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| Data specification  for Single Data Return  Version 0.7  Released 25 September 2024 |

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# Introduction



Section heading

## Document purpose

This document is for tertiary education organisations (TEOs) delivering provider-based learning reporting via the Single Data Return (SDR). It has information about the data that the Tertiary Education Commission (TEC) requires when you report actual delivery (Actuals) via SDR on our new Data Exchange Platform (DXP).

This document does not include information about the data reported outside the SDR (e.g., other funds such as Fees Free, Workforce Questionnaire and Commitments).

This is not a user guide. We’ll publish the DXP user guide separately.

## The requirement to submit data

The TEC and the Ministry of Education (MoE) require data submitted by TEOs for the purposes of funding, monitoring performance, publishing performance information, statistical reporting, and policy formation.

All TEOs that receive TEC funding for qualification delivery or foundation education – including Youth Guarantee and learners with student loans or allowances – must complete regular SDRs. All learners with confirmed enrolments must be reported, including non-funded learners.

Each TEO is responsible for the integrity of data it provides to the TEC.

Three excerpts from the Education and Training Act 2020 support data submissions from TEOs:

1. **Section 254 of the Education and Training Act 2020**

Ministry may hold and disseminate information

Any information collected by TEC or NZQA

1. may be held by the Ministry on behalf of TEC or NZQA; and
2. may be disclosed by the Ministry to TEC or NZQA or to any other person or agency that is entitled to receive it.
3. **Section 426 of the Education and Training Act 2020**

Conditions on receiving funding

(1) It is a condition of an organisation receiving funding under section 425 that the organisation supply to TEC or the Ministry, as required by TEC or the Ministry, and in a form specified by TEC or the Ministry, any financial, statistical, or other information that TEC or the Ministry requires the organisation to supply.

1. **Section 429 of the Education and Training Act 2020**

Conditions on funding received under section 428

1. It is a condition of receiving funding under section 428 that the recipient supply TEC or the Ministry, as required by TEC or the Ministry, and in a form specified by TEC or the Ministry, any financial, statistical, or other information that TEC or the Ministry requires the organisation to supply.

## Conditions for the provision of information

To be completed in a subsequent update.

# Data submissions

## Frequency of submissions

TEOs submit SDRs in April, August, and December each year. TEC advises the exact submission window.

## Funds included in SDR

SDR returns cover the following funds:

* 01 - Delivery at Levels 7 (degree) and above on the New Zealand Qualifications and Credentials Framework (NZQCF) (DQ7+)
* 02 - International Fee-Paying (IFP) Students (including Australian citizens, Australian permenant residents and New Zealand permanent residents who are residing overseas)
* 03 - Domestic Full Fee-Paying Students
* 05 - Secondary Tertiary Alignment Resource (STAR)-funded students
* 09 - Prison Education (Department of Corrections)
* 10 - Ministry of Health
* 12 - Other (including other contracts)
* 13 - English for Migrants
* 20 - NZAID and Commonwealth scholarships
* 22 - Youth Guarantee
* 23 - ACE (Adult and Community Education) in TEIs
* 24 - Trade Academies
* 26 - Delivery at Levels 1 and 2 on the NZQCF (DQ1-2)
* 28 - Māori Pasifika Trades Training (MPTT) Level 1 and 2
* 29 - Māori Pasifika Trades Training (MPTT) Level 3 and 4
* 37 - Delivery at Levels 3–7 (non-degree) on the NZQCF (DQ3-7)
* 31 - Non-funded confirmed student enrolments

## Retired sources of funding

The following sources of funding are retired and no longer accepted in SDR submissions. Validation rules in this data specification are amended to remove these sources of funding. They are available if they were part of a previous submission, which needs resubmitting.

* 04 - TEC — Supplementary Grants/Fund
* 06 - Training Opportunities (also includes Training for Work)
* 07 - Youth Training - Ceased 31/12/2011; refer to Youth Guarantee
* 08 - Skills Enhancement
* 11 - ITO Off Job Training (Non-degree Delivery)
* 14 - Primary Pre-service Teacher Education Contracts
* 15 - Secondary Pre-service Teacher Education Contracts
* 16 - Youth Action Training Programme (DWI)
* 25 - SAC Level 1 & 2 Competitive Process Funding (2013 - 2019)
* 27 - Under 25 Fees Free Level 1 & 2 (2014 – 2017 )
* 30 - ICT Graduate Schools (2015 – 2022)
* 32 - SAC Level 3 & 4 Competitive Process (2017 – 2019)
* 33 - DualPathways (Level 2-3 secondary-tertiary pilot) (2017 – 2018)
* 35 - EM ACE (Emergency Management - Adult and Community Education) (2018 only)
* 36 - SAR ACE (Search and Rescue - Adult and Community Education) (2018 only)

## As with the current DXP, five files are required for each SDR:

1. *Learner*

The Learner file contains data for each learner who is enrolled in a course or qualification and has not received a complete refund of tuition fees. You must report all learners with a confirmed learner enrolment in your learner management system for the active funds.

***Note:*** *On the current SDR submission this is the Student File; it has been renamed.*

1. *Course Register*

The Course Register file contains any new or updated data for courses that a TEO offers. You should report all courses, regardless of the level of study or the funding source.

***Note:*** *Courses can also be updated via their respective forms in DXP - Registers.*

1. *Course Enrolment*

The Course Enrolment file contains records of all valid new learner enrolments or changes in learner enrolment within the reporting year.

1. *Qualification Completion*

The Qualification Completion file contains records for individual learners who have met the requirements to be eligible for the award of the qualification as set out in the approved regulations.

***Note:*** *Only learners who have completed a qualification should be included in the Qualification Completion file.*

1. *Course Completion*

The Course Completion file contains records for:

* all current enrolments for Type D learners[[1]](#footnote-2), whether or not a completion date has been reached
* any completion reported in the December SDR Course Completion file for previous years that has not been reported, with an outcome code of:
  + 2 – completed course successfully
  + 3 – completed course unsuccessfully
  + 4 – did not complete course.

## Indicative enrolments data returns

All TEOs must submit an indicative data return in March each year for the funds listed above for the SDR. The Indicative data return is a subset of these files in the SDR:

1. Learner
2. Course Enrolment
3. Course Register.

Some TEOs are also required to submit an indicative data return in June, July, September, and October each year to provide a view of learner movements between provider and work-based learning.

## Submission options

To access the DXP, you need an Education Sector Logon.

DXP provides the option to submit SDRs via a CSV files or an API. The decision on which options are available to you is the responsibility of those managing the development in the application you extract the data from (e.g. student management systems (SMS)).

**Comma-separated value (CSV) files**

You can generate CSV files based on defined file specifications and submit them through the DXP portal. A CSV file is a list of rows, where each row contains values separated by commas. Workflows support all data submissions to help manage validation errors and provide a review point before finalising your data submission. The use of **CSV-UTF8** format will allow the submission of tohutō Māori macrons.

This document supports CSV file data submissions. Refer to the API documentation if you submit data using an API as some field specifications are different.

The order of the fields in the data specifications in this document is the order of the fields in the CSV file.

We have published example CSV files and a guide to using CSV files, which are available on the TEC website via this [link](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/).

**Application Programmable Interfaces (APIs)**

RESTful APIs will allow you to submit SDRs to the DXP directly from your own application (e.g., student management systems (SMS)). DXP provides a separate API portal to support the development of the APIs, which will provide guidance and information on the API endpoints and data specifications.

This API portal can be accessed via this link[: TEC API Portal.](https://api-docs.prd.dxs.pub.tec.govt.nz/docs/provider-based)

# Data specifications: Introductory information

## Summary of changes to the data specification

Below is a list of the significant changes between this data specification for SDR submissions on the new DXP platform and the current data specification supporting SDR submissions through the current DXP platform.

Appendices B, C, D and E provide various views of the changes in developing this data specification.

### Learner

**Disability Question**

**The new disability question requires to additional fields for new enrolments:**

* Disability status: Indicates the disability status of a learner.
* Disab**ility support needs:** Indicates the support a learner requires.

The provision of disability data for new learners is optional until after the April 2025 SDR. After this date, we will introduce rules to ensure data is provided for new learners. You can provide disability data earlier than the April 2025 SDR, in which case data validation rules will be triggered to ensure data quality.

Post the April 2025 SDR, it will not be compulsory to provide this data for learners established prior to April 2025, however you can submit this information if you have collected it from the learner.

**Other changes**

**Two existing fields now have the provision to submit up to six values (was three)**

* Iwi.
* Ethnicity values.

Validations for Iwi and Ethnicity have not changed.

### Course Register

There are two new optional fields in the course register to report discounts for course tuition fees and compulsory course costs fees.

This requirement is in line with the Funding Conditions and recent 2024 Fee Regulation Setting changes. The Fee Regulation settings allow providers to temporarily reduce fees, while still maintaining potential annual increases under the Annual Maximum Fee Movement.

Refer to [TEC’s website](https://www.tec.govt.nz/news-and-consultations/the-minister-of-education-has-approved-the-2024-funding-determinations-fees-free-and-tuwhitia-delegations-and-fee-regulation-settings/), the [Funding Conditions](https://www.tec.govt.nz/funding/funding-and-performance/funding/funding-conditions-by-year/)**,** or the [Gazette notice](https://gazette.govt.nz/notice/id/2023-go2541) for more detail.

There are no validations on these two new fields if no data is submitted. However, validations will be triggered if a value is entered in either field.

### Course Enrolment

**Initial teacher education (ITE)**

A new collection for Initial Teacher Education (ITE) through SDR is established to replace the manual collection process through Workspace2. Submitting ITE through SDR is optional until 2026, during which time the Workspace2 template can be used.

ITE qualifications will be identified based on the NZSCED of ITE-approved qualifications. This requires the correct coding of NZSCED for ITE qualifications.

Once an ITE qualification is identified, new fields in the Course Enrolment will capture the following:

* ‘Sector’, with values of ‘Early Childhood’, ‘Primary’, and ‘Secondary’. This field will only be mandatory if an ITE NZSCED code has been used.
* ‘Subject 1’, 'Subject 2’, ‘Subject 3’, and ‘Subject 4’. Subject 1 will be mandatory if course enrolment is for an ITE qualification where Sector is ‘Secondary’.

The ITE subjects are listed in DXP Data Classifications Appendices. These subjects are for 2024. The list is reviewed annually and could change.

From 2026 we will introduce validation rules to ensure data for these fields is provided for ITE-approved qualifications. It is not compulsory to provide data prior to April 2026, however if you do, validation rules will be triggered to ensure data quality.

**Other changes**

* A field for Consortium is added to identify the cooperative arrangement among groups or institutions. This replaces the MPTT Actuals collection template, which collects this data separately. This field is compulsory from April 2025 where funding source is 28 or 29.
* The Managed Apprenticeship field is removed. Managed Apprenticeships are reported as part of work-based data submissions.

### Data standards, classifications and validations

We have updated some data standards to align with more recent data classifications. The key changes are:

* DATES will move from DDMMYYY to DD/MM/YYYY. Validaton rules are introduced to ensure the correct format.
* Data standards for Country, Ethnicity, and Iwi Affiliation are updated to align with the latest Statistics New Zealand classifications.
* Data type for all currency reporting is changed to numeric value with two decimal places
* We have made changes to the validation rules, most of which involves rewording the error messages to better align with existing validation rules and ensuring the data specification matches the rules in use. Refer Appendices D and E.

## Enrolment types

There is a slight difference in the data required for learners, depending on a learner’s enrolment type. Type D enrolments require the most data.

The diagram below will help identify enrolment types (learner types) across all funds.

A diagram of a course

Description automatically generated

Notes:

1. Where a learner is enrolled in a combination of formal and non-formal courses, the sum of EFTS from formal enrolments will identify them as a Type B or Type D learner.

## Learner data submission

There is no change to the process or frequency for submitting learner data in SDR. We will continue to validate an NSN by:

* matching on NameID, NSN, Date of Birth, and Gender (excluding where Gender value is ‘D’) against what is in the National Student Index (NSI);
* NSI data table used for validating learner details is refreshed into DXP every five minutes.
* this validation will be applied at time of data submission.

It is your responsibility to ensure the currency of a learners’ NameID, NSN, Date of Birth, and Gender (excluding gender ‘D’) within NSI prior to the learner submission.

Where a learner is in multiple collections (e.g., SDR and Other Fund Actuals such as Intensive Literacy and Numeracy) you will need to enter that learner’s information in each data submission.

## Qualifications register

To be completed in a subsequent update.

## Course register

To be completed in a subsequent update.

## National student index

To be completed in a subsequent update.

## Annual maximum fee movement

To be completed in a subsequent update.

# Data specifications

## Learner

| **Field Title** | **Description** | **Field specification** | **Validation** |
| --- | --- | --- | --- |
| Provider Code | The code assigned by the Ministry of Education to uniquely identify each TEO. | **Type:** Integer  **Type of enrolment:** B, C, D  **Guidance:** Enter the value specific for your organisation.  This field is mandatory. | **Error:**  100: Provider Code is not on provider list  748: Provider Code is blank |
| Student Identification Code | A code which uniquely identifies the learner within each TEO. The student ID must remain constant for the learner throughout their enrolment history at your organisation. | **Length:** 10  **Type:** Character  **Type of enrolment:** B, C, D  **Guidance:** Thisnumber must be the unique value generated by each TEO.  This field is mandatory. | **Error:**  002: Student Identification Code is not unique in Learner Data Submission  005: Student Identification Code is blank |
| Gender | A code to identify the gender of a learner. | **Type:** Character  **Type of enrolment:** B, C, D  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **M** | Male | | **F** | Female | | **D** | Another gender |   This field is mandatory. | **Error:**  101: Gender is not M or F or D  773: Gender is blank |
| Date of Birth | The day, month, and year of birth of the learner. | **Type:** Date  **Type of enrolment:** B, C, D  **Guidance:** DD/MM/YYYY.  This field is mandatory. | **Error:**  102: Date of Birth is blank  408: Age is less than 5 or greater than 100  719: Date of Birth format is invalid  **Warning:**  409: Age is less than 15 or greater than 70 (will be applied to all returns) |
| Total Fee for Domestic Student | The total fee for an individual learner is a sum of the following components that a domestic learner is charged for the whole year.   1. Tuition fees 2. Compulsory course cost fees, and 3. Student services fees (and any other compulsory fees).   **Note:** The tuition fee charged to an international fee-paying learner must be reported to Tuition fee paid by international fee-paying student field. | **Type:** Numeric (8,2)  **Type of enrolment:** B, C, D  **Guidance:** Enter the dollar value with two decimal places, **including** GST.  The value should be updated if it changes, such as when courses are added or withdrawn. | **Error:**  733: Total fee for domestic student must be blank or zero if the student has no domestic enrolments  734: Total fee for domestic student is not numeric  735: Total fee for domestic student is less than 0 |
| Name ID Code | The first four characters of a learner’s surname plus initial of first legal name.  If the learner does not have a first name, use the first five characters for the surname. | **Length:** 5  **Type:** Character  **Type of enrolment:** B, C, D  **Guidance:** The value is generated by your organisation from the learner’s name. The NAMEID Code is generated from the first four characters of the surname and the first initial of forename 1.  Characters must be capitalised. If the surname is less than 4 characters, then blanks must be inserted before forename initial. The initial must be in the fifth position. E.g.,  LEE A for Andrew Lee  VAN M for Michael van der Hum  DE WP for Peter de Wittering  KHSID for Khsithesh Devi  O’COB for Brian O’Connor  **Note:** The NAMEID Code must match the equivalent NAMEID Code from the main name or an alternative name on the National Student Number (NSN).  This field is mandatory. | **Error:**  114: NAMEID Code is blank |
| Main Activity at 1 October in Year Prior to Formal Enrolment | The main activity or occupation for the learner on 1 October of the year prior to enrolling as a Type D student at your organisation. This field is not required to be changed upon re-enrolment if the duration between the end of the previous enrolment and the re-enrolment is 12 months or less. If a learner returns to the same TEO after not being enrolled for a period of more than 12 months, this field should be updated to reflect the learner’s most recent main activity on 1 October of the year before.  If the learner enrolled for the first time between 1 October and 31 December of the current year, then report the main activity on 1 October of the current year. | **Length:** 2  **Type:** Character  **Type of enrolment:** D  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **01** | Secondary school student | | **02** | Non-employed or beneficiary (excluding retired) | | **03** | Wage or salary worker | | **04** | Self-employed | | **05** | University student | | **06** | Polytechnic student | | **07** | College of Education student | | **08** | House person or retired | | **09** | Overseas (irrespective of occupation) | | **11** | Private Training Establishment student | | **12** | Wānanga student |   **Note:** The classification of ’99 – other’ has been removed and may only be used historically. | **Error:**  108: First Year of Tertiary Education is current year and Main Activity at 1 October in Year Prior to Formal Enrolment is not 01, 02, 03, 04, 08, 09  150: Main Activity at 1 October in Year Prior to Formal Enrolment is not valid |
| First Year of Tertiary Education | The year in which a learner first enrolled in any “quality assured” qualification:  at a TEO in New Zealand or overseas, or  in the Foundation Year at the University of the South Pacific, or  at a registered Private Training Establishment.  Enrolment in STAR, community, or other non-formal education does not count for first year purposes. | **Type:** Integer  **Type of enrolment:** D  **Guidance:** Enter the year in the format YYYY - e.g., 2023.  This field is mandatory if the learner is a New Zealand or Australian citizen or resident. | **Error:**  117: First Year of Tertiary Education is greater than the current year  397: First Year of Tertiary Education puts learner at age less than 5 or greater than 100 (calculated from Date of Birth)  576: First Year of Tertiary Education cannot be blank or 9999 if Country of Citizenship is NZL, AUS, or Residential Status or Australian Residential Status is Y  **Warning:**  106: First Year of Tertiary Education is less than 1930  398: First Year of Tertiary Education must be equal to Last Year at Secondary School or Last Year at Secondary School plus 1 when Main Activity at 1 October in Year Prior to Formal Enrolment equals 01  399: First Year of Tertiary Education puts learner at age less than 15 or greater than 70 (calculated from Date of Birth)  572: First Year of Tertiary Education is blank or 9999 |
| Disability Services Accessed Indicator | A code to indicate whether a student has accessed disability services | **Type:** Integer  **Type of enrolment:** D  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **1** | Disability services accessed. | | **2** | Disability services not accessed. |   This field is mandatory. | **Error:**  358: Disability Services Accessed Indicator field is not 1 or 2 |
| Last Secondary School Attended | A code to identify the last secondary school attended by the learner. | **Type:** Integer  **Type of enrolment:** D  **Guidance:** Select a value from the secondary school codes classification.  The Secondary School Codes are available at the Education Counts website - [Secondary School Codes](https://www.educationcounts.govt.nz/directories/list-of-nz-schools). They are also listed in the DXP Data Classifications Appendices. | **Error:**  112: Last Secondary School Attended is not in classification  115: First Year of Tertiary Education is current year and Main Activity at 1 October in Year Prior to Formal Enrolment is 01 and Last Secondary School Attended is 1040 (i.e., “not known”)  119: First Year of Tertiary Education is current year and Last Secondary School Attended is blank  **Warning:**  118: First Year of Tertiary Education is current year and Last Secondary School Attended is 1040 (i.e., “not known”) |
| Last Year at Secondary School | The year in which the learner finished their secondary school education. | **Type:** Integer  **Type of enrolment:** D  **Guidance:** Enter the year in the format YYYY - e.g., 2023. | **Error:**  113: Last Year at Secondary School is less than year of birth +5 or greater than current year  116: First Year of Tertiary Education is current year and Main Activity at 1 October in Year Prior to Formal Enrolment is 01 and Last Year at Secondary School is blank  **Warning:**  120: First Year of Tertiary Education is current year and Last Year at Secondary School is blank  539: Last Year at Secondary School is not blank and Last Secondary School Attended is 997, (i.e., “Never attended a secondary school") |
| Highest Secondary School Qualification | A code to show the highest secondary school qualification attained by the learner. | **Length:** 2  **Type:** Character  **Type of enrolment:** D  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **00** | No formal secondary school qualification | | **11** | 14 or more credits at any level | | **12** | NCEA Level 1 or School Certificate | | **13** | NCEA Level 2 or 6th Form Certificate | | **14** | University Entrance | | **15** | NCEA Level 3 or Bursary or Scholarship | | **9** | Overseas qualification (incl. International Baccalaureate & Cambridge Exams) | | **98** | Other | | **99** | Not known |   This field is mandatory. | **Error:**  741: Highest Secondary School is blank  133: Highest Secondary School Qualification code is not on classification list  136: First Year of Tertiary Education is current year and Main Activity at 1 October in Year Prior to Formal Enrolment is 01 and Highest Secondary School Qualification is 99  546: Highest Secondary School Qualification is not valid for return year  **Warning:**  134: Highest Secondary School Qualification equals 99 |
| Country of Citizenship | The country of citizenship of a learner. | **Length:** 3  **Type:** Character  **Type of enrolment:** C, D  **Guidance:** Select a value country of citizenship classification. Refer to the DXP Data Classifications Appendices.  **Note:** 999 is valid for Type B and C students  This field is mandatory. | **Type C and D Students**  **Error:**  121: Country of Citizenship is blank  545: Country of Citizenship code is not valid for reporting year  **Type D students only**  597: Country of Citizenship code cannot be ‘999’ – not stated |
| Expectation to Complete a Qualification this year | Identifies whether the learner expects to be eligible for the award of a qualification in this academic year. | **Length:** 1  **Type:** Character  **Type of enrolment:** D  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **Y** | Yes, the student expects to be eligible for the award of a qualification this academic year or next if their current enrolment spans the end of an academic year. | | **N** | No, the student doesn’t expect to be eligible for the award of a qualification this academic year or next if their current enrolment spans the end of an academic year. |   This field is mandatory. | **Error:**  130: Expectation to Complete a Qualification this year is not Y or N  772: Expectation to Complete a Qualification this year is blank |
| Iwi Affiliation | A code to indicate the iwi affiliation of a learner. If a learner has more than one affiliation, then up to six Iwi can be recorded. | **Type:** Integer  **Type of enrolment:** B, C, D  **Guidance:** Select a value or values from the Statistics NZ Iwi and iwi-related groups statistical classification V2.1.0.  Separate each iwi reported with a semicolon (;).  Where the ethnic group is “211” a value must be submitted for type C & D learners. A value is voluntary for type B.  The Iwi classification is available at NZ Statistics - [Iwi and iwi-related groups statistical classificationV2.1.0](https://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/uH9AkXTnTlq40DHG). They are also listed in the DXP Data Classifications Appendices. | **Type C and D Students**  **Error:**  143: Iwi Affiliation is not valid  588: At least one Iwi Affiliation should be reported where ethnic group is identified as "211" (i.e., Māori) and first year is current year  739: Iwi Affiliation contains duplicate values  **Type B Students**  **Warning:**  359: Iwi Affiliation is not valid |
| National Student Number | A number which uniquely identifies the learner. The NSN must remain constant for the learner throughout their enrolment at your or any other organisation. The NSN reported in the Learner file must match the NSN used for other collections (e.g., Course Enrolment).  The NSN is part of the NSI database system maintained by the Ministry of Education. | **Type:** Integer  **Type of enrolment:** B, C, D  **Guidance:** Thisnumber must be the value generated by the National Student Index (NSI) for the learner.  This field is mandatory. | **Type B, C, D students**  **Error:**  151: National Student Number reported is invalid or does not exist in NSI  152: National Student Number reported is not unique in the Learner Data Submission and is assigned to another learner  153: National Student Number is invalid for reporting, is not a master NSN  742: National Student Number in the Learner Data Submission is blank  154: Date of Birth reported does not match Date of Birth on NSI  254: Gender reported does not match Gender on NSI  256: NAMEID Code reported does not match NAMEID Code from NSI  **Warning:**  157: National Student Number record status is Inactive in NSI  159: Citizenship or resident status reported does not match resident status on NSN  **Type D students**  **Error:**  360**:** Proxy Date of birth cannot be used for a Type D student  156: Student’s name & date of birth AND residential status must be verified for a Type D student |
| Tuition Fee Paid by International Fee-paying Student | The tuition fee charged to an international learner.  For the purposes of the Export Education Levy and the Code of Practice for the Pastoral Care of International Students; ‘international student’ is defined as any learner that is not a ‘domestic student’.  For a definition of ‘domestic student’ refer to the [Fund Finder](https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/?keywords=&tags=&view=tiles&show=25&sort=default) on the TEC website for more information. | **Type:** Numeric (8,2)  **Type of enrolment:** B, C, D  **Guidance:** Enter the New Zealand dollar value with two decimal places, **excluding** GST.  Applies to All ‘onshore’ international fee-paying learner with learner types B, C or D determined by:  Intramural/Extramural Attendance is 1 or 2 and  Source of Funding is 02 or Source of Funding is 01 and  Category of Fees Assessment for International Students for each enrolment is 06.  The fee should always exceed the tuition fee charged to a domestic learner. The foreign tuition fee in addition to all the normal domestic tuition costs must also include:  the costs of sale such as agents’ fees and marketing  the cost of the Export Education Levy.  Additional compulsory course costs are not included in the tuition fee.  Tuition fee must be reported on either the Learner File or the Course Register File, **but not on both.** | **Error:**  164: Tuition fee paid by international fee-paying student is not numeric  362: If the learner is an international fee-paying student, then Tuition Fee Paid by International Fee-paying Student must be > $0 in either Learner OR Course Register files but not both  363: Tuition fee paid by international fee-paying student is blank on both Learner and Course Register files  368: Tuition fee paid by international fee-paying student has been reported on both the Learner and Course Register files  736: Tuition fee paid by international fee-paying student must be blank or zero if the student has no international enrolments  737: Tuition fee paid by international fee-paying student is less than 0  **Warning:**  165: Source of funding is 02 and Tuition fee paid by international fee-paying student <100 and Category of Fees Assessment for International Students for each enrolment is 03 or 06 for learner file |
| Maxima Exempt Fee | Student services fee: The maxima exempt fees are compulsory fees for the provision of student services only. | **Type:**Numeric (8,2)  **Type of enrolment:** B, D  **Guidance:** Enter the dollar value with two decimal places, **including** GST.  The value reported should represent the total amount charged in students services fees to a learner.  This field should be updated to show the latest total value paid by a learner. The full amount paid by a learner must be entered by the time of the December SDR.  This field is mandatory. | **Error:**  379: Maxima Exempt Fee (Student Services Fee) is not numeric  743: Maxima Exempt Fee (Student Services Fee) is blank  380: Maxima Exempt Fee (Student Services Fee) is less than 0  **Warning:**  381: Maxima Exempt Fee (Student Services Fee) equals 0 |
| Ethnicity | A code to indicate the ethnicity of a learner. Up to six ethnic codes can be entered in this field. The codes identify the ethnic group or groups to which a learner belongs. | **Type:** Integer  **Type of enrolment:** B, C, D  **Guidance:** Select a value or values from the Statistics NZ Ethnicity New Zealand Standard Classification 2005V2.1.0.  **Note**: At least one value must be reported.  The Ethnicity classification is available at NZ Statistics – [Ethnicity New Zealand Standard Classification 2005V2.1.0.](https://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/YVqOcFHSlguKkT17) They are also listed in the DXP Data Classifications Appendices.  Separate each ethnicity reported with a semicolon (;)  This field is mandatory for type C & D learners. A value is voluntary for type B learners. | **Type C, D students**  **Error:**  105: Ethnicity is not in the classification list  744: At least one Ethnicity should be reported  403: Ethnicity contains duplicate values  547: Ethnicity is not valid for return year  **Type B students**  **Warning:**  103: Ethnicity is not in the classification list or is blank  548: Ethnicity is not valid for return year |
| Permanent Post Code | The learners’ main location during the 12 months prior to first enrolling at the TEO.  This information would only be updated where the TEO has not had an enrolment at any stage in the last 2 academic years or longer. | **Type:** Integer  **Type of enrolment:** B, C, D  **Guidance:** Select a value from the NZ Post Codes classification or use one of the following values:   |  |  | | --- | --- | | 0 | Overseas | | -1 | Not yet known |   Refer to the DXP Data Classifications Appendices or [NZ Posts Address or Postcode Finder.](https://www.nzpost.co.nz/tools/address-postcode-finder)  This field is mandatory. | **Type D students**  **Error:**  556: Permanent Post Code is not Integer  745: Permanent Post Code is blank  558: Permanent Post Code is not a valid Post Code  **Type B, C students**  **Error:**  558: Permanent Post Code is not a valid Post Code |
| Term Post Code | The learner’s current residential location while receiving the learning.  The information would be updated when the details change. | **Type:** Integer  **Type of enrolment:** B, C, D  **Guidance:** Select a value from the NZ Post Codes classification or use one of the following values:   |  |  | | --- | --- | | 0 | Overseas | | -1 | Not yet known |   Refer to the DXP Data Classifications Appendices or [NZ Posts Address or Postcode Finder.](https://www.nzpost.co.nz/tools/address-postcode-finder)  This field is mandatory. | **Type D students**  **Error:**  559: Term Post Code is not Integer  746: Term Post Code is blank  561: Term Post Code is not a valid Post Code  **Type B, C students**  **Error:**  561: Term Post Code is not a valid Post Code |
| Disability Status | Indicates the disability status of a learner.  **Note:** This field is optional until the completion of the April 2025 SDR. After this date, we will introduce rules to make this field mandatory for new learners. | **Type:** Integer  **Type of enrolment:** B, C, D  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **1** | Yes | | **2** | No | | **3** | Prefer not to say | | **Error:**  721: Disability Status is invalid |
| Disability Support Needs | Available options to indicate the support a learner requires where they have answered Yes to the Disability Status.  Note: Validations for this field will only be triggered if “1” is entered in the Disability Status field. | **Type:** Integer  **Type of enrolment:** B, C, D  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **1** | Access to assistive technology (e.g., for reading, writing, communication). | | **2** | Accessible format resources for course content. | | **3** | Mobility and transport (e.g., navigator support to help movement around campus, mobility carparks, personal emergency evacuation plan). | | **4** | New Zealand Sign Language Interpreter. | | **5** | Support with reading, writing, and communicating in learning sessions, exams, and assessments. | | **6** | Other learning or disability support. | | **7** | No, I do not need support at this time. |   If the Disability Status is Yes, then at least one value must be supplied. Multiple values can be entered, with each separated with a semicolon (;). | **Error:**  722: Information for at least one of the disability support needs 1 to 7 must be provided if the disability status is 1.  723: When disability support need is 7, other values should not be entered.  724: Duplicate values are present in the disability support needs.  732: Disability Support need should not be entered when Disability Status for learner is 2 or 3. |

## Course register

| **Field Title** | Description | **Field specification** | **Validation** |
| --- | --- | --- | --- |
| Provider Code | The code assigned by the Ministry of Education to uniquely identify each TEO. | **Type:** Integer  **Type of enrolment:** N/A  **Guidance:** Enter the value specific for your organisation.  This field is mandatory. | **Error:**  100: Provider Code is not on provider list  748: Provider Code is blank |
| Course Code | The code must be able to uniquely identify a specific course in which a learner is enrolled regardless of the period, location, and year in which it is taught.  The course code should be consistently reported for each course offered by the TEO. | **Length:** 20  **Type:** Alpha-Numeric  **Type of enrolment:** N/A  **Guidance:** The internal code for the course. The code should contain no reference to dates or years in which the course is taught, e.g., “ECON112”.  **Note:** Every unique course in the course enrolment file should appear once, and once only, in the course register file.  This field is mandatory. | **Error:**  008: Course Code is not unique on course register file  036: Course Code is blank  305: Open course change requests for this course code already exist  337: Course code is not on the Course register. (Note: This validation runs on Course Register and Course Completion for full submissions, but does not run on Course Register for just Course Register submissions) |
| Course Title | The title of the course as prescribed or published by the TEO. | **Length:** 75  **Type:** Character  **Type of enrolment:** N/A  **Guidance:** The title of the course as determined by the TEO.  This field is mandatory. | **Warning:**  041: Course Title is blank |
| Qualification Code | The Qualification code relating to a quality assured qualification.  The field is used to indicate:  the qualification the learner is currently enrolled in, or  a qualification that has been completed by the learner, or  a qualification for which a course has been approved for funding. | **Length:** 6  **Type of enrolment:** N/A  **Type:** Alpha-Numeric  **Guidance:**  The value should be a six alpha-numeric code as on the SDR Qualifications Register which uniquely identifies a quality assured qualification.  (Note the requirements for pre-service teacher education qualifications in SDR Qualifications Register section).  **Non-Formal Education (TEIs only)**  Note that QAC of all non-formal qualification must be one of 90, 91, 97, 99.  For community, continuing, and general education qualifications that are less than or equal to 40 hours of teaching use the Qualification code: G9999 and QAC code must be one of 90, 97, 99.  For community, continuing, and general education qualifications that are greater than 40 hours of teaching use the Qualification code built on this model:  Model: GFFSSX – Example: G48017  (where G is community; FF is field of study; SS is sub-field; X is digit 0-9)  **Note:** Non-Formal Education is not required to be reported in the Qualification Completion file.  This field is mandatory. | **Error:**  010: Qualification Code is not listed on SDR Qualifications Register  017: Qualification code cannot be blank  **Warning:**  012: Qualification Code in Course Register is not approved for funding |
| Course Classification | A four-character code to uniquely group courses into subject classifications. | **Type:** Numeric (2,1)  **Type of enrolment:** N/A  **Guidance:** Select a value from course classifications.  This field is mandatory.  Course Classification is available at the TEC - [Course Classification](https://www.tec.govt.nz/assets/Publications-and-others/2024-Delivery-Classification-Guide.pdf). They are also listed in the DXP Data Classifications appendices. | **Error:**  021: Course Classification is not a valid classification code  348: Course Classification is not the same as TEC course register for this course  749: Course Classification is blank  622: Course Classification is not valid classification code for the reporting year.  700: CLASS 42.0 is not a valid classification code prior to 2024. |
| NZSCED Field of Study | Field of study classification of courses and qualifications. | **Length:** 6  **Type:** Character  **Type of enrolment:** N/A  **Guidance:** Select a value from the NZSCED classification.  This field is mandatory.  The NZSCED is available at Education Counts – [New Zealand Standard Classification of Education (NZSCED)](https://www.educationcounts.govt.nz/data-services/code-sets-and-classifications/new_zealand_standard_classification_of_education_nzsced). They are also listed in the DXP Data Classifications Appendices. | **Error:**  022: NZSCED Field of Study is not valid  023: NZSCED Field of Study is blank  353: NZSCED Field of Study is not same as on TEC course register for this course |
| Level on the NZ Qualifications and Credentials Framework | The level of credits on the NZ Qualifications and Credentials Framework contained in a course or paper contributing to a qualification registered on the NZQCF. | **Type:** Integer  **Type of enrolment:** N/A  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **1** | Level 1 – Certificates | | **2** | Level 2 – Certificates | | **3** | Level 3 – Certificates | | **4** | Level 4 – Certificates | | **5** | Level 5 – Certificates / Diplomas | | **6** | Level 6 – Certificates / Diplomas | | **7** | Level 7 – Bachelor’s degrees, Graduate Certificates/Diplomas, Certificates/Diplomas | | **8** | Level 8 – Bachelor’s with honours degrees, Postgraduate Certificates/Diplomas | | **9** | Level 9 – Master’s Degrees | | **0** | Level 10 – Doctoral Degree |   This field is mandatory. | **Error:**  054: Level on the NZQCF is not valid  750: Level on the NZQCF is blank  598: Level on the NZQCF must be 8 or 9 when PBRF value is L or M  599: Level on the NZQCF must be 0 when PBRF value is C or D |
| Credit | The number of credits on the NZ Qualifications and Credentials Framework contained in a course or paper contributing to a qualification registered on the NZQCF. | **Type:** Integer  **Type of enrolment:** N/A  **Guidance:**  Enter a value between 0 and 240 inclusive.  This field is mandatory. | **Error:**  044: Credit value is blank  751: Credit value is less than 0  752: Credit value is greater than 240  573: Credit value must be an integer  **Warning:**  055: Credit value is greater than 120 |
| Funding Category | The code to uniquely identify funding categories.  **Note:** TEOs are to use the normal funding rates for courses funded under Youth Guarantee and Trade Academies. | **Length:** 2  **Type:** Alpha-Numeric  **Type of enrolment:** N/A  **Guidance:** Select a value from the funding categories classification.  This field is mandatory.  Refer to the DXP Data Classifications Appendices. | **Error:**  025: Funding Category is not a valid category code  753: Funding Category is blank  026: Funding Category is not valid for Course Classification |
| Course EFTS Factor | The proportion of the total EFTS value set for the qualification that the course is deemed to represent. | **Type:** Numeric (1,4)  **Type of enrolment:** N/A  **Guidance: Guidance:** The value is expressed as a decimal rounded to four decimal places – e.g., 0.125.  This field is mandatory. | **Error:**  045: Course EFTS Factor is blank  754: Course EFTS Factor is zero  357: Course EFTS Factor is not same as TEC course register for this course **Warning:**  049: Course EFTS Factor is 0 or greater than 1.0000  058: Course EFTS Factor is greater than course EFTS value for the course in qualification register |
| Course Tuition Fee | The standard fee that domestic learners normally pay for tuition and costs associated with enrolment in a course.  **Note:** The validations for Annual Maximum Fee Movement and benchmark fee are assessed by TEC Customer Contact Group when the course changes are assessed. | **Type:** Numeric (8,2)  **Type of enrolment:** N/A  **Guidance:** Enter the dollar value with two decimal places, **including** GST.  This field is mandatory. | **Error:**  155: Course Tuition Fee is not numeric  755: Course Tuition Fee is blank  354: Course Tuition Fee is less than 0  **Warning:**  355: Course Tuition Fee is equal to 0 |
| PBRF Eligible Course Indicator | Indicates courses that are eligible for Performance Based Research Fund (PBRF) i.e., they are wholly research based and meet TEC’s PBRF policy guidelines, which are detailed on web page via the following link:  [Performance Based Research Fund](https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/performance-based-research-fund/)  Distinction is made in this field between Master’s or Doctorate courses and part-time courses. | **Length:** 1  **Type:** Character  **Type of enrolment:** N/A  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **M** | Masters (greater than 0.75 EFTS) | | **D** | Doctorate (greater than 0.75 EFTS) | | **L** | Part-time Masters | | **C** | Part-time Doctorate | | **X** | Not PBRF Eligible |   This field is mandatory. | **Error:**  367: PBRF Eligible Course Indicator contains a value other than C, D, L, M, or X  756: PBRF Eligible Course Indicator is blank |
| Tuition Fee Paid by International Fee-Paying Student | The tuition fee charged to an international learner.  For the purposes of the Export Education Levy and the Code of Practice for the Pastoral Care of International Students; ‘international student’ is defined as any learner that is not a ‘domestic student’.  For a definition of ‘domestic student’ refer to the [Fund Finder](https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/?keywords=&tags=&view=tiles&show=25&sort=default) on the TEC website for more information. | **Type:** Numeric (8,2)  **Type of enrolment:** B, C, D  **Guidance:** Enter the New Zealand dollar value with two decimal places, **excluding** GST.  Applies to All ‘onshore’ international fee-paying learner with learner types B, C or D determined by:  Intramural/Extramural Attendance is 1 or 2and  Source of Funding is 02 or Source of Funding is 01 and  Category of Fees Assessment for International Students for each enrolment is 06.  The fee should always exceed the tuition fee charged to a domestic learner. The foreign tuition fee in addition to all the normal domestic tuition costs must also include:  the costs of sale such as agents’ fees and marketing  the cost of the Export Education Levy.  Additional compulsory course costs are not included in the tuition fee.  Tuition fee must be reported on either the Learner File or the Course Register File, **but not on both.** | **Error:**  164: Tuition fee paid by international fee-paying student is not numeric  738: Tuition fee paid by international fee-paying student is less than 0  362: If the learner is an international fee-paying student, then Tuition Fee Paid by International Fee-paying Student must be > $0 in either Learner OR Course Register files but not both  **Warning:**  771: Tuition fee paid by international fee-paying student is less than 100 for course register file |
| Compulsory Course Costs Fee | The compulsory course costs fee that are charged to all learners enrolled in a course, which includes (but are not limited to) any compulsory costs associated with enrolment, examinations (including reporting of credits to the NZQA), field trips, and any compulsory purchase of equipment or books through the TEO.  The compulsory course costs fee excludes any administrative fees or charges (other than tuition fees of compulsory course costs) for additional services that are payable because of the specific circumstances of a learner, which includes (but are not limited to) the following:  reassessment or remarking of examination results  examination relocation fees  fees associated with recognition of prior learning  fees associated with an application for selected entry programmes. | **Type:** Numeric (8,2)  **Type of enrolment:** N/A  **Guidance:** Enter the dollar value with two decimal places, **including** GST.  This field is mandatory. | **Error:**  374: Compulsory Course Costs Fee is not numeric  757: Compulsory Course Costs Fee is blank  375: Compulsory Course Costs Fee is less than 0  **Warning:**  376: Compulsory Course Costs Fee is equal to 0 |
| Course Exemption from AMFM | An indication against any course that has been granted an exemption including the 2% AMFM (Annual Maximum Fee Movement) and professional masters | **Type:** Integer  **Type of enrolment:** N/A  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **1** | Course has been granted exemption from AMFM | | **2** | Course has no exemption from AMFM |   The Course will automatically be exempt from AMFM if #5.1 (Adult and Community Education). | **Error:**  774: Course Exemption from AMFM is not a valid value. |
| Discounted Course Tuition Fee | The discounted course tuition fee charged to domestic learners who enrol in the course.  Reporting this value is in line with the 2024 Fee Regulation Settings which allows providers to temporarily reduce fees, while still maintaining potential annual increases under the AMFM.  Refer to [TEC’s website](https://www.tec.govt.nz/news-and-consultations/the-minister-of-education-has-approved-the-2024-funding-determinations-fees-free-and-tuwhitia-delegations-and-fee-regulation-settings/), the [Funding Conditions](https://www.tec.govt.nz/funding/funding-and-performance/funding/funding-conditions-by-year/), or the [Gazette notice](https://gazette.govt.nz/notice/id/2023-go2541) for more detail. | **Type:** Numeric (8,2)  **Type of enrolment:** N/A  **Guidance:** Enter the dollar value with two decimal places, **including** GST.  Only use this field if you offer discounted tuition fees for this course to any learner.  Enter the discounted Course Tuition Fee when setting up the course if known. Otherwise leave blank. | **Error:**  701: Discounted Course Tuition Fee is not numeric  702: Discounted Course Tuition Fee less than 0  703: Discounted Course Tuition Fee is greater than the Course Tuition Fee  **Warning:**  704: Discounted Course Tuition Fee is equals 0 |
| Discounted Compulsory Course Costs Fee | The discounted course fee charged to domestic learners who enrol in the course.  Reporting this value is in line with the 2024 Fee Regulation Settings which allows providers to temporarily reduce fees, while still maintaining potential annual increases under the AMFM.  Refer to [TEC’s website](https://www.tec.govt.nz/news-and-consultations/the-minister-of-education-has-approved-the-2024-funding-determinations-fees-free-and-tuwhitia-delegations-and-fee-regulation-settings/), the [Funding Conditions](https://www.tec.govt.nz/funding/funding-and-performance/funding/funding-conditions-by-year/), or the [Gazette notice](https://gazette.govt.nz/notice/id/2023-go2541) for more detail. | **Type:** Numeric (8,2)  **Type of enrolment:** N/A  **Guidance:** Enter the dollar value with two decimal places, **including** GST.  Only use this field if you offer discounted compulsory course costs fees for this course to any learner.  Enter the discounted Compulsory Course Cost Fee when setting up the course if known. Otherwise leave blank. | **Error:**  705: Discounted Compulsory Course Costs numeric  706: Discounted Compulsory Course Costs is less than 0  707: Discounted Compulsory Course Costs is greater than the Compulsory Course Costs Fee  **Warning:**  708: Discounted Compulsory Course Costs equals 0 |

## 

## Course enrolment

| **Field Title** | **Description** | **Field specification** | **Validation** |
| --- | --- | --- | --- |
| Provider Code | The code assigned by the Ministry of Education to uniquely identify each TEO. | **Type:** Integer  **Type of enrolment:** B, C, D  **Guidance:** Enter the value specific for your organisation.  This field is mandatory. | **Error:**  100: Provider Code is not on provider list  748: Provider Code is blank |
| Student Identification Code | A code which uniquely identifies the learner within each TEO.  The student ID must remain constant for the learner throughout their enrolment history at your organisation. | **Length:** 10  **Type:** Character  **Type of enrolment:** B, C, D  **Guidance:** The value is generated by each TEO.  This field is mandatory. | **Error:**  001: Student Identification Code in Course Enrolment file is not in Learner file  005: Student Identification Code is blank |
| Qualification Code | Identifies the Qualification code relating to a quality assured qualification indicating the:  qualification the learner is currently enrolled in, or  a qualification that has been completed by a learner, or  a qualification for which a course has been approved for funding. | **Length:** 6  **Type:** Alpha-Numeric  **Type of enrolment:** B, C, D  **Guidance:**  The value should be a six alpha-numeric code from the SDR Qualifications Register.  (Note requirements for pre-service teacher education qualifications in SDR Qualifications Register section).  **Non-Formal Education (TEIs only)**  Note that Qualification Award Code (QAC) of all non-formal qualification must be one of 90, 91, 97, 99.  For community, continuing, and general education qualifications that are less than or equal to 40 hours of teaching use the Qualification code: G9999 and Qualification Award Code (QAC) must be one of 90, 97, 99.  For community, continuing, and general education qualifications that are greater than 40 hours of teaching use the Qualification code built on this model:  Model: GFFSSX - Example: G48017 (where G is community; FF is field of study; SS is sub-field; X is digit 0-9)  **Note:** Non-Formal Education is not required to be reported in the Qualification Completion file.  This field is mandatory. | **Error:**  006: Qualification Code is missing in Course Enrolment Data Submission  010: Qualification Code is not listed in SDR Qualifications Register  014: Qualification Code in Course Enrolment is not approved for funding and Source of Funding is 01, 22, 25, 26, 28, 29, 30, 32 or 37  396: Qualification code cannot be blank  694: Source of Funding is 01, course start date is greater than or equal to 01/01/23 but Qual Level and/or QAC code are not valid for 01  695: Source of Funding is 37, course start date is greater than or equal to 01/01/23 but Qual Level and/or QAC code are not valid for 37  697: Source of Funding is 01, Qual Level must NOT be 1 or 2  698: Source of Funding is 01, or 37 Course Start Year is greater than or equal to 2023 but Qual Level is null |
| Course Code | The internal code for a course in which learners are enrolled.  The code must be able to uniquely identify a specific course in which a learner is enrolled regardless of the period, location, and year in which it is taught.  The course code should be consistently reported for each course offered by the TEO. | **Length:** 20  **Type:** Alpha-Numeric  **Type of enrolment:** B, C, D  **Guidance:** The internal code for the course. The code should contain no reference to dates or years in which the course is taught, e.g., “ECON112”.  **Note:** Every unique course in the course enrolment file should appear once, and once only, in the course register file.  This field is mandatory. | **Error:**  015: Student is enrolled in Course Code more than once with same start date  036: Course Code is blank  037: Course Code is not on course register  335: Enrolments against invalid or deleted course on TEC course register  **Warning:**  009: Student is enrolled in Course Code more than once  043: Student is enrolled in more than 25 courses |
| Course Start Date | The start date of the learner's course(s) in the current or previous academic year.  This date is the officially notified beginning date of instruction and/or structured supervision associated with each learner's course(s) at a tertiary education organisation. | **Type:** Date  **Type of enrolment:** B, C, D  **Guidance:** DD/MM/YYYY  This field is mandatory. | **Error:**  039: Course enrolment start date is before course start date or after course end date on the TEC course register  144: The course start date is prior to date of approval for funding in Qualification when Source of Funding is eligible for funding.  364: Course Start Date is blank  662: Source of Funding is 35 or 36 and course start date is not less than year 2018  710: Date format in Course Start date is invalid.  **Warning:**  109: The year value of course start date is not equal to the return year or the previous year |
| Course End Date | The end date of the learner's course.  This will normally be the officially notified end date of instruction and/or examination associated with a course.  If a course spans the end of the normal academic year, the last date will be for the following year. | **Type:** Date  **Type of enrolment:** B, C, D  **Guidance:** DD/MM/YYYY  This field is mandatory. | **Error:**  138: Course end date is before the course start date  638: Course End Date is blank  711: Date format in Course End Date is invalid  **Warning:**  110: The year value of course end date is not equal to the return year or the next year |
| Student’s Course Withdrawal Date | The date of withdrawal of a confirmed student enrolment from a course, programme or training scheme otherwise should be left blank.  A “withdrawal” means the withdrawal of a confirmed student enrolment from a course, programme, or training scheme, by notice from the learner to the TEO or because of non-attendance or non-participation by a learner at the TEO for any reason, and whether the learner has been refunded any fees. | **Type:** Date  **Type of enrolment:** B, C, D  **Guidance:** DD/MM/YYYY | **Error:**  139: The course withdrawal date is not between the course start date and course end date if Source of Funding is not 31  639: Date format in Student’s Course Withdrawal Date is invalid  653: Source of Funding is 31 and Student’s Course Withdrawal Date is null  688: Source of Funding is 31 and Student’s Course Withdrawal Date is within 7 days of Corse Start Date and Year is greater than or equal to 2022  **Warning:**  401: Student’s Course Withdrawal Date is less than or equal to thirty days after the course start date  686: Student’s Course Withdrawal Date is within 1st month or 10% of course length and Source of Funding is 01, , 22, 26, 28, 29, 30 or 37 and Year is greater than or equal to 2022  689: Source of Funding is 31 and Student’s Course Withdrawal Date is within 10% of course length and Year is greater than or equal to 2022 |
| Category of Fees Assessment for International Students for each enrolment | The code to identify the category of fees assessment for international students.  International students are those not classified as NZL or AUS in the Country of Citizenship field (Learner Data Submission), or Y in the Residential Status field, except if Residential Status is Y or Country of Citizenship is AUS and Intramural/Extramural Attendance field is resident overseas. | **Length:** 2  **Type:** Alpha-Numeric  **Type of enrolment:** B, C, D  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **00** | (zero zero) Domestic Student\*1 | | **01** | NZAID student | | **03** | International Fee-Paying Student (including people on current work visa) \*2 | | **04** | Student on a recognised exchange scheme | | **06** | Foreign research based post-graduate\*3 | | **08** | Diplomatic staff or family, persons associated with Antarctic programme | | **09** | International On-Shore PhD student | | **12** | International student doing ITO off-job training | | **13** | Refugee or protected person, yet to be granted a resident visa; the immediate family, also without a resident visa, of a person with refugee or protected person status; and those who have made a claim to be recognised as a refugee or protected person | | **14** | 2021 Resident Visa pathway, children aged 25 years or under on 1 January 2022 and residing in New Zealand, of a parent on an eligible work visa for the 2021 Resident Visa |   **\*1** The Category of Fees Assessment for International Students for each enrolment field will:  Always be 00 (zero zero) for New Zealand citizens (Country of Citizenship is NZL);  Be 00 for the following students if they are residing in New Zealand (Intramural/Extramural Attendance is 1 or 2):   * + Students holding New Zealand resident status (Residential Status is ‘Y’),   + Australian citizens (Country of Citizenship is AUS),   + Students holding a current Australian permanent resident visa (Australian Residential Status is ‘Y’).   Be 00 for the following students if they are intramural and residing overseas (Intramural/Extramural Attendance is 4) and the students must be studying at Level 7 or above in a country they are not familiar with:   * + Students holding New Zealand resident status (Residential Status is ‘Y’),   + Australian citizens (Country of Citizenship is AUS),   + Students holding a current Australian permanent resident visa (Australian Residency Status is ‘Y’).   **\*2** An international student enrolled in a programme of study that is a Masters (Level 9 on the NZQCF) or a Doctoral Programme, excluding PhDs (Level 10 on the NZQCF). This category has been discontinued from 2019. They are now international Fee-Paying Student – Category of Fees Assessment for International Students for each enrolment is 03.  **\*3** When Category of Fees Assessment for International Students for each enrolment is 09 it is for a student enrolled in a programme of study that is: A PhD (Level 10 on the NZQCF), and wholly research (for example, 120 credits thesis).  This field is mandatory. | **Type B, C, D student**  **Error:**  581: Country of Citizenship must be NZL or AUS, or Residential Status or Australian Residential Status must be Y if Category of Fees Assessment for International Students for each enrolment is 00  590: Category of Fees Assessment for International Students for each enrolment is not a valid classification code  760: Category of Fees Assessment for International Students for each enrolment is blank  604: Category of Fees Assessment for International Students for each enrolment is 13 and Source of Funding is not 01, , 22, 25, 26, 30, 32, or 37  620: Category of Fees Assessment for International Students for each enrolment is not 00, 08 or 13 or 14 and Source of Funding is 22, 25, 26, 28 or 29  631: Category of Fees Assessment for International Students for each enrolment is 09 and Qualification Award Category is not 01 or 10  632: Category of Fees Assessment for International Students for each enrolment is 06 and Qualification Award Category is not 01 or 10  659: Residential Status or Australian Residential Status is Y or Country of Citizenship is NZL or AUS and Intramural/Extramural Attendance is 4 and Category of Fees Assessment for International Students for each enrolment is not 00, 03 or 13 if the course start date is after 31/12/2016  681: Category of Fees Assessment for International Students for each enrolment is 14 and Course Start Date is before 1 January 2022  682: Category of Fees Assessment for International Students for each enrolment is 14 and Course Start Date is after 31 December 2023  683: Category of Fees Assessment for International Students for each enrolment is 14 and Date of Birth is before 1 January 1996  684: Category of Fees Assessment for International Students for each enrolment is 14 and Intramural/Extramural Attendance is not 1 or 2  685: Category of Fees Assessment for International Students for each enrolment is 14 and Source of Funding is 02  **Warning:**  583: Residential Status or Australian Residential Status is Y or Country of Citizenship is NZL or AUS and Intramural/Extramural Attendance is 1 or 2and Category of Fees Assessment for International Students for each enrolment is not 00  **Type B students**  **Warning**  776: Country of Citizenship must be NZL or AUS, or Residential Status or Australian Residential Status must be Y if Category of Fees Assessment for International Students for each enrolment is 00  **Type D students**  **Error:**  405: Category of Fees Assessment for International Students for each enrolment is 09 and Intramural/Extramural Attendance is 3 or 4  602: Category of Fees Assessment for International Students for each enrolment is 04 and Source of Funding is not 01, 12, 30 or 37  603: Category of Fees Assessment for International Students for each enrolment is 08 and Source of Funding is not 01, 12, 23, 25, 26, 30, 32, 35, 36 or 37  605: Category of Fees Assessment for International Students for each enrolment is 12 and Source of Funding is not or 12  606: Category of Fees Assessment for International Students for each enrolment is 06 and Source of Funding is not 01, 12 or 30  607: Category of Fees Assessment for International Students for each enrolment is 03 and Source of Funding is not 02 or 12 for prior Aug 2019 submissions  608: Category of Fees Assessment for International Students for each enrolment is 01 and Source of Funding is not 01, 20, 30, 32 or 37  609: Category of Fees Assessment for International Students for each enrolment is 09 and Source of Funding is not 01, 02, 03 or 30  610: Category of Fees Assessment for International Students for each enrolment is 00 or NULL and Source of Funding is 02  671: Category of Fees Assessment for International Students for each enrolment is 03 and Source of Funding is not 02, 12 or 24 for submissions on or after August 2019  **Warning**  601: Category of Fees Assessment for International Students for each enrolment is 01 and Source of Funding is 01 or 37 |
| Intramural/ Extramural Attendance | The field is used to record a code which specifies the mode of learning for a Learner. | **Type:** Integer  **Type of enrolment:** B, C, D  **Guidance:** Select a value from the list below.  1: Intramural and residing in New Zealand  2: Extramural and residing in New Zealand  3: Extramural and residing overseas  4: Intramural and residing overseas  This field is mandatory. | **Error:**  123: Intramural/Extramural Attendance contains a value other than 1, 2, 3 or 4  761: Intramural/Extramural Attendance is blank |
| Course Delivery Site | Delivery site or campus of the course or module of a qualification in which a learner is enrolled. The delivery site refers to the location in which most of the teaching, instruction or learning occurs for a particular course. The campus or site must be a recognised centre of learning by the TEO that is geographically separate from other sites or campuses. | **Length:** 2  **Type:** Alpha-Numeric  **Type of enrolment:** B, C, D  **Guidance:** Examples of the delivery site include:  01: Main campus or delivery site of a TEO  02 - 96: Other delivery sites  98: Courses delivered extramurally or by distance learning  99: Community education courses  Any combination of letters, for example: AA, AB  Any combination of alpha-numeric, for example: A1, 1A  This field is mandatory. | **Error:**  140: Course Delivery Site is blank  141: Course Delivery Site does not exist or not yet approved  402: Course Delivery Site is 98 and Intramural/Extramural Attendance is 1 or 4 |
| Source of Funding | The code that identifies the source of the funding that supports the learner's enrolment in the course. | **Length:** 2  **Type:** Alpha-Numeric  **Type of enrolment:** B, C, D  **Guidance:** Select a value from the list below – current funds.   |  |  | | --- | --- | | **01** | Delivery at Levels 7 (degree) and above (DQ7Degree+) (SAC 3+ until 31/12/2022.) | | **02** | International Fee-Paying (IFP) Students (including AUS citizens and NZ permanent residents who are residing overseas) | | **03** | Domestic Full Fee Paying Students | |  |  | | **05** | STAR funded student | |  |  | |  |  | |  |  | | **09** | Prison Education (Department of Corrections) | | **10** | Ministry of Health | |  |  | | **12** | Other (including other contracts) | | **13** | English for Migrants (TEC only) | |  |  | |  |  | |  |  | | **20** | NZAID and Commonwealth Scholarships | | **22** | Youth Guarantee Scheme | | **23** | ACE (Adult and Community Education) | | **24** | Trade Academies | |  |  | | **26** | Delivery at NZQCF Levels 1 and 2 (DQ1-2) (was SAC 1&2 until 31/12/022) | |  |  | | **28** | Māori Pasifika Trades Training Level 1 and 2 | | **29** | Māori Pasifika Trades Training Level 3 and 4 | |  |  | | **31** | Non-funded confirmed student enrolments | |  |  | |  |  | |  |  | |  |  | | **37** | Non-degree Delivery at Levels 3-7 on the NZQCF (DQ3-7) |   **Guidance:** Select a value from the list below – historic funds.   |  |  | | --- | --- | | **04** | TEC — Supplementary Grants/Fund | | **06** | Training Opportunities (also includes Training for Work) | | **07** | Youth Training - Ceased 31/12/2011; refer to Youth Guarantee | | **08** | Skills Enhancement | | **11** | ITO Off Job Training (Non-degree Delivery) | | **14** | Primary Pre-service Teacher Education Contracts | | **15** | Secondary Pre-service Teacher Education Contracts | | **16** | Youth Action Training Programme (DWI) | | **25** | SAC Level 1 & 2 Competitive Process Funding | | **27** | Under 25 Fees Free Standard plan process Level 1 & 2 | | **30** | ICT Graduate Schools | | **32** | SAC Level 3 & 4 Competitive Process Funding | | **33** | DualPathways (Level 2-3 secondary-tertiary pilot) Funding | | **35** | EM ACE (Emergency Management - Adult and Community Education) | | **36** | SAR ACE (Search and Rescue - Adult and Community Education) |   This field is mandatory. | **Type B, C and D students**  **Error:**  594: NZQCF Level of the qualification associated with the enrolment must be 1, 2 or 3 if Source of Funding is 22.  595: Residential Status or Australian Residential Status must be Y, or Country of Citizenship is NZL or AUS, or Category of Fees Assessment for International Students for each enrolment must be 00, 08 or 13 or 14 if Source of Funding is 22, 28 or 29  611: Source of Funding is not a valid funding code for the reporting year  762: Source of Funding is blank  615: Source of Funding is 25, 28 or 29 and Intramural/Extramural Attendance is not 1 or 2  616: Source of Funding is 25, 26, 28 and Qualification is not Level 1 or 2 on the NZQCF  624  627: Source of Funding is 28 or 29 and Ethnicity is not Māori or Pacific Peoples  628: Source of Funding is 29 and Qualification Code is not Level on the NZQCF 3 or 4  629: If Source of Funding is 22, student must have not reached their 20th birthday (if course start <= 2022) or 25th birthday (if course start >= 2023) at the time of the earliest course start date of the qualification being funded by Youth Guarantee  635: Sources of Funding 01, 29, 30 and 37 are not valid for NZQCF levels 1 or 2  651: Student must be 16 years of age or older but not reached their 41st birthday at the time of the earliest course start date of the qualification being funded by Source of Funding is 28 or 29 and the course start date must be greater than 31/12/2015  654: Source of Funding is 32 and Level on the NZQCF is not 3 or 4  656: Source of Funding is 33 and Level on the NZQCF is not 2 or 3 or Course EFTS Factor is greater than 0.35  658: If Source of Funding is 33, student must be 16 years of age or older but not reached their 20th birthday at the time of the earliest course start date of the qualification being funded by Dual Pathways (Level 2-3 secondary-tertiary pilot) Funding  660: Residential Status or Australian Residential Status is Y or Country of Citizenship is NZL or AUS and Category of Fees Assessment for International Students for each enrolment is 00 or 13 and Intramural/Extramural Attendance is 4 and Source of Funding is 01 or 30 and Qual Level is less than 7  669: Source of Funding is 32 and course start date is greater than 31/12/2018  690: Source of Funding is 37 and course start date is less than 01/01/23  691: Source of Funding is 37 and Qual level is not 3-7  696: Source of Funding is 01, Course is cross year (start year < 2023 and end year >= 2023) but Qual Level not valid for QAC code  **Warning:**  687: Source of Funding is 03 and Qualification is approved for funding and Level on the NZQCF is equal to 1 to 9 and Course Start Year is greater than or equal to 2022.  699: Funding source cannot be 37 when the course start date is less than 2023  **Type D students**  **Error:**  613: Source of Funding is 23, 35 or 36 and either Category of Fees Assessment for International Students for each enrolment is NOT 00 or 08, 13 or 14, or the Intramural/Extramural Attendance is not 1 or 2  **Type B students**  **Warning:**  672: Category of Fees Assessment for International Students for each enrolment is 03, Source of Funding is 05 and Tuition fee paid by international fee-paying student is not blank |
| Residential Status | Identifies if the learner has New Zealand resident status for each enrolment. | **Length:** 1  **Type:** Character  **Type of enrolment:** B, C, D  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | Y | New Zealand Resident visa holder (excludes all New Zealand and Australian Citizens) | | N | Not a New Zealand Resident visa holder (includes all New Zealand and Australian Citizens) |   This field is mandatory. | **Error:**  563: Residential Status code is other than Y or N  763: Residential Status code is blank  **Warning:**  564: Residential Status is Y and Country of Citizenship is NZL or AUS  574: Residential Status and Australian Residential Status is N and Country of Citizenship is 999, (i.e., “Not Stated”) |
| Australian Residential Status | Identifies if the learner has Australian permanent resident status for each enrolment. | **Length:** 1  **Type:** Character  **Type of enrolment:** B, C, D  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | Y | Australian Permanent Resident | | N | Not an Australian Permanent Resident |   This field is mandatory. | **Error:**  633: Australian Residential Status code is other than Y or N  764: Australian Residential Status is blank  **Warning:**  634: Australian Residential Status is Y and Country of Citizenship is NZL or AUS  574: Residential Status and Australian Residential Status is N and Country of Citizenship is 999 (i.e., “Not Stated”) |
| Funding Category | The code to uniquely identify funding categories.  **Note:** TEOs are to use the normal funding rates for courses funded under Youth Guarantee and Trade Academies. | **Length:** 2  **Type:** Alpha-Numeric  **Student Type:** B, C, D  **Guidance:** Select a value from the funding categories classification.  Refer to the DXP Data Classifications Appendices.  This field is mandatory. | **Error:**  025: Funding Category is not a valid category code  765: Funding Category is blank  026: Funding Category is not valid for Course Classification  027: Funding Category is Z and Source of Funding is 01, 22, 28, 29 or 37  347: Funding Category is not same as TEC course register for this course  **Warning:**  047: Funding Category is not same as course register file for this course |
| Course Classification | The unique subject classification for the course. | **Type:** Numeric (2,1)  **Type of enrolment:** N/A  **Guidance:** Select a value from course classifications.  This field is mandatory.  Course Classification is available at the TEC - [Course Classification](https://www.tec.govt.nz/assets/Publications-and-others/2024-Delivery-Classification-Guide.pdf). They are also listed in the DXP Data Classifications appendices. | **Error:**  021: Course Classification is not a valid classification code  766: Course Classification is blank  622: Course Classification is not valid classification code for the reporting year  700: CLASS 42.0 is not a valid classification code prior to 2024.  **Warning:**  048: Course Classification is not the same as course register file for this course |
| NZSCED Field of Study | The field of study classification of the course. | **Length:** 6  **Type:** Character  **Student Type:** B, C, D  **Guidance:** Select a value from the NZSCED classification.  This field is mandatory.  The NZSCED is available at Education Counts - [New Zealand Standard Classification of Education (NZSCED).](https://www.educationcounts.govt.nz/data-services/code-sets-and-classifications/new_zealand_standard_classification_of_education_nzsced) They are also listed in the DXP Classifications Appendices. | **Error:**  022: NZSCED Field of Study is not valid  023: NZSCED Field of Study is blank  **Warning:**  053: NZSCED Field of Study is not same as on course register file for this course |
| Course EFTS Factor | The proportion of the total EFTS value set for the qualification that the course is deemed to represent. | **Type:** Numeric (1,4)  **Student Type:** B, C, D  **Guidance:** The value is expressed as a decimal rounded to four decimal places – e.g., 0.0125.  This field is mandatory. | **Error:**  045: Course EFTS Factor is zero  767: Course EFTS Factor is blank  614: Course EFTS Factor in the enrolment file must be less than or equal to Course EFTS Factor in the course register for this course  **Warning:**  049: Course EFTS Factor is 0 or greater than 1.0000  058: Course EFTS Factor is greater than course EFTS value for the course in qualification register |
| EFTS by Month | The portion of the course EFTS factor for each month of enrolment for all learners. | **Type:** Numeric (1,4)  **Type of enrolment:** B, C, D  **Guidance:** The value is expressed as a decimal rounded to four decimal places – e.g., 0.0010.  The value is calculated by evenly dividing the course EFTS factor by the number of calendar months the learner is enrolled, irrespective of which day in the month the course starts or ends.  The formula is: Course EFTS factor ÷ Course Finish Month - Course Start Month (inclusive)  The calculation applies if withdrawals occur after the withdrawal period – i.e., include EFTS for learners who withdraw after one calendar month or 10% of the course duration (rounded up to the nearest whole day) or as determined by the academic board or council (refer to TEC’s Funding Information).  This field is mandatory. | **Error:**  016: EFTS by Month must be numeric and between 0.0 and 0.9999  052: The sum of the monthly EFTS is greater than Course EFTS Factor  056: Student has consumed more than 2.0000 EFTS in a year  768: EFTS By Month is blank  060: EFTS Not Allowed Before Course Start date or after Course End Date  636: EFTS by Month are not equal for all except last month of enrolment  **Warning:**  059: Student has consumed more than 1.6000 EFTS in a year (but less than 2.0000) |
| National Student Number | A number which uniquely identifies the learner. The NSN must remain constant for the learner throughout their enrolment at your or any other organisation. The NSN is part of the NSI database system maintained by the Ministry of Education. | **Type:** Integer  **Type of enrolment:** B, C, D  **Guidance:** Thisnumber must be the value generated by the National Student Index (NSI) for the learner.  This field is mandatory. | **Type B, C, D students**  **Error:**  153: NSN is invalid for reporting, is not a master NSN  251: National Student Number created after the cut-off date  382: National Student Number reported in Course Enrolment Data Submission is not in Learner Data Submission  712: National Student Number in Course Enrolment Data Submission is blank  **Warning:**  157: National Student Number record status is Inactive in NSI |
| Consortium | Identifies the cooperative arrangement among groups or institutions. This could be a group of tertiary education organisations (TEOs) and can include other organisations such as community groups or councils. | **Type:** Integer  **Type of enrolment:** B, C, D  **Guidance:** Select a value from the Consortium data classification. Refer to the DXP Data Classifications Appendices.  This field is mandatory for funding source 28 or 29. | **Error:**  713: If source of funding is 28 or 29 then consortium cannot be blank  714: Consortium entered is invalid for source of funding 28 or 29 |
| ITE Sector | Identifies the sector for a learner enrolled in Initial Teacher Education (ITE).  **Note:** This field is optional until 2026 and a warning will be displayed until then. From 2026 we will introduce validation rules to ensure data for these fields is provided for ITE-approved qualifications. | **Type:** Integer  **Type of enrolment:** B, C, D  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **1** | Early Childhood | | **2** | Primary | | **3** | Secondary |   This field is mandatory if you are reporting ITE data through SDR and the qualification NZSCED is an ITE enrolment, which includes the following.   |  |  | | --- | --- | | 070101 | Teacher Education: Early Childhood (Pre-Service) | | 070103 | Teacher Education: Primary (Pre-Service) | | 070105 | Teacher Education: Secondary (Pre-Service) | | 070108 | Teacher Education: General (Pre-Service) | | 070118 | Bilingual Early Childhood Teacher Training (Pre-Service) | | 070120 | Immersion Early Childhood Teacher Training (Pre-Service) | | 070122 | Bilingual Primary Teacher Training (Pre-Service) | | 070124 | Immersion Primary Teacher Training (Pre-Service) | | 070126 | Bilingual Secondary Teacher Training (Pre-Service) | | **Warning:**  715: ITE sector value is required if the qualification NZSCED is an ITE qualification |
| ITE Subject | The specific curriculum subject areas that a learner is studying where they are enrolled in an Initial Teacher Education qualification where the ITE sector is Secondary.  **Note:** There are four separate fields available to capture multiple curriculum subject areas.  Note: Validations for this field will only be triggered if “3” is entered as a value for the ITE Sector field. | **Length:** 40  **Type:** Alpha-Numeric  **Type of enrolment:** B, C, D  **Guidance:** Select a value from the ITE subject classification. Up to four values can be entered. If providing multiple values, separate each value reported with a semicolon (;).  **Note:** At least one ITE Subject is required if 070105 (Secondary) is selected for the ITE Sector. Please provide additional values if the learner is studying multiple curriculum subject areas.  For the list of ITE subjects, refer to the DXP Data Classifications Appendices. | **Error**  717: ITE Subject cannot be blank if ITE Sector is 3  718: ITE subject is invalid if ITE Sector is 3 |

## Course completion

| **Field Title** | **Description** | **Field specification** | **Validation** |
| --- | --- | --- | --- |
| Provider Code | The code assigned by the Ministry of Education to uniquely identify each TEO. | **Type:** Integer  **Type of enrolment:** D  **Guidance:** Enter the value specific for your organisation.  This field is mandatory. | 100: Provider Code is not on provider list  748: Provider Code is blank |
| Student Identification Code | A code which uniquely identifies the learner within each TEO. The student ID must remain constant for the learner throughout their enrolment history at your organisation | **Length:** 10  **Type:** Character  **Type of enrolment:** D  **Guidance:** The value is generated by each TEO.  This field is mandatory. | **Error:**  005: Student Identification Code is blank |
| Course Code | The internal code for a course in which learners are enrolled.  The code must be able to uniquely identify a specific course in which a learner is enrolled regardless of the period, location, and year in which it is taught.  The course code should be consistently reported for each course offered by the TEO. | **Length:** 20  **Type:** Alpha-Numeric  **Type of enrolment:** D  **Guidance:** The internal code for the course. The code should contain no reference to dates or years in which the course is taught, e.g., “ECON112”.  **Note:** Every unique course in the course enrolment file should appear once, and once only, in the course register file.  This field is mandatory. | **Error:**  015: Student is enrolled in the same course code more than once with same start date  036: Course Code is blank  337: Course code is not on the Course register  **Warning:**  009: Student is enrolled in Course Code more than once |
| Student Course Completion indicator | The completion status of a course.  A learner is deemed to have successfully completed the course when they have met the requirements set out in the approved course or outline. | **Type:** Integer  **Type of enrolment:** D  **Guidance:** Select a value from the list below.   |  |  | | --- | --- | | **0** | Still to complete course – valid extension or grade not yet available (NZQCF Level 1-8) | | **1** | Still to complete course – course end date not yet reached (NZQCF Level 1-8) | | **2** | Completed course successfully | | **3** | Completed course unsuccessfully | | **4** | Did not complete course | | **5** | Practicum to complete – on job training (NZQCF Levels 1-8) | | **6** | Yet to complete – NZQCF Levels 9 & 10 | | **7** | Extension granted or under moderation – NZQCF Levels 9 & 10 | | **8** | Completed Successfully Thesis written in Te Reo Māori |   This field is mandatory.  **Note:** Warning 390, 543 and Error 391 are updated to commence in the year following the course end date, when the enrolment was reported in the December return. All three will be returned, in their appropriate timeframe, if the record in the previous return was reported as code 0, and the record is omitted from the file, or is in the current file as code 0. | **Error:**  220: Student Course Completion indicator is not 0, 1, 2, 3, 4, 5, 6, 7 or 8  769: Student Course Completion Indicator is blank  366: Student Course Completion indicator must be 4 if Student’s Course Withdrawal Date is not null  383: Student Course Completion indicator is 0,1, 2, 3, 4 or 8, Course End date is 2004 or greater and no corresponding enrolment is found  386: Student Course Completion indicator is 0, 1 or 5 and course is not Level on the NZQCF 1-8  387: Student Course Completion indicator is 6 or 7 and course is not Level on the NZQCF 9 or 10  388: Student Course Completion indicator is 1 and course end date has passed  391: Student Course Completion indicator is 0 for more than three consecutive SDR periods  394: Student Course Completion indicator is 2,3 or 8 and course has not started  542: For the December return, and where source of funding and qualification award category are relevant for completion records - there is a completion, but no corresponding enrolment  544: Student Course Completion indicator is 0 when course end has not been reached  552: PBRF Course Completion Year is blank when Student Course Completion indicator is 2, 3 or 8  612: Student Course Completion indicator is 8 and course is not Level on the NZQCF 8, 9 or 10  652: Source of Funding is 31 and Student Course Completion Indicator is not 4  **Warning**:  389: Student Course Completion indicator is 5, 6 or 7 and no corresponding enrolment is found  390: Student Course Completion indicator has been reported as 0 for two consecutive returns  392: Student Course Completion indicator reported as 0, 1, 5, 6 or 7 in previous completion return and cannot be found  393: Type D Enrolment reported in latest SDR file not found in Completion file for the same return period  543: Student Course Completion indicator has been reported as 0 for three consecutive returns  586: PBRF Course Completion Year is entered, and Student Course Completion indicator is other than 2, 3 or 8 |
| Course Start Date | The start date of the learner’s course(s) in the current or previous academic year.  This date is the officially notified beginning date of instruction and/or structured supervision associated with each learner’s course(s) at a tertiary education organisation. | **Type:** Date  **Type of enrolment:** D  **Guidance:** DD/MM/YYYY.  This field is mandatory. | **Error:**  364: Course Start Date is blank  039: Course enrolment start date is before course start date or after course end date on the TEC course register  726: Date format in Course Start Date is invalid  **Warning:**  109: The year value for course start date is not equal to the return year or the previous year |
| National Student Number | A number which uniquely identifies the learner. The NSN must remain constant for the learner throughout their enrolment at your or any other organisation. The NSN is part of the NSI database system maintained by the Ministry of Education. | **Type:** Integer  **Type of enrolment:** D  **Guidance:** Thisnumber must be the value generated by the National Student Index (NSI) for the learner.  This field is mandatory. | **Type B, C, D students**  **Error:**  153: NSN is invalid for reporting, is not a master NSN  251: National Student Number created after the cut-off date  727: National Student Number in the Course Completion Data Submission is blank  728: National Student Number in the Course Completion Data Submission is not in the current, nor previous Learner files  **Warning:**  157: National Student Number record status is Inactive in NSI |
| Course End Date | The end date of the learner’s course.  This will normally be the officially notified end date of instruction and/or examination associated with a course. If a course spans the end of the normal academic year, the last date will be for the following year. | **Type:** Date  **Type of enrolment:** D  **Guidance:** DD/MM/YYYY.  This field is mandatory. | **Error:**  138: Course end date is before the course start date  541: Course end date values in the Course Enrolment and Course Completion files do not match (*Note: Where only the Course Completion file is submitted, or both files are submitted but the course does not exist in the Course Enrolment file - the system will check for the previously reported instance of the course enrolment*)  638: Course End Date is blank  729: Date format in Course End Date is invalid  **Warning:**  110: The year value for course end date is not equal to the return year or the next year |
| PBRF Course Completion Year | The actual end year of the learner’s course(s) for those completing PBRF (funded only) course(s).  This field value is the officially notified year the research component of the course is completed. | **Type:** Integer  **Type of enrolment:** D  **Guidance:** Enter the year in the format YYYY - e.g., 2023. | **Error:**  549: PBRF Course Completion Year is populated for other than PBRF eligible course  550: PBRF Course Completion Year is prior to Course Start Date  551: PBRF Course Completion Year is in the future  552: PBRF Course Completion Year is blank when complete indicator is 2, 3 or 8  555: PBRF Course Completion Year is not integer  **Warning:**  586: PBRF Course Completion Year is entered, and Student Course Completion indicator is other than 2, 3 or 8 |

## 

## Qualification completion

| **Field Title** | **Description** | **Field specification** | **Validation** |
| --- | --- | --- | --- |
| Provider Code | The code assigned by the Ministry of Education to uniquely identify each TEO. | **Type:** Integer  **Type of enrolment:** D  **Guidance:** Enter the value specific for your organisation.  This field is mandatory. | **Error:**  100: Provider Code is not on provider list  748: Provider Code is blank |
| Student Identification Code | A code which uniquely identifies the learner within each TEO. The student ID must remain constant for the learner throughout their enrolment history at your organisation | **Length:** 10  **Type:** Alpha-Numeric  **Type of enrolment:** D  **Guidance:** The value is generated by each TEO.  This field is mandatory. | **Error:**  005: Student Identification Code is blank |
| National Student Number | A number which uniquely identifies the learner. The NSN must remain constant for the learner throughout their enrolment at your or any other organisation. The NSN is part of the NSI database system maintained by the Ministry of Education. | **Type:** Integer  **Type of enrolment:** D  **Guidance:** Thisnumber must be the value generated by the National Student Index (NSI) for the learner.  This field is mandatory. | **Error:**  153: NSN is invalid for reporting, is not a master NSN  251: National Student Number created after the cut-off date  731: National Student Number reported in Qualification Completion Data Submission is not in the current, nor previous Learner files  740: National Student Number in Qualification Completion Data Submission is blank  **Warning:**  157: National Student Number record status is inactive in NSI |
| Qualification Code | The Qualification code relating to a quality assured qualification.  The field is used to indicate:  the qualification the learner is currently enrolled in, or  a qualification that has been completed by the learner, or  a qualification for which a course has been approved for funding. | **Length:** 6  **Type:** Alpha-Numeric  **Type of enrolment:** D  **Guidance:** The value should be a six alpha-numeric code as on the SDR Qualifications Register which uniquely identifies a quality assured qualification.  (Note requirements for pre-service teacher education qualifications in SDR Qualifications Register section).  This field is mandatory. | **Error:**  010: Qualification Code is not listed in SDR Qualifications Register  202: Qualification Code in Qualification Completion is duplicated for same student  396: Qualification code cannot be blank |
| Year Requirements Met | The year the requirements have been met for the award of a qualification as set out in the approved regulations. | **Type:** Integer  **Type of enrolment:** D  **Guidance:** Enter the year in the format YYYY - e.g., 2023.  This field is mandatory. | **Error:**  565: Year Requirements Met is in the future  569: Year Requirements Met is not numeric  770: Year Requirements Met is blank  600: Year Requirements Met value cannot be less than 1999 |

# 

# Appendix A: Data classifications

Below is a list of the data standards and classifications used in the data submissions for provider-based actuals. Links are provided to the source of each classification where relevant.

The classifications are also available in the DXP Data Classifications Appendices. Additionally, the classifications will be available to extract via an API in the Data Exchange Platform.

| Standard | Classification | Collection |
| --- | --- | --- |
| Consortium | The list of Consortium is maintained by the TEC. | **Field:** Consortium  **Submission:**  Course enrolment |
| Country of citizenship | Country of citizenship list is maintained by the TEC. | **Field:** Country of Citizenship  **Submission:**  Learner |
| Course classification | Course classifications are maintained by the TEC.  Link: [Course Classification](https://www.tec.govt.nz/assets/Publications-and-others/2024-Delivery-Classification-Guide.pdf) | **Field:** Course Classification  **Submission:**  Course Register  Course Enrolment |
| Ethnicity | Ethnicity New Zealand Standard Classification 2005V2.1.0. This is available on the Statistics NZ Aria website.  Link: [Ethnicity New Zealand Standard Classification 2005 V2.1.0](https://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/YVqOcFHSlguKkT17) | **Field:** Ethnicity  **Submission:**  Learner |
| Funding Category | Funding categories are maintained by the TEC. | **Field:** Funding Category  **Submission:**  Course Register  Course Enrolment |
| ITE Subject | ITE Subject is maintained by the Ministry of Education. | **Field:** ITE Subject  **Collection:** Course enrolment |
| Iwi | Iwi and iwi-related groups statistical classificationV2.1.0. This is available on the Statistics NZ Aria website.  Link: [Iwi and iwi-related groups statistical classification V2.1.0](https://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/uH9AkXTnTlq40DHG) | **Field:** Iwi Affiliation  **Submission:**  Learner |
| NZSCED | The NZSCED classification is held on the Education Counts website.  Link: [New Zealand Standard Classification of Education (NZSCED)](https://www.educationcounts.govt.nz/data-services/code-sets-and-classifications/new_zealand_standard_classification_of_education_nzsced) | **Field:** NZSCED Field of Study  **Submission:**  Course Register  Course Enrolment |
| Post Codes | TEC will obtain quarterly post code data from NZ Post.  Refer to the DXP Data Classifications Appendices or [NZ Posts Address or Postcode Finder.](https://www.nzpost.co.nz/tools/address-postcode-finder) | **Field:**  Permanent Post Code  Term Post Code  **Submission:**  Learner |
| Secondary school codes | The Secondary school codes are available on the Education Counts website.  Link: [Secondary School Codes](https://www.educationcounts.govt.nz/directories/list-of-nz-schools) | **Field:** Last Secondary School Attended  **Submission:**  Learner |

# Appendix B: Version changes

## Version 0.7 updates

### General changes

The “summary of changes to the data specification” section has been updated to explain how the collection of new data requirements will be transitioned.

### Data field specification changes

The following are changes to the data field specifications:

#### Course enrolment file

| **Field title** | **Change** | **Reason** |
| --- | --- | --- |
| Intramural/Extramural Attendance | This field now retains the previous four values (1-4). The following validations have been updated to reflect the change:  **Error codes:** 123, 402,405, 613, 615, 659, 660, 684  **Warning codes:** 583 | There has been a policy decision not to roll out this change to minimise the cumulative change impact on the sector. |

### Validation rule changes

The following are changes to the validation rules:

#### Learner file

| **Field title (learner)** | **Error type** | **Code** | **Action** | **Reason** |
| --- | --- | --- | --- | --- |
| Total Fee for Domestic Student | Error | 733 | Update | The description is updated to clarify the condition in the error message.  **Updated validation:** *Total fee for domestic student must be blank or zero if the student has no domestic enrolments* |
| National Student Number | Error | 156 | Add | Rule added back due to original plan to amend how NSN is validated could not be achieved.  Added validation: Student’s name & date of birth AND residential status must be verified for a Type D student |
| Error | 360 | Add | Rule added back due to original plan to amend how NSN is validated could not be achieved.  **Added validation:** Proxy Date of birth cannot be used for a Type D student |
| Warning | 159 | Add | Rule added back due to original plan to amend how NSN is validated could not be achieved.  **Added validation:** Citizenship or resident status reported does not match resident status on NSN |
| Tuition Fee Paid by International Fee-paying Student | Error | 362 | Update | The description is updated to clarify the condition in the error message.  **Updated validation:** *If the learner is an international fee-paying student then Tuition Fee Paid by International Fee-paying Student must be > $0 in either Learner OR Course Register files but not both.* |
| Error | 736 | Update | The description is updated to clarify the condition in the error message.  **Updated validation:** *Tuition fee paid by international fee-paying student must be blank or zero if the student has no international enrolments* |
| Disability Status | Error | 747 | Remove | Reflects that the field is not mandatory at this stage.  Removed validation: *Disability Status is blank* |
| Disability Support Needs | Error | 722 | Update | The description is updated to clarify the condition in the error message.  **Updated validation:** *Information for at least one of the disability support needs 1 to 7 must be provided if the disability status is 1* |
| Disability Support Needs | Error | 732 | Update | The description is updated to clarify the condition in the error message.  **Updated validation:** *Disability Support need should not be entered when Disability Status for learner is 2 or 3.* |

#### Course register

| **Field title (course reg)** | **Error type** | **Code** | **Action** | **Reason** |
| --- | --- | --- | --- | --- |
| Course Classification | Error | 348 | Add | Correcting documentation to align with the production code. Moved from course enrolment.  **Added validation:** *Course Classification is not the same as TEC course register for this course* |
| Error | 700 | Add | A new rule to ensure the new course classification 42.0 it is not used prior to 2024. Note: Error code value 700 was originally used for another rule, which is now assigned the new rule number 774.  ***New validation:*** *CLASS 42.0 is not a valid classification code prior to 2024* |
| NZSCED Field of Study | Error | 353 | Add | Correcting documentation to align with the production code. Moved from Course Enrolment.  **Added validation:** *NZSCED Field of Study is not same as on TEC course register for this course* |
| Course EFTS Factor | Error | 357 | Add | Validation moved from Course Enrolment to Course Register to reflect what is in production.  **Added validation:** *Course EFTS Factor is not same as TEC course register for this course* |
| Tuition fee paid by international fee-paying student | Error | 362 | Update | The description is updated to clarify the condition in the error message.  **Updated validation:** *If the learner is an international fee-paying student then Tuition Fee Paid by International Fee-paying Student must be > $0 in either Learner OR Course Register files but not both* |
| Course Exemption from AMFM | Error | 774 | Update | Wrong error code (700) used. Reassigned the validation rule to error code 774.  **No change to the validation:** *Course Exemption from AMFM is not a valid value* |

#### Course enrolment

| **Field title (enrol)** | **Error type** | **Code** | **Action** | **Reason** |
| --- | --- | --- | --- | --- |
| Qualification Code | Error | 014 | Update | Updated to remove sources of funding 11, 27 and 33 as they have ceased.  **Updated validation:** *Qualification Code in Course Enrolment is not approved for funding and Source of Funding is 01, 22, 25, 26, 28, 29, 30, 32 or 37* |
| Error | 698 | Update | Updated to removed source of funding 11 as it has ceased.  **Updated validation:** *Source of Funding is 01, or 37 Course Start Year is greater than or equal to 2023 but Qual Level is null* |
| Course Code | Error | 305 | Remove | Validation not relevant for course enrolment. This rule is in the Course Register as it is the primary record of the courses.  **Removed validation**: *Open course change requests for this course code already exist* |
| Course Start Date | Error | 655 | Remove | Source of funding 32 has ceased.  **Removed validation:** *Source of Funding is 32 and course start date is not greater than 31/12/16* |
| Error | 657 | Remove | Source of funding 33 has ceased.  **Removed validation:** *Source of Funding is 33 and course start date is not greater than 31/12/16* |
| Course End Date | Error | 541 | Remove | Validation rule removed to reflect what is in production.  ***Removed validation:*** *Course end date values in the Course Enrolment and Course Completion files do not match.* |
| Student’s Course Withdrawal Date | Warning | 686 | Update | Updated to remove source of funding 11 as it has ceased.  **Updated validation:** *Student’s Course Withdrawal Date is within 1st month or 10% of course length and Source of Funding is 01, 22, 26, 28, 29, 30 or 37 and Year is greater than or equal to 2022689: Source of Funding is 31 and Student’s Course Withdrawal Date is within 10% of course length and Year is greater than or equal to 2022* |
| Category of Fees Assessment for International Students for each enrolment | Error | 604 | Update | Updated to removed sources of funding 11, 27, and 33 as they have ceased.  **Updated validation:** *Category of Fees Assessment for International Students for each enrolment is 13 and Source of Funding is not 01, 22, 25, 26, 30, 32 or 37* |
| Error | 620 | Update | Source of funding 27 and 33 have ceased.  **Updated validation:** *Category of Fees Assessment for International Students for each enrolment is not 00, 08 or 13 or 14 and Source of Funding is 22, 25, 26, 28 or 29* |
| Error | 632 | Update | Updated to removed source of funding 11 as it has ceased.  **Updated validation:** Category of Fees Assessment for International Students for each enrolment is 06 and Qualification Award Category is not 01, 10 |
| Error | 603 | Update | Updated to remove sources of funding 11, 27, and 33 as they have ceased.  **Updated validation:** *Category of Fees Assessment for International Students for each enrolment is 08 and Source of Funding is not 01, 12, 23, 25, 26, 30, 32, 35, 36 or 37* |
| Error | 605 | Update | Updated to removed source of funding 11 as it has ceased.  **Updated validation:** Category of Fees Assessment for International Students for each enrolment is 12 and Source of Funding is not or 12 |
| Error | 608 | Update | Updated to removed source of funding 11 as it has ceased.  **Updated validation:** Category of Fees Assessment for International Students for each enrolment is 01 and Source of Funding is not 01, 20, 30, 32 or 37 |
| Warning | 776 | Update | Update validation type to be a warning for Type B learners (remains an error for Type C and D learners).  **Updated validation:** *Country of Citizenship must be NZL or AUS, or Residential Status or Australian Residential Status must be Y if Category of Fees Assessment for International Students for each enrolment is 00* |
| Source of Funding | Error | 595 | Update | Sources of funding 27 and 33 have ceased.  **Updated validation:** *Residential Status or Australian Residential Status must be Y, or Country of Citizenship is NZL or AUS, or Category of Fees Assessment for International Students for each enrolment must be 00, 08 or 13 or 14 if Source of Funding is 22, 28 or 29* |
| Error | 613 | Update | The previously published error message had excluded the “not”. The update also incorporates amendment required to reinstate old Intramural/Extramural Attendance indicators.  **Updated validation**: *Source of Funding is 23, 35 or 36 and either Category of Fees Assessment for International Students for each enrolment is* ***NOT*** *00 or 08, 13 or 14, or the Intramural/Extramural Attendance is not 1 or 2* |
| Error | 615 | Update | Source of funding 27 has ceased. The update also incorporates amendment required to reinstate old Intramural/Extramural Attendance indicators.  **Updated validation:** *Source of Funding is 25, 28 or 29 and Intramural/Extramural Attendance is not 1 or 2* |
| Error | 616 | Update | Validation rule updated to correct NZQCF levels and remove ceased source of funding 27.  **Updated validation:** *Source of Funding is 26, 27, 28 and Qualification is not Level 1 or 2 on the NZQCF* |
| Error | 624 | Remove | Source of funding 27 has ceased.  **Removed validation:** *Student must be less than 25 years of age at the time of the earliest course start date of the qualification being funded by Source of Funding is 27* |
| Error | 626 | Remove | Validation no longer required as it relates to a pre-2016 course start date. The current age range validations for MPTT are covered by validation 651.  **Removed validation:** *Student must be 18 years of age or older but not reached their 35th birthday at the time of the earliest course start date of the qualification being funded by Source of Funding is 28 or 29 and the Course Start Date must be before 01/01/2016* |
| Error | 630 | Remove | Validation no longer required as it relates to a pre-2013 course start date.  **Removed validation:** *Source of Funding is 27, 28 or 29 and course start date is not greater than 31/12/2013* |
| Error | 635 | Update | Improved the wording to include the sources of funding in the message.  **Updated validation:** *Sources of Funding 01, 29, 30 and 37 are not valid for NZQCF levels 1 or 2* |
| Error | 641 | Remove | Validation no longer required as it relates to a pre-2015 course start date.  **Removed validation:** *Source of Funding 30 is not valid for SDR prior to August 2015* |
| Error | 661 | Remove | Source of funding 27 has ceased.  **Removed validation:** *Source of Funding is 27 and course start date is greater than 31/12/2016* |
| Error | 668 | Remove | Source of funding 27 has ceased.  **Removed validation:** *Source of Funding is 25 and course start date is greater than 31/12/2018* |
| Error | 670 | Remove | Source of funding 33 has ceased.  **Removed validation:** *Source of Funding is 33 and course start date is greater than 31/12/2018* |
| Funding Category | Error | 027 | Update | Updated to remove sources of funding 11, 24 and 27 as they have ceased.  **Updated validation:** *Funding Category is Z and Source of Funding is 01, 22, 28, 29 or 37* |
| Course Classification | Error | 348 | Remove | Aligned with production. This validation is only against the course register file.  **Removed validation:** *Source of Funding is 33 and course start date is greater than 31/12/2018* |
| Error | 700 | Add | A new rule to ensure the new course classification 42.0 it is not used prior to 2024. Note: Error code value 700 was originally used for another rule, which is now assigned the new rule number 774.  ***New validation:*** *CLASS 42.0 is not a valid classification code prior to 2024* |
| NZSCED Field of Study | Error | 353 | Remove | Validation moved from Course Enrolment to Course Register to reflect what is in production.  **Removed validation:** *NZSCED Field of Study is not same as on TEC course register for this course* |
| Course EFTS Factor | Error | 357 | Remove | Validation moved from Course Enrolment to Course Register to reflect what is in production.  **Removed validation:** *Course EFTS Factor is not same as TEC course register for this course* |
| National Student Number | Error | 153 | Add | Rule added back due to original plan to amend how NSN is validated could not be achieved.  **Added validation:** NSN is invalid for reporting, is not a master NSN |
| ITE Sector | Error | 715 | Update | The description is updated to clarify the condition in the error message.  **Updated validation:***ITE sector value is required if the qualification NZSCED is an ITE qualification* |
| Error | 716 | Remove | Error not valid.  **Removed validation:** *ITE sector value is invalid if you are reporting ITE data through SDR* |
| ITE subject | Error | 717 | Amend | Rule changed from a warning to an error.  **Updated validation:** ITE Subject cannot be blank if ITE Sector is 3 |
| Error | 718 | Amend | Rule changed from a warning to an error.  ITE subject is invalid if ITE Sector is 3 |

#### Course completion

| Field title (course comp) | Error type | Code | Action | Reason |
| --- | --- | --- | --- | --- |
| Student Identification Code | Error | 725 | Remove | Correcting documentation to align with the production code. This validation is on the National Student Number in the Course Completion file.  **Removed validation:** *Student Identification Code is not in Learner Data Submission* |
| Course Code | Error | 305 | Remove | Correcting documentation to align with the production code. This validation is on the Course Register.  **Removed validation**: *Open course change requests for this course code already exist* |
| Error | 335 | Remove | Correcting documentation to align with the production code. This validation is on the Course Enrolment.  **Removed validation:** *Enrolments against invalid or deleted course on TEC course register* |
| Student Course Completion indicator | Error | 542 | Update | The description is updated to clarify the condition in the error message**.**  **Updated validation**: *For the December return, and where source of funding and qualification award category are relevant for completion records - there is a completion, but no corresponding enrolment* |
| Warning | 385 | Remove | Validation no longer required as it relates to a pre-2003 courses.  **Removed validation:** *Student Course Completion indicator is 0,1, 2, 3, 4 or 8, Course end date is 2003 or less and no corresponding enrolment is found* |
| National Student Number | Error | 153 | Add | Rule added back due to original plan to amend how NSN is validated could not be achieved.  **Added validation:** NSN is invalid for reporting, is not a master NSN |
| Error | 728 | Update | The description is updated to clarify the condition in the error message.  **Updated validation:** *National Student Number in the Course Completion Data Submission is not in the current, nor previous Learner files* |

#### Qualification completion

| **Field title (qual comp)** | **Error type** | **Code** | **Action** | **Reason** |
| --- | --- | --- | --- | --- |
| Student Identification Code | Error | 730 | Remove | This validation is on the National Student Number in the Course Completion file and not required for Course Completion.  **Removed validation:** *Student Identification Code is not in Learner Data Submission* |
| National Student Number | Error | 153 | Add | Rule added back due to original plan to amend how NSN is validated could not be achieved.  **Added validation:** NSN is invalid for reporting, is not a master NSN |
| Error | 731 | Update | The description is updated to clarify the condition in the error message.  **Updated validation:** *National Student Number in the Qualification Completion Data Submission is not in the current, nor previous Learner files* |
| Qualification Code | Error | 202 | Add | Added back validation, which was removed in error in an earlier specification update:  **Added validation:** Qualification Code in Qualification Completion is duplicated for same student |
| Error | 694 | Remove | Correcting documentation to align with the production code. This validation is on the Course Enrolment.  **Removed validation:** *Source of Funding is 01, course start date is greater than or equal to 01/01/23 but Qual Level and/or QAC code are not valid for 01* |
| Error | 695 | Remove | Correcting documentation to align with the production code. This validation is on the Course Enrolment.  **Removed validation:** *Source of Funding is 37, course start date is greater than or equal to 01/01/23 but Qual Level and/or QAC code are not valid for 37* |

## Version 0.6 updates

### Data field specification changes

The following are changes to the data field specifications:

#### Learner

| Field title | Change | Reason |
| --- | --- | --- |
| Disability Services Accessed Indicator | Adding field back into the data specification. | The field was removed in error and is required for funding purposes. The new disability questions do not replace the need for this field. |

#### Course register

| Field title | Change | Reason |
| --- | --- | --- |
| Discounted Course Tuition Fee | The field has been changed from mandatory to optional. | Updated based on feedback that TEOs can offer discounts to their learners in ways other than a discount on a tuition fee. |
| Discounted Compulsory Course Costs Fee | The field has been changed from mandatory to optional. | Updated based on feedback that TEOs can offer discounts to their learners in ways other than a discount on compulsory course fees. |

# Appendix C: History of data changes

Below is the complete history of the data fields that have been amended, added, and removed between this data specification and the current data specification supporting SDR submissions through the current Data Exchange Platform.

## Learner

| Field title (learner) | Action | Reason |
| --- | --- | --- |
| Iwi affiliation | Amend | Ability to submit up to six Iwi values. There is a new data standard for this field. |
| Ethnicity | Amend | Ability to submit up to six ethnicity values. There is a new data standard for this field. |
| Disability Status | Add | New field to indicate the disability status of a learner. |
| Disability Support Needs | Add | Provides the following options where a learner indicates they have a disability:  **1:** Access to assistive technology (e.g., for reading, writing, communication).  **2:** Accessible format resources for course content.  **3:** Mobility and transport (e.g., navigator support to help movement around campus, mobility carparks, personal emergency evacuation plan).  **4:** New Zealand Sign Language Interpreter.  **5:** Support with reading, writing, and communicating in learning sessions, exams, and assessments.  **6:** Other learning or disability support.  **7:** No, I do not need support at this time. |
| Fees Free Eligibility Indicator | Remove | This field is no longer required. |

## Course register

| Field title (course reg) | Action | Reason |
| --- | --- | --- |
| Discounted Course Tuition Fee | Add | Optional reporting for the discounted course tuition fee charged to domestic learners who enrol in the course.  Reporting this value is in line with the 2024 Fee Regulation Settings which allows providers to temporarily reduce fees, while still maintaining potential annual increases under the AMFM. |
| Discounted Compulsory Course Costs Fee | Add | Optional reporting for the discounted compulsory course fees charged to domestic learners who enrol in the course.  Reporting this value is in line with the 2024 Fee Regulation Settings which allows providers to temporarily reduce fees, while still maintaining potential annual increases under the AMFM. |
| Stage of Pre-Service Teacher Education Qualification | Remove | No longer required and is replaced by the new ITE data collection on the Course Enrolment. |
| Internet Based Learning Indicator | Remove | Replaced by the introduction of the new values for Asynchronous Learning on the Intramural/Extramural Attendance field in the Course Enrolment. |
| Embedded Literacy and Numeracy Flag | Remove | This field is no longer required. |

## Course enrolment

| Field title (course enrol) | Action | Reason |
| --- | --- | --- |
| Consortium | Add | Identifies the cooperative arrangement among groups or institutions. This could be a group of tertiary education organisations (TEOs) and can include other organisations such as community groups or councils.  This field replaces the separate collections for MPTT Top Ups or MPTT Brokerage that were originally Workspace2 templates.  The value entered is selected from the Consortium data classification. |
| ITE Sector | Add | Provides the following new values to identify the sector for a learner enrolled in Initial Teacher Education:  1: Eary Childhood  2: Primary  3: Secondary  Submission of the ITE sector and ITE Subject fields through SDR is compulsory from 2026. TEOs can choose to submit ITE data using the current template until then. |
| ITE Subject | Add | The specific curriculum subject areas that a learner is studying where they are enrolled in an Initial Teacher Education qualification where the ITE sector is Secondary. Up to four values can be entered.  A new data classification listing the ITE subjects can be found in the DXP Data Classifications Appendices. The list is reviewed annually. |
| Managed Apprenticeship | Remove | Under the new Unified Funding System Managed Apprenticeships are to be reported through Training Management Systems and SoF37 will no longer used for this purpose. |

## Qualification completion

| Field title (qual comp) | Action | Reason |
| --- | --- | --- |
| Main Subject 1, 2 & 3 | Remove | These fields are no longer required. |

# Appendix D: History of data validation changes

Below is the history of the changes to the data validations between this data specification and the current specification supporting SDR submissions via the current DXP. The table does not include changes where we had added or removed data fields or where the error message has only been updated to clarify the condition.

## Learner

| Field title (learner) | Error type | Code | Action | Reason |
| --- | --- | --- | --- | --- |
| Provider Code | Error | 748 | Add | New validation for mandating a value.  **New validation:** *Provider Code is blank* |
| Student Identification Code | Error | 001 | Remove | Correcting documentation to align with the current production code. This error runs against Student ID field in Course Enrolment Data Submission.  **Removed validation:** *Student ID in course enrolment file is not in student file* |
| Error | 577 | Remove | This requirement is no longer enforced.  **Removed validation:** *Student ID is in student file but missing in course enrolment file and qualification completion file* |
| Gender | Error | 773 | Add | New validation to check the condition of field being blank since it is a mandatory field.  **New validation: *Gender is blank*** |
| Date of Birth | Error | 102 | Update | Validation rule is updated to remove the condition for checking for invalid entries and this condition will be checked in validation rule 719. Field code is replaced with Field Name to clarify description.  **Updated validation:** *Date of Birth is blank* |
| Error | 719 | Add | A new rule to check the date format (DD/MM/YYYY).  **Updated validation:** *Date of Birth format is invalid* |
| Total fee for domestic student | Error | 733 | Add | A new rule to check fee for international fee-paying learners is not reported in this field.  **Updated validation:** *Total fee for domestic student must be blank or zero if the student has no domestic enrolments* |
| Error | 734 | Add | A new rule for field type check is added.  **Updated validation:** *Total fee for domestic student is not numeric* |
| Error | 735 | Add | A new rule to check the value entered is not negative.  **Updated validation:** *Total fee for domestic student is less than 0* |
| First Year of Tertiary Education | Error | 135 | Remove | Validation rule 397 encapsulates validation rule 135.  **Removed validation:** *FIRST\_YR of enrolment is less than year of birth.* |
| Highest Secondary School Qualification | Error | 741 | Add | Checking for mandatory condition.  **New validation:** *Highest Secondary School is blank* |
| Country of Citizenship | Error | 132 | Remove | It is removed as this condition is validated in validation rule 545.  **Removed validation:** *Country of Citizenship code is not on classification list* |
| Expectation to Complete a Qualification this year | Error | 130 | Update | Validation rule is updated to remove the condition for checking for invalid entries and this condition will be checked in validation rule 772. Field code is replaced with Field Name to clarify description.  **Updated validation:** *Expectation to Complete a Qualification this year is not Y or N* |
| Error | 772 | Add | New validation to check the condition of field being blank.  **New validation:** *Expectation to Complete a Qualification this year is blank* |
| Iwi Affiliation | Error | 739 | Add | New validation rule is added to check duplicate values.  **New validation:** *Iwi Affiliation contains duplicate values* |
| National Student Number | Error | 251 | Remove | Correcting documentation to align with the current production code. Validation runs against National Student Number field in the Course Enrolment, Course Completion, and Qualification Completion Data Submissions. **Removed validation:** *NSN created after the cut-off date* |
| Error | 252 | Remove | Merged with validation rule 151.  **Removed validation:** *NSN does not exist* |
| Error | 361 | Remove | Date of Birth is a mandatory field for all learner types. Hence, proxy date of birth will not be used for Type B learners and is not supported.  **Removed validation:** *Proxy Date of birth has been used for a Type B or C student* |
| Error | 382 | Remove | Correcting documentation to align with the current production code. This validation runs against National Student Number field in the Course Enrolment Data Submission.  **Removed validation:** *NSN reported in Course Enrolment file is not in Student file* |
| Error | 742 | Add | New validation is added to check whether a value is entered.  **New validation:** *National Student Number in Learner Data Submission is blank* |
| Tuition Fee Paid by International Fee-paying Student | Error | 736 | Add | A new rule to check fee for international fee-paying learners is not reported in this field.  **New validation:** *Tuition fee paid by international fee-paying student must be blank or zero if the student has no international enrolments* |
| Error | 737 | Add | A new rule to check the value entered is not negative.  **New validation:** *Tuition fee paid by international fee-paying student is less than 0* |
| Warning | 165 | Update | Removed the condition on the course register file and checking whether it is blank.  **Updated validation:** *Source of funding is 02 and Tuition fee paid by international fee-paying student <100 and Category of Fees Assessment for International Students for each enrolment is 03 or 06 for learner file* |
| Maxima Exempt Fee | Error | 379 | Update | Field type check is updated to numeric, and the description is updated to clarify the condition in the error message and removed the check for blank (See validation rule 743).  **Updated validation:** *Maxima Exempt Fee (Student Services Fee) is not numeric* |
| Error | 743 | Add | New validation for mandating a value.  **New validation:** *Maxima Exempt Fee (Student Services Fee) is blank* |
| Ethnicity | Error | 105 | Update | Checking for blank condition is removed and new rule 744 created.  **Updated validation:** *Ethnicity is not in the classification list* |
| Error | 744 | Add | New validation for mandating a value.  **New validation:** *At least one Ethnicity should be reported* |
| Permanent Post Code | Error | 556 | Update | Removed checking for blank condition (See validation rule 745).  **Updated validation:** *Permanent Post Code is not integer* |
| Error | 745 | Add | New validation for mandating a value.  **New validation:** *Permanent Post Code is blank* |
| Warning | 557 | Remove | The rule no longer applies.  **Removed validation:** *PERM\_POST\_CODE is 8888 for more than two consecutive returns* |
| Term Post Code | Error | 559 | Update | Removed blank condition from the error (See validation rule 746).  **Updated validation:** *Term Post Code is not integer* |
| Error | 746 | Add | New validation for mandating a value.  **New validation:** *Term Post Code is blank.* |
| Warning | 560 | Remove | The rule no longer applies.  **Removed validation:** *TERM\_POST\_CODE is 8888 for more than two consecutive returns.* |

## Course register

| Field title (course reg) | Error type | Code | Action | Reason |
| --- | --- | --- | --- | --- |
| Provider Code | Error | 748 | Add | New validation for mandating a value.  **New validation:** *Provider Code in Course Register is blank* |
| Course Code | Error | 037 | Remove | Correcting documentation to align with the current production code. This validation runs against Course Code field in the Course Enrolment Data Submission.  **Removed validation:** *COURSE is not on course register* |
| Warning | 038 | Remove | This validation is replaced by validation rule 39.  **Removed validation:** *COURSE start date must exist before the course enrolment start date* |
| Error | 039 | Remove | Correcting documentation to align with the current production code. The validation should be against Course Start Date field.  **Removed validation:** *COURSE start date must exist before the course enrolment start date* |
| Error | 335 | Remove | Correcting documentation to align with the current production code. This validation runs against Course Code field in the Course Enrolment and Course Completion Data Submissions.  **Removed validation:** *Enrolments against invalid deleted course on TEC course register* |
| Warning | 009 | Remove | Correcting documentation to align with the current production code. This validation runs against Course Code in the Course Enrolment and Course Completion Data Submissions.  **Removed validation:** *Student is enrolled in COURSE more than once* |
| Warning | 043 | Remove | Correcting documentation to align with the current production code. This validation runs against Course Code in the Course Enrolment Data Submissions.  **Removed validation:** *Student is enrolled in more than 25 courses* |
| Qualification Code | Error | 006 | Remove | Correcting documentation to align with the current production code. This validation is done against Qualification Code in the Course Enrolment Data Submission.  **Removed validation:** *Qualification Code is missing in the Course Enrolment File* |
| Error | 014 | Remove | Correcting documentation to align with the current production code. This validation is done against Qualification Code in the Course Enrolment Data Submission.  **Removed validation:** *Qualification Code in Course Enrolment is not approved for funding and FUNDING is 01, 11, 22, 25, 26, 27, 28, 29, 30, 32, 33 or 37* |
| Error | 202 | Remove | Correcting documentation to align with the current production code. This validation is done against Qualification Code in the Qualification Completion Data Submission.  **Removed validation:** *Qualification Code in Qualification Completion is duplicated for same student* |
| Error | 396 | Remove | Validation rule 017 already checks for this condition for the Course Register Data Submission.  **Removed validation:** *Qualification code cannot be blank* |
| Error | 694 | Remove | Correcting documentation to align with the current production code. This validation rule is checked against Qualification Code field in Course Enrolment and Qualification Completion Data Submissions.  **Removed validation:** *FUNDING = 01, course start date >= 01/01/23 but Qual Level and/or QAC code are not valid for 01* |
| Error | 695 | Remove | Correcting documentation to align with the current production code. This validation rule is checked against Qualification Code field in Course Enrolment and Qualification Completion Data Submissions.  **Removed validation:** *FUNDING = 37, course start date >= 01/01/23 but Qual Level and/or QAC code are not valid for 37* |
| Error | 697 | Remove | Correcting documentation to align with the current production code. This validation rule is checked against Qualification Code field in Course Enrolment Data Submissions.  **Removed validation:** *FUNDING = 01, Qual Level must be >= 3* |
| Error | 698 | Remove | Correcting documentation to align with the current production code. This validation rule is checked against Qualification Code field in Course Enrolment Data Submissions.  **Removed validation:** *FUNDING in 01,11,37 Course Start Year >= 2023 but Qual Level is null* |
| Error | 348 | Add | Correcting documentation to align with the production code. Moved from course enrolment.  **Added validation:** *Course Classification is not the same as TEC course register for this course* |
| Error | 623 | Remove | Validation rule is out of date and no longer applies.  **Removed validation:** *CLASS 11.1 or 11.2 is not a valid classification code prior 2013* |
| Error | 700 | Add | A new rule to ensure the new course classification 42.0 it is not used prior to 2024. Note: Error code value 700 was originally used for another rule, which is now assigned the new rule number 774.  ***New validation:*** *CLASS 42.0 is not a valid classification code prior to 2024* |
| Error | 749 | Add | New validation for mandating a value.  **New validation:** *Course Classification is blank* |
| Course Classification | Error | 348 | Add | Correcting documentation to align with the production code. Moved from course enrolment.  **Added validation:** *Course Classification is not the same as TEC course register for this course* |
| Error | 700 | Add | A new rule to ensure the new course classification 42.0 it is not used prior to 2024. Note: Error code value 700 was originally used for another rule, which is now assigned the new rule number 774.  ***New validation:*** *CLASS 42.0 is not a valid classification code prior to 2024* |
| NZSCED Field of Study | Warning | 053 | Remove | Correcting documentation to align with the current production code. Validation is checked against NZSCED Field of Study in the Course Enrolment Data Submission.  **Removed validation:** *NZSCED is not same as on course register file for this course* |
| Level on the NZ Qualifications and Credentials Framework | Error | 054 | Update | New validation rule is created for checking for blank entries (See validation rule 750).  **Updated validation:** *Level on the NZQCF is not valid* |
| Error | 365 | Remove | No longer required.  **Removed validation:** *NZQCFLEVEL must match the equivalent field in TEC Course Register* |
| Error | 750 | Add | New validation for mandating a value.  **New validation:** *Level on the NZQCF is blank* |
| Credit | Error | 044 | Update | New validation rules are added to validate the other conditions (See validation rules 751 and 752).  **Updated validation:** *Credit value is blank* |
| Error | 573 | Update | Now classified as an error instead of a warning.  **Updated validation:** *Credit value must be an integer* |
| Error | 751 | Add | New validation is added to check Credit value not being negative.  **New validation:** *Credit value is less than 0* |
| Error | 752 | Add | New validation is added to check Credit value not being greater than 240.  **New validation:** *Credit value is greater than 240* |
| Funding Category | Error | 027 | Remove | Correcting documentation to align with the current production code. The validation for this field is for the Course Enrolment file and not the Course Register file.  **Removed validation:** *CATEGORY is Z and FUNDING is 01, 11, 22, 24, 27, 28, 29 or 37.* |
| Error | 046 | Remove | Validation rule is out of date and no longer applies.  **Removed validation:** *Second character of CATEGORY is not 5 and ASSIST is 06* |
| Error | 347 | Remove | Correcting documentation to align with the current production code. Validation is checked against Funding Category in the Course Enrolment Data Submission.  **Removed validation:** *CATEGORY is not same as TEC course register for this course* |
| Error | 753 | Add | New validation for mandating a value.  **New validation:** *Funding Category is blank* |
| Warning | 047 | Remove | Correcting documentation to align with the current production code. Validation is checked against Funding Category in the Course Enrolment Data Submission.  **Removed validation:** *CATEGORY is not same as course register for this course* |
| Course EFTS Factor | Error | 045 | Update | New validation rule is added to check whether the reported value is zero.  **Updated validation:** *Course EFTS Factor is blank* |
| Error | 056 | Remove | Correcting documentation to align with the current production code. Validation is checked against EFTS By Month Field in the Course Enrolment Data Submission.  **Removed validation:** *Student has consumed more than 2.0000 EFTS in a year* |
| Error | 614 | Remove | Correcting documentation to align with the current production code. Validation is checked against Course EFTS Factor field in the Course Enrolment Data Submission.  **Removed validation:** *FACTOR in the enrolment file must be less than or equal to FACTOR in the course register for this course* |
| Error | 754 | Add | New validation for checking the value being zero.  **New validation:** *Course EFTS Factor is zero* |
| Warning | 057 | Remove | Out of date validation.  **Removed validation:** *FACTOR is not same as course register file for this course [Valid prior December 2012 SDR]* |
| Warning | 059 | Remove | This warning runs against EFTS By Month field in the Course Enrolment Data Submission.  **Removed validation:** *Student has consumed more than 1.6000 EFTS in a year (but less than 2.0000)* |
| Course Tuition Fee | Error | 755 | Add | New validation is added to mandate a value is submitted. This was part of validation rule 155.  **New validation:** *Course Tuition Fee is blank* |
| PBRF Eligible Course Indicator | Error | 367 | Update | Conditions in the validation rule are separated and added to Error 756.  **Updated validation:** *PBRF Eligible Course Indicator contains a value other than C, D, L, M or X* |
| Error | 756 | Add | To check the condition validation separated from 367.  **New validation:** *PBRF Eligible Course Indicator is blank* |
| Tuition fee paid by international fee-paying student | Error | 164 | Update | Field type check is updated to numeric.  **Updated validation:** *Tuition fee paid by international fee-paying student is not numeric or is blank* |
| Error | 363 | Remove | Correcting documentation to align with the current production code. This validation runs against Tuition fee paid by international fee-paying student field in the Learner Data Submission.  **Removed validation:** *Tuition fee paid by international fee-paying student is blank on both the Learner and Course Register files* |
| Error | 368 | Remove | Correcting documentation to align with the current production code. This validation runs against Tuition fee paid by international fee-paying student field in the Learner Data Submission.  **Removed validation:** *Tuition fee paid by international fee-paying student has been reported on both the Learner and Course Register files* |
| Error | 362 | Update | Rule to be applied to the Learner and the Course Register file separately.  **Updated validation:** *If the learner is an international fee-paying student then Tuition Fee Paid by International Fee-paying Student must be > $0 in either Learner OR Course Register files but not both* |
| Error | 738 | Add | A new rule to check the value entered is not negative.  **New validation:** *Tuition fee paid by international fee-paying student is less than 0* |
| Error | 771 | Add | New validation to check whether Tuition fee paid by international fee-paying student is less than 100 in the Course Register file.  **New validation:** *Tuition fee paid by international fee-paying student is less than 100* |
| Warning | 165 | Remove | Separated condition regarding checking the value in the Course register from validation rule 165 and added new validation 771.  **Removed validation:** *Source of funding is 02 and Tuition fee paid by international fee-paying student is less than 100 and Category of Fees Assessment for International Students for each enrolment is 03 or 06 for learner file or Tuition fee paid by international fee-paying student is less than 100 or blank for course file* |
| Course Exemption from AMFM is not a valid value | Error | 774 | Add | New validation to ensure a valid value is entered.  **New validation:** *Course Exemption from AMFM is not a valid value.* |

## Course enrolment

| Field title (enrol) | Error type | Code | Action | Reason |
| --- | --- | --- | --- | --- |
| Provider Code | Error | 748 | Add | New validation for mandating a value.  **New validation:** *Provider Code is blank* |
| Student Identification Code | Error | 002 | Remove | This validation is run against Student Identification Code in the Learner Data Submission.  **Removed validation:** *Student ID is not unique in student file* |
| Error | 577 | Remove | This requirement is no longer enforced.  **Removed validation:** *Student ID is in student file but missing in course enrolment file and qualification completion file* |
| Qualification Code | Error | 014 | Update | Updated to removed sources of funding 11, 27 and 33 as they have ceased.  **Updated validation:** *Qualification Code in Course Enrolment is not approved for funding and Source of Funding is 01, 22, 25, 26, 28, 29, 30, 32 or 37* |
| Error | 017 | Remove | Correcting documentation. This validation runs against Qualification Code field in the Course Register file.  **Removed validation:** *Qualification Code is missing in Course Register file* |
| Error | 202 | Remove | Correcting documentation to align with the current production code. This validation runs against Qualification Code in the Qualification Completion Data Submission.  **Removed validation:** *Qualification Code in Qualification Completion is duplicated for same student* |
| Error | 698 | Update | Updated to removed sources of funding 11 and 33 as it has ceased.  **Updated validation:** *Source of Funding is 01 or 37 Course Start Year* is greater than or equal to *2023 but Qual Level is null* |
| Warning | 012 | Remove | Correcting documentation to align with the current production code. This validation runs against Qualification Code field in the Course Register file.  **Removed validation:** *Qualification Code in Course Register is not approved for funding* |
| Course Code | Error | 008 | Remove | Correcting documentation to align with the current production code. This validation runs against Course Code field in the Course Register Data Submission.  **Removed validation:** *COURSE is not unique on course register file* |
| Error | 039 | Remove | Correcting documentation to align with the current production code. The validation should be against Course Start Date field.  **Removed validation:** *COURSE start date must exist before the course enrolment start date* |
| Error | 305 | Remove | Validation not relevant for course enrolment. This rule is in the Course Register as it is the primary record of the courses.  **Removed validation**: *Open course change requests for this course code already exist* |
| Warning | 038 | Remove | Validation rule 039 is the same as this validation and 038 is no longer needed.  **Removed validation:** *COURSE start date must exist before the course enrolment start date* |
| Course Start Date | Error | 039 | Add/ Update | Correcting documentation to align with the current production code. The validation was against the Course Code field. The validation is updated to match the production code.  **New/updated error message:** *Course enrolment start date is before course start date or after course end date on the TEC course register* |
| Error | 621 | Remove | Validation rule is out of date and no longer applies.  **Removed validation:** *FUNDING = 25 or 26 and course start date is not greater than 31/12/12* |
| Error | 630 | Remove | Validation rule is out of date and no longer applies.  **Removed validation:** *FUNDING = 27, 28 or 29 and course start date is not greater than 31/12/13* |
| Error | 640 | Remove | Validation rule is out of date and no longer applies.  **Removed validation:** *FUNDING = 30 and Course start date is not greater than 31/05/2015* |
| Error | 641 | Remove | Validation rule is out of date and no longer applies.  **Removed validation:** *FUNDING = 30 is not valid for SDR prior to August 2015* |
| Error | 655 | Remove | Source of funding 32 has ceased.  **Removed validation:** *Source of Funding is 32 and course start date is not greater than 31/12/16* |
| Error | 657 | Remove | Source of funding 33 has ceased.  **Removed validation:** *Source of Funding is 33 and course start date is not greater than 31/12/16* |
| Error | 710 | Add | A new rule to check that the date format (DD/MM/YYYY) is correct.  **New validation:** *Date format in Course Start date is invalid* |
| Course End Date | Error | 395 | Remove | This validation is no longer necessary. Validation rule 638 runs against both Course Enrolment and Course Completion Data Submission to ensure there is a value for both.  **Removed validation:** *Course end date cannot be blank for both enrolment and completion return* |
| Error | 541 | Remove | Validation rule removed to reflect what is in production.  ***Removed validation:*** *Course end date values in the Course Enrolment and Course Completion files do not match.* |
| Error | 637 | Remove | This validation is no longer necessary. Validation 711 also checks for this.  **Removed Validation:** *CRS\_END is invalid* |
| Error | 711 | Add | new rule to check that the date format (DD/MM/YYYY) is correct**.**  **New validation:** *Date format in Course End Date is invalid* |
| Student’s Course Withdrawal Date | Warning | 686 | Update | Updated to removed sources of funding 11 as it has ceased.  **Updated validation:** *Student’s Course Withdrawal Date is within 1st month or 10% of course length and Source of Funding is 01, 22, 26, 28, 29, 30 or 37 and Year is greater than or equal to 2022* |
| Category of Fees Assessment for International Students for each enrolment | Error | 582 | Remove | Out of date validation.  **Removed validation:** *RESIDENCY or AUS\_RESIDENCY is Y or CITIZEN is AUS and ATTEND is 3 or 4 and ASSIST is not 03 if the course start date is before 01/01/2017* |
| Error | 590 | Update | Separated the conditions being validated in this rule. Removed the condition regarding field not being blank from this rule and added validation rule 760.  **Updated validation:** *Category of Fees Assessment for International Students for each enrolment is blank or not a valid classification code* |
| Error | 603 | Update | Updated to removed sources of funding 11, 27 and 33 as they have ceased.  **Updated validation:** *Category of Fees Assessment for International Students for each enrolment is 08 and Source of Funding is not 01, 12, 23, 25, 26, 30, 32, 35, 36 or 37* |
| Error | 604 | Update | Updated to removed sources of funding 11, 27 and 33 as they have ceased.  **Updated validation:** *Category of Fees Assessment for International Students for each enrolment is 13 and Source of Funding is not 01, 22, 25, 26, 30, 32 or 37* |
| Error | 605 | Update | Updated to removed source of funding 11 as it has ceased.  **Updated validation:** *Category of Fees Assessment for International Students for each enrolment is 12 and Source of Funding is not 12* |
| Error | 608 | Update | Updated to removed sources of funding 11 has ceased.  **Updated validation:** *Category of Fees Assessment for International Students for each enrolment is 01 and Source of Funding is not 01, 20, 30, 32 or 37* |
| Error | 620 | Update | Updated to removed sources of funding 27 and 33 as they have ceased.  **Updated validation:** *Category of Fees Assessment for International Students for each enrolment is not 00, 08 or 13 or 14 and Source of Funding is 22, 25, 26, 28 or 29* |
| Error | 632 | Update | Updated to removed sources of funding 11 as it has ceased.  **Updated validation:** Category of Fees Assessment for International Students for each enrolment is 06 and Qualification Award Category is not 01, 10 |
| Error | 760 | Add | See comments for validation rule 590.  **New validation:** *Category of Fees Assessment for International Students for each enrolment is blank* |
| Warning | 776 | Add | Update validation type to be a warning for Type B learners (remains an error for Type C and D learners).  **Updated validation:** *Country of Citizenship must be NZL or AUS, or Residential Status or Australian Residential Status must be Y if Category of Fees Assessment for International Students for each enrolment is 00* |
| Intramural/Extramural Attendance | Error | 761 | Add | New validation to check if field is blank.  **New validation:** *Intramural/Extramural Attendance is blank* |
| Source of Funding | Error | 595 | Update | Updated to removed sources of funding 27 and 33 as they have ceased.  **Updated validation:** *Residential Status or Australian Residential Status must be Y, or Country of Citizenship is NZL or AUS, or Category of Fees Assessment for International Students for each enrolment must be 00, 08 or 13 or 14 if Source of Funding is 22, 28 or 29* |
| Error | 596 | Remove | Validation rule is out of date and no longer applies.  **Removed validation:** *FUNDING = 22 is not valid for SDR prior 2010* |
| Error | 611 | Update | Separated the conditions being validated in this rule. Removed the condition regarding field not being blank from this rule and added validation rule 762.  **Updated validation:** *Source of Funding is not a valid funding code for the reporting year* |
| Error | 615 | Update | Updated to removed sources of funding 27 as it has ceased.  **Updated validation:** *Source of Funding is 25, 28 or 29 and Intramural/Extramural Attendance is not 1 or 2* |
| Error | 616 | Update | Validation rule updated to correct NZQCF levels and remove ceased source of funding 27.  **Updated validation:** *Source of Funding is 26, 27, 28 and Qualification is not Level 1 or 2 on the NZQCF* |
| Error | 618 | Remove | Validation rule is out of date and no longer applies.  **Removed validation:** *FUNDING = 25 or 26 is not valid for SDR prior 2013* |
| Error | 624 | Remove | Source of funding 27 has ceased.  **Removed validation:** *Student must be less than 25 years of age at the time of the earliest course start date of the qualification being funded by Source of Funding is 27* |
| Error | 625 | Remove | Validation rule is out of date and no longer applies.  **Removed validation:** *FUNDING = 27, 28 or 29 not valid for SDR prior to 2014* |
| Error | 626 | Remove | Validation no longer required as it relates to a pre-2016 course start date. The current age range validations for MPTT are covered by validation 651.  **Removed validation:** *Student must be 18 years of age or older but not reached their 35th birthday at the time of the earliest course start date of the qualification being funded by Source of Funding is 28 or 29 and the Course Start Date must be before 01/01/2016* |
| Error | 630 | Remove | Validation no longer required as it relates to a pre-2013 course start date.  **Removed validation:** *Source of Funding is 27, 28 or 29 and course start date is not greater than 31/12/2013* |
| Error | 640 | Remove | The error is no longer valid.  **Updated validation:** *Source of Funding is 30 and course start date is not greater than 31/05/2015* |
| Error | 641 | Remove | Validation no longer required as it relates to a pre-2015 course start date.  **Removed validation:** *Source of Funding 30 is not valid for SDR prior to August 2015* |
| Error | 652 | Remove | Correcting documentation to align with the current production code. This validation runs against Student Course Completion Indicator field in the Course Completion Data Submission.  **Removed validation:** *Source of Funding is 31 and Student Course Completion indicator is not 4* |
| Error | 661 | Remove | Source of funding 27 has ceased.  **Removed validation:** *Source of Funding is 27 and course start date is greater than 31/12/2016* |
| Error | 668 | Remove | Source of funding 27 has ceased.  **Removed validation:** *Source of Funding is 25 and course start date is greater than 31/12/2018* |
| Error | 670 | Remove | Source of funding 33 has ceased.  **Removed validation:** *Source of Funding is 33 and course start date is greater than 31/12/2018* |
| Error | 762 | Add | See the comments for validation rule 611.  **New validation:** *Source of Funding is blank* |
| Warning | 593 | Remove | Validation rule is out of date and no longer applies.  **Removed validation:** *If FUNDING = 22, student must be 16 years of age or older but not reached their 18th birthday at the time of the earliest course start date of the qualification being funded by Youth Guarantee prior to 2014* |
| Warning | 699 | Add | Correcting documentation to align with the current production code.  **Updated validation:** *Funding source cannot be 37 when the course start date is less than 2023* |
| Residential Status | Error | 763 | Add | New validation is added as the field is mandatory and cannot be blank.  **New validation:** *Residential Status code is blank* |
| Australian Residential Status | Error | 633 | Update | Separated the conditions being validated in this rule. Removed the condition regarding field not being blank from this rule and added validation rule 764.  **Updated validation:** *Australian Residential Status code is other than Y or N* |
| Error | 764 | Add | See the comment for validation rule 633.  **New validation:** *Australian Residential Status is blank* |
| Funding Category | Error | 025 | Update | Separated the conditions being validated in this rule. Removed the condition regarding field not being blank from this rule and added validation rule 765.  **Updated validation:** *Funding Category is not a valid category code or is blank* |
| Error | 027 | Update | Updated to removed sources of funding 11, 24 and 27 as they have ceased.  **Updated validation:** *Funding Category is Z and Source of Funding is 01, 22, 28, 29 or 37* |
| Error | 046 | Remove | Validation rule is out of date and no longer applies.  **Removed validation:** *Second character of CATEGORY is not 5 and ASSIST is 06* |
| Error | 765 | Add | See the comments for validation rule 025.  **New validation:** *Funding Category is blank* |
| Course Classification | Error | 021 | Update | Separated the conditions being validated in this rule. Removed the condition regarding field not being blank from this rule and added validation rule 766.  **Updated validation:** *Course Classification is not a valid classification code* |
| Error | 348 | Remove | Aligned with production. This validation is only against the course register file.  **Removed validation:** *Source of Funding is 33 and course start date is greater than 31/12/2018* |
| Error | 623 | Remove | Validation rule is out of date and no longer applies.  **Removed validation:** *CLASS 11.1 or 11.2 is not a valid classification code prior 2013* |
| Error | 700 | Add | A new rule to ensure the new course classification 42.0 it is not used prior to 2024. Note: Error code value 700 was originally used for another rule, which is now assigned the new rule number 774.  ***New validation:*** *CLASS 42.0 is not a valid classification code prior to 2024* |
| Error | 766 | Add | See the comments for validation rule 021.  **New validation:** *Course Category is blank* |
| NZSCED Field of Study | Error | 353 | Remove | Validation moved from Course Enrolment to Course Register to reflect what is in production.  **Removed validation:** *NZSCED Field of Study is not same as on TEC course register for this course* |
| Course EFTS Factor | Error | 045 | Update | Separated the conditions being validated in this rule. Removed the condition regarding field not being blank from this rule and added validation rule 767.  **Updated validation:** *Course EFTS Factor is zero* |
| Error | 056 | Remove | Correcting documentation to align with the current production code. This validation runs against EFTS by Month.  **Removed validation:** *Student has consumed more than 2.0000 EFTS in a year* |
| Error | 357 | Remove | Validation moved from Course Enrolment to Course Register to reflect what is in production.  **Removed validation:** *Course EFTS Factor is not same as TEC course register for this course* |
| Error | 767 | Add | See the comments for validation rule 045.  **New validation:** *Course EFTS Factor is blank* |
| Warning | 059 | Remove | Correcting documentation to align with the current production code. This validation runs against EFTS by Month.  **Removed validation:** *Student has consumed more than 1.6000 EFTS in a year (but less than 2.0000)* |
| EFTS by Month | Error | 056 | Add | Correcting documentation to align with the current production code. This validation will run against EFTS by Month field instead of Course EFTS Factor.  **New validation: *Student*** *has consumed more than 2.0000 EFTS in a year* |
| Error | 768 | Add | New validation is added as the field is mandatory and cannot be blank.  **New validation:** *EFTS By Month is blank* |
| Warning | 059 | Add | Correcting documentation to align with the current production code. This validation will run against EFTS by Month field instead of Course EFTS Factor.  **New validation:** *Student has consumed more than 1.6000 EFTS in a year (but less than equal to 2.0000)* |
| National Student Number | Error | 156 | Remove | Correcting documentation to align with the current production code. This validation condition is checked in the Learner file. **Removed validation:** *Student’s name & date of birth AND residential status must be verified for a Type D student* |
| Error | 712 | Add | New validation for mandating a value.  **Updated validation:** *National Student Number in Course Enrolment Data Submission is blank* |

## Course completion

| Field title (course comp) | Error type | Code | Action | Reason |
| --- | --- | --- | --- | --- |
| Provider Code | Error | 748 | Add | New validation for mandating a value.  **New validation:** *Provider Code is blank* |
| Student Identification Code | Error | 001 | Remove | Correcting documentation to align with the current production code. The validation for this field is for the Course Enrolment file and not the Course Completion file.  **Removed validation:** *Student ID in Course Enrolment Data Submission is not in Learner Data Submission* |
| Error | 002 | Remove | Correcting documentation to align with the current production code. The validation for this field is for the Learner file and not the Course Completion file.  **Removed validation:** *Student ID is not unique in student file* |
| Error | 577 | Remove | Validation not required.  **Removed validation:** *Student ID is in student file but missing in course enrolment file and qualification completion file* |
| Error | 725 | Remove | Correcting documentation to align with the production code. This validation is on the National Student Number in the Course Completion file.  **Removed validation:** *Student Identification Code is not in Learner Data Submission* |
| Course Code | Error | 008 | Remove | This validation runs against Course Code in the Course Register File.  **Updated validation:** *Course is not unique on course register file* |
| Error | 039 | Remove | Correcting documentation to align with the current production code. The validation should be against Course Start Date field.  **Removed validation:** *Course start date must exist before the course enrolment start date* |
| Error | 305 | Remove | Correcting documentation to align with the production code. This validation is on the Course Register.  **Removed validation**: *Open course change requests for this course code already exist* |
| Error | 335 | Remove | Correcting documentation to align with the production code. This validation is on the Course Register.  **Removed validation:** *Enrolments against invalid or deleted course on TEC course register* |
| Warning | 043 | Remove | Correcting documentation to align with the current production code. This validation runs against Course Code in the Course Enrolment Data Submission  **Removed validation:** *Student is enrolled in more than 25 courses* |
| Student Course Completion indicator | Error | 652 | Add | Correcting documentation to align with the current production code. This validation runs against Student Course Completion Indicator field in the Course Completion Data Submission.  **New validation:** *Source of Funding = 31 and Student Course Completion indicator is not 4* |
| Error | 769 | Add | New validation to ensure that the reported value is not blank.  **New validation:** *Student Course Completion is blank* |
| Warning | 385 | Remove | Validation no longer required as it relates to a pre-2003 courses.  **Removed validation:** *Student Course Completion indicator is 0,1, 2, 3, 4 or 8, Course end date is 2003 or less and no corresponding enrolment is found* |
| Warning | 390 | Update | The description is updated to clarify the condition in the error message.  **Updated validation:** *Student Course Completion indicator has been reported as 0 for two consecutive returns* |
| Course Start Date | Error | 039 | Add | Correcting documentation to align with the current production code. The validation was against the Course Code field. The validation is updated to match the production code.  **New/updated error message:** *Course enrolment start date is before course start date or after course end date on the TEC course register* |
| Error | 144 | Remove | Correcting documentation to align with the current production code. This validation runs against Course Start Date in Course Enrolment Data Submission.  **Removed validation:** *The course start date is prior to date of approval for funding in Qualification when funding source is 01 or 22* |
| Error | 621 | Remove | Validation rule is out of date and no longer applies. This rule is also validated against the Couse Start Date field in the Course Enrolment file and not the Course Completion file.  **Removed validation:** *FUNDING = 25 or 26 and course start date is not greater than 31/12/12* |
| Error | 630 | Remove | Validation rule is out of date and no longer applies. This rule is also validated against the Couse Start Date field in the Course Enrolment file and not the Course Completion file.  **Removed validation:** *FUNDING = 27, 28 or 29 and course start date is not greater than 31/12/13* |
| Error | 640 | Remove | Validation rule is out of date and no longer applies. This rule is also validated against the Couse Start Date field in the Course Enrolment file and not the Course Completion file.  Removed validation: *FUNDING = 30 and Course start date is not greater than 31/05/2015* |
| Error | 641 | Remove | Validation rule is out of date and no longer applies. This rule is also validated against the Couse Start Date field in the Course Enrolment file and not the Course Completion file.  **Removed validation:** *FUNDING = 30 is not valid for SDR prior to August 2015* |
| Error | 655 | Remove | Correcting documentation to align with the current production code. This rule is validated against the Couse Start Date field in the Course Enrolment file and not the Course Completion file.  **Removed validation:** *FUNDING = 32 and course start date is not greater than 31/12/16* |
| Error | 657 | Remove | Correcting documentation to align with the current production code. This rule is validated against the Couse Start Date field in the Course Enrolment file and not the Course Completion file.  **Removed validation:** *FUNDING = 33 and course start date is not greater than 31/12/16* |
| Error | 662 | Remove | Correcting documentation to align with the current production code. This rule is validated against the Couse Start Date field in the Course Enrolment file and not the Course Completion file.  **Removed validation:** *FUNDING = 35 or 36 and course start date is not in year 2018* |
| Error | 726 | Add | A new rule to check that the date format (DD/MM/YYYY) is correct.  **New validation:** *Date format in Course Start Date is invalid* |
| National Student Number | Error | 151 | Remove | This rule is replaced by rule 728.  **Removed validation:** *NSN reported is invalid* |
| Error | 152 | Remove | Validation no longer required due to changes to how learner data is validated.  **Removed validation:** NSN reported is not unique in the Learner Data Submission |
| Error | 154 | Remove | Correcting documentation to align with the current production code. This validation condition is checked in the Learner file. **Removed validation:** Date of Birth reported does not match Date of Birth on NSN |
| Error | 156 | Remove | Correcting documentation to align with the current production code. This validation condition is checked in the Learner file. **Removed validation:** *Student’s name & date of birth AND residential status must be verified for a Type D student* |
| Error | 252 | Remove | This rule is replaced by rule 728  **Removed validation:** NSN does not exist |
| Error | 254 | Remove | Correcting documentation to align with the current production code. This validation condition is checked in the Learner file.  **Removed validation:** Gender reported does not match Gender on NSN |
| Error | 159 | Remove | Correcting documentation to align with the current production code. This validation condition is checked in the Learner file.  **Removed validation:** Citizenship or resident status reported does not match resident status on NSN |
| Error | 360 | Remove | Date of Birth is a mandatory field for all learner types. Hence, proxy date of birth will not be used for Type B learners and is not supported.  **Removed validation:** *Proxy Date of birth cannot be used for a Type D student* |
| Error | 361 | Remove | Date of Birth is a mandatory field for all learner types. Hence, proxy date of birth will not be used for Type B learners and is not supported.  **Removed validation:** *Proxy Date of birth has been used for a Type B or C student* |
| Error | 382 | Remove | Correcting documentation to align with the current production code. This validation runs against National Student Number field in the Course Enrolment Data Submission.  **Removed validation:** *NSN reported in Course Enrolment file is not in Student file* |
| Error | 727 | Add | New validation for mandating a value.  **New validation:** *National Student Number in the Course Completion Data Submission is blank* |
| Error | 728 | Add | New rule to check learner exists in current or past data submissions.  **New validation:** *National Student Number in the Course Completion Data Submission is not in the current, nor previous Learner files* |
| Course End Date | Error | 395 | Remove | This validation is no longer necessary.  **Removed validation:** *Course End Date is a mandatory field for both Course Enrolment and Course Completion Data Submissions* |
| Error | 637 | Remove | This condition is validated in validation rule 729.  **Removed validation:** *CRS\_END is invalid* |
| Error | 729 | Add | A new rule to check that the date format (DD/MM/YYYY) is correct.  **New validation:** *Date format in Course End Date is invalid* |

## Qualification completion

| Field title (qual comp) | Error type | Code | Action | Reason |
| --- | --- | --- | --- | --- |
| Provider Code | Error | 748 | Add | New validation for mandating a value.  **New validation:** *Provider Code is blank* |
| Student Identification Code | Error | 001 | Remove | Correcting documentation to align with the current production code. The validation for this field is for the Course Enrolment file and not the Qualification Completion file.  **Removed validation:** *Student ID in Course Enrolment Data Submission is not in Learner Data Submission* |
| Error | 002 | Remove | Correcting documentation to align with the current production code. The validation for this field is for the Learner file and not the Qualification Completion file.  **Removed validation:** *Student ID is not unique in Learner Data Submission* |
| Error | 577 | Remove | Validation not required.  **Removed validation:** *Student ID is in Learner Data Submission but missing in Course Enrolment Data Submission and Qualification Data Submission* |
| Error | 730 | Remove | This validation is on the National Student Number in the Course Completion file and not required for Course Completion.  **Removed validation:** *Student Identification Code is not in Learner Data Submission* |
| National Student Number | Error | 151 | Remove | This rule is replaced by rule 731.  **Removed validation:** NSN reported is invalid |
| Error | 152 | Remove | Validation no longer required due to changes to how learner data is validated.  **Removed validation:** NSN reported is not unique in the Learner Data Submission |
| Error | 154 | Remove | Correcting documentation to align with the current production code. This validation condition is checked in the Learner file. **Removed validation:** Date of Birth reported does not match Date of Birth on NSN |
| Error | 156 | Remove | Correcting documentation to align with the current production code. This validation condition is checked in the Learner file.  **Removed validation:** *Student’s name & date of birth AND residential status must be verified for a Type D student* |
| Error | 159 | Remove | Correcting documentation to align with the current production code. This validation condition is checked in the Learner file.  **Removed validation:** *Citizenship or resident status reported does not match resident status on NSN* |
| Error | 252 | Remove | This rule is replaced by rule 731.  **Removed validation:** NSN does not exist |
| Error | 254 | Remove | Correcting documentation to align with the current production code. This validation condition is checked in the Learner file**.**  **Removed validation:** Gender reported does not match Gender on NSN |
| Error | 256 | Remove | Correcting documentation to align with the current production code. This validation condition is checked in the Learner file.  **Removed validation:** NAMEID reported does not match NAMEID from NSN |
| Error | 360 | Remove | Date of Birth is a mandatory field for all learner types. Hence, proxy date of birth will not be used for Type B learners and is not supported.  **Removed validation:** *Proxy Date of birth cannot be used for a Type D student* |
| Error | 361 | Remove | Date of Birth is a mandatory field for all learner types. Hence, proxy date of birth will not be used for Type B learners and is not supported.  **Removed validation:** *Proxy Date of birth has been used for a Type B or C student* |
| Error | 382 | Remove | Correcting documentation to align with the current production code. This validation runs against National Student Number field in the Course Enrolment Data Submission.  **Removed validation:** *NSN reported in Course Enrolment file is not in Student file* |
| Error | 731 | Add | New validation to check learner exists in current or past submissions.  **Updated validation:** *National Student Number in the Qualification Completion Data Submission is not in the current, nor previous Learner files* |
| Error | 740 | Add | New validation to ensure a value is submitted.  **New validation:** National Student Number in Qualification Completion Data Submission is blank |
| Qualification Code | Error | 006 | Remove | Correcting documentation to align with the current production code. The validation for this field is for the Course Enrolment file and not the Qualification Completion file.  **Removed validation:** *Qualification Code is missing in Course Enrolment Data Submission* |
| Error | 014 | Remove | Correcting documentation to align with the current production code. The validation for this field is for the Course Enrolment file and not the Qualification Completion file.  **Removed validation:** *Qualification Code in Course Enrolment is not approved for funding and FUNDING is 01, 11, 22, 25, 26, 27, 28, 29, 30, 32, 33 or 37017: Qualification Code is missing in Course Register file* |
| Error | 694 | Remove | Correcting documentation to align with the production code. This validation is on the Course Enrolment.  **Removed validation:** *Source of Funding is 01, course start date is greater than or equal to 01/01/23 but Qual Level and/or QAC code are not valid for 01* |
| Error | 695 | Remove | Correcting documentation to align with the production code. This validation is on the Course Enrolment.  **Removed validation:** *Source of Funding is 37, course start date is greater than or equal to 01/01/23 but Qual Level and/or QAC code are not valid for 37* |
| Error | 697 | Remove | Correcting documentation to align with the current production code. This validation runs against Qualification Code in the Course Enrolment Data Submission.  **Removed validation:** *FUNDING = 01, Qual Level must be 1 or 2* |
| Error | 698 | Remove | Correcting documentation to align with the current production code. This validation runs against Qualification Code in the Course Enrolment Data Submission.  **Removed validation:** FUNDING in 01,11,37 Course Start Year >= 2023 but Qual Level is null |
| Error | 569 | Update | Separated the conditions being validated in this rule. Removed the condition regarding field not being blank from this rule and added validation rule 770.  **Updated validation:** *Year Requirements Met is blank or not numeric* |
| Error | 770 | Add | See the comment for the validation rule 569.  **New validation:** *Year Requirements Met is blank* |

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1. A learner enrolled in a formal qualification with a total EFTS value greater than 0.03 (refer to the section on enrolment types for more information). [↑](#footnote-ref-2)