

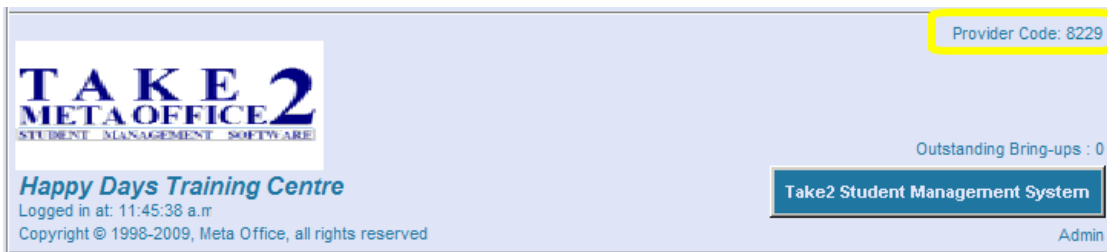
56 – Reporting Non-Accredited Units

Overview

Normally you return Unit Standards for which your organisation is accredited and, indeed, the Take2 validation checks for this. It is possible, though, to circumvent this requirement and report Unit outcomes for which you are not accredited.

Detailed Instructions

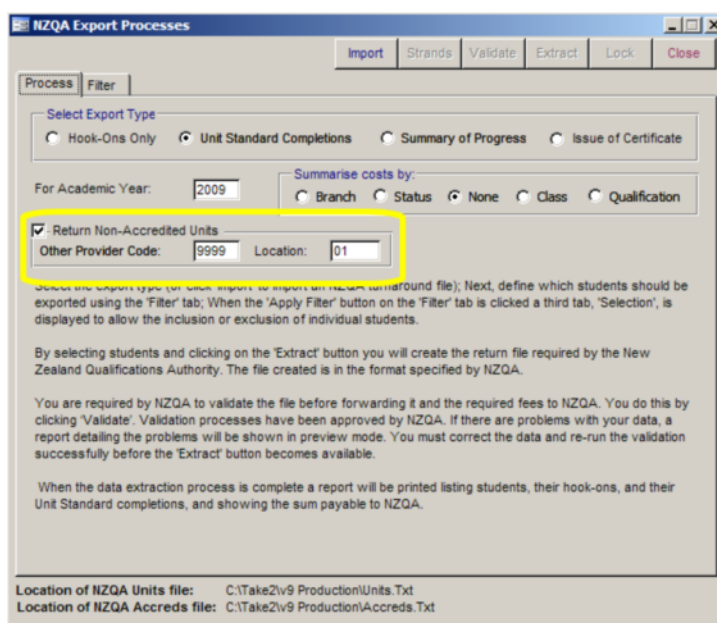
Every training provider has a four digit code issued by the Ministry of Education and used by NZQA for managing accreditations. You can see this code on the Take2 Main Menu.



Normally when you return Unit Standard outcomes to NZQA you are doing it for your own provider code. This means that when you validate the data you are returning with Take2 you need to use an “Accreds.txt” file from NZQA for your provider code.

Sometimes however you need to return Unit outcomes for Units for which your organisation is not accredited. If you tried to do this the validation performed by Take2 would fail and you will be prevented from completing the process.

The way to get around this is to use the *Return Non-Accredited Units* option on the *NZQA Export Processes* form. This tricks Take2 so that it does not validate against “Accreds.txt”.



NZQA Export Processes

Process Filter

Select Export Type

Hook-Ons Only Unit Standard Completions Summary of Progress Issue of Certificate

For Academic Year: 2009

Summarise costs by:

Branch Status None Class Qualification

Return Non-Accredited Units

Other Provider Code: 9999 Location: 01

Select the export type (or click 'Import' to import an NZQA turnaround file); Next, define which students should be exported using the 'Filter' tab; When the 'Apply Filter' button on the 'Filter' tab is clicked a third tab, 'Selection', is displayed to allow the inclusion or exclusion of individual students.

By selecting students and clicking on the 'Extract' button you will create the return file required by the New Zealand Qualifications Authority. The file created is in the format specified by NZQA.

You are required by NZQA to validate the file before forwarding it and the required fees to NZQA. You do this by clicking 'Validate'. Validation processes have been approved by NZQA. If there are problems with your data, a report detailing the problems will be shown in preview mode. You must correct the data and re-run the validation successfully before the 'Extract' button becomes available.

When the data extraction process is complete a report will be printed listing students, their hook-ons, and their Unit Standard completions, and showing the sum payable to NZQA.

Location of NZQA Units file: C:\Take2iv9 Production\Units.Txt
 Location of NZQA Accreds file: C:\Take2iv9 Production\Accreds.Txt

1. Return Non-Accredited Units.
2. the other provider code and location. Remember that location codes have a preceding zero if it is a single digit location For example “01” is valid. “1” is not valid.
3. Complete the rest of the process in the normal way.

NOTE: You must make sure that you report only the Units that apply to the selected provider code. This may mean that you have to filter explicitly for these Unit on the *Filter* tab. You cannot include Units for multiple provider codes in a single batch.



See also Tip Sheet 3 – NZQA Unit Standard Reporting