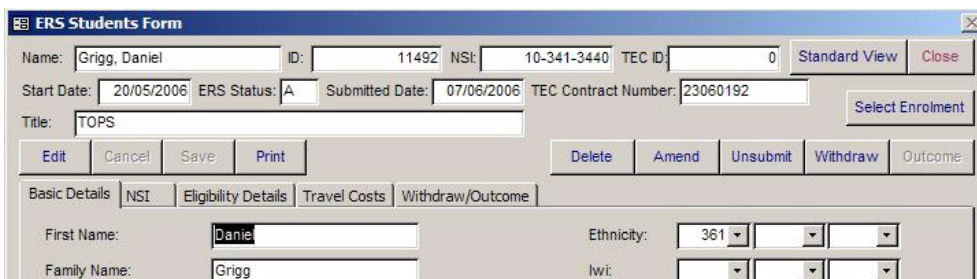


Overview

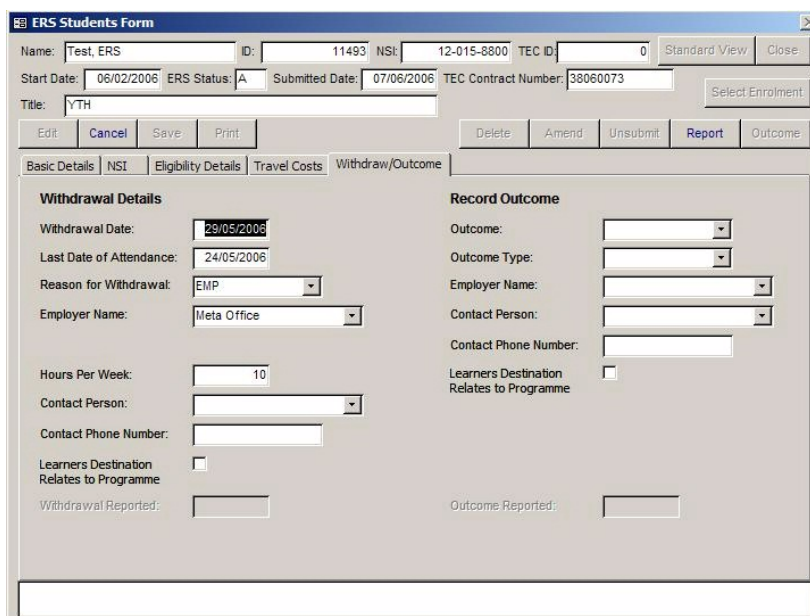
Once a trainee has finished studying you must report to this to TEC by withdrawing the trainee.

1. Click on the **Withdraw** button.



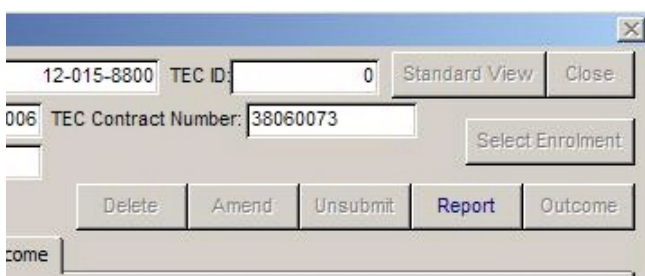
The screenshot shows the 'ERS Students Form' window. At the top, there are fields for Name (Grigg, Daniel), ID (11492), NSI (10-341-3440), and TEC ID (0). Below these are Start Date (20/05/2006), ERS Status (A), Submitted Date (07/06/2006), and TEC Contract Number (23060192). A 'Select Enrolment' button is visible. A row of buttons includes Edit, Cancel, Save, Print, Delete, Amend, Unsubmit, Withdraw, and Outcome. The 'Withdraw' button is highlighted. Below the buttons are tabs for Basic Details, NSI, Eligibility Details, Travel Costs, and Withdraw/Outcome.

2. The **Withdraw/Outcome** tab will become be displayed.
3. The **Outcome** button will be relabelled as Report.



The screenshot shows the 'Withdrawal/Outcome' tab selected. It is divided into two main sections: 'Withdrawal Details' and 'Record Outcome'.
Withdrawal Details: Fields include Withdrawal Date (29/05/2006), Last Date of Attendance (24/05/2006), Reason for Withdrawal (EMP), Employer Name (Meta Office), Hours Per Week (10), Contact Person, Contact Phone Number, and Learners Destination Relates to Programme (checkbox).
Record Outcome: Fields include Outcome, Outcome Type, Employer Name, Contact Person, Contact Phone Number, and Learners Destination Relates to Programme (checkbox).
 At the bottom, there are 'Withdrawal Reported' and 'Outcome Reported' fields. The 'Report' button (previously Outcome) is highlighted.

4. Enter in the Withdrawal Date, the Last Date of Attendance and Reason for Withdrawal. Some of the fields in the Withdraw/Outcome tab will change depending on the Reason for Withdrawal selected.
5. Enter a destination if required. Certain Reasons for Withdrawal will require you to record a destination and contact person.
6. Click on the **Report** button.



This is a close-up screenshot of the bottom part of the 'ERS Students Form' window. It shows the 'Report' button highlighted in blue, next to the 'Outcome' button. Above the buttons, the TEC Contract Number (38060073) and a 'Select Enrolment' button are visible.

7. You will be prompted to log into the ERS if you have not already done so.

Electronic Receiving System (ERS) Login

User name:

Password

If you have problems logging in with your username or password send an email to: tertiary.help@minedu.govt.nz

8. The details will be submitted and confirmation will be displayed in the panel below.

SUCCESS (06/06/2006 4:19:49 p.m.)