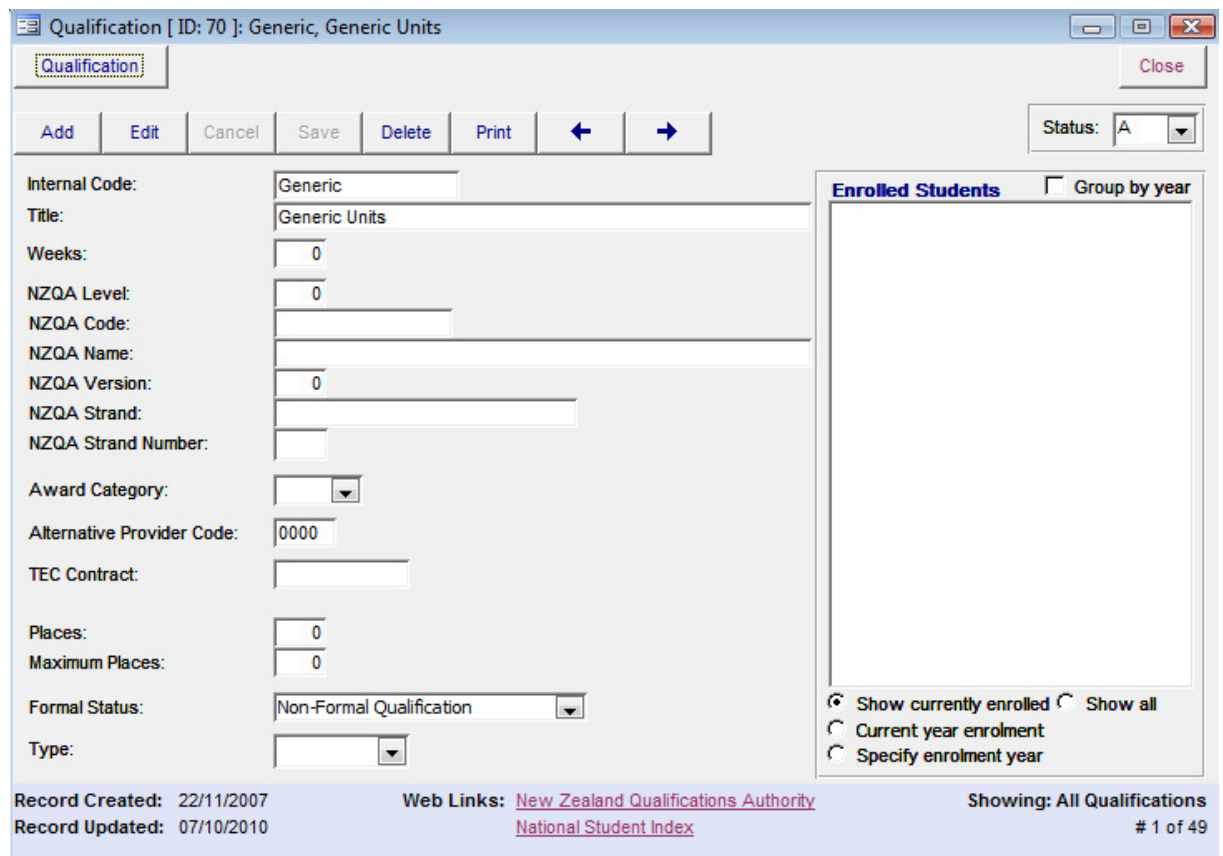


## Enrolling learners not on a qualification

When enrolling a student in Nipper you must put them into a qualification. This is fine for students who are studying towards a qualification such as a National Certificate, but it may be that you need to enrol students into unit standards where they are not studying towards a particular qualification. To enrol these students you will need to create a “dummy” qualification to enrol your students into.

1. The first step is to create a new qualification. To do this you should head to Student Management > Curriculum > Manage Qualification > Add New Qualification



The screenshot shows a web application window titled "Qualification [ ID: 70 ]: Generic, Generic Units". The window contains a form for creating a qualification. The form fields are as follows:

Internal Code:	Generic
Title:	Generic Units
Weeks:	0
NZQA Level:	0
NZQA Code:	
NZQA Name:	
NZQA Version:	0
NZQA Strand:	
NZQA Strand Number:	
Award Category:	
Alternative Provider Code:	0000
TEC Contract:	
Places:	0
Maximum Places:	0
Formal Status:	Non-Formal Qualification
Type:	

At the bottom of the form, there are two lines of text: "Record Created: 22/11/2007" and "Record Updated: 07/10/2010". To the right of these are "Web Links: [New Zealand Qualifications Authority](#)" and "[National Student Index](#)". At the bottom right, it says "Showing: All Qualifications" and "# 1 of 49".

2. As this is not a real qualification you can omit most of the details here. We will need an Internal Code and a Title. You should enter something that makes sense to you, such as “Unit Standards”.
3. Make sure you have set the Formal Status as “Non-Formal Qualification”. This ensures that Nipper will not count this as an actual qualification in internal reports.
4. Click **Save**
5. The qualification is now ready to be used in an enrolment.

If your learners enrol into the same set of units you should also create an enrolment pattern to streamline the enrolment process. Please refer to [tip sheet #9](#) for instructions on setting up an enrolment pattern.