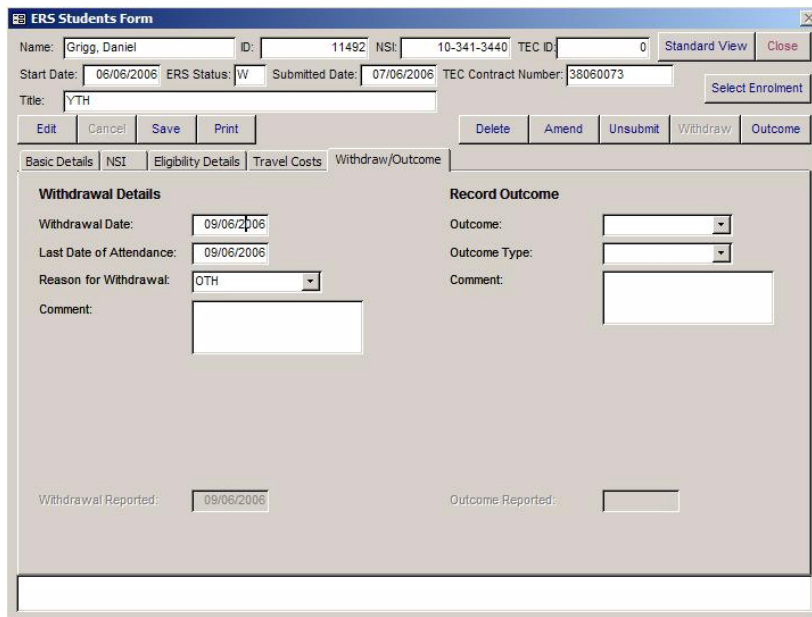


Overview

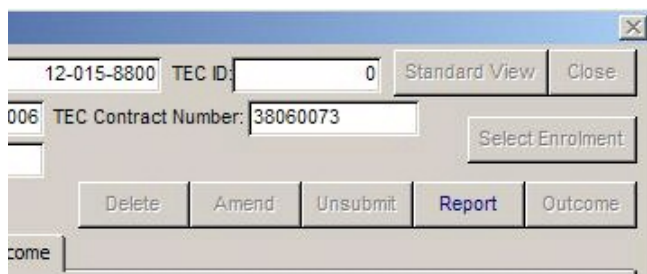
Part of the reporting requirements for targeted funding trainees is information on the post-training outcomes for the student. This takes the form of a 60 day labour-market outcome. 60 days after the date of withdrawal you must report to TEC what the student is currently doing. This is done using the Outcome transaction.

1. After the withdrawal has been reported the Outcome button will become available.
2. Click on the **Outcome** button.
You will be taken to the Withdraw/Outcome tab.



3. Complete the Outcome fields on the right hand side.
4. If required record a destination and contact person.
5. Complete the outcome fields are on the right hand side of this tab. This is stored in Take2 and can be entered on the fly.

1. Click on the **Report** button.



2. 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

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

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