

Course Completion Code 8

You will have received a notification from the Ministry of Education and TEC about the introduction of a new course completion code from 2012. The code is to be “8” and it means successful completion for a Te Reo Thesis.

As Take2 users will know, code “8” has a quite different meaning in Take2, namely that RPL has been awarded for the course enrolment. We established this convention when course completion codes were first introduced way back when and they consisted of only “1” to “4”.

So what does this mean for you? Well we have found a solution which will allow you both to keep on using code “8” for RPL and to report code “8” for Te Reo theses. All will be explained in due course.



A TEC operative updates the Funding Rules & Conditions

ERS in 2012

As far as we can make out there are no changes to how the ERS will be used in 2012 for FTTO and TFW trainees. What is changing is that Youth Guarantee students are to be reported through the ERS in 2012 – whether or not they are reported in the SDR.

Given that today is 9 December, and TEC has yet to provide us with the information we require to modify the ERS accordingly, we will be under some considerable pressure to get the updates done in time but – be assured – we will do our best.

Literacy & Numeracy

A reminder, gentle readers who have Youth Guarantee funding in 2012. TEC has expectations.

From 2012 we also expect providers to be using the [Literacy and Numeracy for Adults Assessment Tool](#).

Acquiring the Take2 Literacy and Numeracy bulk upload function will assist you in meeting this expectation, especially with the extras we are adding for 2012.

Contact the Help Desk for more information.

TEC – Rules & Conditions

You may recall that we have been chasing TEC to provide a useful and accessible version of the funding rules and conditions. This has been a lengthy process involving an initial refusal by TEC to an Official Information Request, a change of heart (thanks Ombudsman!), and then a demand by TEC for money to supply the requested information.

The demand included the statement that *“For the Word version of the rules and conditions request to be fulfilled, every single Rule and Condition will have to be retrieved individually from the CMS and pasted into a Word document or documents.”* This is plain wrong.

The PDF that can be downloaded from the TEC web site can be turned into a Word document in five minutes using any one of a number of free tools.

But, of course, it is the structure and cross-referencing of the rules and conditions that is really what we are interested in, and this is what TEC cannot supply.

And there you have it, confirmation of what all of us have always known. TEC and its hapless staff are as lost as we are in the labyrinth of the funding rules and conditions, make things up as they go along (code 8), and leave things to the last minute (ERS in 2012).

Christmas

On Friday 16 December the griches of Meta Office will be out of the office from midday eating, drinking, and playing pool in a desperate attempt to ignore the upcoming Christmas season. The Help Desk won’t be available that afternoon.

Please note also that Richard T is taking annual leave from 16 December and won’t be back at work until Monday 9 January. So if you need him, contact him quickly. He has also asked me to mention that he prefers milk chocolate.

However, apart from the afternoon of the 16th and the public holidays you will be able to contact the Help Desk by ringing our number. Leave a message if you don’t get through first time.

We wish all of our readers a pleasant and relaxing break.

Changes @ Meta Office

Please note that our mailing address and bank account have changed. You can use the new details immediately.

New Address

Meta Office Limited
29 Hikurangi Street
Trentham
Upper Hutt 5018

New Bank Account

Meta Office Limited
Kiwibank, 155 The Terrace, Wellington
38-9012-0243588-00

Our Help Desk phone number is unchanged:
04 939-1267.

And the email remains helpdesk@meta-office.com.

Top Tips – Last SDR of the Year!

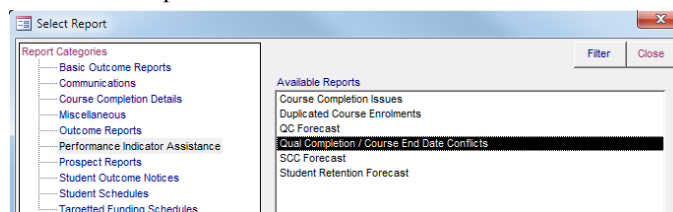
The final SDR for the 2011 year must be submitted by 31 January 2012 and now is the time to start thinking about it. **The point is that the December SDR is final.** Once submitted it requires a lot of effort to re-submit after 31 January.

Here are some things to do.

- Contact your tutors and gently remind them to provide you with students' academic outcomes in time for the outcomes to be entered for reporting in the SDR. You might like to offer a box of chocolates to the tutor who is first to get all outcomes in. Alternatively you might like to offer a less appealing gift to the tutors who fail to meet the deadline. **The point is that your performance is measured against outcomes and your funding can be affected by your performance.** It is true that you can report outcomes for 2011 in the April 2012 SDR round but experience shows that the April SDR is often stressful even without catching up with outcome reporting, so it best to do the job in the December return if you can.
- Inevitably though there will be some students that need extensions so be sure to enter an extension date for the affected courses and map or enter the course completion code of "0". However it is not wise to extend beyond 30 April. **The point is that if you extend a course completion beyond 30 April it can never be counted as a successful course completion by TEC** and so will count against you in the education performance indicators published by TEC.

Code	Complete	CC	Date	Assessee	Status	Extension
DPAEP01ES-11	<input checked="" type="checkbox"/>	2	02/07/2011	<input checked="" type="checkbox"/>	R	
DPAEP02BA-11	<input checked="" type="checkbox"/>	2	02/07/2011	<input checked="" type="checkbox"/>	R	
DPAEP03EP-11	<input checked="" type="checkbox"/>	2	02/07/2011	<input checked="" type="checkbox"/>	R	
DPAEP04AP-11	<input checked="" type="checkbox"/>	2	02/07/2011	<input checked="" type="checkbox"/>	R	
DPAEP05HM-11	<input checked="" type="checkbox"/>	2	02/07/2011	<input checked="" type="checkbox"/>	R	
DPAEP06IT-11	<input checked="" type="checkbox"/>	2	09/12/2011	<input checked="" type="checkbox"/>	R	
DPAEP07AC-11	<input type="checkbox"/>	0		<input type="checkbox"/>	C	28/02/2012
DPAEP08C-11	<input checked="" type="checkbox"/>	2	09/12/2011	<input checked="" type="checkbox"/>	R	
DPAEP09FLM-11	<input checked="" type="checkbox"/>	2	09/12/2011	<input checked="" type="checkbox"/>	R	
DPAEP10SP-11	<input checked="" type="checkbox"/>	2	09/12/2011	<input checked="" type="checkbox"/>	R	
DPAEP11P1-11	<input checked="" type="checkbox"/>	2	09/12/2011	<input checked="" type="checkbox"/>	R	
DPAEP12P2-11	<input checked="" type="checkbox"/>	2	09/12/2011	<input checked="" type="checkbox"/>	R	

- Make certain that you have no cases where a student's period of enrolment starts in 2011 and finishes in 2012 and, because the student is smart, they have already completed the qualification and you have recorded it as a 2011 completion. **The point is that in this scenario TEC will not count the qualification completion for 2011 OR 2012.** So use the new data accuracy report called "Qual Completion / Course End Date Conflicts" that was described in the September Take2 Newsletter. The report identifies records that meet the above conditions.



- Use the two other data accuracy reports described in the September Newsletter: *Course Completion Issues* and *Duplicated Course Enrolments*. **The point is that these reports reveal bad data or suspect data** and so will allow you to fix problems before submitting the SDR.
- Ensure that you process all 2011 withdrawals. This may be another task that requires input from your friendly tutors. **The point is that if you don't capture the withdrawal you are going to end up not being able to report a valid course completion code.**
- Process outstanding change notifications before submitting the SDR files. **The point is that if you don't you will find that the SDR validation will result in lots of frustrating NSI related errors.** See [Tip Sheet 29](#) on the Take2 web site for more information.
- Do a trial SDR before you go on leave at Christmas. **The point is to follow Lord Acton's advice.** "A wise person does at once, what a fool does at last. Both do the same thing; only at different times."

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