

Validate on STEO Web Site

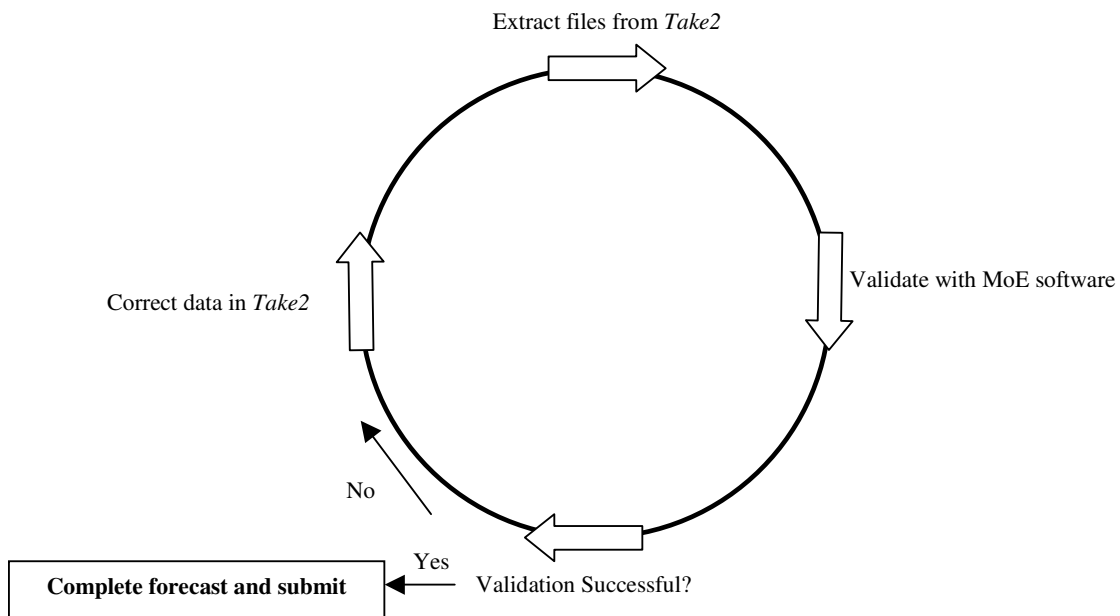
The four data files you have created using Take2 may be perfect but, until you have subjected them to validation by the Ministry's validation process you cannot submit them to the Ministry.

Go to the Ministry's STEO Web site and login to the secure site. Follow the validation process on the site. The Ministry makes documentation describing this process available on the STEO Web site.

Validation outcome

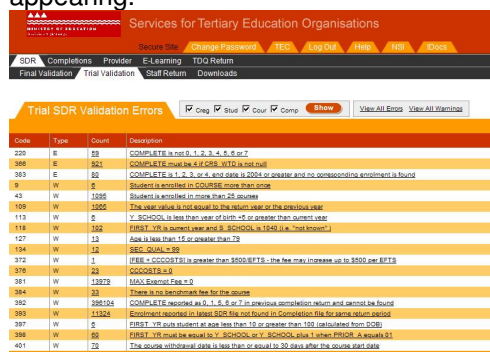
Once the validation has run, and if you are very lucky, you will have no errors or warnings. It is more likely though that you will have at least a few to sort out. The errors and warnings are summarised for you and, by selecting a specific item in the list on the Error Summary, you can generate a report that shows the detailed information you need to go back and correct your source data in Take2.

Once you have corrected data in Take2 you must run the Take2 extraction process again to create new data files before using the Ministry's validation software once more.



Errors and warnings

You will find that there are two main types of errors/warnings. The first type relates to individual students; for example you may not have entered a gender for a student. The second type of error relates to courses where, for example, you have assigned an invalid Qualification Code to a course. Errors must be fixed before continuing. Warnings may be an issue that needs fixing or may be caused by perfectly ordinary enrolments and cannot be fixed. You should review your warnings and if there are any you are uncertain about you can contact our helpdesk for clarification on why they are appearing.



Code	Type	Count	Description
220	E	89	COMPLETE is not 0, 1, 2, 3, 4, 5, 6 or 7
366	E	341	COMPLETE must be 4 if GRN, WTD is last date
363	E	65	COMPLETE is 1, 2, 3, 4 or 5 and date is 2009 or greater and no corresponding enrolment is found
9	W	6	Student is enrolled in COURSE more than once
43	W	1066	Student is enrolled in more than 25 courses
1099	W	1000	The year value is not equal to the year value on the previous year
113	W	6	Y_SCHDOL is less than year of birth +5 or greater than current year
118	W	162	FIRST_YR is current year and B_SCHDOL is 1549 (i.e. "last income")
127	W	13	Age is less than 17 or greater than 75
134	W	12	SEC_DUAL is 99
372	W	1	FEE - COUNCIL is greater than \$500,000; the fee may increase up to \$500 per RTF
376	W	24	NOCDISTR is 0
381	W	13878	MAX_Enrols_Fee is 0
384	W	33	There is no institution fee for the course
392	W	26014	COMPLETE reported as 0, 1, 6, 8 or 7 in previous completion return and cannot be found
393	W	11324	Enrolment reported in legal SDR file not found in Completion file for same report period
397	W	6	FIRST_YR plus student age less than 10 or greater than 100 (as calculated from DOB)
398	W	66	FIRST_YR minus the value for Y_SCHDOL, or Y_SCHDOL plus 1 when FEECDL is greater 0
401	W	73	The course start/end date is less than or equal to 30 days after the course start date

Forecasting EFTS

Finally when all those nasty errors have been eliminated and you have convinced yourself that you can live with the warnings, you go to the next stage of the Ministry's validation process which involves entering forecast EFTS data and printing out a summary.

It is essential that you enter forecast data. If you do not enter forecast data you may find that your Student Component funding dries up or is less than you expect because TEC may have no basis on which to calculate future payments.

Two pages of the summary produced by the validation program show EFTS totals by course classification and by funding source. Note that the pages are matched by two audit reports produced by Take2 when you have extracted the data files. So, you should make a point of matching the Ministry's summary with the Take2 audit reports produced when you click on the Course Enrolment audit report button on the Ministry of Education Single Data Return form.

You will also find that the Take2 audit report produced when you click on the Student button on the Ministry of Education Single Data Return form shows some totals for student numbers. These totals can also be matched against the Ministry's summary.

Submit SDR on STEO Web site

You must sign the summary and fax it to the Ministry.
Click on the Submit SDR link to formally submit your SDR.

Note – The Ministry will not process your SDR unless both the zip file and the signed summary are received and you have clicked on the Submit SDR link.

CHECK YOUR RETURN

It cannot be emphasised enough that you should check your summary before signing it and sending it to the Ministry. If the summary shows, for example, that you have a total of 343 students, but you know that you had enrolled over 400, then you know there is a problem, which must be fixed before you send back the return.

Staffing Return

The staffing return is due with the August SDR. More information can be found on the STEO website.