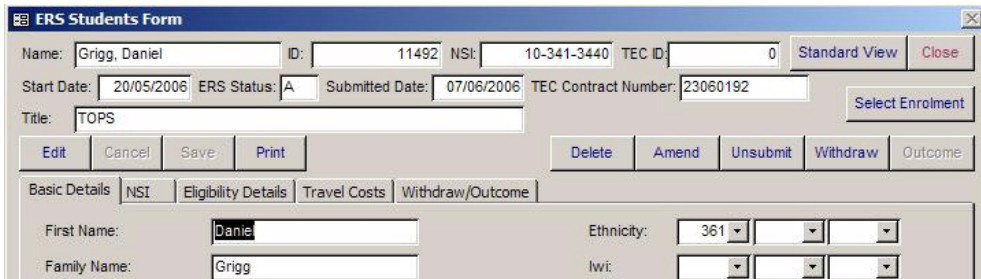


## Overview

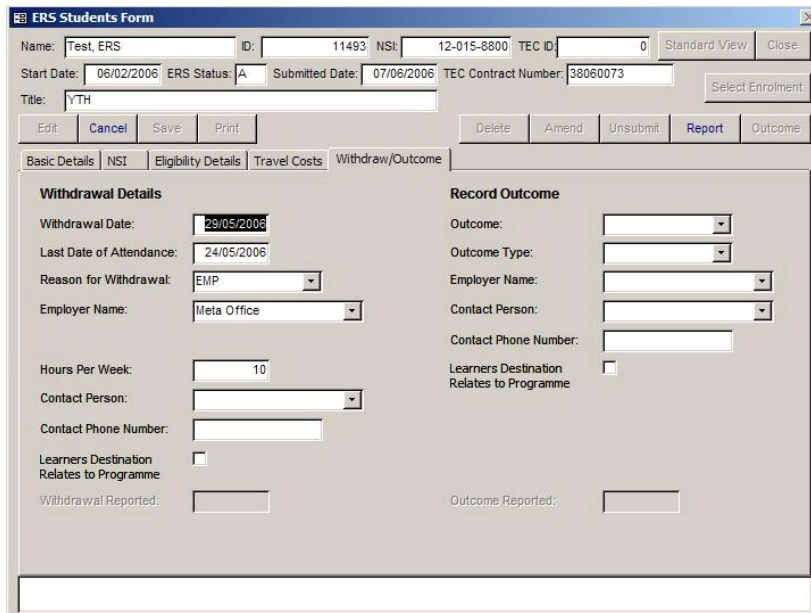
Once a trainee has finished studying you must report to this to TEC by withdrawing the trainee.

1. Click on the **Withdraw** button.



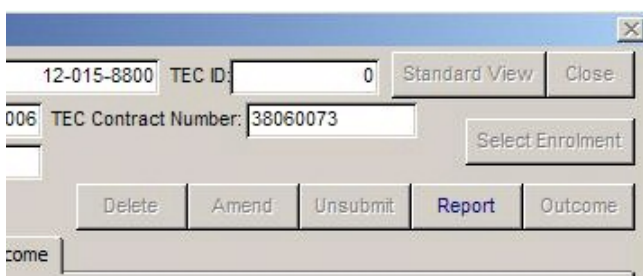
The screenshot shows the 'ERS Students Form' window. At the top, there are fields for Name (Grigg, Daniel), ID (11492), NSI (10-341-3440), and TEC ID (0). Below these are Start Date (20/05/2006), ERS Status (A), Submitted Date (07/06/2006), and TEC Contract Number (23060192). A 'Select Enrolment' button is visible. Below the form fields are buttons for Edit, Cancel, Save, Print, Delete, Amend, Unsubmit, Withdraw, and Outcome. The 'Withdraw' button is highlighted. Below the buttons are tabs for Basic Details, NSI, Eligibility Details, Travel Costs, and Withdraw/Outcome.

2. The **Withdraw/Outcome** tab will become be displayed.
3. The **Outcome** button will be relabelled as **Report**.



The screenshot shows the 'ERS Students Form' window with the 'Withdraw/Outcome' tab selected. The 'Withdrawal Details' section includes fields for Withdrawal Date (29/05/2006), Last Date of Attendance (24/05/2006), Reason for Withdrawal (EMP), Employer Name (Meta Office), Hours Per Week (10), Contact Person, Contact Phone Number, and Learners Destination Relates to Programme. The 'Record Outcome' section includes fields for Outcome, Outcome Type, Employer Name, Contact Person, Contact Phone Number, and Learners Destination Relates to Programme. The 'Report' button is highlighted.

4. Enter in the **Withdrawal Date**, the **Last Date of Attendance** and **Reason for Withdrawal**.  
Some of the fields in the **Withdraw/Outcome** tab will change depending on the **Reason for Withdrawal** selected.
5. Enter a destination if required. Certain **Reasons for Withdrawal** will require you to record a destination and contact person.
6. Click on the **Report** button.



The screenshot shows the 'ERS Students Form' window with the 'Report' button highlighted. The 'Withdrawal Details' section is visible, showing fields for Withdrawal Date, Last Date of Attendance, Reason for Withdrawal, Employer Name, Hours Per Week, Contact Person, Contact Phone Number, and Learners Destination Relates to Programme. The 'Record Outcome' section is also visible, showing fields for Outcome, Outcome Type, Employer Name, Contact Person, Contact Phone Number, and Learners Destination Relates to Programme.

7. You will be prompted to log into the ERS if you have not already done so.

**Electronic Receiving System (ERS) Login**

User name:

Password

If you have problems logging in with your username or password send an email to: [tertiary.help@minedu.govt.nz](mailto:tertiary.help@minedu.govt.nz)

8. The details will be submitted and confirmation will be displayed in the panel below.

SUCCESS (06/06/2006 4:19:49 p.m.)