Generic Enrolment Form

The Ministry of Education has yet to produce a generic enrolment form for 2016. The problem seems to relate to the issue of IRD numbers and "legal and privacy issues". All of which were eminently foreseeable. Unfortunately the movement of managers in and between government agencies doesn't lend itself to this kind of foresight. As you can see from the recent photo below, at least one of the riders on the inter-agency merry-go-round is severely blinkered.

The Merry-Go-Round Never Stops

IRD Numbers

On the topic of IRD numbers the Privacy Commissioner has finally caught up with the Ministry and IRD's invalid use of the number in the SDR. The number is now to be phased out of the SDR sometime soon, and we imagine that it will be removed from the generic enrolment form when it is finally released.

In passing one wonders idly how, and by which organisations, NSNs are used nowadays in a manner of which the Privacy Commissioner would not approve.

NSI

And on the topic of the NSI we recently received a notice that searching for names containing apostrophes where the apostrophe is the first letter of a word within the name e.g. Simina 'ofa will not return expected results.

(Note that when an apostrophe is embedded into a word in a name the search should be successful e.g. O'Brien.)

The bug is a bit of a problem because it may cause duplicate NSI records to be created for a single person. If you think this may have happened to you, please request a merge of the two records.

SDR Round

At the risk of repeating ourselves, please **remember that the August SDR round has been moved forward. The extract date is 7 August and the last day for submission is 21 August.** Richard T, do you think this is bold enough?

We have updated our SDR-related Tip Sheets (12, 13, 14, and 43) on the Take2 website. On the next page you will find a Top Tip that lists SDR validation warning that may need your attention.

Investment Plan: Regions

In preparing the investment plan on Workspace 2 you are required to assign a TLA (territorial local authority) to the mix of provision records. A dropdown list is provided with all TLAs.

Now, if you have kept up with TEC's requirements you will know that each course enrolment reported through the SDR must have a delivery site, and that delivery site must have been registered on the TEC secure web site. When the delivery site is registered and a street address is added, TEC's web site determines a TLA code. It is labelled "City District".

Town/City:	Dunedin
Postcode:	9016
MMP Electorate:	8
Maori Electorate:	6
Local Body:	14
City District:	71

71 is Dunedin City. How do you know that 71 is Dunedin City? Well helpfully, and for those with extremely good eyesight, TEC has provided two maps that list TLAs.

Take2 is capable of reporting EFTS by site code if you use the *EFTS by Month and Delivery Site* report, and can therefore assist you with your investment planning.

However, if you haven't registered delivery sites in this way you may need to resort to assigning a "region" to each student (done on the *Other Details* tab of the *Students* form), using TLAs as the lookup values. An Excel file of TLA's is attached to the email with this Newsletter. Enter the list of TLA's you need on the *Internal Lookups* form in the Administration Module.

Take2's statistical dataset reporting tool can then produce a report that breaks down EFTS by region. Tick the *Course Enrolments* dataset and, if you want age/ethnicity data as well, also tick the *Students* dataset.

Top Tip – SDR Validation Warnings

The STEO validation produces a list of errors and warnings. Errors must be fixed before continuing. A warning may be an issue that needs fixing or may be caused by perfectly ordinary enrolments and cannot be fixed (e.g. warnings 109 and 110). The list below is of warnings that may need your attention. Warnings highlighted in yellow could affect your funding. Warnings highlighted in blue could adversely affect the calculation of your performance indicators.

Error Code	Error Message	Comment
047	CATEGORY is not same as course register file for this course	You may have modified these values on the *Curriculum* form and overridden the prompt to make the same change in related course enrolments.
048	CLASS is not the same as course register file for this course	
057	FACTOR is not same as course register file for this course	The EFTS value for a course enrolment can legitimately be less than the course EFTS factor if a student has RPL.
058	FACTOR is greater than course EFTS value for course	However it should never be greater.
059	Student has consumed more than 1.6000 EFTS in a year (but less than 2.000)	Unusual but possible.
157	NSN record status is Inactive	You won't get funded if the NSN status is inactive.
159	Citizenship or resident status reported does not match resident status on NSN	You may not get funded if your data does not match the NSI.
385	COMPLETE is 0, 1, 2, 3, 4 or 8, CRS_END date is 2003 or less and no corresponding enrolment is found	You have reported a course completion record and TEC can't find a matching course enrolment record in this SDR round or any SDR round since 2003.
389	COMPLETE is 5,6 or 7 and no corresponding enrolment is found	
390	COMPLETE has been reported as 0 for two consecutive returns	You can report a course completion code 0 for up to three SDR rounds but, if that means a final completion (2, 3, or 4) for a course enrolment ending in year N is not reported until after the April SDR of year N+1, your successful course completion rate will be adversely affected.
392	COMPLETE reported as 0, 1, 5, 6 or 7 in previous completion return and cannot be found	This is possible and of no great consequence if a course enrolment ending in year N is deleted during year N. However if the enrolment ends in year N+1, was reported in a year N SDR, but is not reported in a Year N+1 SDR, your course completion rate could be affected.
538	Enrolment Record exists with End Date Greater than Year of Qualification Completion Record	This needs to be fixed. You can either change the qualification completion date to the same date as the course enrolment end date, or vice versa.
543	COMPLETE has been reported as 0 for three consecutive returns	You can report a course completion code 0 for up to three SDR rounds but, if that means a final completion (2, 3, or 4) for a course enrolment ending in year N is not reported until after the April SDR of year N+1, your successful course completion rate will be adversely affected.
564	RESIDENCY is Y and CITIZEN is NZL or AUS	Check that the residency data in the course enrolment is appropriate to the citizenship of the student.
583	RESIDENCY or AUS_RESIDENCY is Y or CITIZEN is NZL or AUS and ATTEND is 1 or 2 and ASSIST is not 00	This is truly complicated but the first place to check is the assistance code in the course enrolment. It should be 00 if this is a domestic student.