Aide-Memoire: 2018 full-year enrolment reporting timeline

To:	Hon Chris Hipkins, Minister of Education
From:	s9(2)(a) , Acting Deputy Chief Executive Delivery
Date:	7 February 2019
Reference:	AM-19-00083

Purpose

1. This paper provides you the timeline for 2018 end of year enrolment reporting for tertiary education organisations (TEOs), including fees-free. The Ministry of Education has seen this paper.

2. We recommend that you release this aide-memoire in full following your consideration.

Background

3. On 22 May 2018 we provided you enrolment data from the Tertiary Education Commission's (TEC's) three main enrolment reporting systems [B/18/00160 refers], the Single Data Return, Industry Training Register and fees-free.

Single Data Return (SDR) collection process

4. Tertiary providers submit enrolment and other data in the SDR three times a year: April, August and December (the December return is submitted in January the following year). The SDR does not provide real-time enrolment data. The December return is the definitive return for the academic year. It is used to finalise the actual investment for the funds that it covers.

5. Educational performance data such as course and qualification completion data is collected during the year. Tertiary providers have up until the April SDR of the following year to submit completions to be included in published educational performance indicators. These are used to inform future funding decisions. Submitting completion data in April gives providers time to complete and process assessments from the previous academic year.

Industry Training Register (ITR) collection process

6. Industry Training Organisations (ITOs) submit enrolment and other data in the ITR throughout the year. The system allows for daily access and updating of data. There can be a lag between when the training begins and when the information is submitted through the ITR depending on an individual ITO's internal processes. However the ITR is considered a real-time data collection system compared to the SDR.

7. Educational performance data such as credit achievement and programme completions from the year of training must be finalised by 1 April the following calendar year. This cut-off is the

definitive return for the calendar year. It is used to finalise the actual investment for the Industry Training Fund. Given the nature of training and how enrolments occur in an employment setting, enrolments can still occur late in December.

Fees-free data collection process

8. The introduction of fees-free tertiary education in 2018 has required additional reporting from tertiary education organisations (TEOs). The SDR does not provide sufficiently regular or detailed reporting to allow us to accurately track eligible learner uptake and their use of fees-free. In addition, the ITR does not collect information on fees.

9. We have worked with TEOs to collect additional information about fees-free eligible learners on a monthly basis.

Timeline for final 2018 full year enrolment reporting

10. We use the end of year enrolment reports to determine our final investment in TEOs. Where a TEO under-delivers, unused funding is recovered. Where it over-delivers, decisions are then made on whether further investment should be made. Because of the impacts of this data it takes slightly longer to finalise, review and analyse the data than enrolment returns received in April and August.

11. The table below outlines the published and agreed data submission dates. It also includes activities to prepare the data for review, analysis and reporting.

Reporting system	SDR	ITR	Fees-free
Period for which data relates	1 Jan 2018 – 31 Dec 2018	1 Jan 2018 – 31 Dec 2018	1 Jan 2018 – 31 Dec 2018
Final data submission due date	31 Jan 2019	31 Mar 2019	31 Jan 2019
Raw data becomes available to TEC through relevant system	4 Feb 2019	1 Apr 2019	4 Feb 2019
Review, "clean-up" and possible resubmissions of data	4-22 Feb 2019	N/A	4-22 Feb 2019
TEC analysis of final data	25 Feb – 5 Mar 2019	3 April 2019	25 Feb – 5 Mar 2019[1]
Drafting of briefing note to Minister, including inter-agency consultation	5 – 12 March 2019		
Final paper due to Minister	13 March 2019		

12. The final and definitive ITR enrolment data will not be available to TEC until the first week of April 2019. In our briefing to you, we will include 2018 indicative ITR enrolment data that we

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[1] ITO data included in the fees-free analysis will be indicative based on enrolment data that we have received by 31 January 2019

have received by 28 February 2019. This data although indicative will include the vast majority of 2018 ITR enrolments along with finalised enrolments in SDR and fees-free reporting.

13. The approach we will use for the 2018 full year enrolments will follow the pattern of our enrolment updates for April and August 2018. This will provide figures that will allow comparison through the 2018 year and analysis of trends over time.

Full 2018 educational performance data will be available in May 2019

14. In line with regular educational performance indicator (EPI) reporting, ITOs will submit their EPI data by the end of March 2019, and providers will submit their 2018 EPI data by the end of April 2019. This will be reviewed and analysed for reporting purposes during May 2019.

15. Once this data is available to TEC we will also conduct a demographic analysis with the EPI data similar to those conducted with enrolment data [B/18/00761].

16. The educational performance data for universities, institutes of technology and polytechnics, private training establishments and Wānanga will be publically released via an interactive web based tool rather than via the downloadable reports we have released in previous years.

Next steps

17. We will report the final 2018 enrolments to you in line with the timeline outlined in the document.

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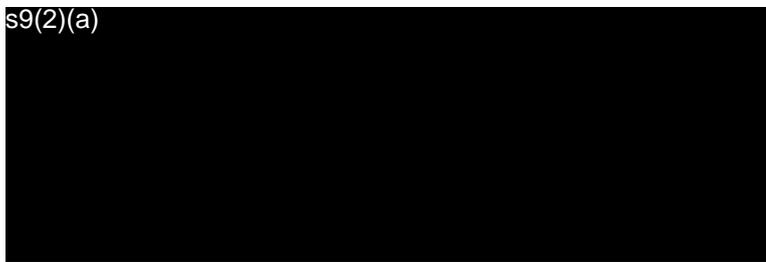
Acting Deputy Chief Executive, Delivery
Tertiary Education Commission

7 February 2019

Hon Chris Hipkins

Minister of Education

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