

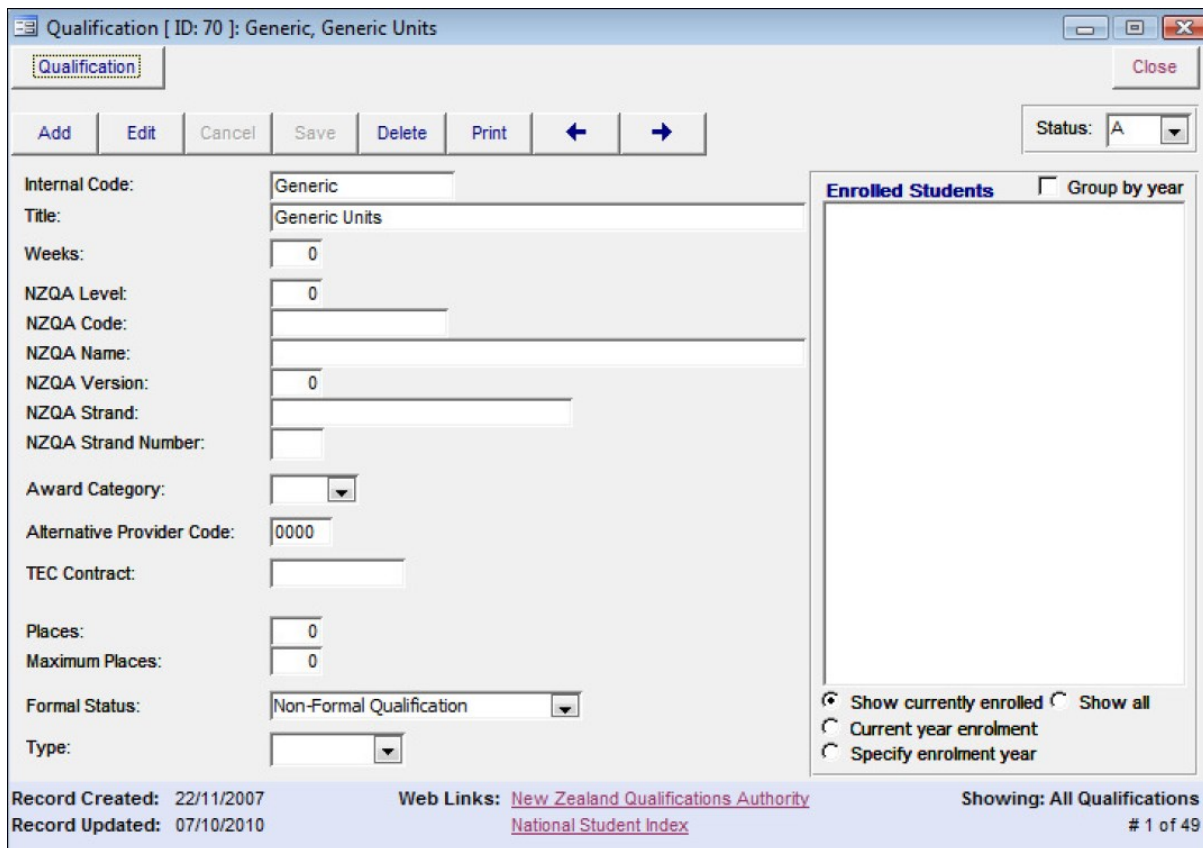
Tip Sheet No.39

Enrolling Students Not Studying Towards a Qualification

When enrolling a student in Nipper you **must** put them into a qualification. Where students are studying towards a National Certificate this will be the qualification they are to be enrolled into. Where students are not studying towards a particular qualification you will need to create a “dummy” qualification to enrol them into.

Create a New Qualification

1. Go to Student Management > Curriculum > Manage Qualification > Add New Qualification



Qualification [ID: 70]: Generic, Generic Units

Qualification

Close

Add Edit Cancel Save Delete Print ← →

Status: A

Internal Code: Generic

Title: Generic Units

Weeks: 0

NZQA Level: 0

NZQA Code:

NZQA Name:

NZQA Version: 0

NZQA Strand:

NZQA Strand Number:

Award Category:

Alternative Provider Code: 0000

TEC Contract:

Places: 0

Maximum Places: 0

Formal Status: Non-Formal Qualification

Type:

Enrolled Students Group by year

Show currently enrolled Show all

Current year enrolment

Specify enrolment year

Record Created: 22/11/2007 Web Links: [New Zealand Qualifications Authority](#) Showing: All Qualifications

Record Updated: 07/10/2010 [National Student Index](#) # 1 of 49

Required fields are:

- Internal Code
- Title eg “Unit Standards”
- Set the Formal Status as “Non-Formal Qualification” - Nipper will not count this as a qualification in internal reports.

2. Click **Save**

The qualification is now ready to be used in an enrolment.