

Student Statistics

Many of you will be working on preparing a charter to meet the requirements of the new charters and profiles process being implemented by the Tertiary Education Commission. In order to do so you may find it useful to obtain some accurate statistics about your student population.

Meta Office has developed a utility that will look at your *Take2* database and generate a report with the following sets of information:

- Ethnicity and Gender
- Age and Gender
- Prior Activity and Gender
- Secondary Award and Gender
- Ethnicity and Secondary Award
- Disability and Gender

The utility can be downloaded from the *Take2* home page www.Take2.co.nz.

- Save the zip file you download onto your hard drive.
- Extract the file contained in the zip file into the folder where you store your *Take2* files. This is normally C:\Take2 but may be C:\Program Files\Take2. The password required to perform the extraction is that which was used for the *Take2* version 5 upgrade, if you can remember that. If not, contact the Help Desk.
- Open the utility by double clicking on the extracted file (called StudentStatistics.mde) in Windows Explorer or My Computer. You may like to make a short-cut on your desktop to the file.
- When prompted, link to your live *Take2* data file (called

"Take2Data.mdb"). Depending on your set-up this may be on your computer or on a file server.

- Enter data in the criteria fields, if required, and then click on the *Print* button.

By Ethnicity and Gender	<i>M</i>	<i>M %</i>	<i>F</i>	<i>F %</i>	<i>Total</i>
(01) NZ European/European/Pakeha	113	61%	73	39%	186
(20) New Zealand Maori	37	54%	31	46%	68
(31) Samoan	29	76%	9	24%	38
(32) Cook Island Maori	2	33%	4	67%	6
(33) Tongan			2	100%	2
(34) Niue	1	100%			1
(35) Tokelauan	5	83%	1	17%	6
(36) Fijian	2	50%	2	50%	4
(52) Indian	1	100%			1
(68) Other Asian	4	57%	3	43%	7
(89) Other	5	42%	7	58%	12
Total	199	60%	132	40%	331

By Age and Gender	<i>M</i>	<i>M %</i>	<i>F</i>	<i>F %</i>	<i>Total</i>
b) Less than 18	11	79%	3	21%	14
c) 18-25	172	59%	119	41%	291
d) 26-35	15	65%	8	35%	23
e) 36-50	1	33%	2	67%	3
Total	199	60%	132	40%	331

New Training Opportunity

In view of the new legislation relating to prostitution the Happy Days Training Institute – that well-known and highly respected organisation based on Stewart Island – is about to introduce a new training programme. This is the *National Certificate in Bordello Management*.

The Certificate uses many existing Unit Standards such as those relating to host responsibility, first aid (elderly clients are often prone to heart attacks), business management and, of course Unit Standard 1644. However, a number of new Units have been added to the Framework specifically for the Certificate. As this newsletter is a family friendly publication we are not able to provide details of the new Units other than to say that they involve mainly "on the job" components.

Take2 Newsletter

Course Completions

Those of you who have just done the June SDR were no doubt amused that, like last year, the summary report that you had to sign and send in with your return made no mention of course completions.

So, whilst you have signed your life away about the qualification completions, you have made no undertaking about the accuracy, sanctity, or other attributes of the course completions. Maybe this is a tacit recognition by the Ministry of the meaningless of the data that they receive.

On the subject of course completions, though, it is very interesting to note how Ministry policy can distort the behaviour of providers in presumably unintended ways. From this year the *Guide to Tertiary Education Funding* tells us “*that for the purpose of completions reporting, students who have a course extension date that falls outside of the course completion date established at enrolment, will be considered to be Code 4 Did not complete course*”. Since a “4” counts against a provider there is now a positive incentive for providers not to give students extensions. So, with a simple sentence in a manual someone at the Ministry has deprived students of an opportunity to complete qualifications. The irony is, of course, that most providers were happy to give students extensions out of the goodness of their hearts and with no cost to Government or the students themselves.

Bits and Pieces

- **Back-ups.** It's a while since we had a moan about the importance of back-ups. If you are not regularly backing up your *Take2* data files (*Take2Data.mdb* and *Take2Archive.mdb*) you will feel pretty sad when your hard drive crashes.
- **Working Conditions** are improving at Meta Office. At the Wellington Branch (Richard's basement) there are now neat shelves for all the computer equipment and proper network cabling has been installed. At the Upper Hutt

Take2 Top Tip

User Defined Fields (again)

In last July's Newsletter the topic of User Defined Fields was covered. These are on the *Extras* tab of the *Students*, *Prospects*, and *Persons* forms.

By default the fields are called “Text 1”, “Date 2”, “Logical 1” and the like 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 a first aid certificate or not, you could use one of the logical fields. Put a tick in the field to show the certificate 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 “First Aid”.

From version 5 it is possible to use values entered in the User Defined Fields (UDF) as criteria when printing student schedules. On the *Student Schedules* form there is a *UDF* tab for this purpose. In the example below a flying school has used a number of different UDF fields and here we can see that they want to list only students who have completed their first aid certificate, have between 100 and 150 hours of flying experience, and made their first solo flight in March 2003.

By Element	By Class	Organisation	UDF	By Resource
By User Defined Fields				
First Aid: <input checked="" type="checkbox"/> Logical 2: <input type="checkbox"/> Logical 3: <input type="checkbox"/>				
Eyesight:	[Dropdown]			
Text 2:	[Dropdown]			
Text 3:	[Dropdown]			
Hours >=:	100	<=:	150	
Number 2 >=:		<=:		
Number 3 >=:		<=:		
Solo Flight From:	01/03/2003	To:	31/03/2003	
Date 2 From:		To:		
Date 3 From:		To:		

Branch (Chris's place) there has been a flurry of building activity and a new shed (sorry, that should be “executive suite”) is being erected in the back garden.

- It is a little known fact that the capital of Latvia is Riga. Presumably the people who die there all get riga mortis.