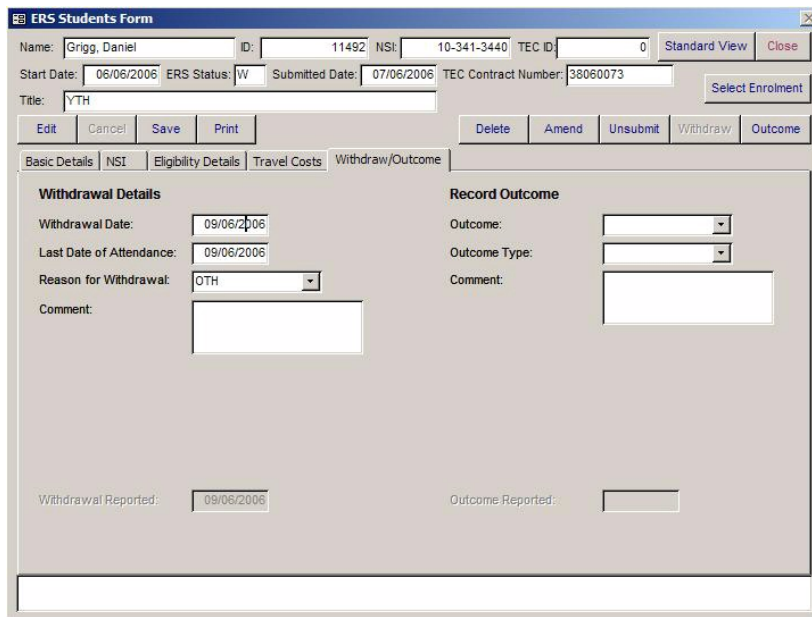


Overview

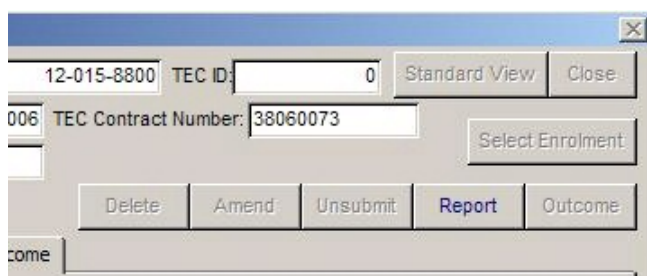
Part of the reporting requirements for targeted funding trainees is information on the post-training outcomes for the student. This takes the form of a 60 day labour-market outcome. 60 days after the date of withdrawal you must report to TEC what the student is currently doing. This is done using the Outcome transaction.

1. After the withdrawal has been reported the Outcome button will become available.
2. Click on the **Outcome** button.
You will be taken to the Withdraw/Outcome tab.

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 (06/06/2006), ERS Status (W), Submitted Date (07/06/2006), and TEC Contract Number (38060073). A "Title" field contains "YTH". A row of buttons includes Edit, Cancel, Save, Print, Delete, Amend, Unsubmit, Withdraw, and Outcome. Below the buttons are tabs for Basic Details, NSI, Eligibility Details, Travel Costs, and Withdraw/Outcome. The "Withdrawal Details" section on the left includes fields for Withdrawal Date (09/06/2006), Last Date of Attendance (09/06/2006), Reason for Withdrawal (OTH), and a Comment box. The "Record Outcome" section on the right includes fields for Outcome (a dropdown menu), Outcome Type (a dropdown menu), and a Comment box. At the bottom, there are fields for Withdrawal Reported (09/06/2006) and Outcome Reported.

3. Complete the Outcome fields on the right hand side.
4. If required record a destination and contact person.
5. Complete the outcome fields are on the right hand side of this tab. This is stored in Nipper and can be entered on the fly.

1. Click on the **Report** button.

This screenshot shows a portion of the ERS interface. It includes fields for ID (12-015-8800), TEC ID (0), and TEC Contract Number (38060073). A row of buttons is visible, including Delete, Amend, Unsubmit, Report, and Outcome. The "Report" button is highlighted in blue.

2. 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

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

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