Take2 Newsletter

SDR Reporting

A question that often arises when we talk to our clients about the Single Data Return is "*What students should be included in the return*?"

The answer that we give is "*If you have to make an SDR – even for one student – then you must include all students irrespective of how they are funded.*" This advice has been based on our understanding of a statement in the SDR Manual and a dim memory of the early roadshows (before TEC was invented) when officials emphasised the need for all students to be reported.

Some providers don't like this very much, feeling that if a student is not funded by government then it is no business of government to know about that student. The more pedantic have pointed out that the SDR Manual only says "*should be reported*".

Well the latest SDR Manual says "*All students for which a valid enrolment has been made in a TEO's student management systems are required to be reported, regardless of the level of study or the funding source.*"

And, at the risk of out of character behaviour, we would like to support the Ministry on this subject. Whilst the SDR does serve as a mechanism for providers to report EFTS for funding purposes, its other role is to gather data in much the same way as the Census does. The data is used for forecasting and monitoring purposes, and for reporting nationally and internationally. These are useful things.

Having said that it is clear that the 3% rule introduced by TEC may tempt providers who are exceeding their allocated EFTS to leave enrolments out of the SDR. Just another example, one could conclude, of the type of policy we have seen over the years which results in perverse outcomes.

Meta Office Forum

Don't forget the Meta Office forum www.metaoffice.freeforums.org. This is an online bulletin board to which anyone can contribute. You can ask questions of the support staff as well as to other Take2 users around the country. If you are an experienced user you can share your experiences of how to get the most from Take2. A tip sheet on using the forum is available on the Take2 web site.

ERS

That silly old ERS is still not working very well. Some of our clients are getting random error message.

TEC is aware of the problems and claims to be addressing them by "*taking the time to audit and correct ALL ERS web services interfaces and ensuring the developer documentation is up to date and correct across the board.*"

In the meantime look out for error codes DP0025 and DP0060. If you get these the only thing you can do at present is process the transaction via the web ERS, rather than through Take2. Remember, though to also put through a matching manual transaction in Take2. Please also notify TEC. They don't seem to be able to do anything but if you don't tell them there is a problem they won't know.

NSI MATCH – A NEW GAME FOR CHRISTMAS!

Based on the that old favourite, Pelmanism, this interesting game involves matching student records on the National Student Index. Select pairs of records and very soon you will find a match. The winner is the one with the most matches.

Take2 Top Tips – Reporting NZ Diploma in Business Outcomes to NZQA

1. Check you are using the latest version of Take2 (see tip sheet 32). This is because file format has changed recently.

2. Check the prescribed course is marked as "NZDB". If it is not, tick it.

3. Also check the prescribed course has a NZDB paper number in the Unit *Standard Number* field. If it hasn't, type it in.

4. Go to the *Academic Result Options* tab on the *Curriculum* form to check grades can be recorded for papers. Locate the course on the list. It should have *Grade* ticked to the right. If it is not, tick it.

5. When reporting, select the *Unit Standard Completions* option on the process tab.

6. Tick the *NZDB Only* option on the filter tab.

7. To confirm if the created file is in the new format, double click it. It will open in notepad. If after "H" the next three characters are "DBS" on the first line, it is in the correct format.