



PBRF Course End Date

A circular was sent out on Monday 23 April by TEC and the Ministry of Education seeking feedback on a proposed change to the SDR Course Completion file to come into effect from August 2007. Feedback must be in by 27 April. This must be a record – even by the TEC’s standards a 5 day consultation period is somewhat brief!

Anyhow, here’s the deal – TEC would like to include a new field in the SDR Course Completion file. The field will be used to report the date when the research component of a course enrolment has been completed and this presumably will affect the delivery of PBRF funding. If no value is reported in the new field the course enrolment end date will be used in its place.

If *Take2* is to be modified to accommodate this change for August 2007 there will be a cost that we can only pass on to our clients. Were the change to come into effect from April 2008 we would accommodate it in our next major release at no cost to our clients.

The modification to *Take2* would involve the following task:

- Changing the *Take2* database structure to accommodate the new field.
- Adding the new field to the *Single Student Outcome* and *Course Outcome* forms so that a value can be entered.
- Modifying several reports.
- Changing the SDR extraction and audit process to include the new field in the Course Completion file.
- Undergoing certification by the Ministry of Education.

As only a few *Take2* clients receive PBRF funding it would seem appropriate for these clients to bear the cost – if we are to make the change for August 2008.

We need your feedback and we need it urgently so that we can respond to the circular by Friday 27 April.

[If your organisation receives PBRF please can you email answers to the following questions to richard@meta-office.com.](mailto:richard@meta-office.com)

1. Do you want *Take2* to be modified so that the PBRF Course End Date can be reported in August 2007?
2. Would your organisation be prepared share the cost of the modification?

Funding Guide

If you’re like us you will have seen the progressive degradation of the TEC Funding Guide/Information as symptomatic of that organisation’s attitude to its clients. We were interested to read, then, the comment from the Auckland Road Show published in the wash up notes:

Tertiary Funding Guide – the new system is a ‘nightmare’ to use, can’t find anything – affects credibility with staff looking for advice/ruling. [general consensus from Auckland TEI group – now much harder to use]

TEC’s response was “If you have any specific issues or constructive feedback on the Tertiary Funding Information website, please feed it back to your TEC Advisor.” Correct us if we are wrong dear TEC reader (it’s OK, your secret vice of reading our Newsletter is safe with us), but haven’t you been inundated with feedback for the last four or five years? And what have done about it?

Take2 on a Mac

We have been asked by a client whether it is possible to run *Take2* on an Apple Mac. Having checked with a couple of our clients (thanks for the feedback Vince and Bradd) we have so far drawn a blank.

Have you run *Take2* on a Mac – let us know how it went, if you have.

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PSETA – The Future is at Our Feet

Take2 Top Tips – April SDR

That magic time is almost upon us when you have to complete the first Single Data Return (SDR) of the year. Many of our clients are old hands at this task and can probably do the job in their sleep.

Those of you who have never done an SDR, or perhaps have done an SDR but are a little uncertain about what has changed in 2007, may be interested to read the notes below.

1. What has changed for April 2007?

- 1.1. The major change is to the format of the SDR Student file. The records in this file are now 9 characters longer because of changes to the ethnic origin coding system. If you create the SDR Student file with *Take2* version 8 or earlier it will be incorrectly formatted and therefore cause multiple errors when submitted for validation on the STEO web site.
- 1.2. The ethnic origin codes that you report in 2007 must be three digit codes, rather than the two digit codes that were used up until 2006.
- 1.3. The set of secondary qualification codes that are to be reported in 2007 differs from those used up until 2006.
- 1.4. When you submit SDR files for validation on the STEO web site it is no longer possible to validate the Course Completion file separately from the Student, Course Register, and Course Enrolment files. All four files must be validated together.

2. What do you need to do to manage the changes?

- 2.1. Don't panic.
- 2.2. Complete all data entry required for the SDR, including assigning/mapping course completion codes.
- 2.3. If you are running *Take2* version 8 you can successfully complete the April SDR whether or not you have changed to using three digit ethnicity codes and the new secondary qualification codes.
 - 2.3.1. Run the SDR validation in the usual way, with 2007 as the return year. Ignore any error messages for the Student file which say "Secondary Award invalid for this SDR year".
 - 2.3.2. Run the SDR extraction. If you are using the SQL Server edition of *Take2* ignore the message about extracting files for a year other than 2006.
 - 2.3.3. Contact the help desk and obtain a copy of a special utility that will convert the SDR Student file to the 2007 format, mapping ethnicity and secondary qualification codes at the same time. The Help Desk will provide you with instructions on how to use the utility.
- 2.4. If you are running *Take2* version 9 you will not need the special utility and you can also successfully complete the April SDR whether or not you have changed to using three digit ethnicity codes and the new secondary qualification codes.
 - 2.4.1. Open the *Site Details* form in the Administration Module and click *Update Old Values* on the *Site Defaults* tab.

The screenshot shows the 'Site Details' form with the following fields and values:

- Default Funding Source: Student component funding (formerly known as EFTS based tuition subsidies) (i)
- Signatory: Matt Bianco
- Designation: Director/Principal
- Attendance: Intramural and residing in New Zealand
- Site: Main campus
- GST Rate: 12.50%
- Hook On Fee: \$25.00
- Credit Fee: \$1.00
- Data entry person: Urish Head
- Position: Clerk
- Email Address: pffice@happydays.ac.nz
- Default Secondary Award Coding: Existing
- Default Ethnicity Coding: 2 digit codes (old)

2.4.2. On the *SDR* form validate and extract files in the usual way.

- 2.5. When doing the STEO SDR validation ensure you select "SDR and COMP" at Step 1 and that you upload all four files (Student, Course Enrolment, Course Register, and Course Completion) at Step 2. Remember you can upload the files individually or in a single Zip file.

3. And when it all goes wrong?

- 3.1. The STEO web site tells us "From 16 April, Tertiary Education Organisations (TEOs) needing assistance with their qualification, course and delivery site approvals should call a new number - 0800 4 SDR TEC (0800 4 737 832). All other SDR issues should still be referred to the Sector Service Desk on sector.servicedesk@minedu.govt.nz or call 0800 422 599."
- 3.2. And, of course, The *Take2* Help Desk is here to help you.