

## Literacy and Numeracy

You should by now have received an email announcing that a new release of the Take2 Administration Module provides a bulk upload feature that allows you to generate a file of learners to upload on the Literacy and Numeracy for Adults web site. If you missed the email and you are interested in this feature, please contact the Help Desk.

This month's *Top Tip* on the next page describes the feature in more detail.

## Future of the SDR

Way back when most of you were younger, more innocent and TEC wasn't invented, the Ministry of Education introduced the Single Data Return. This was to be the "One Ring" solution to data collection for tertiary agencies. As Tolkien said, *One Ring to bring them all and in the darkness bind them.*



The Ministry of Education, with inadvertent irony, still states "*The main benefit of the SDR is that it provides one central point for the collection, processing and delivery of information from TEOs to education agencies.*" We know of course that this is not and never has been the case. And we don't believe in elves, orcs, dwarves or hobbits either.

So it is interesting to note that the recent budget included contingency funding for a replacement of the SDR, and that TEC and the Ministry are working together on this new development with TEC taking the lead role.

Whilst it is difficult to see why TEC should take the lead role in an exercise that potentially covers more than the tertiary sector – especially given TEC's abysmal record with defining performance measures – it is indeed good news that a replacement for the SDR could be on its way.

## Course & Qualification Completion

It has been an exciting few weeks for us here. We have had lots and lots of calls and emails from clients, some of whom we virtually never hear from in the normal course of business. And the cause of this?

TEC's new educational performance indicators (EPI) are the cause. First they baffled you, then annoyed you and, finally, made some of you very angry.

There are so many reasons why the EPI are inaccurate and invalid measures of the performance of training providers that it would take a much longer newsletter than this to detail them.

However there is one thing in particular that several people have noticed, and that is the apparent lack of correlation between the so called "Successful Course Completion" and "Qualification Completion" measures.

Logically one would assume that there would be a strong correlation – after all a student should not be able to complete a qualification without successfully completing most or all of the related courses.

Some of our clients are finding TEC's figures show no relationship between course and qualification completions and, on questioning TEC, are getting a variety of confused and confusing explanations. We have ourselves asked TEC for information to try and analyse what is going on but, as is usually the case, we have had no reply. So, once again we are turning to our clients for help.

What we would like you to do is to send us (to [Richard@meta-office.com](mailto:Richard@meta-office.com)) the four EPI values on page 3 of the letter you received from Roy Sharp of TEC dated 2 June. Basically if you copy the table on page 3 that is all we need. If you would prefer not to send the comparative subsector position figures, then just leave these out. Whatever you do send us will be treated in confidence and we will only publish summary/anonymous findings.

Our main focus will be trying to establish whether there is or is not a correlation between the indicators.

## Top Tips – Literacy & Numeracy Bulk Upload

Some Take2 users make use of the Literacy and Numeracy tool available at <http://www.literacyandnumeracyforadults.com/>. Take2 now provides a bulk upload utility to load learner details onto this site. Learner details are entered in Take2 via the Main Module and learners may also be associated with a “group”. Using the Administration Module’s External Reporting menu you can create a CSV file containing learner details and group allocation. The file can then be uploaded to the Literacy and Numeracy web site by authorised users.

### Data Included in Upload

The upload file contains basic information about the student: name, student ID, NSN (National Student Index Number), gender, DoB, ethnicity and email address. Take2 does not currently store data on whether English is the student’s first language and so does not report this.

Please note that the NSN is a required value and also, if an email address is reported, it must be in a valid format – i.e. include the “@” symbol.

### Groups

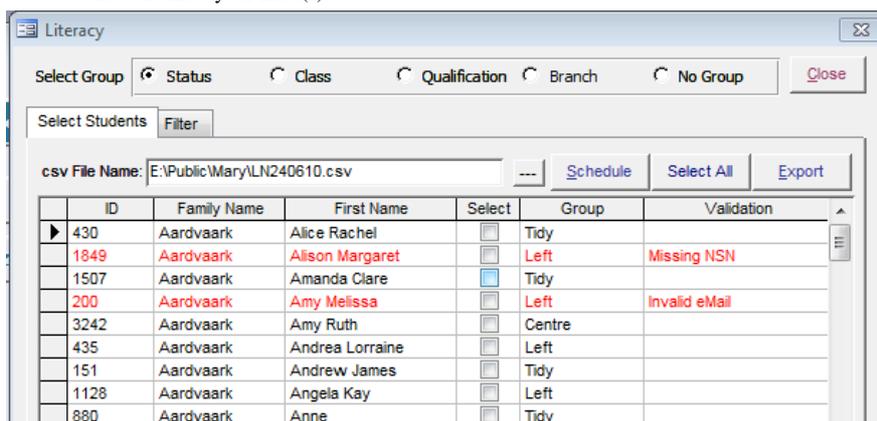
If you wish you can also include “group” information in the upload file. This allows groups of students to be clustered together and viewed in this way on the Literacy & Numeracy web site. Take2 provides four possible sources for group identity. For any given batch you can select only one source and we strongly recommend that you always use the same source for consistency.

The available group sources are:

- Student Status – editable on the *Students* form.
- Class – an attribute of enrolment event, editable on the *Enrolment Details* form.
- Offered Qualification – an attribute of the qualification enrolment, editable on the *Enrolment Details* form.
- Branch – editable on the *Students* form. Note that branch is taken from this source for both Access and SQL Server editions.

### Creating a Bulk Upload File

1. Click *Literacy & Numeracy* on the *External Reporting* menu of the Administration Module. A new form opens.
2. Select a *Group* option, if required, or leave *No Group* selected.
3. Use the *Filter* tab to select students in the usual way. Note that each of the four grouping options is available as a filter.
4. Click *Display* to see students who meet your filter(s).



5. Students with an invalid email or with no NSN will be highlighted in red and you can see the specific issue in the *Validation* column. Don’t choose these students when making your selection.
6. You make your selection of those to export in the usual way by ticking individual records. The *Select All/Deselect All* button is also useful.
7. If you have opted to include a group then the group value will be displayed in its own column. Students don’t have to be associated with a group to be included in the upload file. However, if a group is selected and the student belongs to more than one member of the group – for example a student belonging to two branches – then there will be two entries for the student in the displayed list.
8. Clicking *Schedule* will produce a report listing the selected students and, if applicable, their group membership. If you have inadvertently selected invalid students they will show on the report but not be counted in the totals nor exported.
9. Clicking *Export* will save the upload file to the location displayed, using today’s date as the file name.
10. Alternatively you can click the “...” symbol to select your own location and file name.
11. Once the file has been created you can upload it by logging into the Literacy and Numeracy web site as an administrator.

