



Fees Free Work-based Learning Monthly Reporting Guide

The Fees Free work-based learning monthly reporting process uses two documents to collect data on your enrolled Fees Free learners: the Fees Free Schedule of Fees and the Fees Free Programmes and Fees. We use the data to calculate the payments we will make to you for your learners, and to monitor learners' Fees Free entitlement use.

This guide is intended to help you correctly submit your Fees Free Schedule of Fees and Fees Free Programmes and Fees returns.

Fees Free Schedule of Fees return

At the beginning of each calendar year you are required to complete and submit a Fees Free Schedule of Fees to the TEC using Workspace 2. The template must include all Fees Free eligible programmes available to learners at your organisation for the calendar year.

The purpose of the Fees Free Schedule of Fees is to provide a record of all fee amounts related to programmes delivered by you, allowing us to validate the data you provide in the Fees Free Programmes and Fees.

Step One: Filling in the Fees Free Schedule of Fees return

- › Enter one row for each fee that can be charged for a programme.
- › All fields are mandatory for each fee that you enter.

Unique ID

- › Enter the Unique ID for each fee a learner could be charged for a Fees Free eligible programme. The Unique ID is the code you use in your system for each fee.
- › The Unique ID must be unique to the Programme Number, Programme Version Number and Fee Type. You cannot use the same Unique ID for different fees.
- › If you have different rates for different employers, enter each under separate Unique IDs.

Programme Number

- › Enter the Programme Number associated with the fee charge.
- › These must match the Programme Numbers recorded against learner enrolments in the Industry Training Register (ITR).

Programme Version Number

- › Enter the version of the programme relating to this fee charge. You may have different fee charges for different versions of the same programme, in which case you would have multiple lines for this programme in your Fees Free Schedule of Fees return.

Local Programme Course Name

- › Enter the name of the programme.

Maximum amount \$ (Excl GST)

- › Enter the maximum fee value in dollars and cents, excluding GST.
- › Format the fee to a number with two decimal places (do not include "\$" or ",").
- › The maximum amount must be an amount between \$0 and \$100,000.00.
- › Where a learner can be charged the same fee multiple times in one month, combine the total cost into one row. For example, where a learner can complete four exams at a cost of \$50 each, enter the total fee amount as \$200.
- › Where fees vary, enter the maximum value. Validation checks on the Fees Free Programmes and Fees return are performed against the maximum amount, and any entries submitted that exceed the maximum amount will be excluded from allocations.

Fee Type

- › Select one of the following to indicate the type of fee: Enrolment, Monthly (Training), Assessment, Off-Job, or Resource.
- › If a programme has multiple fees with different fee types, enter these on separate lines.

Payment Frequency

- › Select one of the following to indicate how often this fee is charged: One-off, Monthly, Quarterly, Semi-annual, or Annual.

Applicable From

- › The date that the fee is valid from.
- › This must be a value from 1/1/2024 to 31/12/2024.

Step Two: Submitting the Fees Free Schedule of Fees return

- › Load your completed 2024 *Fees Free Schedule of Fees* return into Workspace 2 and submit it back to us by the **4th working day of February**.
- › Check Workspace 2 approximately 15 minutes after submitting your report to **ensure that your return has submitted correctly**.
- › If it has not been submitted correctly, there will be a '**Validation Result**' document in your Workspace 2. This will indicate the cells that need to be fixed.

Each month you will be provisioned a new, blank *Fees Free Schedule of Fees* template. **You only need to fill this out again if your 2024 Fees Free Schedule of Fees changes**, for example if your fee amounts have changed, you are charging a new fee type, or you are delivering a new programme. The new Schedule submission will replace your previous submission, so make sure to include all of your current fees and programmes and not just the new or updated records.

If you would like support in completing your return by the due date, please contact us on 0800 601 301 or customerservice@tec.govt.nz.

Step Three: What happens next?

Throughout the course of the year we'll use the information you've submitted to validate your Fees Free Programmes and Fees return.

Fees Free Programmes and Fees return

Each month, we provide a blank Fees Free Programmes and Fees template to you on Workspace 2. The template needs to be completed and submitted back to us using Workspace 2.

The template must include **all Fees Free eligible learners charged for training by your organisation for the calendar month**:

- Learners with the status 'Yes' (Y), '2018 Starter' (8), '2019 Starter' (9), '2020 Starter' (0), '2021 Starter' (1), '2022 Starter' (2), '2023 Starter' (3) and;
- Learners who have remaining Fees Free entitlement. You do not need to include learners who have used their full Fees Free entitlement previously.

You may also report fees for previous months which have not yet been covered.

The Programmes and Fees return is used to determine the payments due to your organisation on behalf of Fees Free eligible learners.

Step One: Filling in the Fees Free Programmes and Fees return

- › Enter one row for each fee a learner was charged.
- › All fields are mandatory for each row.

Reporting Enrolment Information

National Student Number

- › Enter a valid NSN for each fee a learner was charged for a Fees Free eligible programme in that month.

Key notes:

- An up-to-date list of eligible learners with remaining entitlement in 2024 can be found in your Shared Documents on Workspace 2.
- Learner eligibility can change daily so you need to check the eligibility status of all your learners at the start of each reporting round.
- A blank cell or invalid NSN will cause a validation error on submission.

Source Enrolment ID

- › Enter the Source Enrolment ID for the learner's programme enrolment.

Key notes:

- This must be the same Source Enrolment ID as reported in the Industry Training Register (ITR).
- The data recorded against this Source Enrolment ID in the ITR will be used to validate the rest of the data entered for this learner, including Start Date, End Date and Programme.

Unique ID

- › Enter the Unique ID for the fee you are charging the learner.

Key notes:

- This Unique ID must be entered in the Schedule of Fees. The Unique ID is used to validate the fee charge against the fee's maximum amount in the Schedule of Fees.

Start Date & End Date

- › Enter the learner's programme Start Date and End Date (DD/MM/YYYY).
- › The Start Date must be in 2024.
- › Start and End Dates must be within the dates the learner is enrolled according to the ITR.
- › There are different rules for Start and End Dates depending on the type of fee you are charging.

Annual Fees:

If you charge annual fees (such as an enrolment fee), the Start Date can be any day after the learner enrolled according to the ITR, and the End Date should be a year later *or* the day the learner's programme is expected to end.

Monthly Fees

If you charge monthly fees, the Start Date should be the first day of the reporting month and the End Date should be the last day of the month, unless the learner began or finished training in the current reporting month. In those cases the Start Date should be the day after the learner was enrolled according to the ITR, and the End Date should be the day before the learner completed their programme according to the ITR.

EXAMPLE OF START AND END DATES FOR MONTHLY FEES

First Month		Subsequent Months				Last Month	
January-24		February-24		March-24		April-24	
Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date
17/01/2024	31/01/2024	1/02/2024	29/02/2024	1/03/2024	31/03/2024	1/04/2024	18/04/2024

Other fees

One-off fees such as Block Courses, Training, Resources and Assessments should be given Start and End Dates depending on circumstance but are still required to be within the Start and End Dates of the enrolment within the ITR.

Programme Number

- › Enter the Programme number for the learner’s intended programme.

Key notes:

- This must be the same Programme as reported in the ITR under the entered Source Enrolment ID.
- This Programme Number must be reported on the Schedule of Fees under the entered Unique ID.

Programme Version

- › Enter the Programme Version number for the learner’s intended programme.

Key notes:

- This must be the same Programme Version as reported in the ITR under the entered Source Enrolment ID.
- This Programme Version must be reported on the Schedule of Fees for the entered Programme Number.

Fee (Excl GST)

- › Enter the fee (excluding GST) that you would charge the learner for this programme.
- › Format the fee to a number with two decimal places (do not include “\$” or “,”).
- › The fee must be set at the same value as you charge a Fees Free ineligible learner in the same circumstances.

- › Where a learner was charged the same fee multiple times in one month, combine the total cost into one row. For example, where a learner completed four exams at a cost of \$50 each, enter the total fee amount as \$200.

Key notes:

- The Fee (Excl GST) cannot exceed the value entered in your Schedule of Fees for the entered Unique ID.

GST on fee

- › Enter the GST on the fee.
- › Format the GST to a number with two decimal places (do not include "\$" or ",").
- › This number is 15% of the Fee (Excl GST) you have entered, i.e. $\text{GST on fee} = \text{Fee (Excl GST)} * 0.15$.

Step Two: Submitting the Fees Free Programmes and Fees return

- › Load your completed Fees Free Programmes and Fees return into Workspace 2 and submit it back to us **by the due date each month**. This is generally the 4th working day of the month.
- › Check Workspace 2 approximately 15 minutes after submitting your report to **ensure that your return has submitted correctly**.
- › If it has not been submitted correctly, there will be a '**Validation Result**' document in your Workspace 2. This will indicate the cells that need to be fixed.

Key notes:

- If you have not charged any Fees Free eligible learners in the reporting month, you need to submit the return back to us as a blank template to let us know.
- You may also report fees for previous months which have not yet been covered. It's a good idea to check the eligibility of all learners who have been enrolled with your organisation in 2024 each month so that you can add fees for learners that have declared their eligibility after enrolling.

If you would like support in completing your return by the due date, please contact us on 0800 601 301 or customerservice@tec.govt.nz.

Step Three: What happens next?

We'll validate the information you submit against your Fees Free Schedule of Fees return and the Industry Training Register (ITR) and provide you with a report in Workspace 2 within a few weeks:

› **Fees Free Remittance report**

This report tells you how much we've allocated to you for each fee you have reported. Where a fee has been rejected, or the allocated amount is lower than the amount you

requested, a comment is given to explain why. The Fees Free Remittance Guide provides more detail on how to read the Remittance report.

If you would like more information on rejected or reduced allocations, please contact us on 0800 601 301 or customerservice@tec.govt.nz.

Payments

The TEC makes payments each month to cover the cost of Fees Free learner enrolments at your organisation in line with your Remittance report. An end-of-year wash-up will occur in the following April of each year to confirm the final funding position for the previous year. Additionally, our Fees Free agreement allows us to make adjustments to increase or decrease your payments, and for you to repay us if we have overpaid your Fees Free funding.

Appendix 1: How to Report Learner Withdrawals

Your existing withdrawal and refund policies should be applied to all learners, regardless of whether they are receiving Fees Free or not. The [Education and Training Act 2020](#) sets some basic parameters for withdrawals and refunds.

Learners who withdraw and are not charged fees do not need to be included in your Fees Free Programmes and Fees return

If a learner completely withdraws from training and you are not charging them any fees, they do not need to be reported. This includes:

- › When the learner withdraws before their start date
- › Withdraws within the withdrawal period, or
- › Withdraws under exceptional circumstances and is entitled to a **full refund**.

This means:

- › If the learner enrolls in subsequent tertiary study they will be assessed for eligibility at their new programme start date.
- › If they choose to study in later years, the Fees Free eligibility criteria and entitlement use settings at that time will apply.

Learners who withdraw and used dollars need to be included in your Fees Free Programmes and Fees return

You should fill in all mandatory fields as per usual for the learner's programme.

Refunds may need to be included in your Fees Free Programmes and Fees return

Learners who withdraw without using all of the dollars already paid to you for their training need to be included in your Fees Free Programmes and Fees return as refunds. For example, when we pay you for a full year enrolment fee for a particular learner, and that learner withdraws halfway through the year, you are required to refund the portion of the fee that would normally be returned to the learner if they were not Fees Free eligible.

A refund should be reported as a negative value in the Fee (Excl GST) and GST on fee fields. All other details for the enrolment should be identical to the original fee charged, so that the records can be matched. If this is not the case, the refund will be rejected.

Appendix 2: Glossary

Fees Free Schedule of Fees return

The Fees Free Schedule of Fees is a record of all fee amounts corresponding to programmes delivered by you, allowing us to validate the data you provide in the Fees Free Programmes and Fees.

Fees Free Programmes and Fees return

The Fees Free Programmes and Fees return is a record of all fee amounts charged to learners enrolled in programmes delivered by you, allowing us to validate the data you provide against the Fees Free Schedule of Fees and make payment to you.

Industry Training Register (ITR)

The ITR is an online real-time tool that collects trainee and apprenticeship data from organisations that receive funding from the Delivery at Levels 3–7 (non-degree) on the NZQCF and all industry training (DQ3–7) Fund for work-based delivery. We use this information to calculate the organisation’s funding and monitor their educational performance.

Workspace 2

A secure online tool to enable electronic transactions between us and TEOs. Workspace 2 allows us to collect TEO data securely and automate the transfer of TEO data straight into our data warehouse.