



# Quick Guide Apprenticeship Boost Unmatched Submissions App

This app provides information on all Apprenticeship Boost Initiative (ABI) applications that the Tertiary Education Commission have been unable to verify on behalf of the Ministry of Social Development (MSD).

As part of the application process, the TEC is required to verify information relating to the apprentice and their apprenticeship, such as:

- The learner is enrolled with the training provider selected in the application form.
- The learner is actively enrolled in a New Zealand Apprenticeship or a Managed Apprenticeship.
- The employer name listed against the learner's training agreement and/or enrolment matches the employer applying for the Apprenticeship Boost payments. In both instances, the employer name should be the employer's legal and/or trading name.

## In this app, you can

- Check the employer names listed against each learner to ensure they align with the employer's business legal and/or trading name.

## Things to note

- If the information in this app is incorrect, please provide the appropriate updates to the TEC.
- The information in this app was provided by the TEO to the TEC. For privacy reasons the only employer information the TEC can provide is unverified ABI applications.

## Information provided by each sheet



This sheet shows the Apprenticeship Boost unmatched submissions relating to your TEO. The table shows:

- TEO code
- NSN
- Source enrolment ID
- Employer name
- Unmatched reason
- Earliest date submitted

## Data Definitions

Take a look at the data definitions sheet in the app for more information on the following fields:

- Earliest date submitted
- Employer name
- NSN
- Source enrolment ID
- Unmatched reason

For support contact TEC Customer Contact: phone 0800 601 301 or email: [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz)



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