

HSI

We know that a number of our clients report to the Hospitality Standards Institute (HSI). The reporting process appears to involve notifying NSI of the details of students and the Unit Standards that they have achieved and consists of a paper-based return. If this is indeed the case, some of you folks must be spending quite a lot of time filling out the returns. If the forms could be printed from *Take2*, then that would make your life much easier.

To progress this idea we need to find out how many clients would be interested and precisely what reporting format you use with HSI. So, please email or ring us and let us know.

StudyLink

Each year about this time we write to all the major government agencies that exchange data with our clients. The purpose of our correspondence is to ask whether they plan to change any returns or reports that are produced by *Take2*. This year the Ministry of Education and TEC are well up with the play and have already released the final set of changes to the SDR for next year. NZQA has been in contact and is keeping us in touch with their plans. Well done! We really appreciate it. Here is a bouquet.



StudyLink, on the other hand has written to tell us that *“Any changes to requirements for tertiary providers are discussed directly with providers and it is then up to the providers to address how to best handle the changes within their operating environment.”* Clearly what they have in mind must involve some kind of secret nuclear reactor in North Korea that they don't want us to know about.

If StudyLink shares anything with you, and if you think that maybe we could improve *Take2* by using that information, please let us know. You can email us but, obviously, you may prefer to make a clandestine copy and mail it to us anonymously.

Seriously, though, unless you tell us, we can't do anything to help you.

Post Codes

One of the new items in next year's SDR is the need to collect and report New Zealand Post Codes for your students. *“Next year”* you may say, *“that's months away!”*. But any student enrolling now who

will still be with you in 2008 and is going to be included in the 2008 SDRs, so you need to make sure that you are recording post codes now.

You will be required to report two post codes – one for “Permanent Post Code” (the student's main location during the 12 months prior to enrolling), the second for the “Term Post Code” (the student's current residential location while receiving learning).

This may sound reasonably straightforward, albeit time-consuming looking up post codes, but in fact like most compliance requirements it is quite complex to manage when you think about the detail.

Anyhow, it's our problem to sort out how to report the correct data though the SDR, but you need to do some things right now to make sure that the data is there to report.

- Make sure that your enrolment/re-enrolment forms ask for both addresses and include a space for students to enter a post code (not that they will – you'll have to look the codes up!). Maybe the form could say something like *“Enter your home address here and, if you will be living at a different address during term time, please enter that address below – if you know it. If you don't know your term address yet, then please make sure to let us know it when you do.”*
- Use the “Home” address in *Take2* to enter the permanent post code. If the student lives at home during term time, that's all you need to do. We will report the home post code as permanent and term time.
- If the student has a separate term time address, enter that in the second address field.



Be warned – if you reproduce this picture you may be in contempt – or is that “contemptuous”?

Take2 Top Tips – Qualification Enrolments & Completions

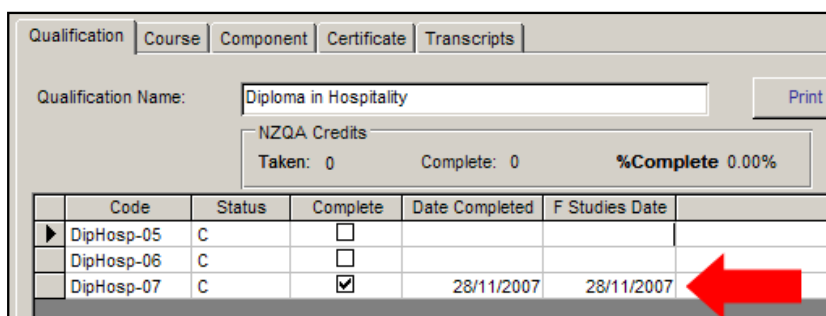
The good news is that since our last Newsletter, the proposed change to the SDR that would have seen you reporting qualification enrolments every four months instead of qualification completions once per year has been softened so that the change is now less fearsome.

From 2008 you will report qualification completions once every four months. The data reported will no longer include students enrolled in qualifications classified as Award Category 98. The set of fields in the qualification completion file has changed so that it no longer includes the demographic fields like date of birth and ethnicity, but it does include two new fields: “Year Requirements Met” and “Year Graduated”.

The move back to reporting qualification completions rather than enrolments does mean that the problem relating to handling qualification enrolments described in our last Newsletter is not as urgent as we thought. This problem related to the situation where a new qualification enrolment record and enrolment event is being created for each year/stage/semester of a qualification (see screenshot on left), whereas in fact you should create only a single qualification enrolment to which the multiple enrolment events are related (screenshot on the right).



If you have used the method on the left you can still do a qualification completion return successfully provided that you record the completion in only one of the qualification enrolment records – presumably the latest. The qualification completion return will ignore the other two qualification enrolment records if they have not been ticked as complete.



However, there is another reason why having multiple qualification enrolments is not a good idea, and that is if you use in a particular way the SSP pivot tables that *Take2* produces.

The pivot tables count qualification enrolments so that you can report equal educational performance measures like gender and ethnicity, and also the educational performance measures “retained”, “not retained”, and “complete”. When you generate the pivot tables you can specify whether to count enrolment that start or finish in a specified date range (normally 1 January to 31 December) **or** those which fall in a specified year. If you were producing a pivot table and you selected a finish date range of 01/01/07 to 31/12/07 for the Diploma in Hospitality shown above (and assuming that there is only one student) then the table would show a count of one complete enrolment (screenshot on left).

Count of Enrolments	Outcome	
Funding Source	Complete	Grand Total
01	1	1
Grand Total	1	1

Count of Enrolments	Outcome		
Funding Source	Current	Complete	Grand Total
01	2	1	3
Grand Total	2	1	3

If, though, you selected to report by year and you entered “2007”, then the count will show three enrolments; one complete and two current (screenshot on right). These are the three enrolments for the same student. One of those enrolments is ticked as complete and has a finish studies date, but two of the enrolments have no finish studies date and are therefore deemed by *Take2* to be “current”.

So, remember, if you have multiple qualification enrolments in the same qualification for the same student, when you create pivot tables you **must** use the start date or finish date range when option.

Of course it would be nice if your enrolment records were correct and we are still cogitating on whether it is possible for us to create a utility that would allow you to clean up enrolment records. It would be very helpful if we could know how many clients might make use of such a utility. Please send an email to the Help Desk if you would.