



## **Ministry of Social Development**

*Te Manatū Whakahiato Ora*



# **Business Requirements Specifications for Add Source of Funding to VoS**

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## **Background**

For study starting on or after 01 January 2015 it will be mandatory for education providers to provide the source of funding code with the VoS response file when they are confirming a student's enrolment details.

It is expected that from 19 November 2014 education providers will provide the source of funding code value with each VoS response for any study starting on or after 01 January 2015.

The funding code the education providers are to provide is the same as the funding code value that will be supplied in the SDR to the TEC for that student.

A table containing all current Source of Funding codes and their student support eligibility is set out in Appendix 1.

## **System Changes**

StudyLink are making the following changes in their systems to VoS, and education providers/SMS vendors are required to make changes to compliment these.

- The VoS response file import will be modified to include a new funding code field. This field will be used by the education providers to allocate the appropriate funding code for the students study period.

## **VoS Processing Page**

- A new funding code field will be inserted into the VoS processing web page
- The programme table will be modified to accommodate the funding code field:
  - The table will have a new column added to the end
  - All the bottom row fields will be moved to the right by one column
  - The EFTS field will be moved from the top row to the first column in the bottom row
  - The start and end date columns on the top row will be moved to the right by one column
  - The funding code field will be inserted to the right of the PC code field (column 4)
- The funding code field will be a drop down list field that will contain the funding code and the first 40 characters of the description e.g. 01 – Student Achievement Component (SAC)
- The following screenshot is a mock-up of the VoS processing web page containing the new funding code field. This mock-up is indicative only.

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→ VoS Processing  
→ VoS Reports  
→ Blank VoS

**VoS Processing**

Sort Criteria: Family name Descending  
Filter Criteria: Family name greater than <script>, Family name greater than 555-555-0199@example.com

Sort & Filter

**Processing Instructions**

- To submit updated record(s), choose the records you want to submit, by ticking the completed box, and select the **Submit** button.
- To delete a record, select the **Delete** button.
- To change the sort and filter options select the **Sort & Filter** button.

**Records 1 - 2 of 9 displayed**

Family name	Given names	DOB	Study start	Client Number		
KINGI	TE O WAI	18-Jul-1955	9-Jun-2012	120510270		
Student ID	Status	PC Code	Funding Code	Start date eg 12 May 02	End date eg 12 May 02	
			22 - Youth Guarantee Scheme			
EFTS	Req. fees	Total fees	> 3 wk break 1 end eg 12 May 02	> 3 wk break 1 end eg 12 May 02	> 3 wk break 2 start eg 12 May 02	> 3 wk break 2 end eg 12 May 02
0.0	0.00	0.00				

Completed

### Field Specifications

- The funding field will be blank by default
- In the circumstances where the funding code is required and the Education Provider fails to select a funding code, then the following error message will be displayed when they attempt to submit the page. The error message will appear red as per existing functionality:
  - Funding code is required.**
- Education Providers who upload VoS response files using VoS online will need to modify file formats to conform to the new format
- The new VoS file format now includes the new fund\_code column (see example in Appendix 2 – VoS response file format).

### Blank VoS Page

- A new funding code field will be inserted into the Blank VoS web page
- The funding code field will be a drop down list field that will contain the funding code and the first 40 characters of the description e.g. 01 – Student Achievement Component (SAC)
- A unique list of all funding codes will appear in the drop down list, including funding codes that are no longer active.
- The funding code drop down list will be assorted in ascending order.
- The following is a mock-up of the Blank VoS web page containing the new funding code field. The mock-up is indicative only.

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### Blank VoS

Student withdrawn? No ▾

Family name

Given names

DOB

Client Number

Student ID

PC Code

Funding Code

Segments

EFTS

Start date  
eg 12 May 02

End date  
eg 12 May 02

Requested fees

Total Fees

> 3 wk break 1 start  
eg 12 May 02

> 3 wk break 1 end  
eg 12 May 02

> 3 wk break 2 start  
eg 12 May 02

> 3 wk break 2 end  
eg 12 May 02

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### Field Specifications

- The funding code field will be blank by default
- In the circumstances where the funding code is required and the Education Provider fails to select a funding code, then the following error message will be displayed when they submit the page. The error message will appear Red as per existing functionality:
  - Funding Code is required.

### Appendix 1 – Source of Funding Codes and their student support eligibility

Fund Code Classification	Source of Funding Description	Lower Age	Upper Age	Loan		Allowance?		Start Date	End Date
				Fees ?	LC ?	CRC ?			
01	Student Achievement Component (SAC) funding (includes Domestic & Foreign Research-based Post-graduates and on-shore international PhD students first enrolled after 19th April 2005)**	10	100	Yes	Yes	Yes	Yes	01/01/15	
02	International Fee-Paying (IFP) Students (including Australian citizens and New Zealand permanent residents who are residing overseas)	10	100	No	No	No	No	01/01/15	
03	Domestic Full Fee Paying Students	10	100	Yes	Yes	Yes	Yes	01/01/15	
04	TEC - Supplementary Grants/Fund	10	100	Yes	Yes	Yes	Yes	01/01/15	
05	STAR funded student	10	100	No	No	No	No	01/01/15	
06	Training Opportunities (also includes Training for Work)	10	100	No	No	No	No	01/01/15	
07	Youth Training - Ceased 31/12/2011; refer to Youth Guarantee	10	100	No	No	No	No	01/01/15	
08	Skills Enhancement	10	100	No	No	No	No	01/01/15	
09	Prison Education (Department of Corrections)	10	100	No	No	No	No	01/01/15	
10	Ministry of Health	10	100	Yes	Yes	Yes	Yes	01/01/15	
11	ITO Off Job Training	10	100	Yes	Yes	Yes	Yes	01/01/15	
12	Other (including other contracts)	10	100	No	No	No	No	01/01/15	
13	English for Migrants (TEC only)	10	100	No	No	No	No	01/01/15	

Fund Code Classification	Source of Funding Description	Lower Age	Upper Age	Loan		Allowance?		Start Date	End Date
14	Primary Pre-service Teacher Education Contracts	10	100	No	No	No	No	01/01/15	
15	Secondary Pre-service Teacher Education Contracts	10	100	No	No	No	No	01/01/15	
16	Youth Action Training Programme (DWI)	10	100	No	No	No	No	01/01/15	
20	NZAID and Commonwealth Scholarships	10	100	No	No	No	No	01/01/15	
22	Youth Guarantee Scheme	15	17	No	No	No	Yes	01/01/15	
22	Youth Guarantee Scheme	18	19	No	Yes	Yes	Yes	01/01/15	
23	ACE (Adult and Community Education)	10	100	No	No	No	No	01/01/15	
24	Trade Academies	15	21	No	No	No	No	01/01/15	
25	SAC Level 1 & 2 Competitive Process Funding	10	17	No	No	No	Yes	01/01/15	
25	SAC Level 1 & 2 Competitive Process Funding	18	100	No	Yes	Yes	Yes	01/01/15	
26	SAC Level 1 & 2 Plan Process Funding	25	100	Yes	Yes	Yes	Yes	01/01/15	
27	Under 25 Fees Free Level 1 & 2	15	17	No	No	No	Yes	01/01/15	
27	Under 25 Fees Free Level 1 & 2	18	24	No	Yes	Yes	Yes	01/01/15	
28	Maori Pasifika Trades Training Level 1 & 2	18	34	No	Yes	Yes	Yes	01/01/15	
29	Maori Pasifika Trades Training Level 3 & 4	18	34	No	Yes	Yes	Yes	01/01/15	

## Appendix 2 – VoS file format

Field Name	Field Type	Field Length	Field Format	Field Value	Field Description
Family Name	Alpha	30			The Student's Family Name
Given Name(s)	Alpha	30			The Student's Given Name(s)
Date of Birth	Numeric	8	ddmmyyyy		The Student's Date of Birth
Student's Client Number	Numeric	9	nnnnnnnnn		The Student's Client Number. Where the value is less than 9 characters padding is not required.
Provider Student ID	Alpha	10			The Provider's Student ID. This value may be updated by providers, if the number on the VoS Request is incorrect. Where the value is less than 10 characters padding is not required.
Study Start Date	Date	8	ddmmyyyy		Provider should supply details of all study that commences on or after this date.
APPL_SEQ	Numeric	2			Application sequence number. This field is no longer used and will always contain 1.
STPC_SEQ	Numeric	2			Study Period Component Number. This field is no longer used and will always contain 1.
Not known or pending	Alpha	1		N	Whether a student's verification of study is 'not known', 'pending' or mismatched. If the student's study is known to the provider, this field should be left NULL. See section x for details. N - Not Known U- Unregistered P - Pending I - Student ID mismatch D - Date of Birth Mismatch S - Full Name mismatch W - Student Withdrawn from study NULL - Student confirmed
				U	
				P	
				I	
				D	
				S	
				W	



Programme Code	Alpha	10			The MoE Prospectus programme code for the Students study. (e.g. NC5121 for the National Certificate in Horticulture)
Student Start date of study TOTAL	Numeric	8	ddmmyyyy		The study start date for the student's programme of study. As determined by the requested Study Start Date.
Student end date of study TOTAL	Numeric	8	ddmmyyyy		The study end date for the student's programme of study.
EFTS value of programme of study TOTAL	Numeric	1.4	n.nnnn		The total EFTS value for the student's programme of study. (For Secondary Schools that do not have EFTS values this field is left NULL) Where the value is less than n.nnnn characters padding is not required. (e.g. 1, .5, 0.25)
Student start date of programme of study1	Numeric	8	ddmmyyyy		The start date of the first component of the student's study period. Field is left NULL if this breakdown option is not used.
Student end date of programme of study1	Numeric	8	ddmmyyyy		The end date for the first component of the student's study period. Field is left NULL if this breakdown option is not used.
EFTS value of programme of study1	Numeric	1.4	n.nnnn		The EFTS value for the first component of the student's study period. Field is left NULL if this breakdown option is not used.
Student start date of programme of study2	Numeric	8	ddmmyyyy		The start date of the second component of the student's study period. Field is left NULL if this breakdown option is not used.
student end date of programme of study2	Numeric	8	ddmmyyyy		The end date for the second component of the student's study period. Field is left NULL if this breakdown option is not used.
EFTS value of programme of study2	Numeric	1.4	n.nnnn		The EFTS value for the second component of the student's study period. Field is left NULL if this breakdown option is not used.

Student start date of programme of study3	Numeric	8	ddmmyyyy		The start date for the third component of the student's study period. Field is left NULL if this breakdown option is not used.
Student end date of programme of study3	Numeric	8	ddmmyyyy		The end date for the third component of the student's study period. Field is left NULL if this breakdown option is not used.
EFTS value of programme of study3	Numeric	1.4	n.nnnn		The EFTS value for the third component of the student's study period. Field is left NULL if this breakdown option is not used.
Student start date of programme of study4	Numeric	8	ddmmyyyy		The start date for the fourth component of the student's study period. Field is left NULL if this breakdown option is not used.
student end date of programme of study4	Numeric	8	ddmmyyyy		The end date for the fourth component of the student's study period. Field is left NULL if this breakdown option is not used.
EFTS value of programme of study4	Numeric	1.4	n.nnnn		The EFTS value for the fourth component of the student's study period. Field is left NULL if this breakdown option is not used.
Full time indicator	Alpha	1		Y	If the provider does not have EFTS values for its courses (e.g. secondary schools) Y - states whether the Student is considered Full Time, N - that they are not. If EFTS value is known, this field is left NULL.
				N	
Start date of Break in Study period 1 exceeding 3 weeks	Numeric	8	ddmmyyyy		The start date of the first vacation period that exceeds 3 weeks during the student's study period. Field is left NULL if there are no breaks in study exceeding 3 weeks.
End date of Break in Study period 1 exceeding 3 weeks	Numeric	8	ddmmyyyy		The end date of the first vacation period that exceeds 3 weeks during the student's study period. Start date of next study period. Field is left NULL if there are no breaks in study exceeding 3 weeks.

Start date of Break in Study period 2 exceeding 3 weeks	Numeric	8	ddmmyyyy		The start date of the second vacation period that exceeds 3 weeks during the student's study period. Field is left NULL if there are no breaks in study exceeding 3 weeks.
End date of Break in Study period 2 exceeding 3 weeks	Numeric	8	ddmmyyyy		The end date of the second vacation period that exceeds 3 weeks during the student's study period. Start date of next study period. Field is left NULL if there are no breaks in study exceeding 3 weeks.
Total Compulsory Fees	Numeric	15.2	0	00000000000000.00	Total compulsory fees
Fees request	Numeric	15.2	0	00000000000000.00	The amount the provider is requesting the Ministry to pay for the student's outstanding fees.
Fund Code	Alpha	3			The source of funding code.

Below is an example of how the student's information will look on the VoS return format file which shows the fund code at the end. In this case, the funding code 01 (SAC funding) has been used.

"MCALEER","LANCE",30061984,900005941,120831061,19012015,1,1,,OO0063,16022015,23062015,0.15,16022015,21062015,0.15,,,,,,,,,,,,,  
2819.07,2819.07,**01**