

Unsolicited Emails

We understand that from September the *Unsolicited Electronic Messages Act 2007* comes into effect. Quite what the full effect of the Act will be must be decided by wiser persons than us, but its purpose is to prohibit unsolicited commercial electronic messages. The key word in this is “commercial”. Is a nice friendly newsletter like the one you are reading “commercial” or not? Well, it may be because from time to time we promote new software – for example the simply superb text messaging addition to *Take2* that you really must buy, if you haven’t already.

This means that in order for us to send you the Newsletter from September, we will need your consent and, in the near future we will be asking for that quite explicitly. In the meantime, please note that you can remove yourself from the Newsletter mailing list by sending an email to unsubscribe@meta-office.com with the word ‘unsubscribe’ in the subject line.

Version 10

You probably don’t want to hear about version 10 yet, especially if you haven’t upgraded to version 9, but we would like to let you know that we are working on version 10 and it is going to be a biggie.

Essentially we are re-writing *Take2* from the ground up. This is something of a daunting task and not one that we have taken on lightly. The main reason for doing the re-write is to allow us to free ourselves from being tied to a specific version of Microsoft Office, but also to provide opportunities to improve the interface.

For example, we hope to be able to provide quite a lot of “wizards” – step-by-step guides for carrying out tasks like creating an enrolment pattern, doing a Single Data Return, enrolling a student. The wizards will be very useful for new and occasional users of *Take2*, however we will still retain the “traditional” way of doing things for more experienced users.

Anyhow, next month we will be writing to all our users with much more information about our plans and with a request for your ideas.

ERS

The Electronic Receiving System (ERS) that is currently in use for TOPS and Youth Trainees is gradually beginning to stabilise again after a rough spell from December 2006 when, we understand, large sections were re-built.

We have been making some changes at the *Take2* end to try and improve your chance of sending valid

data through the ERS and to improve the information provided to you from the TEC end. These changes are being implemented progressively in new version 9 Main Module releases.

If you use the ERS it would be a good idea to download the latest version (9.1.4 for Access edition clients). This will:

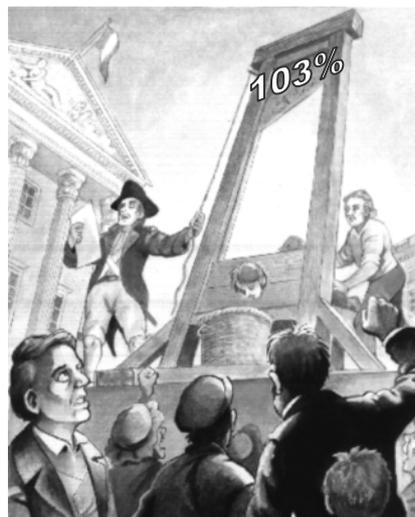
- Record and report (via the confirmation report) eligibility codes assigned by TEC.
- Show on confirmation reports whether a transaction was submitted directly or manually.
- Increase the size of the feedback panel.
- Prevent certain invalid data items being reported.

Fundamentally the problem for most users has been the lack of meaningful feedback from the system when invalid data has been reported. We are testing a further enhancement at the moment with a couple of clients that will address this problem more effectively. So, watch this space!

NZ Diploma in Business

NZQA is changing the way in which NZ Diploma in Business results are reported. The change comes into effect in October this year and, of course, *Take2* will be modified appropriately. It would be helpful for us to know which of our clients offers the Diploma so that we could ask for some assistance in testing the new system, if necessary.

So, if your organisation offers the NZ Diploma in Business, please do tell us.



An earnest discussion – “The TEC will only fund delivery up to 100%. Delivery over 103% would be a concern and prompt a discussion with your Investment Manager.”

Take2 Top Tips – Qualification Completion Return

The Qualification Completion Return is due from providers on the 15th of June. The students included in the return are those who have successfully completed a qualification during the previous calendar year.

Recording Qualification Completions in Take2

The easiest way to record completions in *Take2* is on the *Qualification Outcomes* form.

- In the *Take2* Main Menu click *Student Management*, *Outcomes* and then *Qualification*.



- Click on the *Qualification* sub-tab on the *Filter* tab and select the qualification to record completions against.
- Click *Display*.
- The *Qualification Outcomes* form will be displayed with a list of students.

Qualification Outcomes
Selected Qualification: Diploma in Budget Management - PC9023-0106 - 5

Print Outcomes Print Outcome Details Close

Qualification Filter

Students	PerID	Name	Complete	Date Completed	F Studies Date	Status	Notes
▶	10154	Aardvaark, Brent	<input type="checkbox"/>		30/11/2006	C	
	10147	Aardvaark, Daniel	<input checked="" type="checkbox"/>	30/11/2006	30/11/2006	R	
	10148	Aardvaark, Emma Teresa	<input checked="" type="checkbox"/>	30/11/2006	30/11/2006	R	
	10144	Aardvaark, Francis	<input checked="" type="checkbox"/>	30/11/2006	30/11/2006	R	
	10146	Aardvaark, John-Paul	<input checked="" type="checkbox"/>	30/11/2006	30/11/2006	R	
	10154	Aardvaark, Jonathan	<input checked="" type="checkbox"/>	30/11/2006	30/11/2006	R	
	10145	Aardvaark, Paul	<input checked="" type="checkbox"/>	30/11/2006	30/11/2006	R	
	10150	Aardvaark, Roestam	<input checked="" type="checkbox"/>	30/11/2006	30/11/2006	R	
	10153	Aardvaark, Shaun Graham	<input type="checkbox"/>		07/07/2006	W	
	10149	Aardvaark, Steven	<input checked="" type="checkbox"/>	30/11/2006	30/11/2006	R	
	10152	Aardvaark, Taylor Michael	<input type="checkbox"/>			C	

- Place a tick in the *Complete* field for each applicable student. By doing so you have indicated that the student has completed the academic requirements for a formal qualification.
- Enter a date in the *Date Completed* field to show when the qualification was completed.

For *Take2* and the Qualification Completion return the only requirements are that the *Complete* field and the *Date Completed* field are filled in. The other fields on the form on which you record qualification completions have no effect on the SDR. **However, it is highly recommended that you enter a date in the *F(inish) Studies Date* field because, although this is not required for the qualification completion return, *Take2* uses it when generating information used for the statement of service performance/planning process.** The absence of a value in *F Studies Date* indicates the student is still active.

- Once you have recorded all your completions you can extract the SDR file from the *SDR* form in the Administration Module.
- You can use *Take2* version 8 or version 9. Version 8 produces a file with two digit ethnic origin codes. Version 9 produces a file with three digit ethnic origin codes. Both file types are acceptable in 2007.

Step 1 - Select file(s) to extract

Course Register, Student & Course Enrolment

Course Completion

Qualification Completion

Step 2 - Select return year & extraction date

Return Year: 2007

30 April 1 June 31 August 31 December

Qualification Completion Period Academic Year March 31

The qualification completion return is made in June of the year following the year for which data is being reported. On this form the "Return Year" field refers to year in which the return is made and not to the year for which the data is compiled.

Step 5 - Audit Reports

Course Register

Student

Course Enrolment

Course Completion

Qual Completion

- Please note that *Take2* uses **2007** as the return year for the Qualification Completion file, although the data that is being returned is for completions in 2006. When you validate the file on the STEO web site you must use **2006** as the return year.