

# Producing the Pivot Table for the RS20 Return

## Overview

This Tip Sheet will assist you in completing the RS20 return and using the pivot table in Nipper. Use this Tip Sheet in conjunction with the documentation and template files supplied by Ministry of Education.

## Prerequisites

Before commencing with the RS20 return the following should have been undertaken in Nipper for the Pivot Table to produce the correct data.:

In the Curriculum:

- Each qualification must be marked as either “Formal or “Non-Formal”.
- Each qualification must be assigned to a qualification award category.

In the Student the following details must be recorded:

- Gender
- Ethnicity
- A Load of either Full Time (FT) or Part Time (PT)
- Date of Birth
- Assistance
- Prior Activity
- First Tertiary Year
- Citizenship
- Language Student (if applicable)

The Enrolment must contain the Source of Funding. TOPS, Youth Training and Skill Enhancement are excluded. **Students who are missing any of the above will not be included in the RS20 return.**

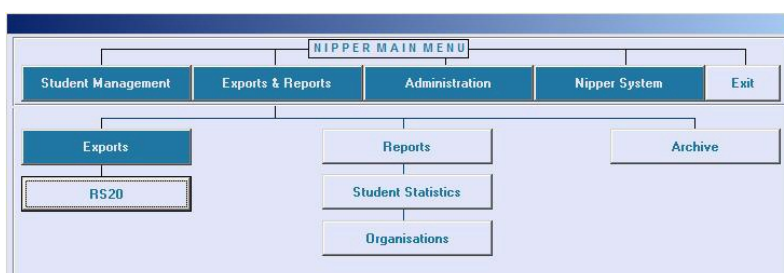
## Recommended Documentation and Links

The following documents will assist you in completing the RS20:

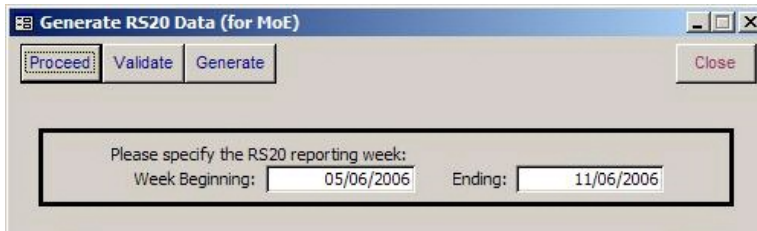
- The RS20 Spreadsheet Template.
- The [Ministry of Education](#) website.
- The Nipper Tip Sheets, which include guides to assist you with the template.
- The Nipper Manual, which has an overview on using pivot tables.

## Generating the Pivot Table in Nipper

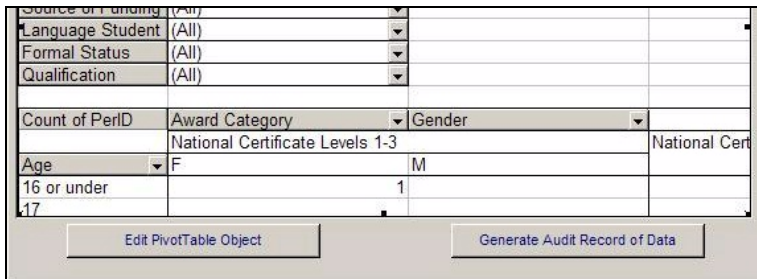
1.  on the **Exports and Reports** button.
2.  on the **RS20** button.



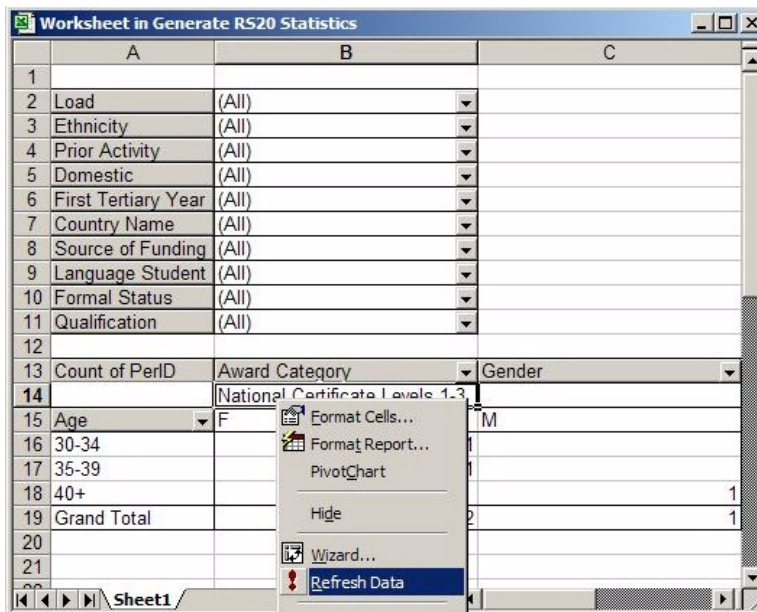
3. Enter in the reporting week. Ensure the Week Beginning falls on a Monday.



4. Click on the **Proceed** button.
5. It is recommended that the data is validated. Fix any errors before proceeding.
6. Click on the **Generate** button.
7. The Generate RS20 Statistics dialogue box will appear.



8. Click on the **Generate Audit Record of Data** button to generate an audit file of all the data utilised in the pivot table. Save this for future reference.
9. Click on the **Edit Pivot Table Object** button.
10. The Pivot Table will be generated.



11. It is important that we refresh the data area in the pivot table before we can produce anything meaningful. Right-Click in the data area of the pivot table and click on **Refresh**.