## Documents

Users of the SQL Server edition of Take2 are soon in for a treat.

Ever wanted to attach a copy of a birth certificate, passport, record of achievement, visa, etc. to a student's record in Take2 and then be able to view the file from Take2? Maybe you want to attach a copy of an assessment to an outcome, a copy of a qualification to a tutor, or an mp3 for an auditioning music student?

The files can be stored independently from the original, compressed and encrypted. They can be made "public" or "private".

Sounds good? Your wait is almost over!
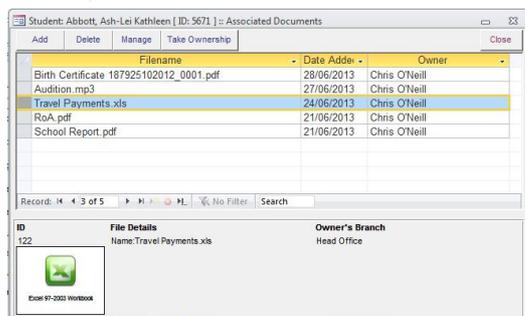
[Thanks to Kirsten at Workforce for "encouraging" us to get this into production.]

Course Enrolment EFTS

We have recently spoken with several clients who have Youth Guarantee funding, and who have suggested that they need to report only successfully completed unit standards through the SDR.

For example, say a student enrolled in a programme consisting of 20 units standards but successfully achieved only 10. The idea is that only the 10 successfully completed units would be reported as course enrolments in the SDR.

The effect of doing this would be twofold:

- You would not generate as many EFTS since, in the example above, 10 course enrolments would not get reported.

- You would have a 100% successful course complete rate because no unsuccessful outcomes are reported – an appealing thought indeed!

Sadly TEC would not take kindly to handling enrolments in this way. Their view is "*all course enrolments must be included in the SDR whether successful or not*."

Now it is true that TEC's Rules and Conditions and Funding Information notices are extremely difficult to comprehend and at first glance there appears to be no explicit command that "*thou shalt report all course enrolments, successful or not*". It is also true

that there seem to be some mixed messages coming from TEC personnel about claiming EFTS for Youth Guarantee. However, ultimately, TEC's documentation in relation to SAC and YG funding mechanism requires that all course enrolments are reported, unless a student has withdrawn from the enrolment within 10% or the duration of the course enrolment or one month, whichever is the lesser.

So, returning to our example above, if the student was enrolled for a period of 20 weeks and withdrew at 10 weeks (i.e. well after 10%), at which point 10 Units had been successfully completed but 10 were still not yet achieved, you would have to report all 20 unit enrolments.

If the student has started a unit and gone past the 10% mark, that unit enrolment is reported in the SDR – achieved or not.

But (and this is a big "but" as you can see) since 2006 the Ministry's Single Data Return manual has stated "*Ensure that you only use generic course start and end dates when submitting data to the Ministry where it is impractical to identify the relevant start and end dates for each unit or course.*" This clause was – as the Ministry admitted – inserted at TEC's behest. We understand (from extremely dilatory Ministry and TEC guidance) the clause to mean that, say, a student enrolled in a programme consisting of 20 units standards which were undertaken in sequence (i.e. unit 2 was not commenced until unit 1 had been assessed), then each unit enrolment should have its own specific start and end dates, rather than all having the same start and end dates.

If you think about this it means a lot of work for you entering the enrolments (although Take2 can help you here) but what it also means in the example above is that if the student withdrew after completing unit 1 but before commencing unit 2 **only unit 1 would be reported through the SDR**.

Interesting.

By-the-by, the guidance mentioned above was in 2005. A number of personnel were involved. A common theme in the correspondence was the fact that they were under resourced: "*Two of our team (including the boss man) have now departed*" and "*I have also lost three FTE's and am in the process of finding replacements*". So next time you can't get a sensible answer from a help desk in a reasonable timeframe, don't think it is just you. It has been like this for years.

Help Desks

The above comment reminds us that we actually also work at a help desk and also reminded us of our favourite YouTube clip.

A bad language warning is attached to this clip.

Top Tips – Recognition of Prior Learning

Recognition of prior learning (RPL) can be a tricky little beast and is something that you must record in Take2. The following notes are intended to explain why and how you should record RPL. In the notes we refer to "unit standards" and "unit enrolments". In TEC terminology these are "courses" and "course enrolments".

Why you should record RPL

There are two main reasons why you should record RPL:

1. Because the information is useful for you in determining a student's programme of study. With Take2 you can include in a student's enrolment unit standards that the student has already achieved. That way the credit of those units will be counted by Take2 and the units themselves can appear on the academic record that Take2 produces. As we announced some months ago, we will be adding a new feature to Take2 soon that will allow you to import a student's record of achievement electronically and so create unit enrolments automatically. In the meantime you have to create the unit enrolments in the usual way.

2. Because TEC says you must ensure that "*the Tertiary Education Commission does not fund the learner twice for the same programme of study or other acquisition of learning. TEOs must not claim funding for recognised prior learning credited to a learner.*" (Rule ENR019). What that means is that if a student enrols with you and that student has already achieved a unit standard you must not report the same unit standard through the Single Data Return.

So, here's the tricky bit. You want to see the unit standard in the student's enrolment in Take2. Unit enrolments get reported in the SDR. TEC does not want to see the unit standard in the SDR. Fortunately Take2 allows you to enrol a student into unit standards in a way that permits these seemingly contradictory requirements.

How to record RPL

You can convert an existing unit enrolment into an RPL enrolment simply by changing the course completion (CC) code to "8".

As you do this the EFTS value of the unit enrolment will be changed to zero. There are four places where you can change the CC value:

1. On the *Enrolment Details* form (see above). This is useful for changing just one or two records for a single student.
2. On the *Datasheet Edit* form which is opened from the *Enrolment Details* form. This is useful for changing a number of records for a single student.
3. On the *Single Student Outcome* form. This is also useful for changing a number of records for a single student.
4. On the *Course Outcomes* form. This is useful for changing records for multiple students for a specific unit.

A unit enrolment that has a CC value of "8" and/or an EFTS value of zero is not reported to TEC through the SDR.

You can also designate a new unit enrolment as an RPL enrolment at the time that you create the record. This will happen, for example, when you enrol a student into one or more units into which the student is already enrolled – usually because the unit was already delivered to the student at a previous enrolment or because the student is being enrolled concurrently in two qualifications which have a number of units in common. This happens often with Youth Guarantee programmes.

Take2 will spot the duplication and allow you to designate the new enrolments as RPL enrolments.