

Validate on STEO Web Site

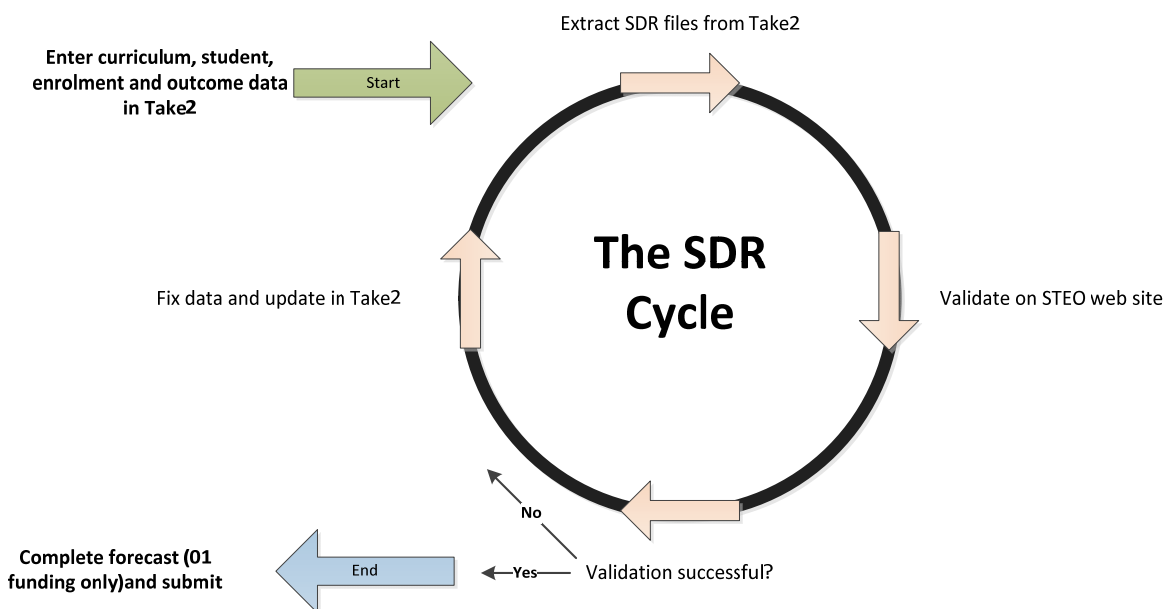
The SDR data files you have created using Take2 may be perfect but, until you have subjected them to validation by the Ministry's validation process you cannot submit them to the Ministry.

Go to the Ministry's STEO Web site and login to the secure site. Follow the validation process on the site. The Ministry makes documentation describing this process available on the [STEO Web site](#).

Validation outcome

Once the validation has run, and if you are very lucky, you will have no errors or warnings. It is more likely though that you will have at least a few to sort out. The errors and warnings are summarised for you and, by selecting a specific item in the list on the Error Summary, you can generate a report that shows the detailed information you need to go back and correct your source data in Take2.


Once you have corrected data in Take2 you must run the Take2 extraction process again to create new data files before using the Ministry's validation software once more.



Errors and warnings

You will find that there are two main types of errors/warnings. The first type relates to individual students; for example you may not have entered a gender for a student. The second type of error relates to courses where, for example, you have assigned an invalid Qualification Code to a course.

A list of errors and warnings can be downloaded from the STEO web site in CSV format. This can be a useful tool when working through them.



Code	Type	Count	Description
820	E	80	COMPLETE is not 1, 2, 3, 4, 5, 6 or 7
983	E	80	COMPLETE is 1, 2, 3, 4, 5, 6, 7 or 8, and date is 2004 or greater and no admissions_enrolled is found
8	W	4	Student is enrolled in COURSE with date issue
43	W	2355	Student is enrolled in more than 20 courses
109	W	2003	The year value is not equal to the year value of the previous year
113	W	5	1 SCHOOL is less than one of date_01 or greater than date_01
118	W	152	FIRST_YR is subject year and 3 SCHOOL is 1998 or a "trial year"
121	W	13	Rate is less than 10 or greater than 70
164	W	12	REG_DATE is 0
172	W	1	DATE + COURSEID is greater than 3500.8773 - the less than compare is to 3500 per.8773
178	W	24	COMPLETE is 0
201	W	12079	SDO General Fee is 0
204	W	31	There is no scheduled fee for the course
262	W	298124	COMPLETE recorded as 1, 2, 3, 4 or 5 in previous period but not in current
263	W	11242	Amounts recorded in period SDR but not found in Periods for which amount
267	W	5	FIRST_YR is subject year and 3 SCHOOL is 1998 calculated from COE
268	W	56	FIRST_YR must be equal to 1 SCHOOL or 2 SCHOOL plus 1 when PRISON is equal 11
401	W	25	The amount of trial data is less than or equal to 30 days after the previous date

Errors must be fixed before continuing. Warnings may be an issue that needs fixing or may be caused by perfectly ordinary enrolments and cannot be fixed. You should review your warnings and if there are any you are uncertain about you can contact our helpdesk for clarification on why they are appearing. Below is a list of some of the warning which may need your attention.

Warnings **highlighted in yellow** could affect your funding. Warnings **highlighted in blue** could adversely affect the calculation of your performance indicators.

Error Code	Error Message	Comment
047	CATEGORY is not same as course register file for this course	You may have modified these values on the <i>Curriculum</i> form and overridden the prompt to make the same change in related course enrolments.
048	CLASS is not the same as course register file for this course	
057	FACTOR is not same as course register file for this course	The EFTS of value for a course enrolment can legitimately be less than the course EFTS factor if a student has RPL. However it should never be greater.
058	FACTOR is greater than course EFTS value for course	
059	Student has consumed more than 1.6000 EFTS in a year (but less than 2.000)	Unusual but possible.
157	NSN record status is Inactive	You won't get funded if the NSN status is inactive.
159	Citizenship or resident status reported does not match resident status on NSN	You may not get funded if your data does not match the NSI.
385	COMPLETE is 0, 1, 2, 3, 4 or 8, CRS_END date is 2003 or less and no corresponding enrolment is found	You have reported a course completion record and TEC can't find a matching course enrolment record in this SDR round or any SDR round since 2003.
389	COMPLETE is 5,6 or 7 and no corresponding enrolment is found	
390	COMPLETE has been reported as 0 for two consecutive returns	You can report a course completion code 0 for up to three SDR rounds but if that means a final completion (2, 3, or4) for a course enrolment ending in year N is not reported until after the April SDR of year N+1 your successful course completion rate will be adversely affected.
392	COMPLETE reported as 0, 1, 5, 6 or 7 in previous completion return and cannot be found	This is possible and of no great consequence if a course enrolment ending in year N is deleted during year N. However if the enrolment ends in year N+1, was reported in a year N SDR, but is not reported in a Year N+1 SDR your course completion rate could be affected.
538	Enrolment Record exists with End Date Greater than Year of Qualification Completion Record	This needs to be fixed. You can either change the qualification completion date to the same date as the course enrolment end date, or vice versa.
543	COMPLETE has been reported as 0 for three consecutive returns	You can report a course completion code 0 for up to three SDR rounds but if that means a final completion (2, 3, or4) for a course enrolment ending in year N is not reported until after the April SDR of year N+1 your successful course completion rate will be adversely affected.
564	RESIDENCY is Y and CITIZEN is NZL or AUS	Check that the residency data in the course enrolment is appropriate to the citizenship of the student.
583	RESIDENCY or AUS_RESIDENCY is Y or CITIZEN is NZL or AUS and ATTEND is 1 or 2 and ASSIST is not 00	This is truly complicated but the first place to check is the assistance code in the course enrolment. It should be 00 if this is a domestic student.

Forecasting EFTS (01 Funded EFTS only)

Finally when all those nasty errors have been eliminated and you have convinced yourself that you can live with the warnings, you go to the next stage of the Ministry's validation process which involves entering forecast EFTS data and printing out a summary. Note this requirement only applies to SAC 3+ (01) funded EFTS.

If you do not enter forecast data you may find that your SAC 3+ funding dries up or is less than you expect because TEC may have no basis on which to calculate future payments.

The summary reports produced by the validation program show EFTS totals in various configurations. Note that the information on these pages are matched by audit and income reports produced by Take2 when you have extracted the data files. In particular you should make a point of matching the Ministry's summaries with the Take2 audit reports produced when you click on the *Course Enrolment* audit report button on the Ministry of Education Single Data Return form.

You will also find that the Take2 audit report produced when you click on the *Student* button on the Ministry of Education Single Data Return form shows some totals for student numbers. These totals can also be matched against the Ministry's summary.

Submit SDR on STEO Web site

You must sign the summary and fax it to the Ministry.
Click on the Submit SDR link to formally submit your SDR.

Note – The Ministry will not process your SDR unless both the zip file and the signed summary are received and you have clicked on the Submit SDR link.

CHECK YOUR RETURN

It cannot be emphasised enough that you should check your summary before signing it and sending it to the Ministry. If the summary shows, for example, that you have a total of 343 students, but you know that you had enrolled over 400, then you know there is a problem, which must be fixed before you send back the return.

Staffing Return

The staffing return is due with the August SDR. More information can be found on the STEO website.