

**Tertiary Education
Commission**
Te Amorangi Mātauranga Matua



DXP Ngā Kete – MoP Processes For PTEs with provider-based delivery

13 June 2024



Agenda

- Welcome and introduction
- MoPs - to submit
- MoPs – What’s Changing?
- Access and submit the MoP in DXP Ngā Kete
- MoPs – Changes to data
- Format – change from excel to csv file
- Editing data and submitting MoPs in DXP Ngā Kete
- Resources and support



MoPs for PTEs with provider-based delivery only

No change

Continue to submit:

- DQ3-7 Qualification
- DQ7+ Qualification (as applicable)



MoPs – What's changing

- Where to access and submit the MoP – DXP Ngā Kete
- Data to submit – there are some changes
- Format of the MoP – change from excel to csv file
- Process to edit data and submit the MoP – changes to webform or excel workbook / file upload



Access and submit the MoP in DXP Ngā Kete

Data Submissions

Commitments

Commitments

Single Data Return

Other Fund Actuals



Final funding will be confirmed once commitment documents (including MoPs) have been reviewed and agreed by TEC. Update commitments here for in-year funding changes. See TEC website for more information about commitments and additional funding requests.

Filters

Status

Provisioned

Fund

Template

Plan year

[Reset filters](#)

ID	Fund	Template	Due date	Plan year	Status	Last modified	Modified by	Actions
605389	DQ3-7 and all industry training	DQ3-7 Qualification Mix of Provision New	20 Jun 2024	2024	● Provisioned	10-Jun-2024 11:03am	TEC	Open



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MoPs – Changes to data

DQ3-7
Qualification

Removed:

- Territorial Local Authority

And

Added:

- Correctional facility – Yes or No

DQ7+
Qualification

Renamed:

- \$ per EFTS for the Qualification – now Rate per qualification
- Funded and unfunded EFTS and Values renamed



Format – change from excel to csv file

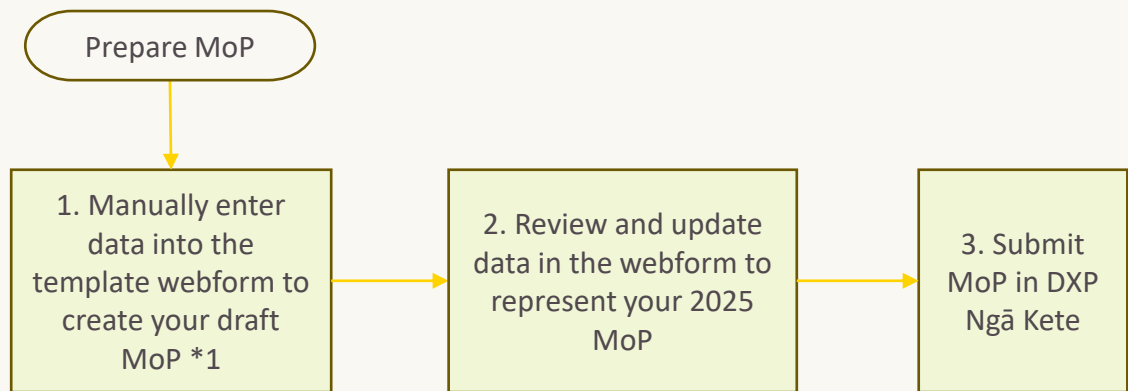
- Excel contain formulas
- Csv is a flat file, with no formulas

The new system is based on best practice web application design:

- The old Excel templates were sometimes out of sync with the TEC systems; and
- There are security risks with Excel workbooks (such as malicious macros)



Editing data and submitting MoPs in DXP Ngā Kete webform



- Calculated fields will update automatically as you enter data into the webform
- A running total along with any variance against the funding allocation will display at the top of the screen.
- This option is suitable for small MoPs (say 15 rows or less) where it is quicker and easier to enter data in step 1 than entering the data into a workbook for upload in csv file format.

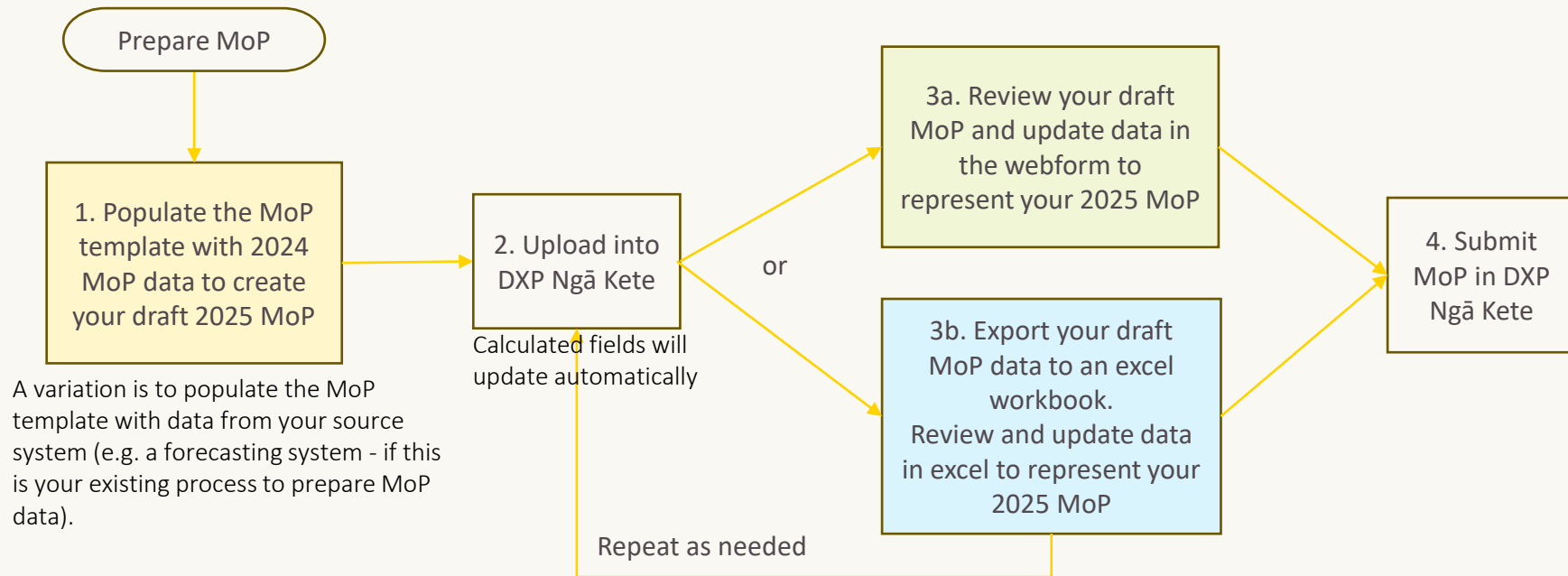
*1 this may be your 2024 MoP data to use as a starting point or your first draft 2025 data.

Demo

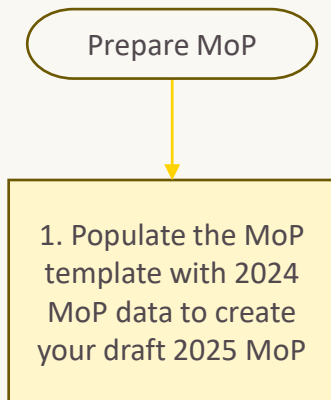
Editing data and submitting MoPs in DXP Ngā
Kete webform



Editing data and submitting MoPs in DXP Ngā Kete - upload files

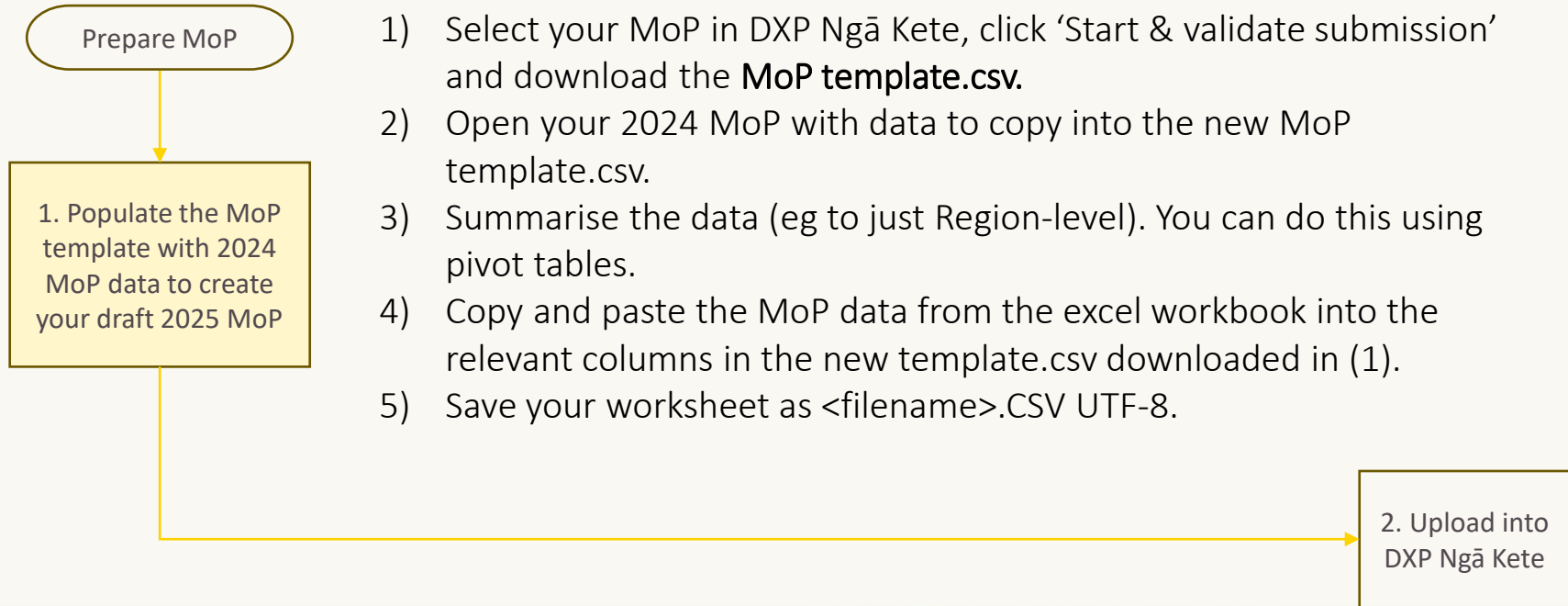


MoP process using the DXP Ngā Kete webform



- **One off** process for transition to the new format
- From next year, you will simply extract the prior year MoP to create your starting point MoP data

One off - re-format the DQ3-7 qualification MoP



Demo



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Exporting, editing and re-uploading MoP

3b. Export your draft MoP data to an excel workbook.
Review and update data in excel to represent your 2025 MoP

- 1) Go to the Data submission Version history
 - click onto the draft MoP submission you created previously
 - click 'Export'

Note that the download will include calculated columns populated with values calculated in DXP Ngā Kete. You do not need to remove these columns.

- 2) Make edits as needed by creating formulas and using Excel functionality

Note that anything to the right of the prescribed columns will be ignored by the upload process.

- 3) Save as .CSV UTF-8

2. Upload into DXP Ngā Kete

2. Review and submit

Demo



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Resources and support

Data Requirements | Commitments | TEC Website

- adding, editing and uploading Mix of Provision (MoP) data
- data requirements
- Delivery at Qualification (DQ) 3-7 and 7+ templates required for different TEOs
- reference data
- changes to MoP templates.

DXP Ngā Kete User Guides

Email customerservice@tec.govt.nz using ref [EDUMIS No] – DSR