Take2 Newsletter

Happy New Year!

Time flies, and all that, and so now it's 2004. We wish you all the best for the New Year.

This is just a short Newsletter to tell you that we are still here and looking forward to hearing from you, although not on the 19th of January (see below).

There is also a short article on the question of a change to the definition of course completion codes. The article is of interest only to those who have to do a Single Data Return completion return in June and who have had a problem with the idea that a student who is given an extension must be classified as "not complete".

Finally there is an article on getting ready for 2004.

Holiday!

Those of you who are not fortunate enough to live in Wellington may not realise that it is our Anniversary Weekend soon and Monday 19th January is a public holiday. Accordingly the Help Desk won't be available on that day.

Course Completions

The subject of recording and reporting course completions is very fraught and most of the fraughtness (or should that be "fraughticity"?) comes from the ever changing definitions of the meaning of the completion codes, especially code 4 "did not complete".

The Guide to Tertiary Education Funding for the 2003 year specified that when a student is given an extension, then the course completion code that applies should be code 4 "did not complete". Accordingly version 5 of *Take2* made provision to assign code 4 when a extension date was recorded for a student.

The new Interim Guide to Tertiary Funding (published by TEC), which applies to the 2004 year, does not include any definitions for course completion codes, however the SDR Manual for 2004 (published by the Ministry of Education) does include such definitions.

Now, here's the interesting thing: the SDR Manual does not specify that code 4 must be used when a student is given an extension. Enquiries of the Ministry indicate that they do not believe an extension should be treated as "did not complete". Enquiries of TEC have elicited no response. We can only assume that they concur with the Ministry.

Accordingly version 6 of *Take2* will be modified so that extension dates are ignored when completion codes are assigned.

Getting Ready for 2004

Now is probably a pretty busy time of year and the thing you are probably thinking about most is enrolling your 2004 students.

We recommend that you update your curriculum in *Take2* each year before enrolling a new intake of students. The *Take2* curriculum is based on the idea that there is a "prescribed" curriculum that contains all the qualifications and courses you *could* teach and an "offered" curriculum that contains all the qualifications and courses you *do* teach.

Our recommendation is that you offer all courses (and Unit Standards) afresh once each year and that you offer qualifications afresh each time you have a new intake.

If you do this you will find that you have more control when preparing reports and making returns.

And once you have completed your final SDR for 2003 you can also "retire" your 2003 offered curriculum. There is a special form for doing so in the *Take2* Administration Module. For more information on these processes, please contact the Help Desk on 04 939-1267