

# Processing NZQA Electronic Return

The following information is provided to assist you in making an electronic return to NZQA. This return used to be known as the "FDC – Framework Data Collection" and is a means of transferring data electronically to NZQA.

There are four distinct types of return:

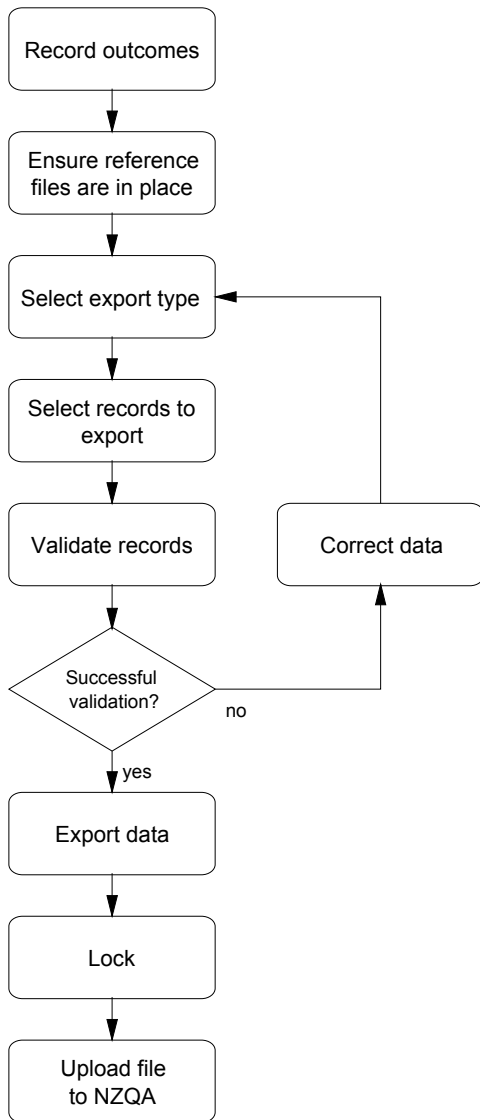
- A request to *hook-on* students. When NZQA processes your request they send back to you a "turnaround" file that contains students' National Student Index numbers and confirmation of the hook-on. You can read this file into Take2 to update students' records.
- A report of *Unit Standard completions* or Diploma of Business subject outcomes. If any students for whom an outcome is being reported is not yet hooked on, this return will also include a hook-on request for such a student.
- A *summary of progress* request (sometimes called a "qualcheck") that asks NZQA to let you know whether a student has completed a particular qualification.
- A request for NZQA to *issue certificates* or diplomas,

In order to make the Unit Standard completion returns you need two electronic reference files from NZQA. One file (Accreds.txt) contains records to show which Unit Standards you are accredited to assess. A second file contains a complete list of all Unit Standards (Units.txt).

To make the summary of progress and issue of certificate returns a third file is required that contains a list of national qualifications in the Qualifications Framework (Qualifications.txt).

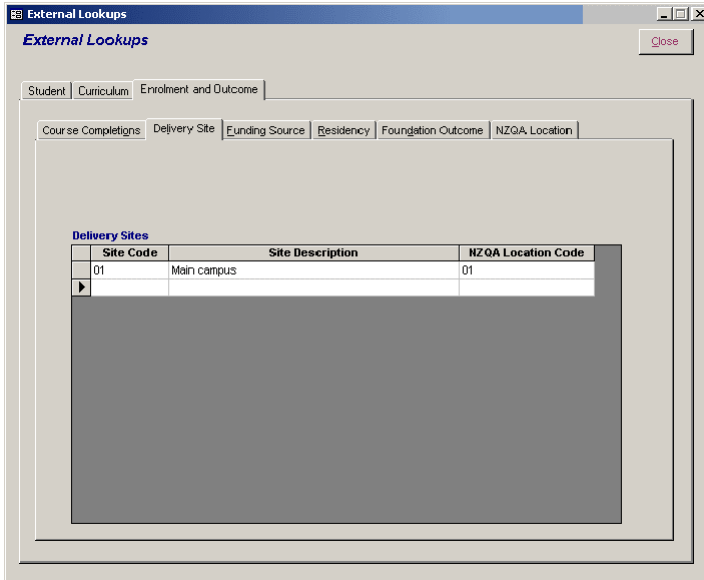
You can download these files from the NZQA provider web site. Save them into the directory where your Take2 back-end data file (Take2Data.mdb) is stored.

Here is an overview of the return process.



## BEFORE MAKING ANY RETURN

- *We recommend that you back-up your Take2 database before making a return to NZQA.*
- *Make sure that all delivery sites have been linked to an NZQA location on the External Lookups form.*



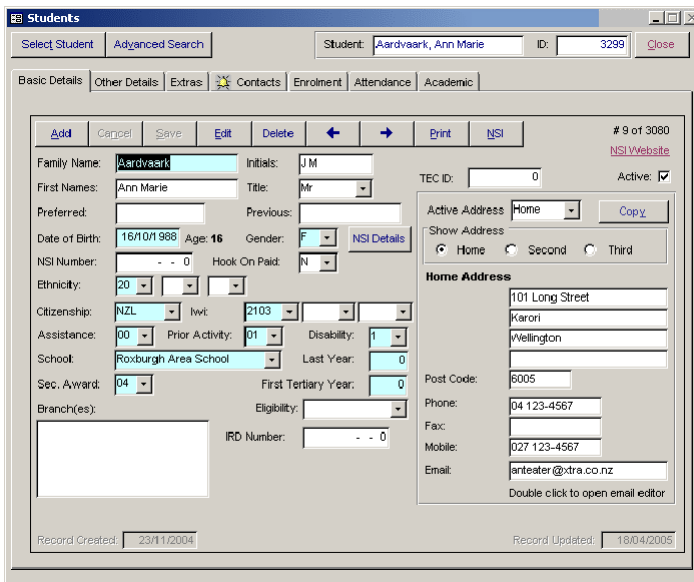
The screenshot shows the 'External Lookups' window with the 'Delivery Site' tab selected. A table titled 'Delivery Sites' is displayed with the following data:

Site Code	Site Description	NZQA Location Code
01	Main campus	01

## HOOKING STUDENTS ON

A student needs to be hooked-on unless they have an NSN and they Hook-On Paid field is set to "Y" on the *Students* form. Note - if you have not gone live with the NSI only the NSN value is taken into account.

- *Make sure that you have entered the student's name, address, date of birth, gender, and ethnic origin of the Students form.*



The screenshot shows the 'Students' form for student 'Aardvaark, Ann Marie' (ID: 3299). The 'Basic Details' tab is active, showing the following information:

Family Name: Aardvaark, Initials: JM  
First Names: Ann Marie, Title: Mr  
Preferred: , Previous:   
Date of Birth: 16/10/1988, Age: 16, Gender: F, NSI Details:   
NSI Number: - - 0, Hook On Paid: N  
Ethnicity: 20  
Citizenship: NZL, Iwi: 2103  
Assistance: 00, Prior Activity: 01, Disability: 1  
School: Roxburgh Area School, Last Year: 0  
Sec. Award: 04, First Tertiary Year: 0  
Branch(es): , Eligibility:   
IRD Number: - - 0

TEC ID: 0, Active:   
Active Address: Home (Selected), Copy  
Show Address:   
Home:  Second:  Third:   
Home Address: 101 Long Street, Karori, Wellington  
Post Code: 6005  
Phone: 04 123-4567  
Fax:   
Mobile: 027 123-4567  
Email: annfeater@xtra.co.nz  
Double click to open email editor

Record Created: 23/1/2004, Record Updated: 18/04/2005

- **Open the NZQA Export Processes form from the External Reporting menu in the Administration Module and select the Hook-Ons Only option.**

Select Export Type

Hook-Ons Only    Unit Standard Completions    Summary of Progress    Issue of Certificate

Academic Year: 2005

Summarise costs by:

Branch    Status    None    Class    Qualification

Select the export type (or click 'Import' to import an NZQA turnaround file). Next, define which students should be exported using the 'Filter' tab. When the 'Apply Filter' button on the 'Filter' tab is clicked a third tab, 'Selection', is displayed to allow the inclusion or exclusion of individual students.

By selecting students and clicking on the 'Extract' button you will create the return file required by the New Zealand Qualifications Authority. The file created is in the format specified by NZQA.

You are required by NZQA to validate the file before forwarding it and the required fees to NZQA. You do this by clicking 'Validate'. Validation processes have been approved by NZQA. If there are problems with your data, a report detailing the problems will be shown in preview mode. You must correct the data and re-run the validation successfully before the 'Extract' button becomes available.

When the data extraction process is complete a report will be printed listing students, their hook-ons, and their Unit Standard completions, and showing the sum payable to NZQA.

- **Use the Filter tab to narrow down the selection of students and click Apply Filter. You must select a single location only.**
- **Move to the Selection tab and finalise the selection of students hooked on.**
- **Click Validate. If there are problems with your data, for example a missing address, a report is displayed to notify you of the specifics. Fix the problems before re-validating.**
- **When validation is successful click Extract and you will be prompted to save a file called "NZQAData.txt". Save the file in a location that you can remember! Note, if you wish you can name the file differently and you may find it useful to name it with today's date; for example "2005-04-17 NZQAData.txt".**
- **An audit report is displayed. Print the report and file it. The final page is particularly important because it summarises the hook-on fees.**
- **Click Lock and the students included in the return to NZQA will be marked in Take2 as hooked-on so that they cannot be inadvertently hooked-on again.**
- **Upload the NZQAData.txt file via the NZQA web site.**

## READING THE TURNAROUND FILE

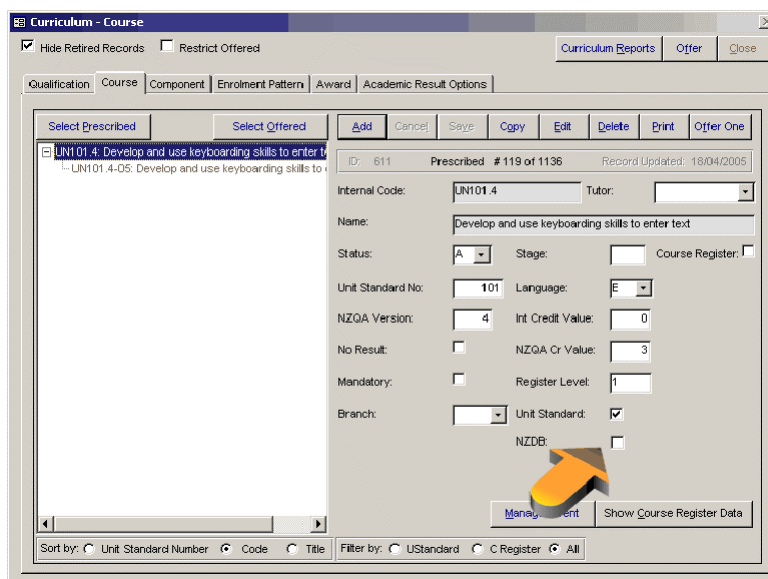
- Save the file sent back to you by NZQA in the folder where your Take2 backend data file is stored.
- Open the NZQA Export Processes form from the External Reporting menu in the Administration Module and click Import.
- Take2 reads the file, writes the students RoL number into the Take2 database and, if necessary, updates the Hook-On Status field to "Y". An audit report of the changes is printed.
- It is important to process the turnaround file before making your next return to NZQA.

## REPORTING UNIT STANDARD COMPLETIONS OR DIPLOMA OF BUSINESS OUTCOMES

Please note that currently you can report either Unit Standard completions or Diploma of Business Outcomes but not both in the same return.

- Record Unit Standard outcomes or Diploma of Business outcomes in Take2. See section 8 of the Take2 User Manual for full details on recording academic outcomes. The important point to note is this, for a Unit Standard outcome to be reported to NZQA certain criteria have to be met:

The student's Unit Standard enrolment must be in a Unit Standard which has a Unit Standard number, version number and language code and which is ticked as a Unit Standard on the Curriculum form. For Diploma of Business subjects only the *NZDB* field needs to be ticked.



The screenshot shows the 'Curriculum - Course' form. The 'Unit Standard' checkbox is checked, and a yellow arrow points to it. The 'NZDB' checkbox is unchecked. The form fields include: Internal Code: UN101.4, Name: Develop and use keyboarding skills to enter text, Status: A, Stage: [empty], Course Register: [empty], Unit Standard No: 101, Language: E, NZQA Version: 4, Int. Credit Value: 0, No Result: [unchecked], NZQA Cr Value: 3, Mandatory: [unchecked], Register Level: 1, Branch: [empty], Unit Standard: [checked], NZDB: [unchecked].

For Unit Standards The Complete/Incomplete result field must be ticked on the *Single Student Outcome* form to show a completion – i.e. "not completes" are not reported to NZQA. A completion date for the Unit Standard must be recorded. The Unit Standard enrolment status must be "R".

For Diploma of Business subjects you must record a grade.

Single Student Outcome

Select Student: Selected Student Name: Aardvaark, Ann Marie  
Selected Student ID: 3299

Certificate | Qualification | Course | Component | Foundation

Select Qualification: YMTC-04  
Course: Apply fundamental sport rules and regulations at a j

Extract Date:  30 April  31 August  31 December  
Return Year:   
Map CC

Code	Complete	CC	Date	Assessed	Status	Extension	TEC	NZI
UN20673.1-04	<input checked="" type="checkbox"/>	1	18/04/2005	<input checked="" type="checkbox"/>	R		<input checked="" type="checkbox"/>	
UN20674.1-04	<input type="checkbox"/>	1		<input type="checkbox"/>	C		<input checked="" type="checkbox"/>	

Record: 14 of 2

Sort Order:  NZQA Level + Unit + Code  Unit  Code  Name  Parent/Child

- Select the Unit Standard Completions option on the NZQA Export Processes form.
- Use the Filter tab to select just those students for whom outcomes are to be reported. You must select a single location only. Click Apply Filter.
- Move to the Selection tab and finalise the selection of students for whom outcomes are to be reported. You can view a student's outcomes by clicking on the small plus symbol adjacent to their name.

NZQA Export Processes

Input | Generate | Validate | Extract | Load | Close

Process | Filter | Selection

Students Name	Take2 ID	RoL Number	Hooked On	Selected
Aardvaark, Abdiman Abdin	73467	112567677	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+				
Code	Course title			
US505.3	Demonstrate knowledge of agr chemicals			
US505.3	Demonstrate understanding of safety with agr chemicals			
US505.5	Apply an agricultural using a non motorised applicator			
Aardvaark, Euan	71121	99015909	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Aardvaark, Eerjan in Thomas	71220	99015909	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Aardvaark, Eason Thomas	73310	110769695	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Click **Validate**. If there are problems with your data, for example a future completion date, a report is displayed to notify you of the specifics. Fix the problems before re-validating.

- ***When validation is successful click Extract and you will be prompted to save a file called "NZQAData.txt". Save the file in a location that you can remember! Note, if you wish you can name the file differently and you may find it useful to name it with today's date; for example "2005-04-17 NZQAData.txt".***
- ***An audit report is displayed. Print the report and file it. The final page is particularly important because it summarises the hook-on fees.***
- ***Click Lock and the students and their outcomes included in the return to NZQA will be marked in Take2 as reported so that they cannot be inadvertently hooked-on again.***
- ***Upload the NZQAData.txt file via the NZQA web site.***

## **SUMMARY OF PROGRESS**

This process is not currently available.

## **ISSUE OF CERTIFICATE**

This process is not currently available.