Data requirements – Gateway Actuals data submissions

This document sets out data requirements for Gateway Actuals data submissions from 1 October 2024.

**Gateway templates:**

[Gateway Actuals 2](#_Toc175913604)

[Gateway Standard Actuals 3](#_Toc175913605)

[Name ID code 4](#_Toc175913606)

**The file upload template**

* Data submission upload files in CSV file format replace Excel spreadsheets.
* You can download the CSV template from the ‘Make a Submission’ screen in DXP Ngā Kete. This will provide an empty file (correct headings but no data) to populate and upload.
* You can also export a previously submitted file from the ‘Other Fund Actuals’ grid in DXP Ngā Kete. This will generate a CSV file with the correct headings and data previously submitted.[[1]](#footnote-1) You may use the exported file as a starting point for your new Gateway submission – simply update with current delivery data and upload.
	+ You can correct data in your source system and re-upload or make corrections directly into the online form.
	+ If your data is extracted from a source system (Student Management System or other system) and you make corrections in the online form, we recommend you also correct the data at source.
* For more information, see [Guidance for CSV files.](https://www.tec.govt.nz/assets/Forms-templates-and-guides/Data-system-refresh/Guide-to-CSV-files.pdf)

For any questions please contact the TEC Customer Contact Group on 0800 601 301 or customerservice@tec.govt.nz.

## Gateway Actuals

These are the data requirements for the Gateway Actuals data submission. For more information, see [Reference Data](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/gateway-data-submissions).

**Validations**

DXP Ngā Kete will validate National Student Number, Gender, Name ID code and Date of birth against the National Student Index (NSI) as part of the file upload or direct entry (into the webform) process.

DXP Ngā Kete will also check for duplicate rows as part of the submit process to ensure each row has a unique combination of National Student Number and Placement start date.

**Data requirements**

| **Field name** | **Field type** | **Comment** |
| --- | --- | --- |
| National Student Number  | Mandatory  | Unique number given to every student in New Zealand. |
| Gender | Mandatory | Aligned to Stats NZ data standard: Female/Wahine (‘F’ in .CSV upload accepted)Male/Tāne (‘M’ in .CSV upload accepted)Another gender/He ira kē anō (‘D’ in .CSV upload accepted) |
| Date of birth | Mandatory | Format must be DD/MM/YYYY. |
| Name ID code | Optional (for 2024)  | This is a new field but is optional for 2024. It will become mandatory for 2025.See below for Name ID code logic. |
| Ethnicity | Mandatory | At least one field must be entered. Field allows up to six ethnicities separated by semicolon.Refer to Reference Data. |
| Iwi affiliation | Mandatory if ethnicity is Māori | Field allows up to six iwi separated by semicolon.Refer to Reference Data. |
| Alternative Gateway delivery options | Optional | If blank, placement start date must be entered. Refer to Reference Data.  |
| Employer NZBN | Optional | New field; always optional. If entered, must be 13 digits. |
| Employer | Generally mandatory | Free text up to 90 characters.Not required if an Alternative Gateway delivery option has been selected. |
| Industry type | Generally mandatory | Minor changes to the list to standardise with other data collections.Refer to Reference Data.Not required if an Alternative Gateway delivery option has been selected. |
| Placement start date | Generally mandatory | Format must be DD/MM/YYYY.Cannot be after the reporting year to date.Not required if an Alternative Gateway delivery option has been selected. |
| Placement end date | Not mandatory | Format must be DD/MM/YYYY.Can be blank if after the reporting year to date.Not required if an Alternative Gateway delivery option has been selected. |
| Territorial authority local board  | Mandatory | Refer to Reference Data.(Auckland Local Board takes effect from 2025.) |
| Region of delivery | Mandatory | Refer to Reference Data. |
| Vocational pathway | Generally mandatory | Refer to Reference Data.Not required if an Alternative Gateway delivery option has been selected. |
| Outcomes - employment | Generally mandatory | Refer to Reference Data.Not required if an Alternative Gateway delivery option has been selected.If n/a, select other. |
| Outcomes - educational | Generally mandatory | Refer to Reference Data.Not required if an Alternative Gateway delivery option has been selected. |
| Teen parent funding | Optional | Enter Yes or leave blank. |

## Gateway Standard Actuals

These are the data requirements for the Gateway Standard Actuals data submission. For more information, see [Reference Data](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/gateway-data-submissions).

DXP Ngā Kete will check for duplicate rows as part of the submit process to ensure each row has a unique combination of National Student Number and Placement start date.

You must submit the final (December) Gateway Actuals template before submitting this return.

|  |  |  |
| --- | --- | --- |
| **Field name** | **Field type** | **Description** |
| National Student Number  | Mandatory | Unique number given to every student in New Zealand.NSN must have already been reported in the final (December) Gateway Actuals data submission for the reporting year. |
| Alternative Gateway delivery options | Optional | If blank, placement start date must be entered. Refer to Reference Data.  |
| Placement start date | Generally mandatory | Format must be DD/MM/YYYY.Cannot be after the reporting year to date.Not required if an Alternative Gateway delivery option has been selected. |
| Standard ID | Mandatory | Includes both Unit and Skills Standards. |
| Vocational pathway | Mandatory | Refer to Reference Data. |

## Name ID code

This value is generated by your organisation from the student’s name.

* Generate NAMEID from the first four characters of the surname and the first initial of the forename.
* Capitalise all characters.
* If the surname is fewer than four characters, then you must insert blanks before the forename initial. The initial must be in the fifth position.
* If the surname contains punctuation, please include this. Punctuation marks such as apostrophes count as characters.

**Examples:**

* **LEE A** for Andrew Lee
* **VAN M** for Michael van der Hum
* **DE WP** for Peter de Wittering
* **O'COB** for Brian O'Connor.

**Note:** The NAMEID must match the equivalent NAMEID from either the main name or an alternative name on the NSN reported.

1. Not available for the first submission for a fund. Previous data submissions uploaded in Workspace 2 are not available in the DXP Ngā Kete Other Fund Actuals grid. [↑](#footnote-ref-1)