

## Importing NZQA data into Take2

Once the appropriate txt files have been downloaded from NZQA, the data they contain can be imported into Take2. This process is carried out in the Administration Module.

1. From the Take2 Administration Menu  on the **System Management** button.
2.  on the **Database Maintenance** button.
3.  on the **Curriculum Maintenance** button.

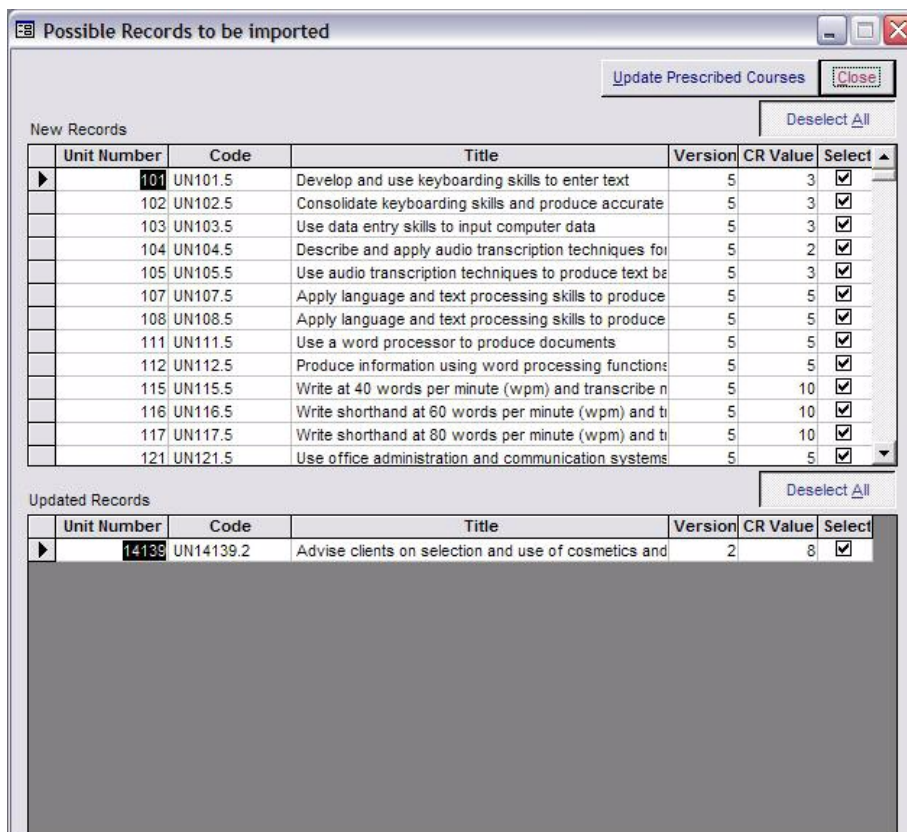
There are two buttons which will allow us to import NZQA data into Take2.

The **NZQA Accreditations** button will allow Unit Standards to be imported into Take2.

The **National Qualifications** button will allow National Qualifications (National Certificates and Diplomas) to be imported into Take2 as Awards. These will be utilised when requesting an issue of certificate from NZQA.

### Importing Unit Standards

1.  on the **NZQA Accreditations** button.
2.  on the **Import NZQA Accreditations** button.  
A list of possible units that could be imported will appear.  
Any updated units that could be imported into Take2 will also appear.



The screenshot shows a dialog box titled "Possible Records to be imported". It contains two tables: "New Records" and "Updated Records".

**New Records**

Unit Number	Code	Title	Version	CR Value	Select
101	UN101.5	Develop and use keyboarding skills to enter text	5	3	<input checked="" type="checkbox"/>
102	UN102.5	Consolidate keyboarding skills and produce accurate	5	3	<input checked="" type="checkbox"/>
103	UN103.5	Use data entry skills to input computer data	5	3	<input checked="" type="checkbox"/>
104	UN104.5	Describe and apply audio transcription techniques for	5	2	<input checked="" type="checkbox"/>
105	UN105.5	Use audio transcription techniques to produce text ba	5	3	<input checked="" type="checkbox"/>
107	UN107.5	Apply language and text processing skills to produce	5	5	<input checked="" type="checkbox"/>
108	UN108.5	Apply language and text processing skills to produce	5	5	<input checked="" type="checkbox"/>
111	UN111.5	Use a word processor to produce documents	5	5	<input checked="" type="checkbox"/>
112	UN112.5	Produce information using word processing functions	5	5	<input checked="" type="checkbox"/>
115	UN115.5	Write at 40 words per minute (wpm) and transcribe n	5	10	<input checked="" type="checkbox"/>
116	UN116.5	Write shorthand at 60 words per minute (wpm) and ti	5	10	<input checked="" type="checkbox"/>
117	UN117.5	Write shorthand at 80 words per minute (wpm) and ti	5	10	<input checked="" type="checkbox"/>
121	UN121.5	Use office administration and communication systems	5	5	<input checked="" type="checkbox"/>

**Updated Records**

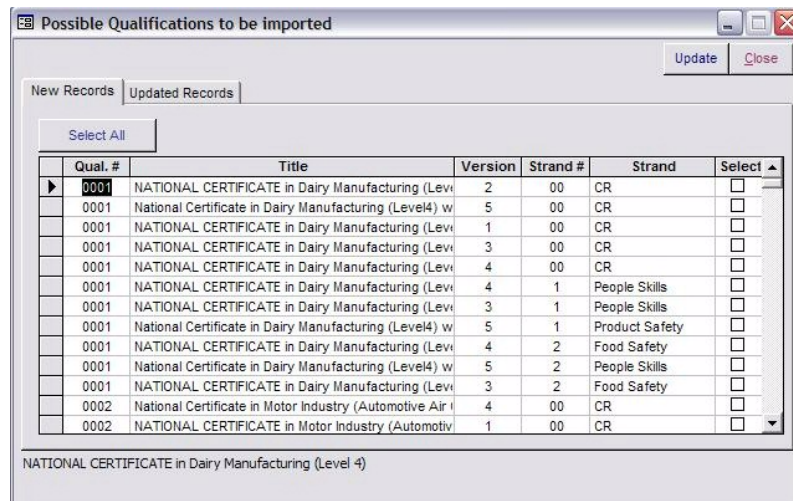
Unit Number	Code	Title	Version	CR Value	Select
14139	UN14139.2	Advise clients on selection and use of cosmetics and	2	8	<input checked="" type="checkbox"/>

3. Select the units to be imported into Take2.
4.  on the **Update Prescribed Courses** button.  
A warning will appear asking if you are sure.

5. Click on the **Yes** button to continue.
6. Click on the **OK** button to complete the process.
7. An audit report will be displayed showing the units which have been imported.

## Importing Awards

1. Click on the **National Qualifications** button.  
A list of possible awards that could be imported will appear in the **New Records** tab. Any updated awards will appear in the **Updated Records** tab.



2. Select the awards to be imported into Take2.
3. Click on the **Update** button.
4. A confirmation message will appear.  
Click on the **OK** button to complete the process.
5. An audit report will be displayed showing the awards which have been imported.