

Download Curriculum from the NZQA Website

1. Navigate to the NZQA website at <http://www.nzqa.govt.nz>
2. **Click** on the [Log In](#) link located at the top right hand corner.
3. Use the Tertiary education organisations Login link.
4. Enter your user ID and password.

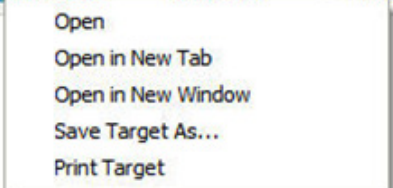
Login to Tertiary Education Organisation

Please enter your Education Sector User Name/ID and Password:

User Name/ID	<input type="text"/>
Password	<input type="password"/>

5. **Click** on the [File Downloads](#) link.
6. There are three files which are required, the Qualifications.txt, Units.txt and the Consents.txt.
Right-Click on a file and choose the *Save Target As* option from the menu.

File Name	Type	Size	Description
Qualifications.txt	Dynamic	-	Qualifications File
Units.txt	Dynamic	-	Directory of Assessment Standards File
Units SSBs.txt	Dynamic	-	Directory of Assessment Standards with Standard Setting Bodies (SSBs)
Consents.txt	Dynamic	-	Standards your organisation has Consent to Assess file



Open
Open in New Tab
Open in New Window
Save Target As...
Print Target

7. Save the file in the same location as the Take2 back-end data file.
Refer to section 11.1 of the Take2 user manual for information on the back-end data file.
8. Repeat this process for the remaining files to download.
9. Note – the Consents file will be saved as “Accreds.txt”. This is correct. Do not change the name from “Accreds.txt”.
10. **Click** on the [Logout](#) link when you have finished.