

## Ministry Audits

Quite a number of private providers have been audited by the Ministry recently. Other providers have this process to look forward to. Whilst an audit process is never comfortable it can be downright uncomfortable if you don't have all your ducks in a row.

Some of the things you should be looking out for include:

- Use an enrolment form based on the generic enrolment form published by the Ministry or Meta Office.
- Ensure that you positively establish the identify of students and that you keep records to show that you have done so.
- You must have in place documented policies concerning student withdrawal. If you are involved in distance education you need to take particular care as to what constitutes "withdrawal". If in doubt, check with your Tertiary Advisor at the Ministry.
- Staff come and go – both at the Ministry and with providers. Keep careful records of your correspondence with Ministry staff, especially email correspondence. Ensure that your own staff have documented procedures to follow.
- Nobody likes reading manuals but, if you haven't read the Ministry's two publications *A Guide to Student Enrolment* and *A Guide to Tertiary Education Funding* the chances are your enrolment clerk hasn't either, and that means the chances are you are not

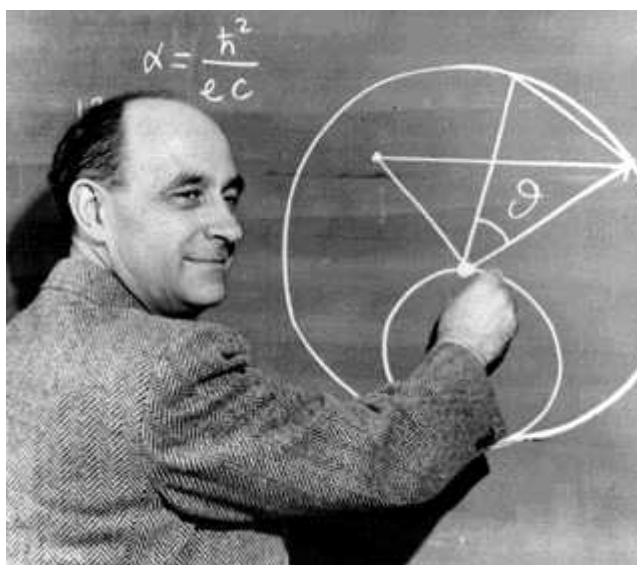
complying with the Ministry's requirements. ➤

## Shaping the Funding Framework

It has been interesting to read reaction to the final TEAC report, namely *Shaping the Funding Framework*. The various special interest groups within the tertiary sector have reacted fairly predictably. Here at Meta Office (and I am sure I speak for all software developers) we view the proposal for the Single Funding Formula (SFF) very positively; if implemented it is likely to keep us in employment for some years.

Here are some other random thoughts on the report:

- Self-interest aside, the SFF is too complicated. The current EFTS system is capable of achieving the report's stated intentions so why introduce a new system, with the attendant compliance costs?
- The report is correct in identifying that the current split between the



The Single Funding Formula takes shape

# Take2 Newsletter

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EFTS-based funding and SNZ funding has negative effects. It certainly makes life more complicated for providers.

- If the funding cap is removed on foundation education, does this mean that private providers will get a bigger slice of the pie? Would they be funded to offer level 1 and 2 qualifications as tertiary education institutions can?
- If the recommendations of the report are to be implemented, especially any that involve changes to administrative systems, it is essential that this is done in a planned and well-paced manner. The “grit” in the current system results from rushed implementations in the past.
- In any case, the more cynical amongst us recall other reports and papers which, amongst the turmoil of politics and elections, were simply forgotten. So what chance this report being implemented? ➤

## Computers and Things

From time-to-time some of our clients have questions about their computers and networks; questions that go beyond using *Take2* and the standard *Take2* support service. Normally we have had to refer these clients to their own in house computer guru or to a local computer company.

Now we are able to offer our clients a dedicated service to help when things go wrong or when you need to install new equipment.

Paul Thurston is our new expert. He knows what he is talking about and he is very gentle. His patience knows no bounds. The type of things he can help you with include:

- Setting up new computers, printers, and networks.
- Installing new versions of Windows and other software such as Office (and even *Take2*).
- Checking out security arrangements on your network. Making sure that you are protected from viruses and that you have effective back-up systems
- Getting your email and internet to work properly.

If you would like more information about this new service and Paul's availability, please contact the help desk: [Richard.hw@paradise.net.nz](mailto:Richard.hw@paradise.net.nz) or 04 386-3549. ➤

## Bits and Pieces

A round-up of major news items from around the world.

- In December *Take2* will be going in for its annual certification by the Ministry of Education. This means it will be tested to ensure that it complies with the Ministry's SDR requirements in 2002.
- The last Richard is away for the first week of December – back to the Tonga Institute of Education for the last time. Chris will be looking after the help desk for you.
- The Ministry's roadshow is coming up. These events are well worth attending because you get an overview of new requirements and the chance to ask questions.
- SDR for the 2001 year is due at the Ministry by 30 January 2002 (or 31 January 2002, depending on which Ministry notice you read). In any case, so that you can have a nice Christmas, why not consider getting the SDR all sorted out before the break so that you can simply send it away after 1 January – you're not allowed to send it in before then. ➤