

## Version 9 Release

We regret to inform you that *Take2* version 9, whilst substantially complete, will not now be released until early April at the earliest. There are several reasons for this; firstly the SDR Manual for 2007 still has not been published and, whilst the Ministry tells us not to worry, the information that has already been provided is sufficient, that simply isn't good enough. Every release of the SDR Manual to date has contained several errors or ambiguities and nothing we have seen gives us any confidence that this one will be any different.

The second reason is that NZQA quite unexpectedly announced this week that they are moving to three digit ethnic origin codes from 2 April. Unless we are to levy an extra charge for this change, we need to modify returns to NZQA in our version 9 release.

## 2007 SDR

We appreciate that many of you would like to start carrying out trial SDR validations for 2007. The 2007 SDR requires three digit ethnicity codes and a new set of secondary qualification codes to be used – features built into *Take2* version 9 which you can't get until April!

But fear not, brave Alice, we can supply you with a bit of software which will convert SDR files produced by *Take2* version 8 to the 2007 format. Contact the Help Desk for more information.

## ERS

We noted in the January Newsletter that the ERS was not working very well. Sadly things have not improved very much, the ERS has been down again, and random errors are still cropping up. They seem to have their origin in the prickly relationship between TEC's ERS software and TEC's old Basil database.

What makes things worse is that there is no useful method for us (or any other software



"Use the Manual," the March Hare said in an encouraging tone. Alice looked around the table, but there was nothing on it but tea. "I don't see any Manual," she remarked. "There isn't any," said the March Hare. *With apologies for Lewis Carroll.*

supplier) to test our interface to the ERS. One wonders whether this situation exists because TEC knows that ERS is itself not fully tested or, indeed testable: to quote one of the people working on the ERS contract the next release of the ERS is hoped to "get it to a point where it is testable and useful." – a bit sad when one considers that the ERS is supposed to have been in production since September 2005!

## National Student Index

When the National Student Index was implemented in 2002 one of the selling points for providers was that "over time the NSI database will become a repository of verified student details. This will mean that providers will be able to use verified NSI records as evidence of students' identities rather than having to ask all student to provide documentary evidence..." The idea was that you would save time, hopefully offsetting the extra effort in maintaining the NSI database on the Ministry's behalf.

We would be very interested to hear whether any providers are consistently relying on the NSI for evidence of identity or whether you are still requiring students to provide a birth certificate or passport at first enrolment.

Please email us to let us know what you do. We'll publish the results next month.

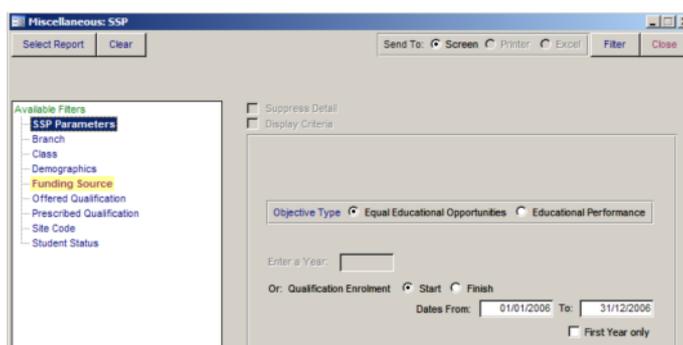
## Take2 Top Tips – Statement of Service Performance

You should recently have been notified – if you receive Student Component Funding – of the requirement to report your 2006 Statement of Service Performance (SSP) by 31 March 2007. TEC should have supplied you with a Word document into which you can enter projected and actual performance figures. So, where do you find these figures?

The projected figures must be obtained from the SCQO (Student Component Qualification Objectives) submitted by your organisation to TEC in June 2005. These figures cannot be produced by *Take2*, so go and search the filing system for what was submitted in 2005.

The actual figures can, however, be produced by *Take2* and here is the way to do it.

1. Make sure that you record a *Finish Studies Date* for every qualification enrolment that terminated in 2006. The January 2007 *Take2* Newsletter Top Tip explained how to do so.
2. If you are using the Access edition of *Take2*, go to the *Exports & Reports* menu and click on *SSP*. If you are using the SQL Server edition of *Take2*, open the special *Take2* ODBC Statistical Reporting Module that your System Administrator should have set up for you. The screen shot below is from the Access edition, but the SQL Edition screen is very similar.



3. Select *Equal Education Opportunities* and then *Start*. Enter a date range for the whole of 2006 as shown above.
4. On the *Funding Source* tab select funding source “01”.
5. Click *Filter*. You will be asked whether you would like to create an audit report. We strongly recommend that you do so. Save the report in a folder that is set up especially for this purpose. Remember SSPs have to be audited and the audit report will be very useful for the auditor.
6. Once the audit report has been created, there will be a short delay whilst a “pivot table” is created. The pivot table will open in a new Excel window. The first thing to do, is to refresh the table. Click anywhere in the table. Right mouse click, and then select the *Refresh Data* menu item.
7. Once refreshed you will see a count of enrolments broken down by qualification and gender. This table supplies the data required for the “under-represented” gender EEO performance measure.
8. Now drag the *Gender* label back into the data list and drag down *Disability* into the same position. Doing so provides the data for the “disability” EEO performance measure. Repeat with *Ethnic Group*.

Data List			
12	Disability	(All)	▼
13	Funding Source	(All)	▼
14	Start Year	(All)	▼
15	Finish Year	(All)	▼
16	Status	(All)	▼
17	Branch	(All)	▼
18	Prior Activity	(All)	▼
19	Ethnicity	(All)	▼
20	Country	(All)	▼
21	Region	(All)	▼
22	Age	(All)	▼
23	Last Secondary Year	(All)	▼
24	First Tertiary Year	(All)	▼
25	School Qual	(All)	▼
26	Ethnic Group	(All)	▼
27			
28	Count of Enrolments	Gender	▼
29	Qualification Code	F	M
30	PC3540	259	158
31	Grand Total	259	158
			417

Data Area

The Pivot Table allows you to drag data items to and from the data area.  
Doing so will change the data displayed in the data area.

9. Close the Excel window and you will return to the *SSP* form in *Take2*.
10. Select *Educational Performance* and *Finish*. Leave the dates as before – i.e. for the 2006 year. Leave the filter as before – i.e. for funding source “01”.
11. Click *Filter*. Save the audit report with a different name.
12. When the new Excel window opens repeat the refreshing process described at step 6, above.
13. The new pivot table shows a breakdown of qualification enrolment outcomes. There are four possible outcomes that can be used for the Educational Performance measures.
  - a. *Complete* – the student is recorded in *Take2* as having successfully completed the qualification.
  - b. *Retained* – the student has a *Finish Studies Date* but is not recorded as having successfully completing the qualification.
  - c. *Not Retained* – the student withdrew from the qualification.
  - d. *Current* – the student does not have a *Finish Studies Date*.