Supplementary Roll Returns Guidance
Reporting STP and Other Part Time Tertiary Programmes

This guidance assists the reporting of students enrolled in Secondary-Tertiary Programme (STP) / Trades Academy, and other part time tertiary programmes by schools, kura and wharekura. This ensures that:

- Roll returns accurately reflect the programmes students are enrolled in;
- Operational funding and staffing entitlements received are correct; and
- Roll return submissions do not need to be re-submitted following variance reports or audit purposes.

Schools must ensure students in these programmes are reported accurately

Your school is likely to have a student enrolled in one or more of the following types of Secondary-Tertiary Programmes. While the programmes themselves may appear to be similar, different reporting steps are required in your Student Management System (SMS) as outlined in the table below:

Programme Type	How to determine type	How to report in your SMS/Roll Return
Secondary-Tertiary Programmes (Trades Academies)	All students formally funded via the Secondary-Tertiary Programme (STP) budget will be confirmed by the programme Lead Provider. If a student isn't confirmed as an enrolled in an STP funded place, then they should not be reported using Codes 1 to 25. Funded via the Ministry of Education.	Student Type: RE[1] Provider Code: 1 to 25 FTE Rate: 0.0 to 1.0 Timetable Code – STPR
Other Dual Enrolled (e.g. 3+2 via Student Achievement Component (SAC) funding)	The Tertiary Provider (who could be the STP Lead Provider) will confirm those students enrolled in other tertiary funded programmes. The tertiary component of the programme is funded by TEC at no cost to the school.	Student Type: RE Provider Code: 99 FTE Rate: 0.0 to 1.0 Timetable Code – N/A*
Self-Funded / Fee for Service	The school will be purchasing provision from the Tertiary Provider (as a service provider) using existing operational funding. The tertiary learning component is funded by the school.	Student Type: RE Provider Code: N/A FTE Rate: 1.0 Timetable Code – N/A*

Timetable codes used for part-time students (when offsite) is at the school's discretion, although the STPR code cannot be used.

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[1] In the ENROL system, the 'Off site' flag and Secondary-Tertiary Programme unit type should be selected.

Effects to funding, staffing entitlements and additional information

Programme Type	Funding/Staffing Implications (if reported as above)
Secondary-Tertiary Programmes (Trades Academies)	Students generate a cash-based funding rate ($9,6500 per FTE, rising to $9,800 from 2022), e.g. for a student in a four day per week programme the school would generate $7,720 per annum (rising to $7,840 from 2022).
	Students are not counted on the schools regular rolls used to determine regular operational grants and staffing entitlements. The cash based funding can be used at the schools discretion, but it is expected that a proportion of the funding will supplement reduced regular operational funding and staffing entitlements.
Other Dual Enrolled (e.g. 3+2 via Student Achievement Component (SAC) funding)	Students are counted on the schools regular rolls used to determine regular operational grants and staffing entitlements.
	Note that students must be counted as Part Time students if offsite for more than five hours. The level of FTE reduction will depend on the amount of time outside of school. E.g. if out of school for more than five hours on average per week, the school must reduce its FTE. The FTE calculation should be based on the instructions detailed in the Roll Return Guidelines (FTE section, page 41), where total classroom contact hours should be divided by 20.
	2021 Roll Return Guidelines (educationcounts.govt.nz)
Self-Funded / Fee for Service	Students are counted on the schools regular rolls used to determine regular operational grants and staffing entitlements.
	Students are counted as Full Time students since the school's operational funding is being used to purchase provision from a provider.

Schools, kura and wharekura should also note the following information:

- The information contained within this supplementary guidance should be shared with staff who are involved in the roll return reporting process or secondary-tertiary programmes.
- The Ministry of Education Roll Return team will make contact with all schools in mid-March to advise of any variances in reporting that differs from expected Roll Return numbers
- As with regular roll return reporting, your school may be audited to check the accuracy of your reporting for Secondary Tertiary Programmes.

For further information on Secondary-Tertiary Programmes and Roll Returns, please check:

- http://youthguarantee.net.nz/secondary-tertiary-programmes/
- https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/student-achievement-component-levels-1-and-2/
- http://www.educationcounts.govt.nz/data-services/collecting-information/guidelines/school_roll_return_guidelines

For further information and support please contact:

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