



# Managed Apprenticeships – Actuals

## Purpose

This template collects data on your enrolled managed apprentices.

## Reporting

You need to report learner enrolments for these three options:

1. Enrolled in one qualification – please complete one row for each qualification.
2. Enrolled in more than one qualification as part of an approved managed apprenticeship programme – please complete one row per qualification.
3. No enrolled managed apprentices – please submit a blank template if you do not have any enrolled managed apprentices.

## Column definition – report worksheet

### Learner information

#### National Student Number

This is a mandatory field. Enter a valid National Student Number (NSN) for each learner who is enrolled as a managed apprentice. A blank or invalid NSN will cause a validation error on submission.

#### Gender

This is a mandatory field. Enter gender aligned to the Stats NZ data standard:

- Female/Wahine (“F” in .CSV upload accepted)
- Male/Tāne (“M” in .CSV upload accepted)
- Another gender/He ira kē anō (“D” in .CSV upload accepted)

#### Date of birth

This is a mandatory field. Format must be DD/MM/YYYY.

## Employment brokered by TEO

This is a mandatory field. It is used to assist with policy work for the Reform of Vocational Education – Unified Funding System and helps us to understand how much employment brokerage you do. Select an indicator from the dropdown box (Y/N).

“Y” (yes) indicates that:

- the learner was not employed, or was employed in a different industry, when they first enrolled in this qualification or programme; and
- you assisted the learner to move into relevant employment; so then
- they became an apprentice (with a tripartite training agreement).

Examples:

- If a learner enrolls with a provider for another programme (with the same end career goal) and then progresses to an apprenticeship where the provider has assisted in setting up the employment relationship, this is brokerage.
- If the employer and learner are already connected and then approach the provider, this is not considered brokerage.

## Enrolment information

### Industry type

This is a mandatory field. Select an Industry Type that represents the apprenticeship from the dropdown box.

### Qualification Code

This is a mandatory field. Select a Qualification Code from the dropdown box. Please use the same value as reported in the Single Data Return (SDR). The dropdown box only includes approved managed apprenticeship qualifications.

### Qualification Title

The Qualification Title is automatically populated based on the Qualification Code selected.

### Training Agreement Signed Date

This is a mandatory field. Enter the date the learner’s tripartite training agreement was signed (DD/MM/YYYY).

### Training Agreement Status

This is a mandatory field. Select the status of the training agreement from the dropdown box.

Status	Description
Active	A training agreement is in place and the learner is actively training (both on- and off-job training).
On Hold	The learner is not currently training as an apprentice but is still enrolled and employed, with the training agreement still in place, but “on hold”.  For example, the employer may have temporarily redeployed the employee to a different role that does not incorporate the on-job training required for the qualification or programme of study.

Withdrawn	The learner is no longer enrolled in the qualification; or The learner is still enrolled in the qualification, but the training agreement is no longer in place (eg, the learner is no longer employed).
Completed	The learner has completed all the qualification requirements.

### Training agreement withdrawal date

This is a mandatory field when the learner’s Training Agreement Status is “Withdrawn”. Please enter the Withdrawal Date (DD/MM/YYYY).

This field must only be completed for learners who have withdrawn from their Training Agreement, otherwise this field MUST be left blank. If the Withdrawal Date is entered before the Training Agreement Signed Date then this will cause a validation error on submission.

### Training agreement on hold date

This is a mandatory field when training status is “On hold”.

Format must be DD/MM/YYYY.

### Apprenticeship Completion Date

This is a mandatory field when the Training Agreement Status is “Completed”. Enter the learner’s Apprenticeship Completion Date (DD/MM/YYYY).

If you enter a Completion Date that is before the Training Agreement Signed Date, this will cause a validation error on submission.

## Employer information

Please enter either the Employer Trading Name or Employer Legal Name, or both, if known.

### Employer Trading Name

Please enter the employer’s trading name.

This is a mandatory field when the Employer Legal Name field is blank.

### Employer Legal Name

Please enter the employer’s legal name.

This is a mandatory field when the Employer Trading Name field is blank.

### Employer NZBN

This is a mandatory field. The format in the webform must be a whole number of 13 digits.

Format in the CSV upload file must be NZBN1234567890123 (NZBN with 13 digits).



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