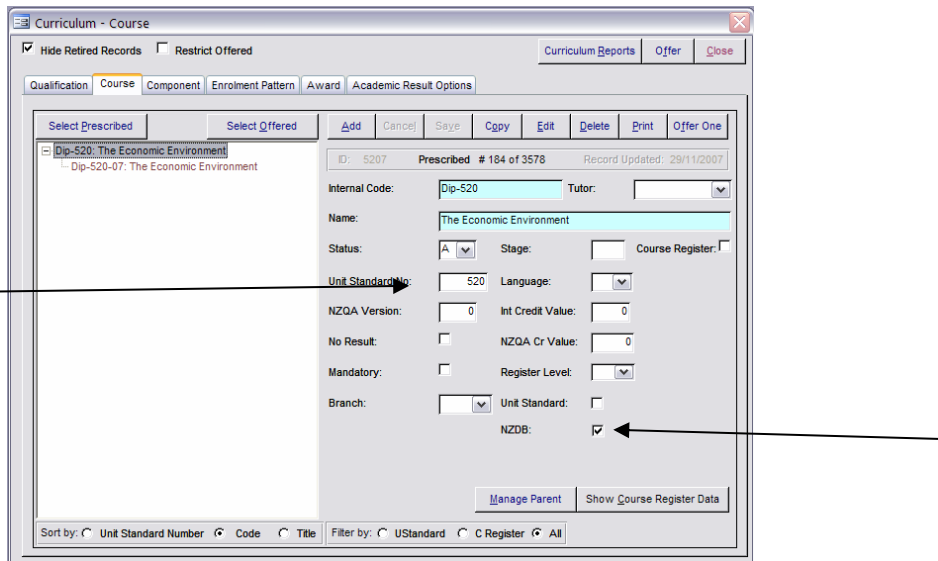


# Tip Sheet No.52

## Reporting Dip Bus Outcomes

1. Check you are using the latest version of Take2 (see tip sheet 32).
2. Check the prescribed course is marked as “NZDB”. If it is not, **tick** it.
3. Also check the prescribed course has a NZDB paper number in the **Unit Standard Number** field. If it hasn't, **type** it in.



Curriculum - Course

Hide Retired Records Restrict Offered Curriculum Reports Offer Close

Qualification Course Component Enrolment Pattern Award Academic Result Options

Select Prescribed Select Offered Add Cancel Save Copy Edit Delete Print Offer One

Dip-520: The Economic Environment  
Dip-520-07: The Economic Environment

ID: 5207 Prescribed # 184 of 3578 Record Updated: 29/11/2007

Internal Code: Dip-520 Tutor: [dropdown]

Name: The Economic Environment

Status: A Stage: Course Register: [checkbox]

Unit Standard No: 520 Language: [dropdown]

NZQA Version: 0 Int Credit Value: 0

No Result: [checkbox] NZQA Cr Value: 0

Mandatory: [checkbox] Register Level: [dropdown]

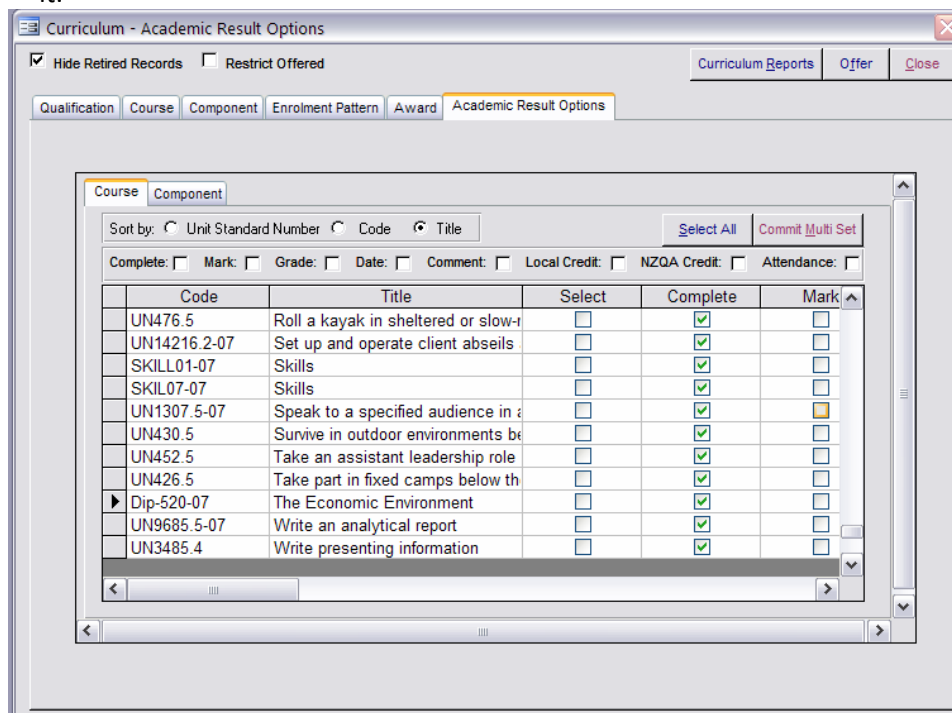
Branch: [dropdown] Unit Standard: [checkbox]

NZDB:

Manage Parent Show Course Register Data

Sort by: Unit Standard Number Code Title Filter by: UStandard C Register All

4. Go to the **Academic Result Options** tab on the **Curriculum** form to check grades can be recorded for papers. Locate the course on the list. It should have **Grade** ticked to the right. If it is not, **tick** it.



Curriculum - Academic Result Options

Hide Retired Records Restrict Offered Curriculum Reports Offer Close

Qualification Course Component Enrolment Pattern Award Academic Result Options

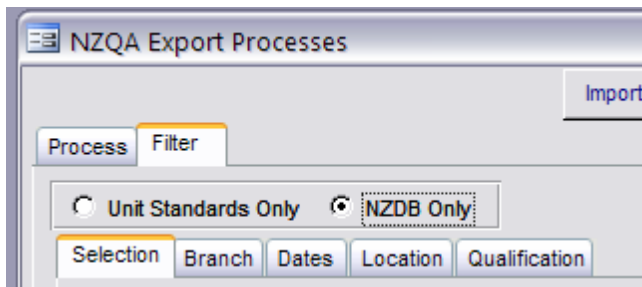
Course Component

Sort by: Unit Standard Number Code Title Select All Commit Multi Set

Complete: [checkbox] Mark: [checkbox] Grade: [checkbox] Date: [checkbox] Comment: [checkbox] Local Credit: [checkbox] NZQA Credit: [checkbox] Attendance: [checkbox]

Code	Title	Select	Complete	Mark
UN476.5	Roll a kayak in sheltered or slow-r	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
UN14216.2-07	Set up and operate client abseils	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SKILL01-07	Skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SKIL07-07	Skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
UN1307.5-07	Speak to a specified audience in a	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
UN430.5	Survive in outdoor environments be	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
UN452.5	Take an assistant leadership role	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
UN426.5	Take part in fixed camps below th	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dip-520-07	The Economic Environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UN9685.5-07	Write an analytical report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
UN3485.4	Write presenting information	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. When reporting, select the Unit Standard Completions option on the process tab.
6. Tick the NZDB Only option on the filter tab.



7. To confirm if the created file is in the new format, **double click** it. It will open in notepad. If after "H" the next three characters are "DBS" on the first line, it is in the correct format.