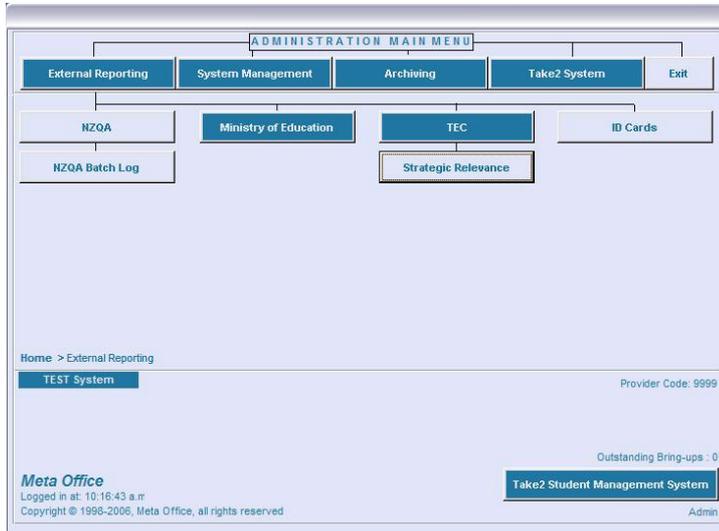
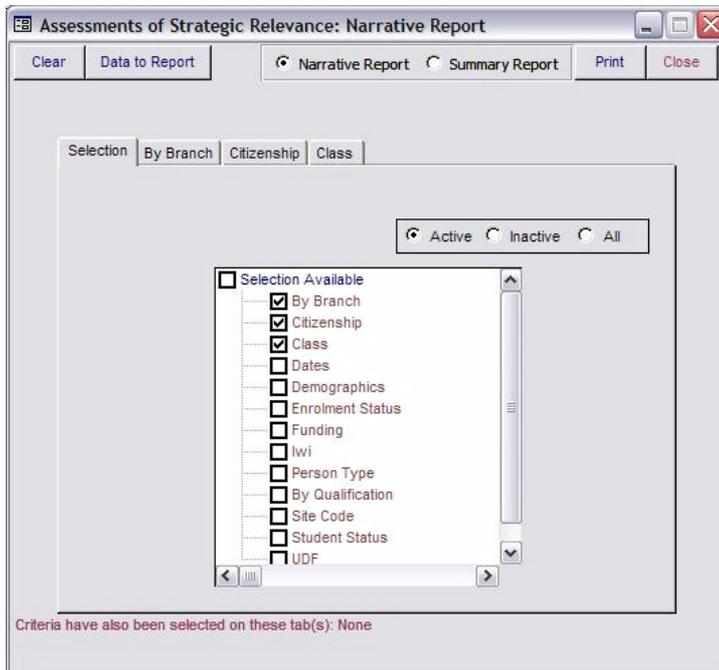


1. In the Administration Module **click** on the **External Reporting** button.
2. **Click** on the **Strategic Relevance** button.



3. The Assessment of Strategic Relevance Reporting form will appear.



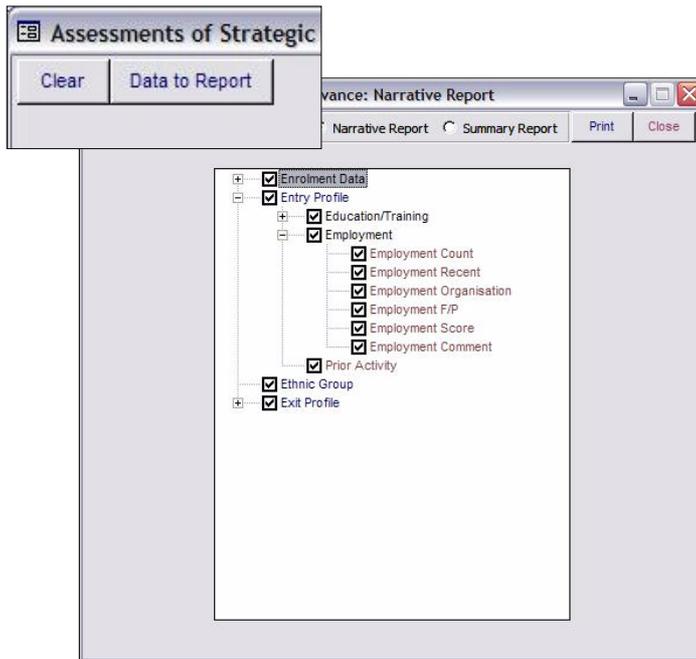
4. **Select** the type of report you require, **Narrative** or **Summary**.
5. **Select** the filtering options you require.
6. **Click** on the **Print** button.

Narrative Report

The Narrative Report displays a list of student enrolments and the Entry Profile, Enrolment and Exit Profile data that have been recorded for each enrolment. These reports can be read and interpreted by the provider and made available as evidence to TEC.

Individual data Items can be selected to be displayed in the report.

1. **Click** on the **Data to Report** button.
2. **Select** the Data Items to include in the report.



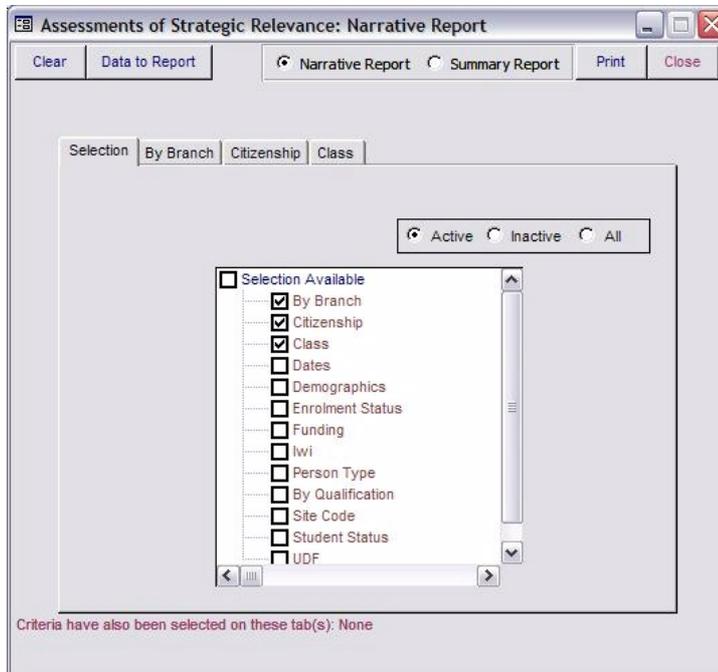
3. **Click** on the **Print** button.
4. Save the report to a known location.
The report will be in an Excel spreadsheet format.
5. Once the spreadsheet has been saved, **double-click** on the file to open the report.

1	A	B	C	D	E	F	G	H	I
1	Take2 ID	NSN	Student Name	Branch	Qualification Code	Qualification Title	Performance	Start Date	Finish Date
2	172	2278888	Abernethy, Michael Ross		PC3044	Dive & Outdoor Recreation Programme	Complete	27/03/2000	16/06/2000
3	1106	9552868	Abraham, Te Arepa Te Ameka		PC3044	Dive & Outdoor Recreation Programme	Retained	13/11/2000	09/02/2001
4	2424	100526871	Abbott, Steven	AK	PC1775	National Certificate in Beekeeping	Complete	21/01/2002	22/11/2002
5	2424	100526871	Abbott, Steven	WNI	PC1775	National Certificate in Beekeeping	Complete	21/01/2002	22/11/2002
6	2867	3779266	Haar, Kelly Anne		PC3044	Dive & Outdoor Recreation Programme	Complete	01/04/2002	06/12/2002
7	3173	102956738	Abernethy, Mark David		PC3086	Scuba Dive Instructor Programme	Retained	29/07/2002	11/08/2002
8	1154	99049328	Anderson, Stephen Douglas		PC1775	National Certificate in Beekeeping	Retained	14/10/2002	01/08/2003
9	4350	3417516	Klein, Kelly Elizabeth		PC3044	Dive & Outdoor Recreation Programme	Complete	03/03/2003	07/11/2003
10	5242	98090506	Babu, Mukesh Ramesh		PC1775	National Certificate in Beekeeping	Not Retained	26/07/2004	10/06/2005
11	6262	0	Klondyke, William John	AK	PC1775	National Certificate in Beekeeping	Current	01/01/2005	
12	6262	0	Klondyke, William John	AK	PC2225	Wilderness Adventure Tourism Diploma	Current	01/01/2005	
13	5242	98090506	Babu, Mukesh Ramesh		NC0441	Snowsport (Level 4) with strands in Workshop Technician and	Not Retained	01/01/2004	
14	2390	98495349	Baker, Darryl James		PC1775	National Certificate in Beekeeping	Retained	01/01/2006	16/03/2006
15	2566	98522955	Aberdein, Robert John		PC1775	National Certificate in Beekeeping	Current	01/01/2006	
16									

Summary Report

The summary report produces statistics based on numerable data plus other demographic data items such as ethnicity, highest secondary qualification etc. This report is in the form of a pivot table.

1. Select the **Summary Report** from the Assessment of Strategic Relevance Reporting form.



2. Click on the **Print** button.
3. The PivotTable Form will appear.
Click on the **Edit PivotTable** button.
4. The Pivot Table will open.

	A	B	C	D	E	F	G	H
1	Branch	(All)						
2	Gender	(All)						
3	Age	(All)						
4	Country	(All)						
5	Region	(All)						
6	Disability	(All)						
7	Assistance	(All)						
8	Last Secondary Year	(All)						
9	Highest Secondary Award	(All)						
10	First Tertiary Year	(All)						
11	Enrolment Status	(All)						
12	Funding	(All)						
13	Start Year	(All)						
14	Finish Year	(All)						
15	Completed	(All)						
16	Year of Completion	(All)						
17	Entry Training F/P	(All)						
18	Entry Training Level	(All)						
19	Entry Employment F/P	(All)						
20	Entry Employment Score	(All)						
21	Exit Training F/P	(All)						
22	Exit Employment F/P	(All)						
23	Post Activity	(All)						
24	Exit Community F/P	(All)						
25	Exit Skill Score	(All)						
26	Performance	(All)						
27	Entry Training Score	(All)						
28	Exit Training Score	(All)						
29	Qualification	(All)						
30	Prior Activity	(All)						
31	Ethnicity	(All)						
32	Exit Employment Score	(All)						
33	Exit Community Score	(All)						
34								
35	Count of Qualification Enrolments	Total						
36	Total	14						
37								
38								

- You may need to refresh the data in the data area - place your cursor in the pivot table, right-click and select **Refresh Data**.



ASR Reporting - Calculating Averages

Count of Qualification Enrolments			
Qualification	Entry Training Level	Exit Training Level	Total
NC0441	2	4	1
	2 Total		1
NC0441 Total			1
PC1775	3	5	1
	3 Total		1
	1	3	1
	1 Total		1
PC1775 Total			2
PC3044	1	3	1
		4	1
	1 Total		2
PC3044 Total			2
PC3086	0	4	1
		5	2
	0 Total		3
	1	4	1
		5	2
	1 Total		3
PC3086 Total			6
SE0349	2	3	1
	2 Total		1
SE0349 Total			1
PC9199	1	5	1
	1 Total		1
PC9199 Total			1
Grand Total			13
Average Entry Training Level	1.38		
Average Exit Training Level	4.09		

Averages can be used to make data comparisons easier.

In this example we are comparing the Entry and Exit Training Levels for the Happy Days Institute.

The Entry Training Level indicates the level in the NZQA Framework the student has previously studied to before coming to the Happy Days Institute.

The Exit Training Level indicates the level in the NZQA Framework which the student moves on to after studying at the Happy Days Institute.

Using the Average function in Excel we can see in the example above that the average entry training level the student studied to is 1.38.

Subsequently the average exit level after studying with our provider is 4.09

From the data given above we can make the following conclusions.

When students first came to the Happy days Institute they had only studied to a low level on the NZQA Framework, with an average training level of 1.38.

Since studying with the Happy Days Institute students have successfully moved on to study at a higher level upon graduation, moving to an average training level 4.09.

This is a positive outcome for the Institute, taking lower level students and successfully progressing them into higher level education.

The formula for working out averages is =AVERAGE(a:b) where a and b are the corresponding cell references.