

Generic Enrolment Form

We recently sent out our 2008 generic enrolment and we received a great response. Thank you to all of those who let us know that they find the form useful.

This month's Top Tips on the next page focuses on the key changes to the form.

The form went out on 1 August and much of its design was based on the publication entitled "*File and Field Specification Changes 2008 Single Data Return – Version 1.2 Status: Final*" put out by the Ministry of Education and TEC on 3 July. We had fondly assumed the word "Final" meant "ultimate", "definitive"; that kind of thing. But we were wrong because on 2 August at 12.15 pm the Ministry sent out version 1.3, also a "Final" version!

Anyhow, the upshot of all this is that we have had to release a very slightly modified version of the generic enrolment form. As far as we are aware the modification to the definition of the assistance code "06" (shown in the Top Tips) will not affect any of our clients but if you want the new version it is available for download from our web site.

Take2 Newsletter and You

The *Unsolicited Electronic Messages Act 2007* comes into effect in September. This Act means that we need your explicit approval to email you the Take2 Newsletter each month.

We took the opportunity when releasing version 9, Access edition, of requesting clients to let us know in writing to which addresses in their organisation the Newsletter is to be sent. Many clients took up this opportunity.

However there were Access edition clients who did not respond to the request and then there are our SQL Server edition clients who did not have the opportunity. Accordingly we will be sending an email to all addresses on the newsletter mailing list for which we did not get a response via the version 9 release process.

The email will ask whether the recipient wishes to continue to receive the Newsletter and will ask for an emailed confirmation. If we do not receive a confirmation, or if any recipients make use of the "Unsubscribe" option that is included in each Newsletter, those addresses will be removed from the mailing list.

So, if you do get an email asking you to confirm whether you wish to continue receiving the Newsletter, and you do want to have

that monthly treat, then please do respond.

Regions

TEC's Regional Facilitation process continues to develop and we are aware that some of our clients are involved – either as a polytechnic/institute of technology or as a provider that sub-contracts to a polytechnic/institute of technology.

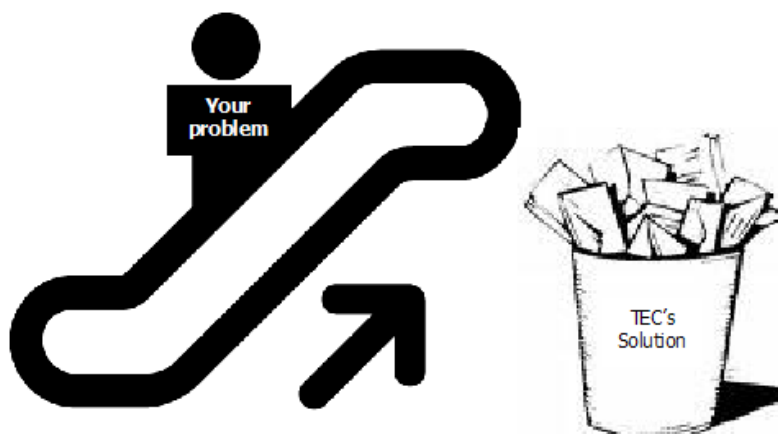
We are also conscious that the "Investing in a Plan" mechanism comes into effect next year and that this will involve many of our clients in having to report against key performance indicators, some of which may presumably make reference to regional facilitation.

It would be nice to know in advance just what summary information providers will need to report and, if that does involve breaking out figures by region, how regions are to be defined.

At present every student can be assigned to a region in Take2 – albeit using a list of regions that you determine. Also, as you will be aware, every enrolment has to be associated with a delivery site which has been approved by TEC and, for Unit Standards, with a location approved by NZQA. From next year you must also record a term-time post code for each student.

There are, then, quite a lot variables already available in Take2 that could be used when summarising data. What we don't know, though, is what would best suit our clients, nor do we know what TEC's expectations are.

We would love to hear from anyone who does have any ideas on this topic, or possibly some insight into TEC's requirements.



Ever wondered what TEC does when they "escalate" your problem?

Take2 Top Tips – 2008 Enrolment Form

It's never too early to think about next year's enrolment form so this month's Top Tips focuses on some of the key items to look out for.

Citizenship and Residency

The biggest change in 2008 is that realisation by the Ministry that citizenship and residency are two separate concepts. In practical terms this means that the code "NZP – New Zealand Permanent Resident" will no longer be a valid citizenship code and you are going to have to collect information on citizenship and residency quite differently on your enrolment form. Here's how we would ask the question:

11	Citizenship and Residency: You may need to supply evidence of residency status or citizenship	Tick the box which describes your citizenship. New Zealand Citizen <input type="checkbox"/> NZL Australian Citizen <input type="checkbox"/> AUS Other <input type="checkbox"/>
		If you answered "Other" please specify your citizenship and whether you are a New Zealand Permanent Resident : Citizenship: _____ (For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.) New Zealand Permanent Resident: Yes <input type="checkbox"/> No <input type="checkbox"/>

Notice how there is now an explicit question relating to permanent residency.

Those of you who enrolled permanent resident students in 2007 whose period of study goes into 2008 may have a bit of a problem on your hands. The problem is that your 2007 enrolment form will not have captured the actual citizenship of those students but, in the April 2008 SDR, you are going to have to report citizenship as well as permanent residency. However, at the time of enrolment you should have sighted and copied a student's passport and, hopefully, kept a copy that would show the student's citizenship. If you didn't do this, it would be best to get the citizenship information soonish.

Another change that relates to citizenship and residency is the set of codes used for what is called "Assistance". That question should now list the options shown below. Note that item "06" does not require the phrase "(excludes French and German Masters students)" which appeared on our 2008 generic enrolment form released on 1 August.

	If you ticked "Other", please also specify your fee/assistance status.
	NZAID Scholarship (incl. Aotearoa, short-term training, and post-graduate) <input type="checkbox"/> 01
	Full Fee Paying Foreign Student <input type="checkbox"/> 03
	Exchange Student approved by Ministry of Education <input type="checkbox"/> 04
	Foreign Research Based Post-Graduate and International Doctoral Students (prior to 19 April 2005) <input type="checkbox"/> 06
	Military Personnel, Diplomatic Staff or Family, or Persons Associated with Operation Deep Freeze <input type="checkbox"/> 08
	International On-Shore PhD Student (enrolled after 19 April 2005) <input type="checkbox"/> 09
	International ITO Off-Job Trainee <input type="checkbox"/> 12

Post Codes

The other big change in 2008 is the need to collect post codes. We suggest that you need to change the appropriate section your form to look like this so that you can distinguish between "permanent" and "term time" addresses.

22	Address and contact details:	Permanent Address:	Term Time Address: (if different from permanent address)
		Post Code:	Post Code:
		Phone:	Alternative Phone:
		Mobile:	Email:
		Fax:	
		What is your postal address? Permanent Address <input type="checkbox"/> Term Time Address <input type="checkbox"/> Other <input type="checkbox"/> If you ticked "Other" please write your postal address below.	
		Post Code:	