

# Tip Sheet No.05

## Report Unit Standards to NZQA

Make sure you have:

- downloaded your curriculum from the NZQA, saved the files to the correct folder and imported the NZQA data into Nipper
- recorded outcomes for your students.

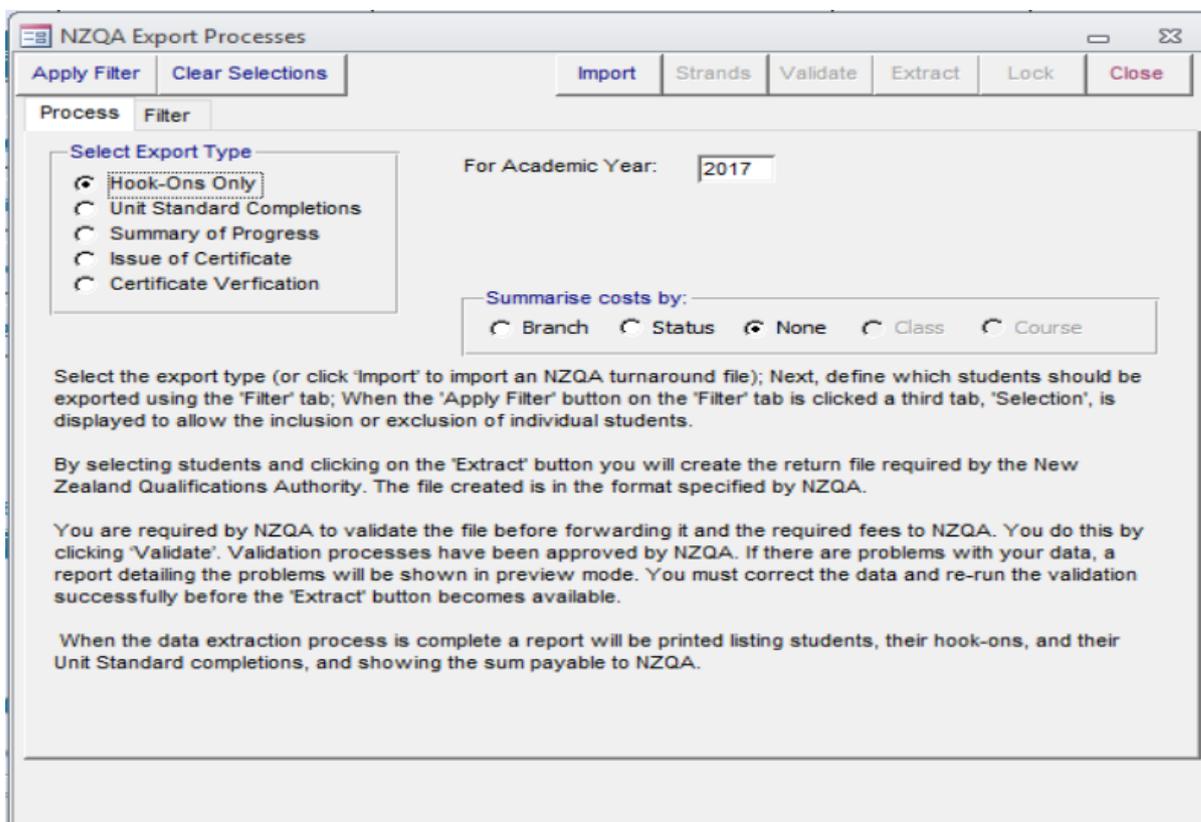
The NZQA Reporting (also known as the NZQA Export Process) can be used to report unit standard completions to NZQA, request a summary of progress (qualification check) from NZQA, request the issue of certificates from NZQA and to notify NZQA if you have printed certificates for the students.

1. Click on the **Exports and Reports** button.
2. Click on the **Exports** button.
3. Click on the **NZQA** button.

Nipper recommends that a back-up is performed before undertaking the export process.

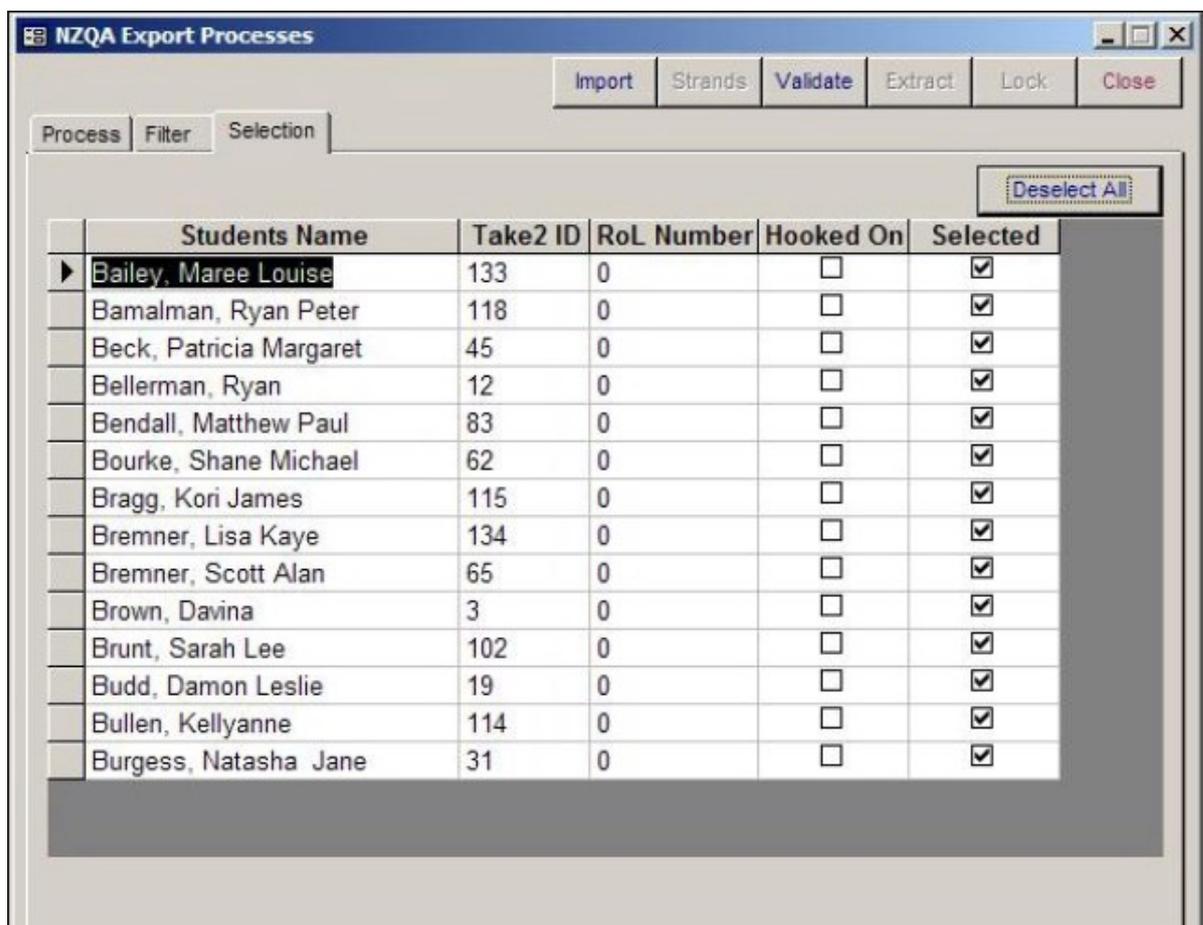
4. Click on the **Yes** button to continue with the export process.
5. Click **No** to return to Nipper to do the backup.

The NZQA Export Processes will display.



The screenshot shows the 'NZQA Export Processes' window. At the top, there are buttons for 'Apply Filter', 'Clear Selections', 'Import', 'Strands', 'Validate', 'Extract', 'Lock', and 'Close'. Below these are tabs for 'Process' and 'Filter'. The 'Process' tab is active, showing a 'Select Export Type' section with radio buttons for 'Hook-Ons Only' (selected), 'Unit Standard Completions', 'Summary of Progress', 'Issue of Certificate', and 'Certificate Verification'. To the right, there is a 'For Academic Year:' field with '2017' entered. Below that is a 'Summarise costs by:' section with radio buttons for 'Branch', 'Status', 'None' (selected), 'Class', and 'Course'. The main area contains instructional text: 'Select the export type (or click 'Import' to import an NZQA turnaround file); Next, define which students should be exported using the 'Filter' tab; When the 'Apply Filter' button on the 'Filter' tab is clicked a third tab, 'Selection', is displayed to allow the inclusion or exclusion of individual students. By selecting students and clicking on the 'Extract' button you will create the return file required by the New Zealand Qualifications Authority. The file created is in the format specified by NZQA. You are required by NZQA to validate the file before forwarding it and the required fees to NZQA. You do this by clicking 'Validate'. Validation processes have been approved by NZQA. If there are problems with your data, a report detailing the problems will be shown in preview mode. You must correct the data and re-run the validation successfully before the 'Extract' button becomes available. When the data extraction process is complete a report will be printed listing students, their hook-ons, and their Unit Standard completions, and showing the sum payable to NZQA.'

6. Click on the radio button relating to your particular export type.
7. Click on the **Filter** tab.
8. Select the applicable filtering options or leave the options to default.
9. Click on the **Apply Filter** button.
10. Select the students you want to export results for.
11. Click on the **Validate** button.



12. The data will be validated to ensure there are no errors.

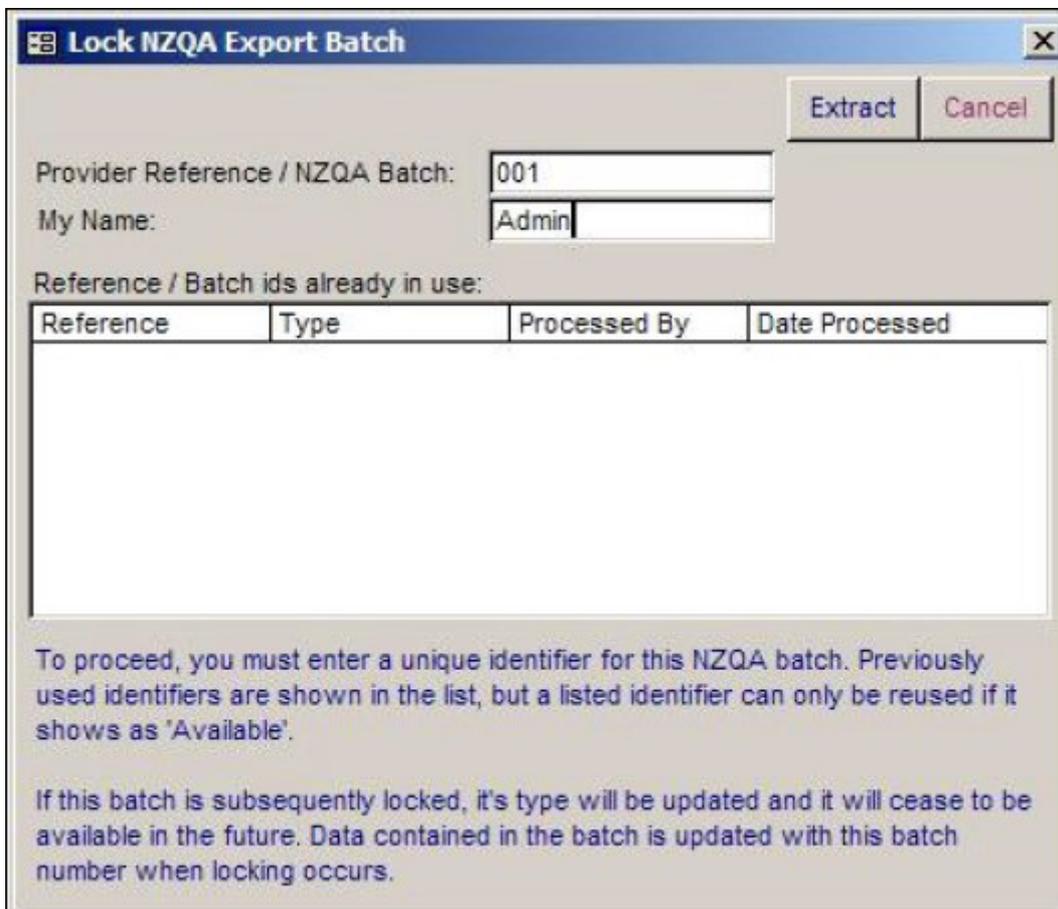
If everything is OK a message will appear confirming that the data selected is free from errors.



If errors have been found a report will be displayed. These errors must be fixed before you can continue with the export process.

13. Click on the **OK** button.
14. Click on the **Extract** button.

The Lock NZQA Export Batch form will display.



Provider Reference / NZQA Batch:

My Name:

Reference / Batch ids already in use:

Reference	Type	Processed By	Date Processed

To proceed, you must enter a unique identifier for this NZQA batch. Previously used identifiers are shown in the list, but a listed identifier can only be reused if it shows as 'Available'.

If this batch is subsequently locked, it's type will be updated and it will cease to be available in the future. Data contained in the batch is updated with this batch number when locking occurs.

15. Enter a reference for the batch. This can be anything to help you identify the batch.
16. Enter your name.
17. Click on the **Extract** button to extract the data file.
18. Save the file (NZQAData.txt) to an appropriate location. You can add the current date to the name of the file (e.g. NZQAData 02-02-06.txt) to help correctly identify it.

It is recommended that a separate folder is maintained to keep a record of all previously uploaded NZQA data files. Once your current data file has been uploaded to NZQA, move the file into the separate folder for future reference.

A message will display confirming that the file has been created.  
An audit report will be generated. Print out a copy for your own records.

19. Click on the **Lock** button. This will indicate to Nipper that these records have been sent to NZQA.
20. You are now ready to upload the file to NZQA.