). Users will continue to search for information about qualifications on this website as they have previously but they will now be able to find the KIS information here also.

The KIS Button on a TEO website will link to the KIS page on the Careers NZ website. If a qualification is available in the KIS Data Service (API) then the URL linking the KIS Button to the central website will always work. A search on the Careers NZ website will only display qualifications that are 'active' in STEO and 'current' on the NZQF. A qualification will not be discoverable using the Careers NZ search if the qualification status on the NZQF has changed to 'expiring' or 'discontinued'.

Note: a KIS page will be available on the central website (Careers NZ) for all qualifications at level 5 and above while a qualification is still 'active' in STEO.

The rules below outline if a KIS will be published for a qualification on a TEO website, how qualifications will be handled on the central website, through the search function and if a KIS link will be available.

Rule	If the qualification....	and....	then....				Discoverable through CNZ search (Y/N)	Notes
				KIS/KIS Button publication on TEO website (Y/N or optional)	KIS page on central website (Y/N)			
1.	is embedded as part of another qualification	has no enrolments reported for the embedded qualification	a KIS will not be published for the embedded qualification	N	Y	Y	If active in STEO the embedded qualification: <ul style="list-style-type: none"> is downloadable through the KIS Data Service is discoverable through Careers NZ search 	
2.	is embedded as part of another qualification	and has enrolments reported for the embedded qualification	a KIS will be published for both qualifications	Y	Y	Y		
3.	is on a web page with other qualifications	those qualifications have separate qualification codes	a KIS will be published for each qualification	Y	Y	Y	see Implementation Plan (p.20)	
4.	is a new qualification	there are no enrolments reported for the last calendar year	a KIS will be published	Y	Y	Y	<i>Fees and course completions</i> fields will display as 'N/A' until there is data reported. TEOs can add code to automatically hide fields returning 'N/A' in the KIS but must display them when there is data available.	
5.	is delivered intermittently	there have been no enrolments in the last 4 years	a KIS will not be published	N	Y	Y	The qualification should be closed in STEO if no longer delivered. While still active in STEO: <ul style="list-style-type: none"> the qualification is downloadable through the KIS Data Service a KIS link is generated for the KIS Button the qualification is discoverable through Careers NZ search 	
6.	is delivered intermittently	there have been no enrolments in the last 4 years but will be delivered	a KIS will be published intermittently	optional	Y	Y	If still active in STEO: <ul style="list-style-type: none"> the qualification is downloadable through the KIS Data Service a KIS link is generated for 	

		in the next 2 years					<p>the KIS Button</p> <ul style="list-style-type: none"> the qualification is discoverable through Careers NZ search
7.	has fees that are discounted	the fees differ from those reported in the Course Register	a KIS will be published (with additional wording about discounted fees)	Y	Y	Y	If you advise the TEC that you offer a zero fees scheme we will include this information on your KIS data on the central website.
8.	has a status of discontinued on NZQF	the qualification has been closed in STEO	a KIS will not be published	N	N	N	<p>A discontinued qualification closed in STEO:</p> <ul style="list-style-type: none"> is not included in the KIS API is not discoverable through Careers NZ search
9.	has a status of expiring on NZQF	is displayed on the TEO website	a KIS will be published	optional	Y	N	<p>We recommend a TEO website provides suitable information that the qualification is taking no new enrolments and/or being replaced by another qualification.</p> <p>While still active in STEO:</p> <ul style="list-style-type: none"> the qualification is downloadable through the KIS Data Service a KIS link is generated for the KIS Button the qualification is not discoverable through Careers NZ search
10.	has a status of expiring on NZQF	is no longer displayed on the TEO website	a KIS will not be published	N	Y	N	<p>While still active in STEO:</p> <ul style="list-style-type: none"> the qualification is downloadable through the KIS Data Service a KIS link is generated for the KIS Button the qualification is not discoverable through CNZ search
11.	is a conjoint degree	has enrolments under a single conjoint qualification code	a KIS will be published for that qualification code	Y	Y	Y	
12.	is a conjoint degree	has enrolments under	a KIS will be published for each	Y	Y	Y	

		separate qualification codes only	qualification				
13.	is a double degree	has enrolments under a single qualification code	a KIS will be published for that qualification code	Y	Y	Y	
14.	is a double degree	has enrolments under 2 separate qualification codes	a KIS will be published for each qualification	Y	Y	Y	
15.	has multiple strands	a single qualification code	a KIS will be published for that qualification code	Y	Y	Y	TEOs can include additional information in the pop-up or below the fees field to indicate there may be variations in strands with prior approval from the TEC.



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