

SELMA Work-Based Training – Change Bulletin

Release Date: 04 August 2025

System: SELMA

Impact Level: High - Core Functionality Changes

Overview

SELMA is implementing significant changes to how Work-based Training (WBT) data is sent to and received from the Tertiary Education Commission (TEC) through the new DXP integration. This update modernises our data exchange processes while introducing new data fields and improved user interfaces.

What's Changing

Core System Changes

The primary change involves the technical infrastructure for sending and receiving WBT data to/from TEC. While the general premise of WBT reporting remains similar, there are important changes to:

- **New fields** - Additional TEC requirements
- **Data validation** - Improved real-time feedback
- **User interface** - Modernised transaction monitoring
- **Off-job Delivery reporting** - New process
- **Backfill of Off-job Delivery data and reporting** – New upload feature

Affected Funding Types:

- Non-degree Delivery at Levels 3-7 on the NZQCF (DQ3-7)
- Trades Academies

For further details about the Work-based Training specification, please refer to the TEC website <https://www.tec.govt.nz/funding/funding-and-performance/reporting/data-system-refresh-programme/data-specifications-work-based>

New Data Fields & Requirements

Learner (Student) Records

The learner record is now its own separate transaction with expanded data collection:

New fields expected by TEC:

- **IRD Number** - Enables Fees Free entitlement matching
- **Gender** - Demographic data collection
- **Name ID Code** - Identity validation (first 4 characters of surname + first name initial)
- **First Year of Tertiary Education** - Educational history tracking
- **Overseas Country Code** - International student eligibility validation
- **Country of Citizenship** - Funding eligibility determination
- **Disability Status** - Alignment with enrollment forms
- **Disability Support Needs** - Accommodation tracking
- **Disability Services Accessed Indicator** - Service monitoring
- **Occupation Code** - Better training-to-occupation understanding (applies to the Training Agreement)
- **Employee Territorial Authority** - Learning location specification (applies to the Training Agreement)
- **Employee Region Code** - Geographic detail for learning location (applies to the Training Agreement)

Note: The “School Student Belongs To” field needs to be set to the identifying EDUMIS before it can be reported to the DXP.

School Student Belongs To * **WBT**

Select one option ▼

Programme Information

New Fields:

- **NZSCED Field of Study** - Programme classification for DQ3-7 funding
- **Study Type Code** - Replaces 'Funding Source Code' for WBT
- **Occupation Code** - Links programmes to specific occupations and serves as default if not set on the Learner (Student)
- **Mode of Delivery Code** – A funding determination requirement

- **Maximum Programme Fee** - Fee transparency across vocational education

WBT Training Agreement

The following new required fields are sourced from other entities in SELMA:

- **Employer NZBN** - New Zealand Business Number for accurate employer identification (SELMA Organisation label updated from Registration Number to NZ Business Number)
- **Employment Regional Code** - Geographic employment detail
- **Employment Territorial Authority Code** - Geographic employment detail
- **Occupation Code** - Better training-to-occupation understanding

WBT Enrolment

Enhanced Fields:

- **Parent Enrolment Local ID** - Complex programme tracking
- **Residential Status** - NZ resident status for funding eligibility
- **Australian Residential Status** - Australian permanent resident status
- **Funding Source Type Code** - Replaces previous funding source methodology
- **Mode of Delivery Code** - Work-based learning delivery method
- **Study Type Code** - Replaces 'Funding Source Code' field
- **Deletion Date** - Audit trail enhancement

User Interface Improvements

Visual Indicators

- New WBT validation icons for required fields
- Clear field validation with immediate feedback
- New programme creation workflow
- New learner creation workflow
- Updated enrolment workflow

Add Student

Student Details International Contact Details NZ Compliance NSI Misc

Validate data for (TR Field Validation (TR))

Status * P - Provisional

Title Select

Gender * ITR WBT

Employer WBT

Select Employer

Employer Contact Select Employer Contact

Employer Regional Code WBT

Please Select

Employment Territorial Authority Code WBT

Please Select

Add Student

Student Details International Contact Details NZ Compliance NSI Misc

Fees Free Provider Based Select

Fees Free Work Based Select

Check PP Eligibility

Fees Free Balance NZ\$

Ethnicity ITR WBT

Select

Maxima Exempt Fee NZ\$

Enter the dollar value with two decimal places, including GST.

Main Activity - Previous Year ITR WBT

Select

Learner Occupation Code WBT

Please Select

Small - WBT Occupation Code

Last Secondary School ITR WBT

Select

Secondary School Country (If applicable) WBT

Select

Last Year At Secondary School ITR WBT

Select

Secondary School Qualification ITR WBT

Select

Secondary School Award Year Select

Highest Post-School Qualification Please select one option

First Tertiary Education Year ITR WBT

Select

WBT field indicators (pills) when Student "Validate data for" field set to ITR/WBT

Required Fields Missing

Please fill in the following required fields:

- Date of Birth
- Title
- Country of Citizenship
- Disability Status
- Employer
- Employment Region Code
- Employment Territorial Authority Code
- Ethnicity
- Last Secondary School Attended
- Last Year at Secondary School
- Highest Secondary School Qualification
- Main Activity at 1 October
- First Year of Tertiary Education

OK

Add Student SELMA validations

Employer Regional Code WBT

Auckland Region (2)

This field is required

Employment Territorial Authority Code WBT

Please Select

This field is required

Employment Regional Code field filters the Employment Territorial Authority list of values.



Operation Failed

Validation failed:

- **enrolmentLocalId:** Cannot find Enrolment Local ID
- **offJobProviderCode:** Off-job Delivery Provider Code is invalid
- **courseEFTSFactor:** EFTS Delivered is blank
- **fundingCategory:** Funding Category is not a valid category code
- **fundingCategory:** Funding Category is not valid for Course Classification
- **courseClassification:** Course Classification is not a valid classification code

OK

Real-time notification of DXP validation

Note: The same behaviour and notification occur when creating a new Programme in SELMA and submitted it to the DXP.

Enrol Student(s)

Programme/Enrolment Selections:

Intake Code *

Select Intake

Please select Enrolment Study Type if Applicable

Select an Option

Enrolment can have only one study type. Please select one option

Funding source

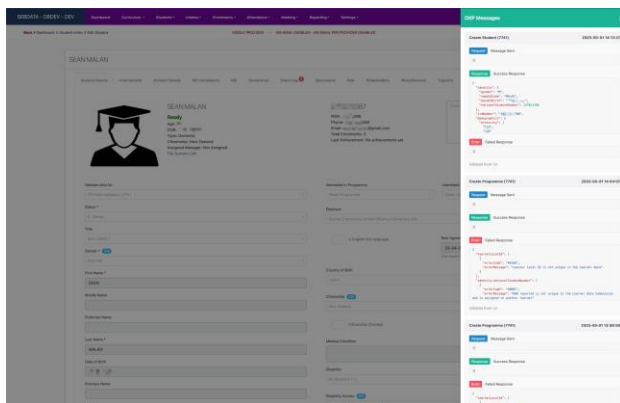
Select Enrolment Funding

Selecting Funding here will overwrite the inherited funding from the Programme or Intake

Study Type Code and Funding Source now on the Enrol Student selection screen

Enhanced Transaction Monitoring

- **Sliding window interface** for viewing DXP API transaction history
- **Real-time status updates** instead of log screen reviews
- **Improved error messaging** with actionable feedback



Sliding window interface for viewing SELMA to DXP transaction history

Editing Enrolment:
Murphy Goodwin - NZA in Engineering Fabrication (Heavy Fabrication), L4, v1, D48, C270

Delete

Enrolment Actions

Update Enrolment

Back to Index

Enrolment Info

Components

Event Log

Programme Outcome

Awards

Attendance

Fees

Public Trust

Alumni

Classes

WBT Logs

LNAAT

Placements

Last Fetch Message

WBT Training Agreement Details

WBT Training Plan Details

WBT Training Plan Visits

Status: Pending

Update TA

Withdraw TA

Enrolment WBT History

Search:

Search in table

Time	Request Type	Status	Requested At	Requested By	Details
20:39:28	Withdraw Training Agreement	Success	29-05-2025 20:39:28	System Administrator	View
<div><div>Request Message</div><div><pre>{ "studentID": "888888122", "taLocalID": "1329412", "enrolmentID": "1329412", "withdrawalDate": "2025-05-28", "withdrawalMessageCode": "N/A" }</pre></div><div>Response Success</div><div><pre>{ "studentID": "888888122", "taLocalID": "1329412", "enrolmentID": "1329412", "withdrawalDate": "2025-05-28", "withdrawalMessageCode": "N/A" }</pre></div></div>					
20:40:29	Withdraw Training Agreement	Failed	29-05-2025 20:40:29	System Administrator	View
<div><div>Request Message</div><div><pre>{ "studentID": "888888122", "taLocalID": "1329412", "enrolmentID": "1329412", "withdrawalDate": "2025-05-28", "withdrawalMessageCode": "N/A" }</pre></div><div>Response Failed</div><div><pre>{ "studentID": "888888122", "taLocalID": "1329412", "enrolmentID": "1329412", "withdrawalDate": "2025-05-28", "withdrawalMessageCode": "N/A" }</pre></div></div>					
21:05:07	Withdraw Enrolment	Pending	29-05-2025 21:05:07	System Administrator	View
<div><div>Request Message</div><div><pre>{ "studentID": "888888122", "taLocalID": "1329412", "enrolmentID": "1329412", "withdrawalDate": "2025-05-28", "withdrawalMessageCode": "N/A" }</pre></div><div>Status</div><div>Something has gone wrong, most likely the request never got to the DXP</div></div>					

WBT Log tab displays data direct from DXP and shows past transaction history

Viewing Enrolment:
Aleksandar Bogosanovic - DXP Air conditioning Test

Enrolment Info

Components

Event Log

Programme Outcome

Awards

Attendance

WBT Training Agreement Details

Created by: System Administrator

Created at: 16-05-2025

Enrolment Actions ▾ Edit Enrolment Back to Index

Email Student

Status Wizard

h Message

WBT Actions (still to develop)

WBT Update Simple Enrolment

WBT Fetch Enrolment

WBT Transfer Simple Enrolment

WBT Withdraw Enrolment

WBT Delete Enrolment

Check Enrolment Last WBT Message

See Enrolment WBT TA

System Administrator
Updated at: 16-05-2025 16:27:56

WBT Enrolment Status

WBT Enrolment Data

• Learner Local ID: 880000395

• Enrolment Status: **Active**

• Participation Start Date: 02-04-2025

• Enrolment Date: 2025-06-02

• Training Agreement ID: 38

Enrolment Components:

Component Number	Component Version	Status	Date Achieved
21911	3	TBC	
21912	3	TBC	
21913	4	TBC	
23959	3	TBC	
26331	2	TBC	
26335	3	TBC	
28950	2	TBC	
28954	1	TBC	

Enrolment Actions “WBT Fetch Enrolment” displays data directly from the DXP

Off-job Delivery Management

Previously reporting as Funding Source 11 via SDR – now reported directly to DXP from the SLEMA Enrolment Component.

- **Toggle switch** for Off-job Delivery components
- **Provider selection dropdown** with integrated reporting
- **Dedicated messaging section** for DXP communications

DXP Actions ▾

Update Component

Report Off Job Delivery

Unit Standard

28954-01 Interpret drawings and produce sketches for refrigeration and ... x ▾

NZQA Submitted Date ⓘ dd-mm-yyyy x

SDR Committed Date SDR dd-mm-yyyy

MANAAPPR ☐ Is Gateway ☐ Exclude from ITR ☐ **Off Job Delivery? ☒**

Course Site SDR Auckland ▾

Intra/Extramural Attendance SDR Intramural and residing in New Z... ▾

Category of Fees Assessment for International Students SDR 00 - Domestic Student ▾

Extension Date dd-mm-yyyy

Withdrawal Date SDR dd-mm-yyyy

Funding Sour 37 Non-deg

Off Job Delivery Provider

Queen Charlotte College ▾

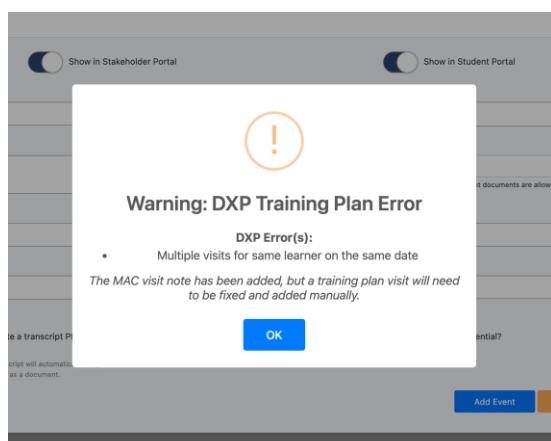
Canvas

Canvas Course Please Select... ▾

Canvas Assign Please sele

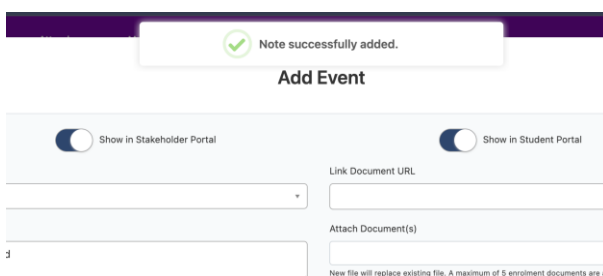
Training Plan Visits – previously known as MAC Visits

For NZA enrolments, the label in the Event type dropdown list has been changed from MAC Visit to **TP Visit**, meaning a Train Plan site visit. This is to better align with TEC terminology given they are no longer associated with Managed Apprenticeships.

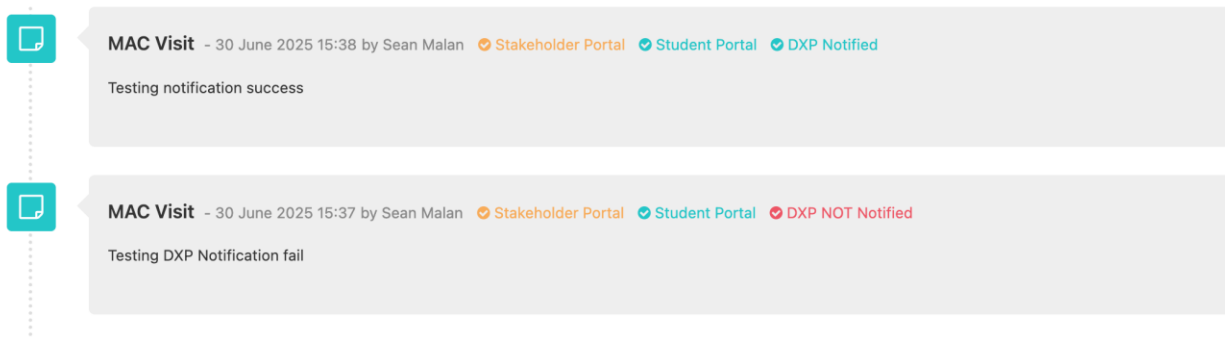


When a submitting a training plan visit, if it fails, a warning message will be received

Simply update the TP Visit Event and resubmit again.



Successful submission of a TP Visit results in a positive message being displayed.



*Enrolment Event Log now displays the TP Visit has been **notified** to the DXP*

TP Visit Grid Report

- **Title of the Grid Report changed to TP VISITS** - use to assist with reconciliation in knowing what has and has not been reported to the DXP.

Grid Reports

Choose Report:
TP VISITS
Run

Visit Date From
11-06-2025

Visit Date To
01-07-2025

TP VISITS

Search: Search in table

NSN	StudentID
127011396	880000394
127011396	880000394
127011396	880000394
127011396	880000394

visitDate	dxpReceived	dxpStatus
2025-06-30	1	Success
2025-06-30	1	Success
2025-06-30	1	Success
2025-06-13	1	Success
2025-06-30	0	Failed
2025-06-30	0	Failed
2025-06-30	0	Failed
2025-06-30		Not Sent
2025-06-30		Not Sent
2025-06-30		Not Sent
2025-06-30		Not Sent
2025-06-30		Not Sent

Feature Availability

The follow features are available in SELMA for WBT:

- Register new programmes (simple and complex)
- Create/update learners
- Enrol student
- Training agreements (automatically created upon enrolling a student)
- WBT enrolment (automatically created upon enrolling a student)
- Training plans (automatically created upon enrolling a student)
- Off-job training delivery reporting
- Withdrawal processes (both automated & manual)
- Hold/restart functionality (status update)
- Grace period management (status update and automated expiry)
- Programme expiry and maximum fee updates
- Training plan visits
- DXP WBT record viewing (fetch)
- Bulk off-job training delivery creation or update (enrolment component upload facility) for backfilling purposes
- Programme enrolment deletion
- Programme versioning

- Learner transfers from one programme another, and from one version to another (simple and complex programmes)

The following feature is not currently supported in SELMA:

- Learner fees reporting
-

Important Notes

System Behavior Changes

- **No more log screen reviews** - New intuitive messaging system (old log screen retained for historical purposes)
 - **Immediate responses** - Real-time success/failure feedback
 - **Enhanced error handling** - Actionable error messages with validation details
 - **Two-step off-job process** - Currently requires component update, then reporting (under review)
 - **Bulk upload of Off-job training delivery components** – Get in touch for more info
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Support & Training

For questions about this change or to request assistance, please contact the [SELMA Support team](#).
