ASR Reporting

Tip Sheet *Take2*
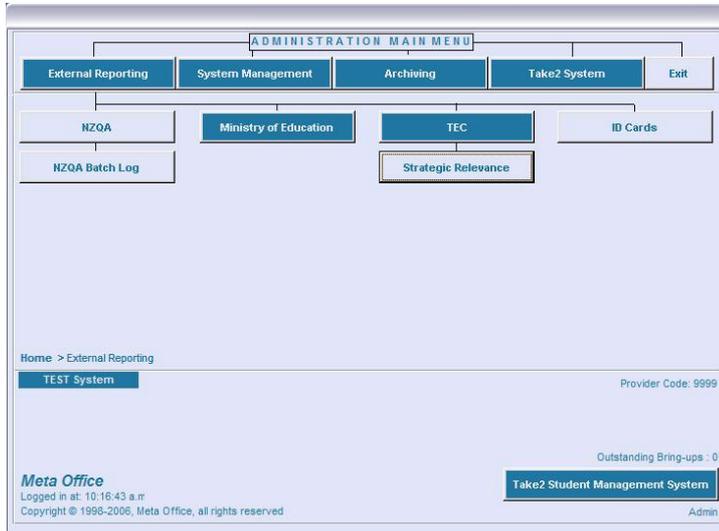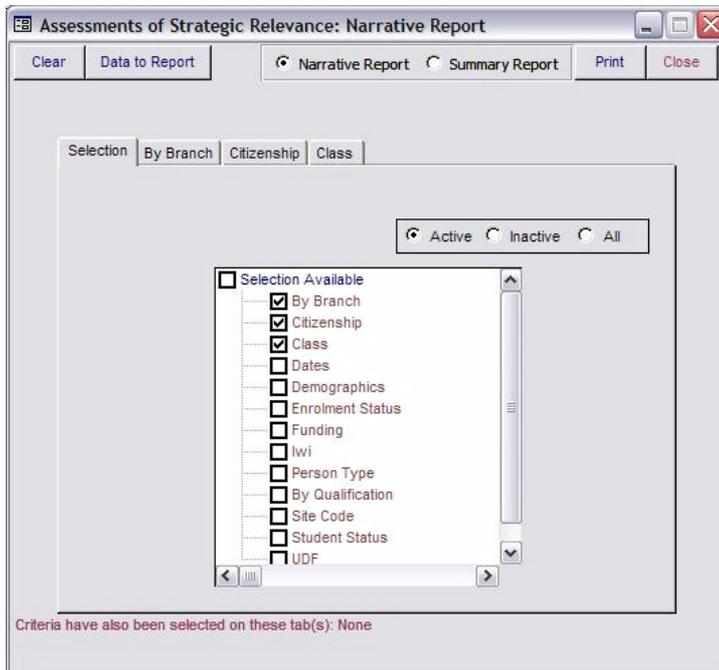
1. In the Administration Module click on the *External Reporting* button.

2. Click on the *Strategic Relevance* button.

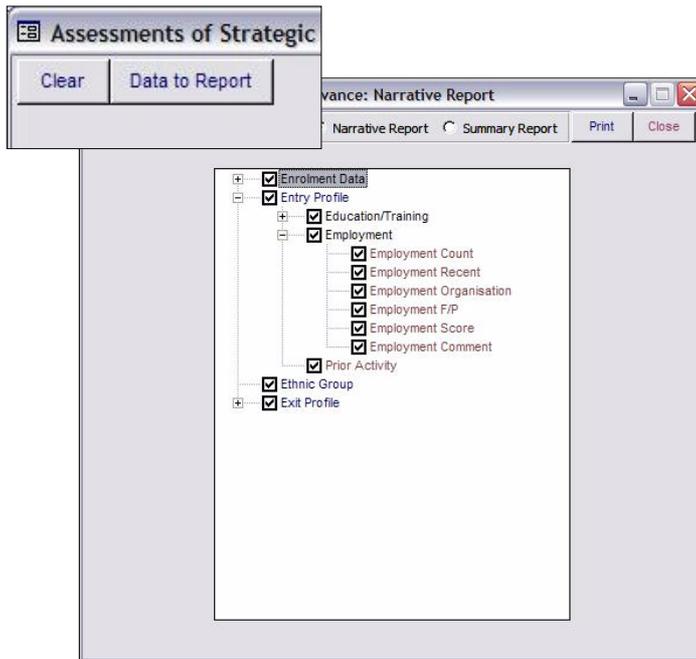3. The Assessment of Strategic Relevance Reporting form will appear.

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.
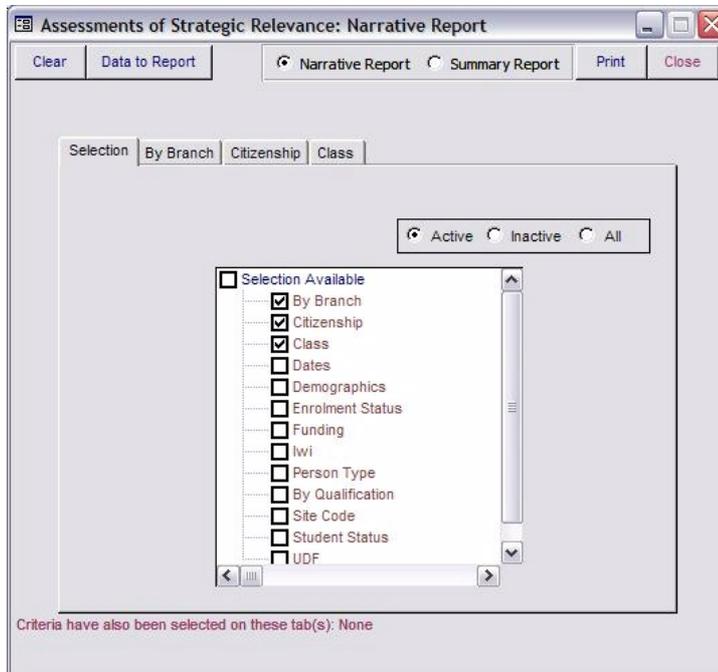
2. Select the Data Items to include in the report.

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.

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.

5. 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			
Qualfication ▼	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.