

Letter

Last month we published an article on reporting non-accredited Units to NZQA. This feature of Take2 has been around for a while – indeed since version 7 in 2005. The feature was developed with NZQA’s input at the time that NZQA batch files were redesigned to include a provider and location code.

One of our readers was concerned that the feature may be exploited by unscrupulous providers and wrote to us as follows:

On reading the May 2009 newsletter, I feared that Take2 may have indeed done a bit of literacy training and then taken the TEC at their word. I wondered if the nifty little trick to create a unit standard report without validation against “Accreds.txt” was indeed a mask for reducing compliance with NZQA accreditation. Following a rather convoluted telephone conversation with Richard H-W (my understanding of the situation somewhat clouded by my fierce belief in protection of provider accreditation) I realised that Take2 does not allow the unit standards to be reported by enabling the functionality of creating a batch with another provider’s code. In order to report the credit, the reporter must also hold specific approval and the accredited provider’s EESA access to NZQA. Whew!

ID Card Printing

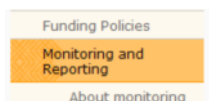
Meta Office has offered a bureau service for printing student ID cards for some time. This suits some providers without their own ID card printer.

We are now also able to supply a new module for clients with an ID card printer. It allows you to select students and enrolments in Take2 and then print ID cards using a your own card design.

Contact the Help Desk for more information on the new module.

Literacy Training

It appears that TEC’s investment in literacy training is coming not a moment too soon – judging by their web site.



- [Take2 Home](#)
- [Reporting requirements for ITOs](#)
- [Reporting requirements for tertiary education institut](#)
- [Performance Measurement System for ITOs](#)
- [General reporting requirements for non-TEIs](#)
- [DTFs - requirements for funding](#)

SDR Changes 2009

There are a couple of changes for the 2009 SDR. TEC has introduced yet another field into the Course Register file in the vain hope of collecting meaningful data on literacy and numeracy. One day they will understand that they need to collect this type of data in an enrolment event table.

The Ministry of Education has solved the EFTS rounding problem that resulted in negative per EFTS amounts being calculated for some enrolments with low EFTS values and long duration. It is a lovely, elegant solution to a long running problem. Congratulations to all concerned.

Anne’s Tweets

We are privileged to have been able to tune in to the following Tweets.

26 November 2008: *Got first briefing from TEC. Apparently they look after tertiary education.*

5 December 2008: *Asked TEC for information on TEO performance. Sheepish looks. Shuffling of feet.*

1 January 2009: *New Year’s resolution! No more getting the run around from those folks on The Terrace.*

31 January 2009: *Still waiting.....*

15 February 2009: *Still waiting.....Apparently they’re bogged down with Official Information requests.*

28 February 2009: *Brilliant idea. Sent Official Information request.*

3 March: *Still waiting.....*

13 March 2009: *Alan says I’m going to have to be patient.*

31 March: *Told John. He said he’d sort it.*

17 May: *Still waiting.....*

11 June: *I can see why Steve jacked it in.*

Residency Status and SDR Validation Error 581

The Ministry of Education informs us that the above SDR validation error caused some Take2 users problems during the recent SDR round and here at the Meta Office Help Desk we had a number of calls on the same topic. Hopefully the following notes will be of assistance in explaining why the error can occur and what to do to fix it.

In 2008 a new “Residency Status” field was introduced in the SDR Course Enrolment file. The field is used to indicate whether at the time the course enrolment record is created the student is a NZ permanent resident or not. Up until 2008 this information had been reported via the SDR Student file by using a citizenship code of “NZP”. This was pretty unreliable because, when you think about it, a person’s residency status is not directly related to their citizenship.

For example, an Indian citizen comes to study as an international student. Their citizenship is “IND” and their residency status is “N”. After a couple of years they apply for and are granted permanent residency. Now their citizenship is “IND” and their residency status is “Y”. A few more years down the track they apply for and are granted citizenship and now their citizenship is “NZL” and their residency status is “N”.

However, you capture information on residency status from a student’s enrolment documentation and you usually want to enter it into Take2 at the same time as you enter citizenship, gender, DoB, etc. It would be time-consuming to have to look up and enter residency later when you get around to enrolling a student.

So in Take2 there is a residency field on the *Students* form.

Enter “N” in this field for all students except international students who do not have a permanent residency stamp in their passport. If a student’s residency status changes (as in the example above) be sure to update the value on the *Students* form.

When enrolling a student in Take2 you will see a student’s citizenship and residency status codes in the *Applies To* panel on the *Enrolment Defaults* form. It is wise to check that these values are still correct and, if not, go back to the *Students* form to update them.

Other Defaults	Applies To
Funding Source: 01 [Default]	285 Aardvaark Anton NZL N
Assistance: 00	
Residency: [A]	
Attendance: Y	
Site: N	

Residency dropdown options:

- A Assign from value entered on Students form
- Y New Zealand Permanent Resident (Excludes all New Zealand and Australian Citizens)
- N Not a New Zealand Permanent Resident (Includes all New Zealand and Australian Citizens)

You will also see the *Residency* field which will capture the residency value to be reported in the SDR Course Enrolment file. Take2 provide an option “A – Assign from value entered on Students form” and it is recommended that you always use this – especially if you are doing a group enrolment where different students in the group may have different residency statuses. However, if you wish, you can select the “Y” or “N” options instead.

Not too complicated when you think it through, but still complicated enough for problems to arise!

The most likely problem (and cause of SDR validation errors) is if, when you entered the student’s details on the *Students* form, you weren’t sure about the student’s residency status and you entered, say, “Y”. Then, by the time you came to do the actual enrolment you had established that the student was an international student and not a permanent resident but you neglected to update residency on the *Students* form. So if when doing the enrolment you cheerfully used the “A” option in the *Residency* field and entered *Assistance* as “03 – Full Fee Paying Foreign Student” these two values conflicted and SDR error 581 occurred.

So how do I fix it?

If it is just one student it’s easiest to go to the *Enrolment Details* form where you can either edit the *Residency* value one-by-one for each course enrolment:

or you can use the *Datasheet Edit* button to quickly run down and change multiple course enrolment records.

If you have really gone to town and got lots of students with the same problem, then using the *Mass Edit* form is the way to travel. Give the Help Desk a ring and we will talk you through the process.

-|-

On a related topic we have some more advice for you. The Ministry’s Sector Service Desk may – with good intent but with unfortunate effect – tell you to “edit the SDR text files” when validation errors such as 581 occur. **Don’t ever do this.** All data reported in the SDR can be edited in Take2 in a systematic way. Editing text files is a hazardous business because it is all too easy to slip in an unwanted space or carriage return and then you are in a deeper hole than when you started.

The other issue is that your Take2 database should always reflect precisely what you are reporting in the SDR for audit purposes. So, don’t let those smooth talking Sector Service Desk people sweet talk you into bad habits. Simply ring 04 939-1267 and we’ll put you right!