Other Fund Actuals - Data Requirements for 2024

This document sets out the changes to data requirements for Actuals templates effective October 2024.

We are making some minor changes to simplify Other Fund Actuals data collections effective October 2024, including field name changes and removal of fields no longer required.

The changes to current Actuals data collection templates are described in the tables below with:

* Column name: The current template column name
* Decision: ‘Keep’ or ‘Remove’ the existing column or ‘Add’ a new data point
* Comment: Describes the reason for change. It also indicates a column name change.

The file format for Other Fund Actuals data collections will be .CSV

As with existing templates, some of the fields are calculated. These fields will auto-populate as part of the DXP Ngā Kete data submission process. Fields in the tables below have been shaded to indicate that they are auto-populated fields. DXP Ngā Kete will accept CSV file upload with or without the auto-populated fields.

A link to Reference Data is provided on the [Data Specifications Data System Refresh](https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications/) programme page of the TEC website.

TEC is planning to make some updates to the data requirements for Actuals templates for 2025, effective June 2025. An update will be provided soon.

For any other questions please contact the TEC Customer Contact Group on 0800 601 301 or [CustomerService@tec.govt.nz](mailto:CustomerService@tec.govt.nz).

**Templates:**

[ACE in Schools 3](#_Toc166835969)

[ACE in Communities 4](#_Toc166835970)

[ACE Schools & Communities - Optional NSN list 5](#_Toc166835971)

[ACE in Schools Coordinator 5](#_Toc166835972)

[Emergency Management 6](#_Toc166835973)

[English Language Teaching 7](#_Toc166835974)

[Search and Rescue 8](#_Toc166835975)

[Intensive Literacy & Numeracy (ILN) 9](#_Toc166835976)

[English Language Teaching 10](#_Toc166835977)

[TEO-led WLN 11](#_Toc166835978)

[Māori and Pasifika Trades Training (MPTT) 12](#_Toc166835979)

[UFS Tech-E - Assessment & Verification programmes 12](#_Toc166835980)

[UFS Tech-E - Pathway to Work 12](#_Toc166835981)

[UFS Tech-E - Mixed-mode, off-job training 12](#_Toc166835982)

[Medical Intern Grant 12](#_Toc166835983)

[Managed Apprenticeships (for ABI) 12](#_Toc166835984)

[PBRF – External Research Income (ERI) 12](#_Toc166835985)

[Secondary Initial Teacher Education (ITE) 12](#_Toc166835986)

[Refugee English – to follow 12](#_Toc166835987)

[Adult Literacy Educator Grants – to follow 12](#_Toc166835988)

[Equity report – to follow 12](#_Toc166835989)

[Gateway – to follow 13](#_Toc166835990)

[Gateway Unit Standard Results – to follow 13](#_Toc166835991)

[Fees Free All Enrolments and Costs – to follow 13](#_Toc166835992)

[Fees Free TEO Change Learner Eligibility Status – to follow 13](#_Toc166835993)

[Fees Free ~~ITO~~ Work-based Programmes and Fees – to follow 13](#_Toc166835994)

[Fees Free ~~ITO~~ Work-based Schedule of Fees – to follow 13](#_Toc166835995)

## ACE in Schools

Here is a summary of changes for the 2024 data requirements for ACE in Schools - Actuals.

| ***Column Name*** | ***Decision*** | ***Comment*** |
| --- | --- | --- |
| Course/Activity title | Keep |  |
| Primary Priority Provision | Keep |  |
| Primary Focus | Keep |  |
| Primary Target Priority Group for the Course | Keep | **Rename: Primary target group** |
| TLA of Delivery | Keep |  |
| Region of Delivery | Keep |  |
| Number of Hours per Learner | **Remove** | Already provided in MoP |
| Number of Intended Funded Learners | **Remove** | Already provided in MoP |
| Total Intended Learner Hours | **Remove** | Already provided in MoP |
| Value of Planned Delivery (Funded) | **Remove** | Already provided in MoP |
| Comments | **Remove** |  |
| Number of Learners | Keep |  |
| Expected Total Learner Hours | **Remove** | Already provided in MoP  This is the Intended learner hours in MoP |
| Hours per Learner | **Add** | Required to calculate the actual hours per learner |
| *Total Hours Actually Attended by Learners* | *Keep* | *Auto-populated.* ***Rename: Total learner hours***  *Hours per learner \* Number of learners* |
| *Value of Actual Delivery* | ***Add*** | *Auto-populated.* ***Rename: Value of delivery***  *Total learner hours \* Applicable funding rate*  *Click* [***here***](https://www.tec.govt.nz/funding/funding-and-performance/funding/funding-rates/)*for information on funding rates* |
| Male | Keep |  |
| Female | Keep |  |
| Gender Diverse | Keep |  |
| Gender Unknown | Keep |  |
| *Total all genders* | *Keep* | *Auto-populated* |
| Number of Learners with an English Language Need | Keep |  |
| Number of Learners with Low or No Qualifications | Keep | **Rename: Those whose initial learning was unsuccessful** |
| Number of Migrants | Keep |  |
| Number of Refugees | Keep |  |
| NZ European /Pakeha | Keep |  |
| Māori | Keep |  |
| Pasifika | Keep |  |
| Asian | Keep |  |
| MELAA | Keep |  |
| Other | Keep |  |
| Unknown | Keep |  |
| *Total all ethnicities* | *Keep* | *Auto-populated* |
| 16-19 | Keep |  |
| 20-24 | Keep |  |
| 25-29 | Keep |  |
| 30-34 | Keep |  |
| 35-39 | Keep |  |
| 40-44 | Keep |  |
| 45-49 | Keep |  |
| 50-54 | Keep |  |
| 55-59 | Keep |  |
| 60+ | Keep |  |
| *Age all ages* | *Keep* | *Auto-populated* |

## 

## ACE in Communities

Here is a summary of changes for the 2024 data requirements for ACE in Communities - Actuals.

| ***Column Name*** | ***Decision*** | ***Comment*** |
| --- | --- | --- |
| Course/Activity title | Keep |  |
| Primary Priority Provision | Keep |  |
| Primary Focus | Keep |  |
| Primary Target Priority Group for the Course | Keep | **Rename: Primary target group** |
| TLA of Delivery | Keep |  |
| Region of Delivery | Keep |  |
| Number of Hours per Learner | **Remove** | Already provided in MoP |
| Number of Intended Funded Learners | **Remove** | Already provided in MoP |
| Total Intended Learner Hours | **Remove** | Already provided in MoP |
| Value of Planned Delivery (Funded) | **Remove** | Already provided in MoP |
| Comments | **Remove** |  |
| Number of Learners | Keep |  |
| Expected Total Learner Hours | **Remove** | Already provided in MoP  This is the Intended learner hours in MoP |
| Hours per Learner | **Add** | Required to calculate the actual hours per learner |
| *Total Hours Actually Attended by Learners* | *Keep* | *Auto-populated.* ***Rename: Total learner hours***  *Hours per learner \* Number of learners* |
| *Rate per learner hour* | *Keep* | *Auto-populated*  *This comes from the MoP data submitted for 2024* |
| *Value of Actual Delivery* | ***Add*** | *Auto-populated.* ***Rename: Value of delivery***  *Total learner hours \* Rate per learner hour* |
| Male | Keep |  |
| Female | Keep |  |
| Gender Diverse | Keep |  |
| Gender Unknown | Keep |  |
| *Total all genders* | *Keep* | *Auto-populated* |
| Number of Learners with an English Language Need | Keep |  |
| Number of Learners with Low or No Qualifications | Keep | **Rename: Those whose initial learning was unsuccessful** |
| Number of Migrants | Keep |  |
| Number of Refugees | Keep |  |
| NZ European /Pakeha | Keep |  |
| Māori | Keep |  |
| Pasifika | Keep |  |
| Asian | Keep |  |
| MELAA | Keep |  |
| Other | Keep |  |
| Unknown | Keep |  |
| *Total all ethnicities* | *Keep* | *Auto-populated* |
| 16-19 | Keep |  |
| 20-24 | Keep |  |
| 25-29 | Keep |  |
| 30-34 | Keep |  |
| 35-39 | Keep |  |
| 40-44 | Keep |  |
| 45-49 | Keep |  |
| 50-54 | Keep |  |
| 55-59 | Keep |  |
| 60+ | Keep |  |
| *Age all ages* | *Keep* | *Auto-populated* |

## ACE Schools & Communities - Optional NSN list

This is the 2024 data requirements for the Optional NSN list that can be provided alongside the ACE in Communities and ACE in Schools aggregated actuals**.**

There are no changes to the data requirements for 2024.

|  |  |  |
| --- | --- | --- |
| ***Column Name*** | ***Decision*** | ***Comment*** |
| National Student Number (NSN) | Keep |  |
| Learner date of birth | Keep |  |
| Gender | Keep |  |
| Ethnicity | Keep |  |
| Course title | Keep |  |

## ACE in Schools Coordinator

There are no changes to the data requirements for 2024.

## Emergency Management

Here is a summary of changes for the 2024 data requirements for Emergency Management – Actuals.

|  |  |  |
| --- | --- | --- |
| ***Column Name*** | ***Decision*** | ***Comment*** |
| Course/Activity title | Keep |  |
| Primary Focus | Keep |  |
| Secondary Focus | Keep |  |
| Primary Target Priority Group for the Course | Keep | **Rename: Primary target group** |
| TLA of Delivery | Keep |  |
| Region of Delivery | Keep |  |
| Number of Hours per Learner | **Remove** | Already provided in MoP |
| Number of Intended Funded Learners | **Remove** | Already provided in MoP |
| Total Intended Learner Hours | **Remove** | Already provided in MoP |
| Value of Planned Delivery (Funded) | **Remove** | Already provided in MoP |
| Comments | **Remove** |  |
| Number of Learners | Keep |  |
| Expected Total Learner Hours | **Remove** | Already provided in MoP  This is the Intended learner hours in MoP |
| Hours per Learner | **Add** | Required to calculate the actual hours per learner |
| *Total Hours Actually Attended by Learners* | *Keep* | *Auto-populated.* ***Rename: Total learner hours***  *Hours per learner \* Number of learners* |
| *Rate per learner hour* | *Keep* | *Auto-populated*  *This comes from the MoP data submitted for 2024* |
| *Value of Actual Delivery* | ***Add*** | *Auto-populated.* ***Rename: Value of delivery***  *Total learner hours \* Rate per learner hour* |
| Male | Keep |  |
| Female | Keep |  |
| Gender Diverse | Keep |  |
| Gender Unknown | Keep |  |
| *Total all genders* | *Keep* | *Auto-populated* |
| NZ European /Pakeha | Keep |  |
| Māori | Keep |  |
| Pasifika | Keep |  |
| Asian | Keep |  |
| MELAA | Keep |  |
| Other | Keep |  |
| Unknown | Keep |  |
| *Total all ethnicities* | *Keep* | *Auto-populated* |
| 16-19 | Keep |  |
| 20-24 | Keep |  |
| 25-29 | Keep |  |
| 30-34 | Keep |  |
| 35-39 | Keep |  |
| 40-44 | Keep |  |
| 45-49 | Keep |  |
| 50-54 | Keep |  |
| 55-59 | Keep |  |
| 60+ | Keep |  |
| *Age all ages* | *Keep* | *Auto-populated* |

## English Language Teaching

Here is a summary of changes for the 2024 data requirements for English Language Teaching – Actuals.

|  |  |  |
| --- | --- | --- |
| ***Column Name*** | ***Decision*** | ***Comment*** |
| National Student Number (NSN) | Keep |  |
| Learner date of birth | Keep |  |
| Gender | Keep |  |
| Country of Origin | Keep | **Renamed: Country of birth** |
| Ethnicity 1 | **Remove** |  |
| Ethnicity 2 (if applicable) | **Remove** |  |
| Ethnicity 3 (if applicable) | **Remove** |  |
| Ethnicity | **New** | Field allows up to 6 ethnicities separated by semi colon |
| Iwi 1 (if applicable) | **Remove** |  |
| Iwi 2 (if applicable) | **Remove** |  |
| Iwi 3 (if applicable) | **Remove** |  |
| Iwi | **New** | Field allows up to 6 iwi separated by semi colon |
| Migrant or Refugee Status | Keep |  |
| Learner start date (Actual) | Keep | **Renamed: Learner start date** |
| Learner end date (Actual) | Keep | **Renamed: Learner end date** |
| Anticipated learner end date  (where learner is still to complete required hours) | **Remove** |  |
| Hours delivered <last\_year> | **Remove** |  |
| Hours delivered <current year> YTD | Keep | **Renamed: Hours delivered year to date** |
| Remaining hours to be delivered by year end | Keep |  |
| Hours to be delivered <next year> | **Remove** |  |
| Territorial Local Authority | Keep |  |
| Region of delivery | Keep |  |
| *Value of Actual Delivery* | ***Add*** | *Auto-populated.* ***Rename: Value of delivery***  *Total learner hours \* Applicable funding rate*  *Click* [***here***](https://www.tec.govt.nz/funding/funding-and-performance/funding/funding-rates/)*for information on funding rates* |
| L&N Assessment taking place using starting points? | **Remove** |  |
| Date starting points assessment began | **Remove** |  |
| Any explanatory comments | **Remove** |  |

## Search and Rescue

Here is a summary of changes for the 2024 data requirements for Search and Rescue – Actuals.

|  |  |  |
| --- | --- | --- |
| ***Column Name*** | ***Decision*** | ***Comment*** |
| Course/Activity title | Keep |  |
| Primary Focus | Keep |  |
| Secondary Focus | Keep |  |
| Primary Target Priority Group for the Course | Keep | **Rename: Primary target group** |
| TLA of Delivery | Keep |  |
| Region of Delivery | Keep |  |
| Number of Hours per Learner | **Remove** | Already provided in MoP |
| Number of Intended Funded Learners | **Remove** | Already provided in MoP |
| Total Intended Learner Hours | **Remove** | Already provided in MoP |
| Value of Planned Delivery (Funded) | **Remove** | Already provided in MoP |
| Comments | **Remove** |  |
| Number of Learners | Keep |  |
| Expected Total Learner Hours | **Remove** | Already provided in MoP  This is the Intended learner hours in MoP |
| Hours per Learner | **Add** | Required to calculate the actual hours per learner |
| *Total Hours Actually Attended by Learners* | *Keep* | *Auto-populated.* ***Rename: Total learner hours***  *Hours per learner \* Number of learners* |
| *Rate per learner hour* | *Keep* | *Auto-populated*  *This comes from the MoP data submitted for 2024* |
| *Value of Actual Delivery* | ***Add*** | *Auto-populated.* ***Rename: Value of delivery***  *Total learner hours \* Rate per learner hour* |
| Male | Keep |  |
| Female | Keep |  |
| Gender Diverse | Keep |  |
| Gender Unknown | Keep |  |
| *Total all genders* | *Keep* | *Auto-populated* |
| NZ European /Pakeha | Keep |  |
| Māori | Keep |  |
| Pasifika | Keep |  |
| Asian | Keep |  |
| MELAA | Keep |  |
| Other | Keep |  |
| Unknown | Keep |  |
| *Total all ethnicities* | *Keep* | *Auto-populated* |
| 16-19 | Keep |  |
| 20-24 | Keep |  |
| 25-29 | Keep |  |
| 30-34 | Keep |  |
| 35-39 | Keep |  |
| 40-44 | Keep |  |
| 45-49 | Keep |  |
| 50-54 | Keep |  |
| 55-59 | Keep |  |
| 60+ | Keep |  |
| *Age all ages* | *Keep* | *Auto-populated* |

## Intensive Literacy & Numeracy (ILN)

Here is a summary of changes for the 2024 data requirements for ILN – Actuals.

|  |  |  |
| --- | --- | --- |
| ***Column Name*** | ***Decision*** | ***Comment*** |
| National Student Number (NSN) | Keep |  |
| Learner date of birth | Keep |  |
| Gender | Keep |  |
| Country of Origin | Keep | **Renamed: Country of birth** |
| Ethnicity 1 | **Remove** |  |
| Ethnicity 2 (if applicable) | **Remove** |  |
| Ethnicity 3 (if applicable) | **Remove** |  |
| Ethnicity | **New** | Field allows up to 6 ethnicities separated by semi colon |
| Iwi 1 (if applicable) | **Remove** |  |
| Iwi 2 (if applicable) | **Remove** |  |
| Iwi 3 (if applicable) | **Remove** |  |
| Iwi | **New** | Field allows up to 6 iwi separated by semi colon |
| Migrant or Refugee Status | Keep |  |
| Learner start date (Actual) | Keep | **Renamed: Learner start date** |
| Learner end date (Actual) | Keep | **Renamed: Learner end date** |
| Anticipated learner end date  (where learner is still to complete required hours) | **Remove** |  |
| Hours delivered <last\_year> | **Remove** |  |
| Hours delivered <current year> YTD | Keep | **Renamed: Hours delivered year to date** |
| Remaining hours to be delivered by year end | Keep |  |
| Hours to be delivered <next year> | **Remove** |  |
| Territorial Local Authority | Keep |  |
| Region of delivery | Keep |  |
| *Value of Actual Delivery* | ***Add*** | *Auto-populated.* ***Rename: Value of delivery***  *Total learner hours \* Applicable funding rate*  *Click* [***here***](https://www.tec.govt.nz/funding/funding-and-performance/funding/funding-rates/)*for information on funding rates* |
| L&N Assessment taking place using starting points? | **Remove** |  |
| Date starting points assessment began | **Remove** |  |
| Any explanatory comments | **Remove** |  |

## English Language Teaching

Here is a summary of changes for the 2024 data requirements for English Language Teaching – Actuals.

|  |  |  |
| --- | --- | --- |
| ***Column Name*** | ***Decision*** | ***Comment*** |
| National Student Number (NSN) | Keep |  |
| Learner date of birth | Keep |  |
| Gender | Keep |  |
| Country of Origin | Keep | **Renamed: Country of birth** |
| Ethnicity 1 | **Remove** |  |
| Ethnicity 2 (if applicable) | **Remove** |  |
| Ethnicity 3 (if applicable) | **Remove** |  |
| Ethnicity | **New** | Field allows up to 6 ethnicities separated by semi colon |
| Iwi 1 (if applicable) | **Remove** |  |
| Iwi 2 (if applicable) | **Remove** |  |
| Iwi 3 (if applicable) | **Remove** |  |
| Iwi | **New** | Field allows up to 6 iwi separated by semi colon |
| Migrant or Refugee Status | Keep |  |
| Learner start date (Actual) | Keep | **Renamed: Learner start date** |
| Learner end date (Actual) | Keep | **Renamed: Learner end date** |
| Anticipated learner end date  (where learner is still to complete required hours) | **Remove** |  |
| Hours delivered <last\_year> | **Remove** |  |
| Hours delivered <current year> YTD | Keep | **Renamed: Hours delivered year to date** |
| Remaining hours to be delivered by year end | Keep |  |
| Hours to be delivered <next year> | **Remove** |  |
| Territorial Local Authority | Keep |  |
| Region of delivery | Keep |  |
| *Value of Actual Delivery* | ***Add*** | *Auto-populated.* ***Rename: Value of delivery***  *Total learner hours \* Applicable funding rate*  *Click* [***here***](https://www.tec.govt.nz/funding/funding-and-performance/funding/funding-rates/)*for information on funding rates* |
| L&N Assessment taking place using starting points? | **Remove** |  |
| Date starting points assessment began | **Remove** |  |
| Any explanatory comments | **Remove** |  |

## TEO-led WLN

Here is a summary of changes for the 2024 data requirements for TEO-led WLN – Actuals.

|  |  |  |
| --- | --- | --- |
| ***Column Name*** | ***Decision*** | ***Comment*** |
| National Student Number (NSN) | Keep |  |
| Learner date of birth | Keep |  |
| Gender | Keep |  |
| Country of Origin | Keep | **Renamed: Country of birth** |
| Ethnicity 1 | **Remove** |  |
| Ethnicity 2 (if applicable) | **Remove** |  |
| Ethnicity 3 (if applicable) | **Remove** |  |
| Ethnicity | **New** | Field allows up to 6 ethnicities separated by semi colon |
| Iwi 1 (if applicable) | **Remove** |  |
| Iwi 2 (if applicable) | **Remove** |  |
| Iwi 3 (if applicable) | **Remove** |  |
| Iwi | **New** | Field allows up to 6 iwi separated by semi colon |
| Migrant or Refugee Status | Keep |  |
| NZBN Number | **Add** | New field that will be optional in 2024 (and future) |
| Employer | Keep |  |
| Industry Type | Keep | Minor changes to the list to standardise with other data collections |
| Learner start date (Actual) | Keep | **Renamed: Learner start date** |
| Learner end date (Actual) | Keep | **Renamed: Learner end date** |
| Anticipated learner end date  (where learner is still to complete required hours) | **Remove** |  |
| Hours delivered <last year> | **Remove** |  |
| Hours delivered <current year> YTD | Keep | **Renamed: Hours delivered year to date** |
| Remaining hours to be delivered by year end | Keep |  |
| Hours to be delivered <next year> | **Remove** |  |
| Territorial Local Authority | Keep |  |
| Region of delivery | Keep |  |
| *Value of Actual Delivery* | ***Add*** | *Auto-populated.* ***Rename: Value of delivery***  *Total learner hours \* Applicable funding rate*  *Click* [***here***](https://www.tec.govt.nz/funding/funding-and-performance/funding/funding-rates/)*for information on funding rates* |
| L&N Assessment taking place using starting points? | **Remove** |  |
| Date starting points assessment began | **Remove** |  |
| Any explanatory comments | **Remove** |  |

## Māori and Pasifika Trades Training (MPTT)

There are no changes to the data requirements for 2024.

## UFS Tech-E - Assessment & Verification programmes

There are no changes to the data requirements for 2024.

## UFS Tech-E - Pathway to Work

There are no changes to the data requirements for 2024.

## UFS Tech-E - Mixed-mode, off-job training

There are no changes to the data requirements for 2024.

## Medical Intern Grant

There are no changes to the data requirements for 2024.

## Managed Apprenticeships (for ABI)

There are no changes to the data requirements for 2024.

## PBRF – External Research Income (ERI)

There are no changes to the data requirements for 2024.

## Secondary Initial Teacher Education (ITE)

There are no changes to the data requirements for 2024.

## Refugee English

Coming soon.

## Adult Literacy Educator Grants

Coming soon.

## Equity report

Coming soon.

## Gateway

We do not envisage any changes to the 2024 data specifications for the Gateway – Actuals template. To be confirmed.

## Gateway Unit Standard Results

We do not envisage any changes to the 2024 data specifications for the Gateway – Actuals template. To be confirmed.

## Fees Free All Enrolments and Costs

Coming soon.

## Fees Free TEO Change Learner Eligibility Status

Coming soon.

## Fees Free Work-based Programmes and Fees

Coming soon.

## Fees Free Work-based Schedule of Fees

Coming soon.