

Private Training Establishment Registration Amendment Rules 2015

1. Authority

- 1.1 These Rules are made under section 253 of the Education Act 1989 (**the Act**).

2. Commencement

- 2.1 These Rules commence on 1 March 2016.

3. Amendment to the principal Rules

- 3.1 These Rules amend the Private Training Establishment Registration Rules 2013 (**the principal Rules**).

4. New paragraph (ac) inserted into Rule 5.1.3 of the principal Rules

- 4.1 After paragraph (ab) of Rule 5.1.3 of the principal Rules, insert:

“(ac) Where the PTE is a signatory to the Code of Practice for the Pastoral Care of International Students under Part 18A of the Act and does not receive any funding from the Tertiary Education Commission under Part 13A of the Act, that PTE must electronically transmit to the Ministry of Education from its student management system the student and other information, by the method and from the date, as set out in **Appendix 1**.”

5. New Appendix 1 added to principal Rules

- 5.1 Add to the principal Rules the following Appendix:

“Appendix 1

Information required to be provided under Rule 5.1.3(ac)

Personal information – all students

1. The following personal information is required to be electronically transmitted under Rule 5.1.3(ac) for all students:

Full Name of student
Birth Date
Gender
Country of citizenship
Ethnicity (*if captured*)
Iwi (*where relevant*)
Immigration status (*where relevant*)
Passport country and number (*where relevant*)

Enrolment information – all students

2. The following enrolment information is required to be electronically transmitted under Rule 5.1.3(ac) for all students:

- Date student enrolled with provider

- Date student enrolment with provider ceases
- Study or training in which student is enrolled (*including components*)
- Study or training delivery start dates
- Study or training delivery end dates
- Study or training delivery site
- Fee paying status for component
- Component tuition fee
- Component teaching hours
- Component teaching weeks
- Qualification, training scheme and/or standards completion (*where relevant*)
- Qualification, training scheme and/or standards completion date

Additional student information

3. The following additional information is required to be electronically transmitted under Rule 5.1.3(ac) for students who are undertaking study or training on a visa that is not a visitor's visa:

- National Student Number
- The qualification, training scheme and/or standards to be awarded on the successful completion of the study or training
- Component completion (*Pass, Fail, Finished, Withdraw*)
- Component completion date
- Qualification, training scheme, and/or standards completion date (*where relevant*)
- Qualification, training scheme, and/or standards completion date

PTE information

4. The following PTE information is required to be electronically transmitted under Rule 5.1.3(ac):

- Owner of the PTE (*optional*)
- Student Management System information
- Information on Components offered by the PTE:
 - Component identification number and version
 - Component title
 - Component NZSCED code
 - Component level (*if relevant*)
 - Component credits (*if relevant*)
 - Indication if component is quality assured by NZQA
 - Date component first offered
 - Date component no longer offered

Method of electronic transmission

5. The method by which the information specified in clauses 1 – 4 of this Appendix must be electronically transmitted is as set out in the Ministry of Education *UIP Data Collection – SMS Specification* document available on the website of the Ministry of Education.

Date on and from which the information must be electronically transmitted

6. The date on which the information specified in clauses 1 - 4 of this Appendix must be first electronically transmitted to the Ministry of Education is 31 March 2016. From that date the information must be electronically transmitted as soon as practicably possible after each new enrolment or further progression or completion has occurred, in accordance with the requirements of the Specification document

referred to in clause 5. For this purpose the PTE must ensure that its Student Management System database contains up to date and accurate information for the purposes of regulations from time to time made under section 238H of the Education Act 1989 (*relating to the export education levy*), being those that require a PTE to provide enrolment and tuition fee information for specified periods of the calendar year.”

Explanatory note

This note is not part of the Rules, but is intended to indicate their general effect.

This amendment to the principal Rules, which commences on 1 March 2016, requires a particular kind of PTE to electronically transmit, from 31 March 2016, specified student and other information to the Ministry of Education by the method set out in the new Appendix 1 of the Rules. The kind of PTEs which must provide this information are those which are signatories to the Code of Practice for the Pastoral Care of International Students under Part 18A of the Act, but which do not receive any funding from the Tertiary Education Commission under Part 13A of the Act.

These Rules are administered by the New Zealand Qualifications Authority