

Quick Guide to the Artena Funding Source Allocation



Purpose

This document has been generated to provide a guide to the funding source allocation functionality introduced in Artena 09.08.00 and extended in Artena 09.09.00. It is not designed to advise the reader on the best choices re this new functionality for their organisation, only the means to make, and the implications of, those choices.

Background

The funding source allocation functionality has been developed to assist decision making around the most appropriate funding source to use for a learner. To make use of this capability two steps must be taken (described below), preferably before the start of enrolments for an academic year:

1. Setup budget projections for the current year
2. Assign weightings to funding sources

It is expected that users will:

- review this functionality in a test environment before utilising it in production
- provide SMSS with feedback and suggestions for improvements. Some suggestions have already been identified at the end of this document under the heading **Potential Enhancements**.

Assumptions

The person using this guide is assumed to have:

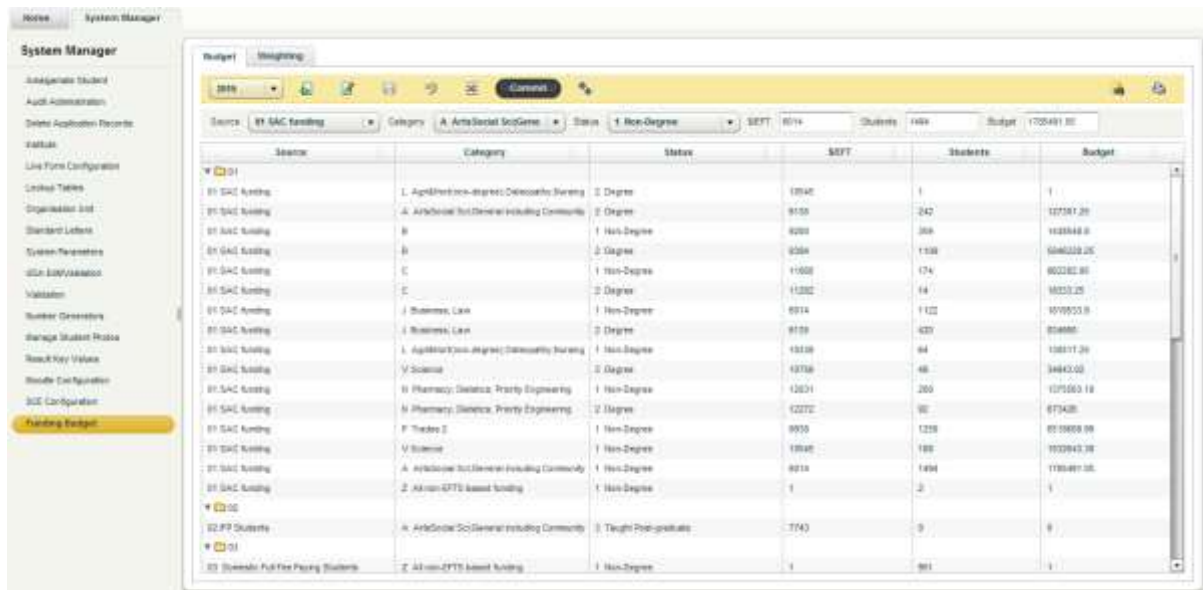
- access to the Client and System Manager sections of Artena
- an understanding of the individual Funding Sources
- access to the budget projections for their organisation

Setup

Please note that, should you choose not to make use of the funding source allocation functionality, the funding source will default to the value assigned to the relevant qualification in Prescribed Teaching.

Setup budget projections for the current year

The budget projections for an organisation are assigned via the interface under System Manager -> Funding Budget, Budget tab.



Source	Category	Status	\$/EFT	Students	Budget
01 SAC Funding	L Applied Soc- degree: Data/Health Science	2 Degree	10040	1	1
01 SAC Funding	A Arts/Social Sci/General including Community	2 Degree	6714	242	127581.28
01 SAC Funding	B	1 Hon-Degree	6004	368	168848.0
01 SAC Funding	B	2 Degree	6504	1108	696228.25
01 SAC Funding	C	1 Hon-Degree	11008	174	602282.80
01 SAC Funding	C	2 Degree	11282	64	16255.28
01 SAC Funding	J Business, Law	1 Hon-Degree	6914	1122	107955.8
01 SAC Funding	J Business, Law	2 Degree	6714	420	85880.0
01 SAC Funding	L Applied Soc- degree: Data/Health Science	1 Hon-Degree	13108	64	128111.20
01 SAC Funding	V Science	2 Degree	13708	46	34843.00
01 SAC Funding	H Pharmacy, Statistics, Priority Engineering	1 Hon-Degree	12631	200	1275563.18
01 SAC Funding	H Pharmacy, Statistics, Priority Engineering	2 Degree	12272	90	67340.0
01 SAC Funding	F Trades	1 Hon-Degree	9950	1218	6519858.08
01 SAC Funding	V Science	1 Hon-Degree	13040	188	1073943.38
01 SAC Funding	A Arts/Social Sci/General including Community	1 Hon-Degree	6914	1494	1196491.58
01 SAC Funding	Z Ad-hoc/PTES based funding	1 Hon-Degree	1	2	1
02 PF Shuttle	A Arts/Social Sci/General including Community	3 Taught Post-graduate	-7743	9	0
03 Students Full Fee Paying Students	C Ad-hoc/PTES based funding	1 Hon-Degree	1	801	1

Budget projections are assigned per year for each Funding Source, by MOE Category/MOE Category Status. There are two projection metrics available:

- Student count (Students)
- Total funds allocated (Budget)

A third field, \$/EFT, defaults to the Ministry specified funding amount for the specific MOE Category/MOE Category Status combination on insert of a new entry (the source of these values is the LOOKUP_MOEFUNDINGEFTSVALUE lookup table) but may be altered by the user as required.

Users are free to enter each of these budget projections manually, however to simplify this process the script below can be run to pre-populate values for every year previous to the current one. These values will be calculated from the actual enrolments for those previous years; in effect setting those projections at 100% of the actual. The previous year values can then be rolled over to the current year via the Roll Over button and amendments made to budgets as needed.



9116_populate.sql

Usage notes:

- Inserts/updates/deletions are not saved to the system until Commit is selected.
- Roll Over will overwrite any existing values for the target year.
- Budget values should be ex-GST.

Assign weightings to funding sources

The funding weightings for an organisation may be assigned via the interface under System Manager -> Funding Budget, Weighting tab.

[illegible]

The weighting assigned is the approach that the organisation wishes to take, within the Ministry defined source of funding rules (ethnicity, age, etc.), when assessing a funding source's suitability for an enrolment. Funding weightings are assigned per funding source. Only one weighting may be assigned per funding source.

The available weightings are as follows:

Weighting Code	Weighting Name	Uses Budget Field	Description / Common Use
ECA	Enrolment Count (Avg)	Students	Evenly distribute the head count across funding sources.
ECF	Enrolment Count (Fill)	Students	Fill the budgeted head count in the specified funding source.
EV	Enrolment Value	\$/EFT	Maximize the income from the most valuable funding source.
FBA	Funding Budget (Avg)	Budget	Evenly distribute the budgeted funding allocation.
FBF	Funding Budget (Fill)	Budget	Fill the budgeted funding allocation.
PTP	PT Preference	N/A	Use this source for relevant qualifications until either the funding or enrolment budgets are filled. This is the default weighting for a funding source if none is specified.

When a student is enrolled/when their course load is set or changed, the code reviews each valid (SAC Funded, Domestic FCR, International FCR) possible funding source and, based on the contract's composition and the weighting type, chooses the one that best achieves its stated weighting.

Usage Notes:

- PT Preference either achieves 100% achievement or 0% as it is either the funding source is the one associated with the qualification or it isn't.
- The "Fill" weightings grow in achievement as they fill i.e. the more often they're chosen the more likely they'll continue to be chosen, until they reach cap.
- The "Avg" weightings grow in achievement the more they're ignored i.e. as they become underrepresented among the set of funding sources.
- A funding source that has reached its cap for a given weighting will be treated as a zero value for achievement of that weighting. It will still be included in the list of selectable funding sources.
- Accurate use of the Enrolment Value weighting requires that all funding sources an organisation intends to use have their \$/EFT value configured in the Budget interface.
- An enrolment's value with respect to the Funding Budget measures is calculated from the \$/EFT value, not the invoiced value of the contract. As such configuration of the \$/EFT value for International FCR and Domestic FCR funding sources is required to make proper use of these weightings, even though no Ministry funding is received for them.

Example Scenario:

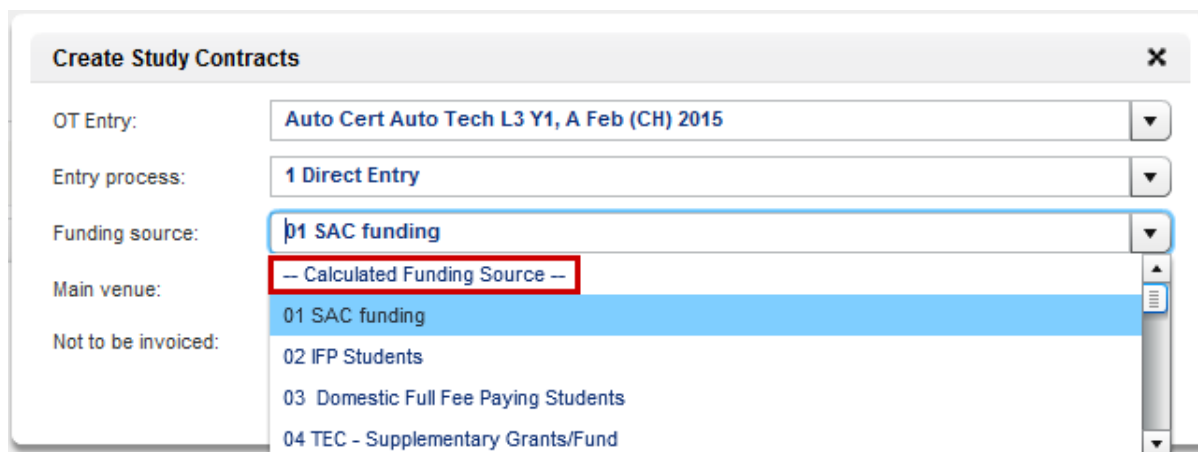
A 30 year old student of Maori descent enrolls in a NQF Level 4 Trades qualification. This student is eligible for funding sources 01 and 29. As these are both Ministry funded sources the \$/EFT value will be equal but given the narrower approval criteria around funding source 29 it is desirable to select this funding source for each student that satisfies the criteria. It is therefore sensible to select Funding Budget (Fill) for funding source 29 and Enrolment Value for 01, as this will cause the system to preference funding source 29 for eligible students until the organisation's funds for that funding source are successfully allocated.

An organisation will consider scenarios similar to the above when considering their weighting structure.

Enrolment Changes

Enrolment Creation

Enrolment creation proceeds as it has before; the desired Offering is selected from the provided list. The funding source defaults to the value selected in Prescribed Teaching and available for override by the user. A new option has been added to the list of funding sources:



The screenshot shows a web form titled "Create Study Contracts" with a close button (X) in the top right corner. The form contains several fields with dropdown menus:

- OT Entry:** Auto Cert Auto Tech L3 Y1, A Feb (CH) 2015
- Entry process:** 1 Direct Entry
- Funding source:** 01 SAC funding (This dropdown menu is open, showing a list of options. The option "01 SAC funding" is highlighted in blue. A red box highlights the option "-- Calculated Funding Source --".)
- Main venue:** (This field is currently empty)
- Not to be invoiced:** 02 IFP Students, 03 Domestic Full Fee Paying Students, 04 TEC - Supplementary Grants/Fund

If the “Calculated Funding Source” option is chosen then Artena will use the configured weightings and budget info to assign a funding source to this enrolment. This assignment can be overridden by the user before saving the new contract or at a later point in time.

Usage Notes:

- The selected funding source will be based on the funding category and category status of the qualification selected; this is a fair approximation but for best results the funding status should be calculated after the course load is selected (see below).
- As a student’s demographic information may be changed during creation or update via Live Form the funding source displayed on the Office tab (if configured) should not be relied upon until the record has been saved.

Enrolment Update

Updating the funding source for a contract has changed from a combo box selection to a dedicated popup that demonstrates the applicability of each valid funding source, as determined by the previously configured weightings.

Eligible Funding Sources

Age: 32
Citizenship: New Zealand
Ethnicity: 311 Samoan
None
None

NZ.PR ☐
AU.PR ☐

Qual Level: 3 Level 3

Current: 01 SAC funding
Selected: 01 SAC funding

Funding Source	Type	Weighting	Match %
01 SAC funding	SAC	PT Preference	100
23 ACE (Adult and Community Education)	SAC	PT Preference	0
24 Trades Academy	SAC	PT Preference	0
29 MPTT L3/4	SAC	PT Preference	0
03 Domestic Full Fee Paying Students	DOM	PT Preference	0
09 Prison Education (Department of Corrections)	DOM	PT Preference	0
08 Skills Enhancement	DOM	PT Preference	0
06 Training Opportunities FFO	DOM	PT Preference	0
04 TEC - Supplementary Grants/Fund	DOM	PT Preference	0

Save
Cancel

The options are displayed in order of applicability (Match %).

Usage Notes:

- Only valid funding sources will be displayed i.e. 22 will not be available for qualifications with a NQF Level of 4 or above, 02 will not be available for domestic students, etc.

- For domestic students an assumption is made that Ministry funding is to be applied wherever possible; as such SAC Funded funding sources are always sorted above Domestic FCR funding sources.
- **For the best results it is advised to check the selected funding source after assigning study contract components**, as it is the funding category and category status of the components that define what funding will be received for the enrolment.
- If no weightings are configured the top option will be the default selected in Prescribed Teaching (assuming that option is valid).
- Valid funding sources that have exceeded their defined budgeted student count or funds allocated will be visible but allocated an applicability (Match %) of 0.

Reporting

The **Funding Budget Position** report was included in 9.08.00 release under the Custom Reports folder. It displays the organisation's position against the values configured in the Budget interface and is configurable by Year, Funding Source, MOE Category and MOE Category Status.

Potential Enhancements

- Modelling of potential budget positions against specific funding source allocation adjustments
- Progression to budget targets across the academic year
- Batch Funding Source assessment and amendment via Admissions Dashboard
- Automated checking of the selected funding source against the calculated value at key study contract status(es)
- Weightings that calculate based on potential invoice fees