



## Interface Updates

A couple of updates following on from last month's Newsletter.

- Our hopes of getting a specification from NCER for a bulk upload to the Literacy/Numeracy tool have come to nothing. The initial burst of enthusiasm from one staff member has been displaced with the measured reticence of a manager. We'll keep on their backs, however.
- The proposed changes to reporting to the Ag ITO seem to have fallen into a black hole. It appears that the suggestion that a "Course Attendance" file be included in returns from the start of May seems to have been abandoned.

## 2011 SDR Changes

You may not have mustered enough enthusiasm to read the document published by the Ministry of Education and TEC recently on proposed changes to the SDR in 2011. The changes were quite numerous and in some cases would (again) have increased your compliance costs.

Clearly though quite a number of people did read the document and provided feedback, as requested. And – credit where credit is due – it has been refreshing to be asked for feedback in a relatively timely manner.

We understand that the feedback received by the Ministry and TEC, and a meeting of the SDR Advisory Group has resulted in many of the proposed changes being either dumped or postponed.

However one item seems not to have been discussed by the SDR Advisory Group (SAG), and that item is the apparent change in 2011 which would result in Course Completion outcomes having to be reported for TOPS and Youth Trainees. If this really is TEC's intent then they are about to waste a heap of your time to gather data of absolutely no value. It was in 2003, from memory, that as similar demand was made of providers. It was dumped the following year so why has the idea been resurrected?

As an aside, one wonders whether the fact that this item seems not to have been picked up by SAG may be because there is no representative on the Group with first-hand knowledge of

reporting targeted funding trainees through the SDR.

## 2010 SDR EFTS Rounding

The method of rounding EFTS by month so that it can be reported in the Course Enrolment file has changed in 2010 so that monthly values are "rounded down" rather than just "rounded".

This may seem trivial but it gets around the problem of negative values being reported for the last month of an enrolment that is long in duration but low in EFTS value.

The good news is that the change will also boost your EFTS by a tiny amount in 2010!

One thing to note, though, if you have enrolments that started in 2009 and finish in 2010 you will get a warning in your 2010 SDR validation: "062 EFTS\_MTH spread is not consistent with previous year's SDR". Just ignore it!

## Redundant County Codes

As you will see on the next page there is an SDR validation error 132 that relates to an invalid citizenship code being used. These codes have changed over the years and quite a number of codes are now redundant. They should be deleted from the list that you will find under *External Lookups* in the System Management area of the Administration Module. Make sure also that the new code has been added to the list. Here are a few of the most common redundant codes that may cause you problems.

Old Code	Country	New Code
COK	Cook Islands	NZL
ENG	England	GBR
HIL	Scotland	GBR
HKG	Hong Kong	CHN
NIU	Niue	NZL
WAL	Wales	GBR

## A Few Fulldeckisms

- One sandwich short of a picnic.
- One clown short of a circus.
- One word short of a.
- One validation error short of submission.

## ***Top Tips – SDR Time Again***

### ***Things to Be Done***

The April SDR is coming up. It has to be submitted by 15 May 2010. Remember that 15 May is a Saturday. Here are some pointers for doing the return with minimum agony.

1. If you haven't already done so, do a trial SDR as soon as possible. The SDR is not a process that you can leave to the last minute. For the trial you may not be able to complete all of the tasks that need to be done before you can do your final SDR – for example you may have a student who withdraws after your trial but before 1 May – but you can get the bulk of the tasks done and a trial SDR is definitely worth the effort.
2. Make sure that all the students who will be reported in the SDR (i.e. any student for whom all or part of their period of enrolment in the range 1 January 2010 to 30 April 2010) have a National Student Index Number. The students' NSI status must be "Active" unless they are only STAR funded or only enrolled in non-formal courses (not something that is likely for Take2 users who submit an SDR).
3. Make sure that the NSI data in Take2 matches the NSI data held in the NSI database. Doing a trial SDR now will reveal if there are any discrepancies and, if there are, you will have time to fix them.
  - Note for organisations with lots of students: you should be using Change Notifications and processing them through Take2. See [Tip Sheet 29](#) on the Take2 web site.
4. Make sure that you have processed all student withdrawals up to 30 April.
5. Make sure that you have recorded all qualification completions that fall into the 1 January 2010 to 30 April 2010 period.
6. Make sure that you have either entered or mapped all course completions as at 30 April.
7. If thinking about doing any of the items above makes your head spin, ring the Take2 Help Desk as soon as possible and we will set you right.
8. Don't panic.

### ***SDR Validation Errors and Warnings***

When you do a trial SDR on the STEO web site (*don't know how? give us a ring*) you will inevitably get some errors and warnings. Given that the SDR Manual lists hundreds of possible error and warning codes this can be daunting but, in practice, most people will have a relatively narrow repertoire of codes.

There are two other things to know that should help:

- Don't bother with warnings, just the errors. Even the Sector Service Desk gives this advice!
- Often error codes are interrelated and fixing just one item of data can make lots of errors go away. For example if there is a problem with the classification of a course in the Course Register this will cause errors for related course enrolment records. Fixing the classification involves changing one item of data in Take2 but it will make all the errors disappear.

Here is a selection of commonly occurring errors codes.

- *056 – student has consumed more than 2 EFTS in a year.* You may get this if you have a TOPS or Youth trainee who withdrew but then came back again in the same year. Simply edit the EFTS value of one course enrolment for the trainee in order to reduce the overall EFTS count to less than 2.
- *108 – First year is current year and Prior Activity is not 01, 02, 03, 04, 08, or 09.* You have entered a first year of tertiary study that is this year, but you have also entered a prior activity code that indicates that the student was in tertiary study last year. The two items conflict.
- *113 – Last year at secondary school is less than year of birth +5 or greater than current year.* You have either entered an incorrect date of birth or an incorrect last year at secondary school.
- *132 – Citizenship code is not on classification list.* Unless your external lookup table has been cleaned up you might have a few old codes like "ENG" (for England) floating around and they have been used when, in fact, you should have used "GBR" (for United Kingdom).
- *151 – NSN reported is invalid.* You will get this error if the NSN is invalid but you will also get it if you have not entered an NSN at all.
- *153 – NSN is invalid for reporting, is not a master NSN.* Very similar to 151 but may mean that you have entered an NSN that is no longer valid because it belongs to a student who accidentally got added to the NSI database twice. When this has happened and the Ministry picks it up they "merge" the two records and retain only one NSN as the master. You can look up the master NSN on the NSI database in the usual way.
- *205 – Open course change requests already exist for this provider.* Someone in your organisation has requested a change to a course on the Course Register and it has not yet been approved. Go to the TEC Course Register to find out what is happening.
- *310 – Record is not in correct format.* If you have uploaded your SDR files one by one – rather than in a single zip file – you may have uploaded the course enrolment file in place of the course completion file, for example. Try zipping the five files and submitting them this way.

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