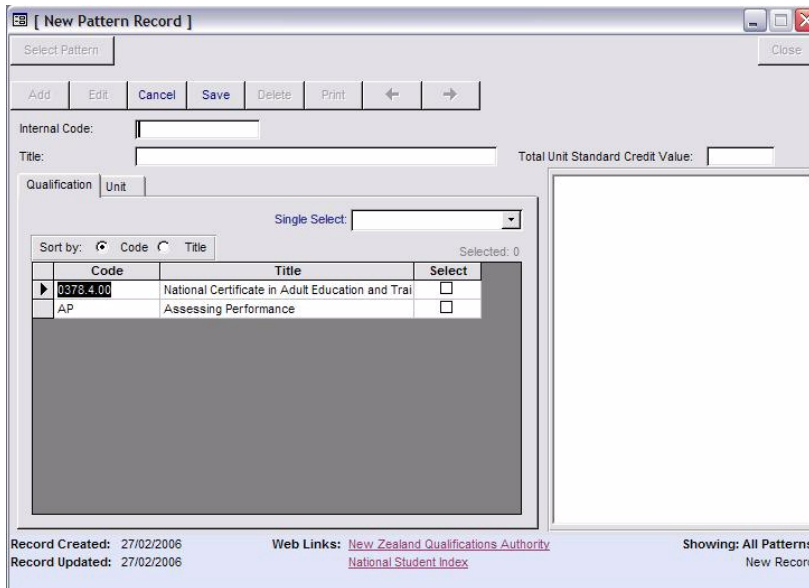


Setting up an Enrolment Pattern

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 appear



Record Created: 27/02/2006
Record Updated: 27/02/2006

Web Links: [New Zealand Qualifications Authority](#)
[National Student Index](#)

Showing: All Patterns
New Record

5. Enter in an Internal Code and a Title for the pattern.
These are solely 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 you 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 Unit tab.

[New Pattern Record]

Select Pattern Close

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

Internal Code: EP

Title: Enrolment Pattern Total Unit Standard Credit Value:

Qualification Unit

Single Select:

Sort by:

Unit Standard Number	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 t	<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 i	<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 leafr	<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.