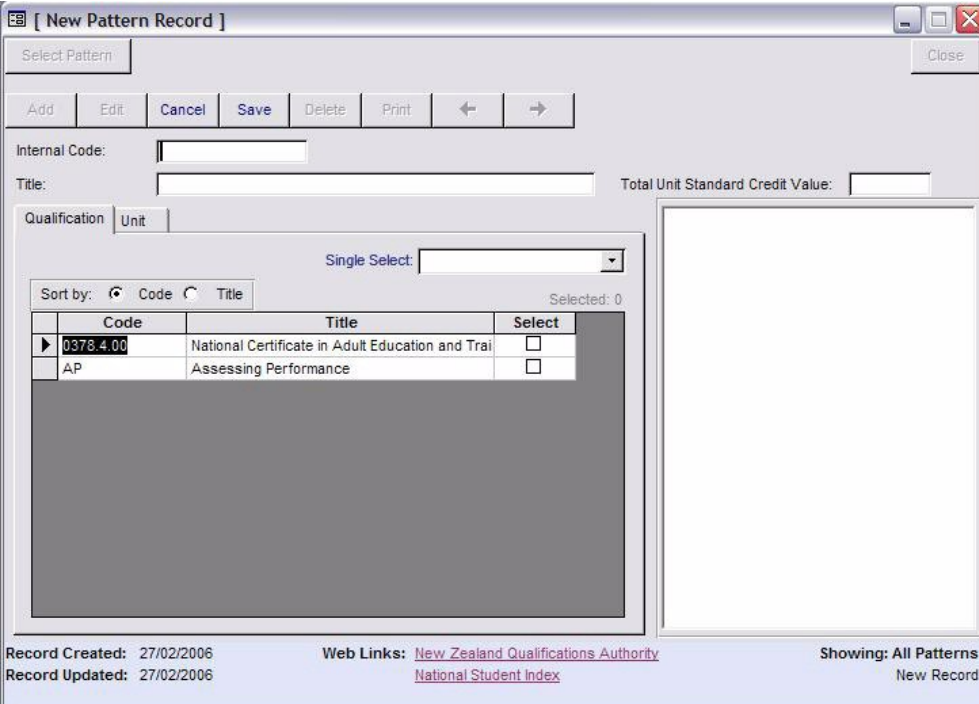


Tip Sheet No.09

Setup an Enrolment Pattern

1. Click on the **Student Management** button.
 2. Click on the **Curriculum** button.
 3. Click on the **Manage Patterns** button.
 4. Click on the **Add New Pattern** button.
- The New Pattern Record window will display.



Record Created: 27/02/2006 Web Links: [New Zealand Qualifications Authority](#) Showing: All Patterns
 Record Updated: 27/02/2006 [National Student Index](#) New Record

5. Enter an Internal Code and a Title for the pattern.
These fields are used for your own reference when selecting a pattern.
6. Click on the **Qualification** tab.
7. Select the required qualification from Qualifications tab.

Note: In order to create an enrolment or an enrolment pattern, you must select a qualification. You cannot have just unit standards in your enrolment or pattern. If there is no qualification that readily fits with the units you wish to enrol your student(s) into, you are able to manually create a qualification, such as “Generic Units” in which the units can be enrolled.

8. Click on the **Unit** tab.
9. Select the required units standards from the Unit tab.

[New Pattern Record]

Select Pattern Close

Add Edit Cancel **Save** Delete Print ← →

Internal Code: EP Total Unit Standard Credit Value:

Title: Enrolment Pattern

Qualification Unit

Single Select: []

Sort by: Unit Standard Number Code Title Selected: 7

Code	Title	Select
UN56.5	Attend to customer enquiries face-to-face and	<input checked="" type="checkbox"/>
UN57.5	Provide customer service in given situations	<input checked="" type="checkbox"/>
UN58.4	Complete a sales transaction in a given situati	<input checked="" type="checkbox"/>
UN61.5	Sell goods and/or services on a consultancy b	<input checked="" type="checkbox"/>
UN62.4	Maintain personal presentation in the workplac	<input checked="" type="checkbox"/>
UN63.4	Promote goods and services on the telephone	<input checked="" type="checkbox"/>
UN64.4	Perform calculations for the workplace	<input checked="" type="checkbox"/>
UN65.4	Produce a promotion plan for a given product	<input type="checkbox"/>
UN66.4	Produce a final draft for a sales promotion lea	<input type="checkbox"/>
UN67.4	Produce and distribute a sales promotion leafle	<input type="checkbox"/>
UN68.4	Produce a public relations plan	<input type="checkbox"/>
UN117.4	Write shorthand at 80 words per minute (wpm)	<input type="checkbox"/>

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10. Click on the **Save** button to save your enrolment pattern.