

Tip Sheet No.04

Import NZQA Data into Nipper

Once the appropriate txt files have been downloaded from NZQA, the data they contain can be imported into Nipper. This process is carried out in the Administration Module.

1. Click on the **Student Management** button.
2. Click on the **Curriculum** button.
3. Click on the **Import NZQA Data** button.

The **Import Unit Standards** button will allow Unit Standards to be imported into Nipper.

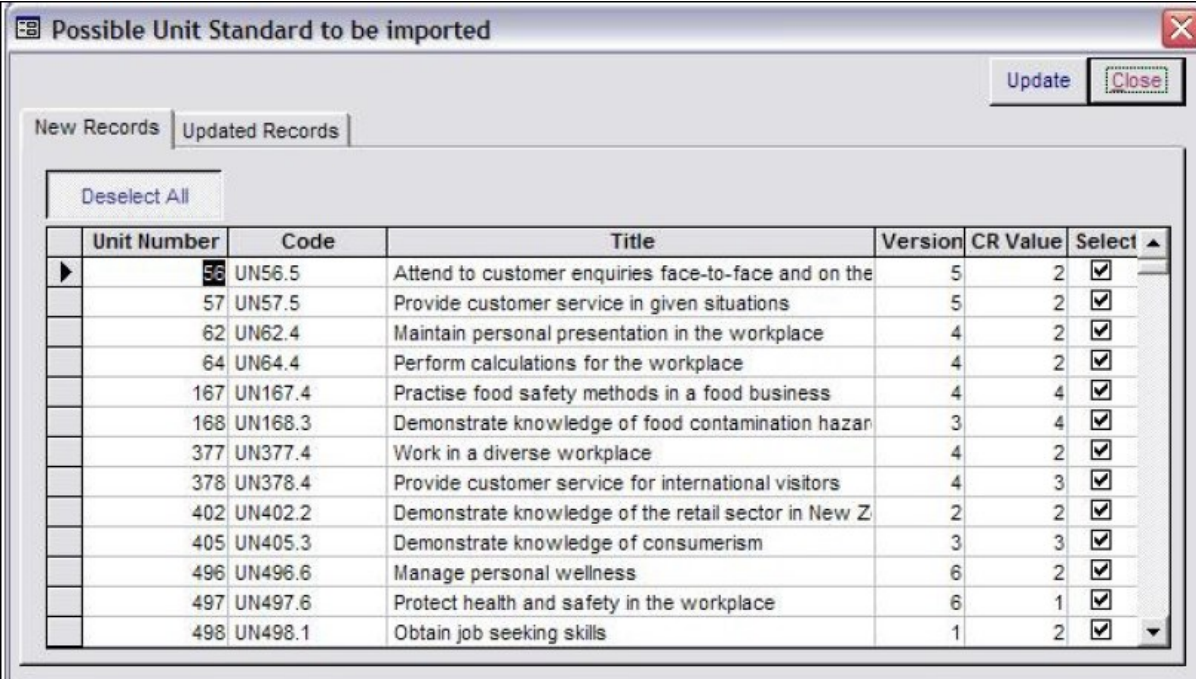
The **Import Qualifications** button will allow National Qualifications (National Certificates and Diplomas) to be imported into Nipper.

Import Unit Standards

1. Click on the **Unit Standards** button.
2. Click on the **Import NZQA Accreditations** button.

The following lists will display:

- A list of possible units that could be imported.
- Any updated units that could be imported.



Unit Number	Code	Title	Version	CR Value	Select
56	UN56.5	Attend to customer enquiries face-to-face and on the	5	2	<input checked="" type="checkbox"/>
57	UN57.5	Provide customer service in given situations	5	2	<input checked="" type="checkbox"/>
62	UN62.4	Maintain personal presentation in the workplace	4	2	<input checked="" type="checkbox"/>
64	UN64.4	Perform calculations for the workplace	4	2	<input checked="" type="checkbox"/>
167	UN167.4	Practise food safety methods in a food business	4	4	<input checked="" type="checkbox"/>
168	UN168.3	Demonstrate knowledge of food contamination hazar	3	4	<input checked="" type="checkbox"/>
377	UN377.4	Work in a diverse workplace	4	2	<input checked="" type="checkbox"/>
378	UN378.4	Provide customer service for international visitors	4	3	<input checked="" type="checkbox"/>
402	UN402.2	Demonstrate knowledge of the retail sector in New Z	2	2	<input checked="" type="checkbox"/>
405	UN405.3	Demonstrate knowledge of consumerism	3	3	<input checked="" type="checkbox"/>
496	UN496.6	Manage personal wellness	6	2	<input checked="" type="checkbox"/>
497	UN497.6	Protect health and safety in the workplace	6	1	<input checked="" type="checkbox"/>
498	UN498.1	Obtain job seeking skills	1	2	<input checked="" type="checkbox"/>

3. Select the units to be imported into Nipper.
4. Click on the **Update** button.

A warning will display asking if you are sure.

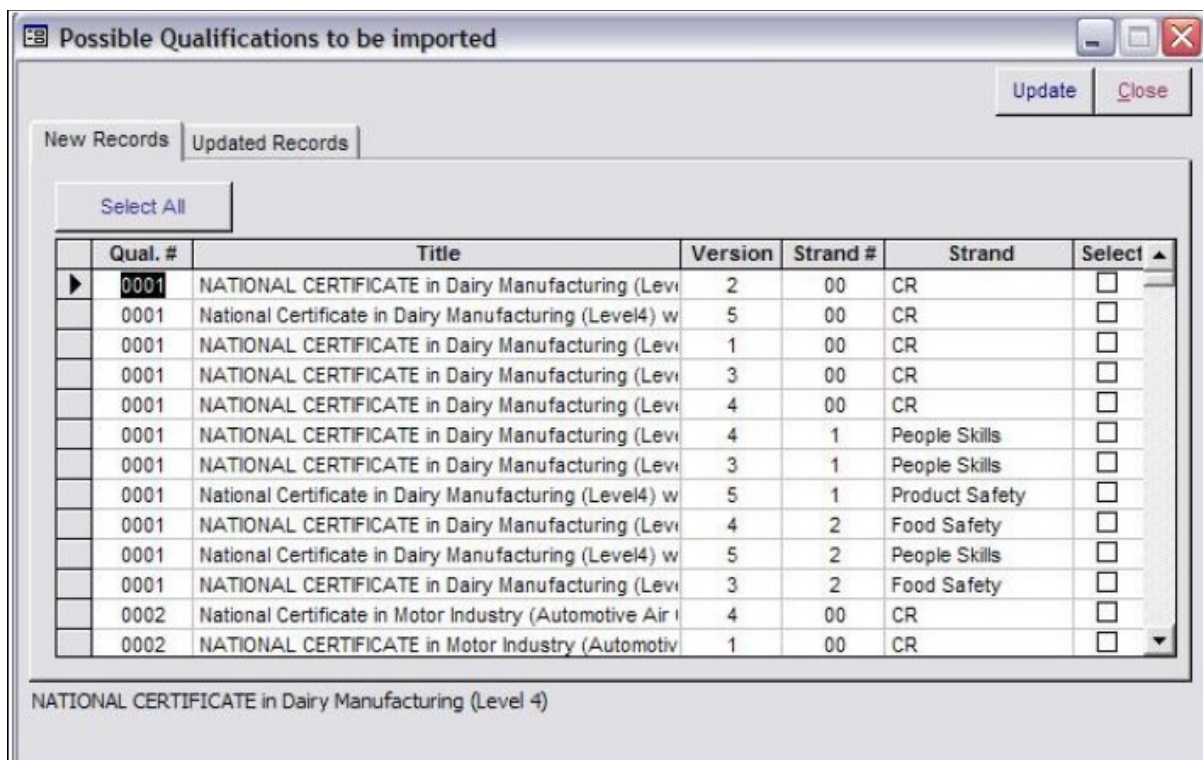
5. Click on the **Yes** button to continue.
6. Click on the **OK** button to complete the process.

An audit report will be displayed showing the units that have been imported.

Import Qualifications

1. Click on the **Import Qualifications** button.

A list of possible awards that could be imported will display in the **New Records** tab. Any updated awards will appear in the **Updated Records** tab.



2. Select the awards to be imported into Nipper.
3. Click on the **Update** button.

A warning will display asking if you are sure.

4. Click on the **Yes** button to continue.
5. Click on the **OK** button to complete the process.

An audit report will be displayed showing the awards that have been imported.