

Student Component Rules

Those of you who have Student Component Funding no doubt struggle with the “Tertiary Funding Information” on the TEC web site. This thing (“document” is not a word that could reasonably be applied to it) purports to explain the funding system. Unfortunately it conspicuously fails to do that because, firstly, it is almost impossible to use since the section references were removed and, secondly, it leaves out large areas of detail.

This means, as some of you know, that you may be audited by TEC and found to be failing to comply with the requirements of the funding system – even though you don’t know (and can’t know) what those requirements are. Of course TEC is not alone in this type of behaviour; the Ministry of Education, in still not releasing the 2007 SDR Manual, is setting you up to fail (and for your compliance costs to increase).

If you would like to learn more about this type of behaviour by the agents of state, we recommend reading [The Trial](#) by Franz Kafka.

Anyhow, enough of the fun, let’s get down to the real thing. Clare Ward, Group Manager Steering and Investment at TEC has been kind enough to answer some direct questions about some dark corners of the funding system. Her answers, reproduced below, are clear and very useful and amusingly contradict some of the information provided by TEC Funding advisors over the years. Items 2 and 3 in particular is contrary to advice that has previously been given and, we know, is contrary to the practice of some providers.

1) To what extent can enrolment records be modified after they have been reported in the SDR?

A Tertiary Education Organisation (TEO) should, to the best of their ability, endeavour to ensure that each SDR submitted to the Tertiary Education Commission (TEC) is complete and accurate. However, from time to time, minor corrections may need to be made. Enrolment records submitted in the April and August SDRs may be modified. The December SDR is considered final and can not be altered once accepted by the TEC.

2) How are over-cap enrolments to be reported in the SDR?

All domestic student enrolments on courses approved for Student Component Funding (SCF), including any enrolments above the PTE Baseline, should be recorded as SCF enrolments (funding source 01). Under the current Fee Course Cost Maxima (FCCM) policy, all domestic students enrolled on a SCF course must be charged the same fee regardless of whether they attract a government subsidy or not. Consequently, there should not be a situation arise where a student enrolled on a SCF approved course would be charged a different fee and considered a full fee-paying student.

3) Is it legitimate to improve retention ratios by Shutting over-cap enrolments from the 01 funding source?

It is not legitimate to change the funding source for domestic learners enrolled on a SCF approved course. As noted in the response to question 2, all students enrolled on a course approved for SCF should be enrolled as funding source 01.



Back to the future – TEC proudly puts in place its latest restructuring!

ERS

The ERS interface has suffered some rather patchy service since early December. We know that for many of you this has been deeply frustrating. We share that frustration because we have fielded many calls from our clients about errors reported by *Take2*. Whilst we can’t claim that *Take2* is

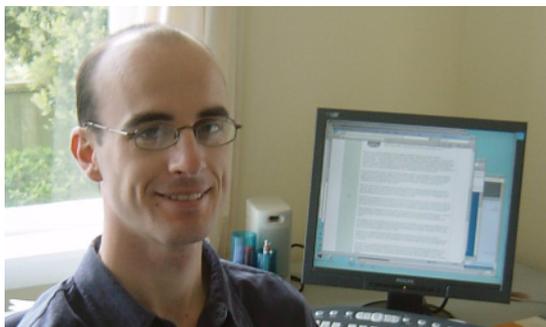
entirely bug free, we do know that our ERS interface has been very comprehensively tested and, up until December, worked pretty well. What is happening is that the errors are occurring at the TEC end – mainly because their ERS interface has difficulty talking to their old “Basil” database. Each time an error occurs at their end, that error is reported back to *Take2* which then tells you about it and, quite reasonably, you ring us.

We have had a meeting with TEC about the issue and TEC has agreed that there have been problems and they have promised to sort them out. They have also promised to improve their help desk service and no longer, as they did until recently, shunt calls back to us (and other software providers). So, if you have a problem with the ERS, in the [first instance](#) you must call the TEC ERS help desk on 0800 435-737. The ERS help desk will liaise directly with us if they discover that the problem is with *Take2*. However, please feel free to contact us directly if calling the ERS help desk does not resolved your problem.

A New Face

Greg Downs has joined the support team and is gradually being introduced to the joys of things such as the SDR, ERS, and reporting to NZQA.

Greg comes to us from the Waitangi Tribunal where he was a research assistant. Greg is an accomplished musician and, we like to think, will lend a touch of class to our



resolutely philistine operation.

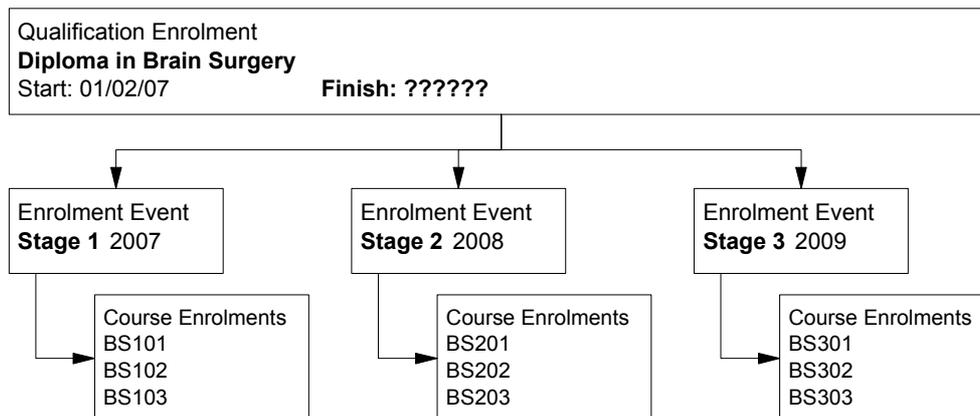
Take2 Training

Take2 training sessions are to be held in the main centres in February. A notice with details is attached. If you would like to attend a training session please respond to the notice as soon as possible.

Remember, if you can provide a venue there is no charge for the training. A classroom for about 20 persons with a data projector and white board is required.

Take2 Top Tips – Finish Studies Date

When you enrol a student using Take2 you will create several records. You create a “qualification enrolment” record, an “enrolment event” and one or more “course enrolments”. You might use different terminology; for example you might refer to a “programme enrolment” instead of “qualification enrolment”, and “unit enrolment” instead of “course enrolment”.



The example above shows an enrolment for a multi stage qualification, so this means that there are three enrolment events. At the start of 2007 you would create the qualification enrolment, the first enrolment event and the first set of course enrolments. At that point you enter a start date and a finish date. The start date is applied to the qualification enrolment, enrolment event, and course enrolments. The finish date, though, will be applied only to the enrolment event and to the first set of course enrolments and that is because the finish date will be in 2007. In practice the student is unlikely to finish the whole qualification until the end of 2009.

This means, then, that no qualification enrolment finish date is recorded in Take2 and, therefore, you will need to record the date at some later point in time.

The qualification enrolment finish date can be recorded in various places and at various times:

- If the student withdraws from the qualification, you will process that withdrawal in Take2 and, at that time, you will enter a withdrawal date. The withdrawal date is stored in various places, including the qualification enrolment finish date.
- If the student does not withdraw but gets to the end of their whole programme of study, at that point you will record whether the student completed the qualification, the date that they completed it, and their “F(inish) Studies Date”. If the student does not successfully complete the qualification, then you simply record the finish studies date. You can carry this task out on the *Single Student Outcome* form or on the *Qualification Outcomes* form.

Code	Status	Complete	Date Completed	F Studies Date	Notes
PC9632	C	<input checked="" type="checkbox"/>	30/11/2009	30/11/2009	

And why is it important to record a finish studies date? Because, if you don't the educational performance statistics produced by Take2 for the Statement of Service Performance will be inaccurate.