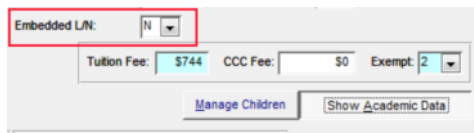


## Top Tips – Curriculum Staff

It's that time of year when doing a bit of curriculum housekeeping can save trouble and stress later in the year. So here are some tips to consider.

1. *Literacy & Numeracy* – No folks, not the thing that preoccupies Ms Tolley, but the new field to be reported in the SDR Course Register file from April. If you have upgraded to 10.2.1 or higher you will find this field on the *Course* tab of the *Curriculum* form.

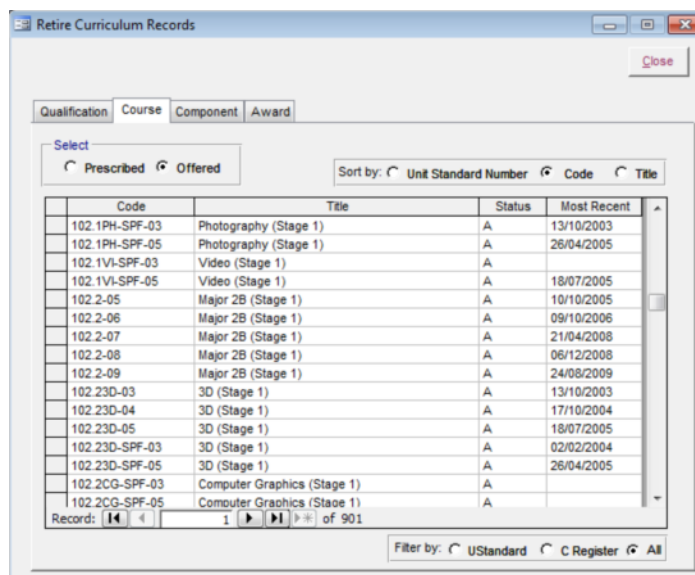


The screenshot shows a form with an 'Embedded LN:' dropdown menu set to 'N'. Below it are fields for 'Tuition Fee: \$744', 'CCC Fee: \$0', and 'Exempt: 2'. There are also buttons for 'Manage Children' and 'Show Academic Data'.

By default the field value is set to “N”. You only need to change it to “Y” if the course includes embedded literacy and/or numeracy. See page 103 of the latest SDR Manual for more information on what this means.

2. *Retiring Offered Curriculum* – If you re-offer curriculum elements regularly it is a good idea to retire those offerings you are no longer using. The effect of this is to make it easier to create enrolment patterns and process ad hoc enrolments because the list of available offered elements is much shorter. Note however that retiring does not affect existing enrolment or outcome data.

If you have only a few elements to retire you can do this easily by editing the Status field from “A” to “R” on the Curriculum for the affected records. If you have a number of records to retire it is easiest to do this from the *Retire Curriculum Records* form opened from the *Curriculum Maintenance* menu in the Administration Module. This form displays all active curriculum elements and has the advantage of showing the date of the last enrolment.



The screenshot shows the 'Retire Curriculum Records' window. It has tabs for 'Qualification', 'Course', 'Component', and 'Award'. Below the tabs are 'Select' options for 'Prescribed' and 'Offered', and a 'Sort by' dropdown set to 'Code'. A table lists curriculum records with columns for Code, Title, Status, and Most Recent. The table contains 20 rows of data. At the bottom, there are navigation controls and a 'Filter by' dropdown set to 'All'.

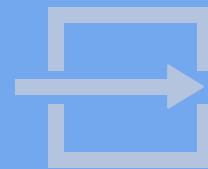
Code	Title	Status	Most Recent
102.1PH-SPF-03	Photography (Stage 1)	A	13/10/2003
102.1PH-SPF-05	Photography (Stage 1)	A	26/04/2005
102.1VI-SPF-03	Video (Stage 1)	A	
102.1VI-SPF-05	Video (Stage 1)	A	18/07/2005
102.2-05	Major 2B (Stage 1)	A	10/10/2005
102.2-06	Major 2B (Stage 1)	A	09/10/2006
102.2-07	Major 2B (Stage 1)	A	21/04/2008
102.2-08	Major 2B (Stage 1)	A	06/12/2008
102.2-09	Major 2B (Stage 1)	A	24/08/2009
102.23D-03	3D (Stage 1)	A	13/10/2003
102.23D-04	3D (Stage 1)	A	17/10/2004
102.23D-05	3D (Stage 1)	A	18/07/2005
102.23D-SPF-03	3D (Stage 1)	A	02/02/2004
102.23D-SPF-05	3D (Stage 1)	A	26/04/2005
102.2CG-SPF-03	Computer Graphics (Stage 1)	A	
102.2CG-SPF-05	Computer Graphics (Stage 1)	A	

3. *Update Fee Amounts* – If you use fee data stored in Take2 you can easily update the fees on the *Set Fees* form opened from the *Fees* form in the Main Module. Note that the fees for prescribed courses are those reported in the SDR Course Register file.
4. *Delete Old Enrolment Patterns* – Enrolment patterns are a useful device for bringing together a bunch of offered curriculum elements in one template. So, when enrolling a student or group of students you need only select the enrolment pattern instead of selecting all the individual curriculum elements.

Normally an enrolment pattern will be valid for a limited period of time – maybe for one intake of students, maybe for one term or year. In the end, though, an enrolment pattern is not longer current and can be deleted. Deleting redundant enrolment patterns makes life easier because, when selecting a pattern, you will see only the current ones and not have to wade through a list of expired patterns.

We have, though, noticed that a lot of clients are reluctant to delete expired enrolment patterns and the reason seems to be that people think deleting an enrolment pattern will also delete any enrolment created using the pattern, as well as the offered curriculum elements included in the pattern. This simply is not true.

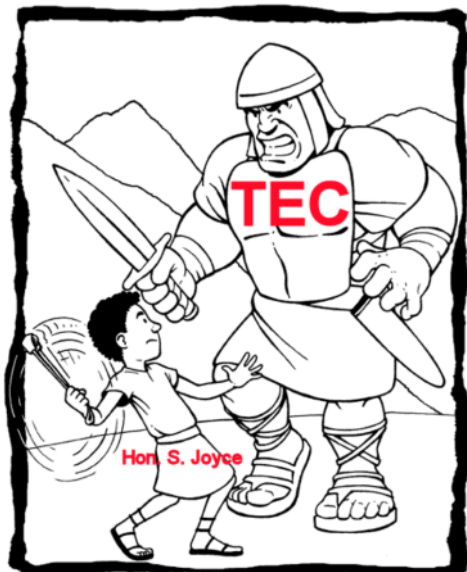
**Deleting an enrolment pattern does not delete enrolment records, nor does it delete curriculum elements. It simply deletes the enrolment pattern.**



## Another One Bites the Dust

*“Education Minister Anne Tolley has been relieved of her tertiary education portfolio to concentrate on implementing the Government's controversial flagship policy of setting national standards of literacy and numeracy.”*

They don't last long do they. Wonder why?



Good luck Steve!

## Education Performance Indicators Redux

We're not sure how much we can write about this topic since we were told it was sensitive and confidential but here goes anyway.

In November/December last year TEC seems to have gone through what it thinks of as a consultation process about performance indicators. All very hurried (seven days to absorb and comment on 83 pages of complex material) and, apparently, a description of indicators to be used for 2010. You may have seen the material – there was a brief 10 page overview and then 73 pages of definition and rules. Both documents were undated (the usual TEC trick). The short document is now on the TEC website and dated November 2009. We can find no trace of the longer document on the TEC web site and are not aware that it has now been approved and is in effect.

Our first comment is that there are some

definite improvements. On the whole so much better that the PMR (Performance Monitoring Reports) material. So, whilst there are still issues, a bouquet to TEC for listening.

There are to be six indicators (can't tell you what they are in details 'cos it's confidential!) but in broad terms our view is that four of them are reasonable, one is a throwback to the PMR style of an indicator that is very difficult to calculate and of no real value, and one is an indicator that the provider themselves cannot calculate because it depends on data to which they have no access.

Our second comment is that TEC still doesn't get it in terms of consultation and providing a sufficient lead in period. You cannot reasonably be asked to accept your performance being measured for 2010 by indicators that, as at the end of January 2010, have not been published. TEC got the 2009 PMRs wrong so you will be naturally suspicious of anything TEC publishes based on the new indicators and you will want to check the values. How are you going to do that if you (and we) have not been given a final version of the rules and definitions?

Which brings us to our third comment. This is getting beyond a joke and the cost for Meta Office to keep revising and revising the summary reports we provide to our clients can no longer be accommodated in the standard annual support fee we charge our clients. That fee will be reviewed as usual in June and is likely to be modified to include a component to be labelled “TEC Compliance Cost”.

## Trust

No doubt you will agree that Telecom has a problem – especially if you are an XT client (which mercifully we are not). There is a technical aspect to the problem – the network doesn't work very well – but the larger part of the problem is that very few people trust Telecom. Within a few short weeks we have learned that they have been overcharging clients but then, when a contracted service can't be delivered, compensation is not willingly offered.

Once lost, trust is hard to get back.