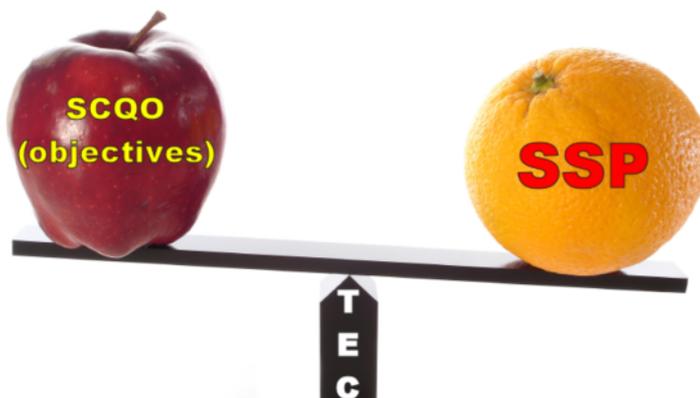


Statement of Performance

In our last issue we asked our loyal readers to let us know if TEC had notified them of the reporting requirements for the 2007 Statement of Service Performance (SSP). We had lots of emails and enjoyed your wry amusement at TEC's own performance. We sense that were you to rate TEC against its own objectives the result would be a clear "did not achieve".

However, TEC finally came up with a template on 14 March and some weak words about "considering its position". The problem is, though, that the reporting template bears almost no relationship to the objectives template that you used in 2006 to set your objectives for 2007. Here is a clear case of matching apples and oranges which breaks all the guidelines for reliable performance monitoring. Of course TEC has done this before and, on current form, will do it again so at least there is consistency of effort even if no actual achievement!

So, in the circumstances, what should you do? Common sense suggests that the best approach



would be to dig out the Excel template that you used to set your 2007 objectives. This is password protected but the password on the version we have is simply "tec". For each qualification use column Q to enter the 2007 actual performance.

The Take2 SSP pivot table report allows you to compile the needed information

However, if you do decide to use the template that TEC has provided remember these things:

- You are actually counting enrolments and not students when reporting the EEO

indicators.

- You almost certainly set your ethnicity objectives on the old prioritised basis. Make sure you report on the same basis and not using the new "total response" method because otherwise your proportion of Maori students may unexpectedly reduce.
- The final educational performance indicator has been changed in a way that will significantly disadvantage you. This involves a changed definition of the divisor.

Version 9.6

Take2 Version 9.6 has been released for the Access edition. A release for the SQL Server edition will be made in the next few weeks.

This version has been certified by the Ministry of Education for the 2008 SDR and NSI processes. There are some major changes in the SDR and last month's Newsletter described what to do about one of those changes –

namely post codes. In the Top Tip on the next page we describe another significant change, being the inclusion of some new fields in the Course Enrolment file.

However, there are some other new features in version 9.6 that may interest you and these include:

- A short cut that allows you to open the *Organisations* form directly from the *Students* form. Click the magnifying glass symbol next to the *Organisation* field on the *Other Details* tab of the *Students* form to do this.
- Another short cut, visible when you have selected the qualification enrolment on the *Enrolment Details* tab of the *Students* form, is the *ASR* button which will take you directly to the *ASR* form.
- A new *Fees Paid* filter has been added to the general reports.

Take2 Top Tips – New Course Enrolment Fields

The Course Enrolment file reported in the 2008 SDR includes two new fields: *Assistance* and *Residency Status*. This means that we have had to change the *Enrolment Defaults* form to include these fields.

The screenshot shows two panels: 'Other Defaults' and 'Applies To'. In the 'Other Defaults' panel, the 'Assistance' field is set to '00' and the 'Residency' field is set to 'A'. Both fields are highlighted with a red rectangular box. The 'Applies To' panel shows a table with columns for ID, Name, and Nationality. The first row contains the values: 2160, Aardvaark, Kirsten Lorna, NZL, N.

The *Assistance* field is actually an old friend. It used to be on the *Students* form near the *Citizenship* field. It used to be there because, somewhat illogically, it was reported in the SDR Student file. Anyhow, the codes used in the field have not changed and for most providers it is simple enough: use “00” for domestic students (New Zealand and Australian citizens, and New Zealand Permanent Residents). For international full fee paying students use “03”.

The *Residency* field is new (although those of us with very long memories seem to recall something along these lines way back when the SDR was but a babe).

The field is used to show whether the student being enrolled is a New Zealand Permanent Resident at the time of their enrolment. A New Zealand Permanent Resident is someone whose nationality is not New Zealand or Australian but who has been granted permanent residency and can therefore be treated as a domestic student and attract Student Achievement Component funding or TOPS or Youth Training funding.

We have provided a *Residency* field on the *Students* form which you should fill in when adding a student and then change if necessary. In practice the value is only likely to change if an international student (not a Permanent Resident) gets residency, or if a Permanent Resident becomes a citizen.

The screenshot shows a section of the 'Students' form. The 'Ethnicity' field is set to '111' and the 'Citizenship' field is set to 'NZL'. The 'NZ Residency Status' field is set to 'N' and is highlighted with a red rectangular box. The 'Iwi' field is currently empty.

When you come to enrol a student you can either enter the correct residency code (“Y” or “N”) at that time or, as is shown in the top screenshot, select “A” which assigns to the enrolment whatever value is stored on the *Students* form. The use of “A” facilitates doing group enrolments that include students irrespective of their residency status. Remember, though, that you must never include international students in a group of students that also includes domestic students.

What about students who were enrolled in 2007 but whose enrolment runs into 2008?

Good question. These enrolments need modifying to include the new *Assistance* and *Residency Status* values. The *Mass Edit* form can be used for this purpose. We recommend that you undertake the following steps once you have installed version 9.6:

- Display the *Date* filter tab on the *Mass Edit* form and enter “2008” in the *SDR Year* field.
- Display the *Assistance* tab and select “00”.
- Click *Display* and then *Select All*.
- Now move to the *Enrolment Defaults* tab and place a tick next to *Assistance* and *Residency*. Enter “00” in the *Assistance* field and “A” in the *Residency* field. Enter your initials in *Enrolled By* and click *Commit*.
- Click *Yes* when the confirmation message is displayed.
- If you have international students repeat steps a to e, but use “03” in place of “00” for *Assistance*.