Take2 Newsletter

Take 2

NSI Provider Load

Some users have asked an interesting question about what is called the "NSI (National Student Index) Provider Load". This is a process that you undertake immediately before going live with the National Student Index. The process consists of creating an "input file" containing details of your students. You send the file to the NSI Unit which then creates an "output file" that is sent back to you. The output file contains your students and their NSI details.

The question that has been asked is "*Between sending my input file and receiving back my output file, do I have to stop using Tahe2?*". The short answer is "*No*".

Doing the provider load does not prevent you from using *Take2* in any way and you can keep on working as normal. However, as a rule, you will not "go live" until receiving the output file back from the Ministry and should, therefore, keep track of which new students are added during the period of time between creating the input file and processing the output file. Although, in practice, there is no technical reason to prevent you from going live immediately after creating the input file, we suggest that you wait until after processing the output file simply as a precaution in case there is a massive stuff-up with your input file.

You can quickly ascertain which new students, if any, have been added to *Take2* in a particular date range (i.e. between sending the input file and processing the output file). You do this by using the *Contact Selection* feature on the *Others* menu. The criteria to use are: *Student* and *By Date (Added From - To)*. Thus, if any students are added during the gap between

input and output files, those students should then be processed for the NSI either using the COM interface or the Web interface.

Taking the above into account, it is best from your point of view if you do your provider load during a quiet time of year when few students are being added to *Take2*. ➢

GE Scare

The Ministry of Education last week issued a press release categorically denying that "SDR" is, in fact, "Spliced DNA Residue". A spokesperson said that the Ministry was 99.99% certain that comprehensive testing (based on a 0.04% sample with a margin of error of +/- 3.33%) had demonstrated that staff using the SDR were quite safe.

However over the last few days reports have been received, from around the country, of persons who have worked with the SDR suffering from sleeplessness, confusion, and very high levels of stress.

When presented with this new information the Ministry issued a set of guidelines for SDR workers, emphasising the need to wear rubber gloves and safety goggles when at work, and in particular reminding workers not to process the SDR on the same computer as the NZQA's FDC (recently rumoured to have been identified as "Fractionated DNA Crystals"). ➢

Staffing Return

As you will all know – because you have all read page 10 of the SDR manual or because you heard it mentioned at the last Ministry roadshow – you have to make

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your annual staffing return as part of the August 2002 SDR. We are told that it will be "*a form .. to be completed during the validation process for the August SDR*". Previously this was a paper-based return.

There are two points to note here. Firstly the return has nothing to do with *Take2*. You will presumably compile the data from your staffing records. Secondly, the SDR validation process currently does not make provision for the return – notwithstanding the bold assertion of the SDR Manual over a year ago. Presumably the Ministry will slip this function in at the last minute or maybe they have just overlooked it?

Anyhow, good luck making the return! ➢

Bits and Pieces

- As notified in last month's newsletter, the **new Help Desk number is 04 939-1267.**

- The National Student Index implementation is beginning to pick up speed. Lots of providers are going through the integration testing and then "going live" – hence the article above. In the next few days we will be making available some simple guidelines for the "going live" process. These will be emailed to you and also available from our Web site.

- The Ministry has released its 2003 generic enrolment form. As was the case last year we are doing our own, slightly different (superior?) version. This will be submitted to the Ministry for approval, and made available to you in a couple of weeks.

- Here's one for you SNZ folks – version 4.1.9 (doesn't time fly!) of the Main Module will be available shortly. This version makes adding destination and contact person data for the labour market outcomes a whole heap simpler. Also, the new Admin. Module (v4.1.6) has a nifty new feature that allows you to restore a deleted student's ID number.

Take2 Top Tip
User Defined Fields

You may have noticed a strange tab called *Extras* on the *Students* form. On this tab are some very weird fields called "Text 1", "Date 2", "Logical 1" and the like.

These are what are called "User Defined Fields" and you can use them for whatever purpose suits you. They are not used in any special way by *Take2* itself.

So for example, if you wanted to know whether your students have been issued with a handbook or not, you could use one of the logical fields. Put a tick in the field to show the handbook has been issued.

To make life easier for people doing the data entry, you can use the *Take2* glossary feature (in the Administration Module) to change the name of the user defined fields so, for example, you could change "Logical 1" to read "Handbook".

Unfortunately there are no standard reports in *Take2* that make use of the special fields on the *Extras* tab. Because each provider can use them for their own purpose we have no way of knowing what reports would be useful. However there is a trick you can do to find out which records do not have a tick in a logical field so, for example, you could find out who has not been issued with a handbook.

Open the *Students* form for any student. Look at the record counter at the top right of the *Basic Details* tab and make a note of how many students there are.

Now, without clicking on the *Edit* button, click on the label (i.e. caption) of the appropriate logical field on the *Extras* tab. Next click on the *Sort Descending* button on the toolbar at the top of the *Take2* window (see diagram below). All the student records will now be sorted with those with no tick first, followed by those with a tick. If any record has no tick, then the first record with no tick will be displayed. In this case click on the *Filter by Selection* button and only records with no ticks will be displayed. You can check how many there are by looking at the record counter again. You can move through the filtered records by using the *Next* and *Previous* record arrows. Remove the filter either by closing the *Students* form or clicking on the *Remove Filter/Sort* button.

Sort Descending

Filter by Selection

Remove Filter/Sort