ITO NZQA Return

Take2 Tip Sheet

Overview

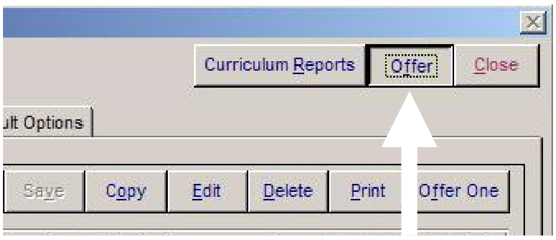
Take2 has the ability to create a generic report to meet the requirements of Industry Training Organisations. This is done through the NZQA Export Process.

Setting up the required Course Code in the Curriculum or Class lookup

The file that is created for an ITO contains a “Course Code” value in each result record. Course codes are issued by ITOs to providers and some providers use an offered qualification code or a class lookup as an ITO course code.

Setting up the offered qualification internal code as the ITO course code

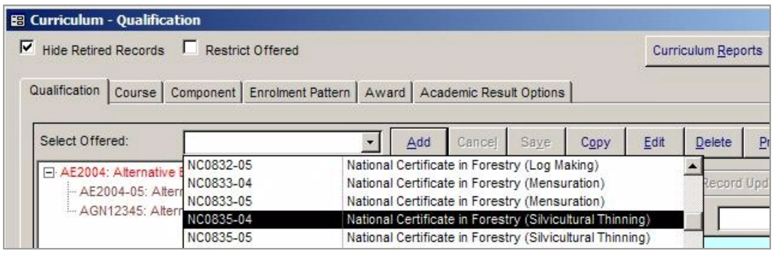
1. If you have not already done so offer the required qualification(s) in Take2 by clicking on the ***Offer*** button in the Curriculum as you normally would.



Section 7.2.2 of the User Manual has more information about the offering process.

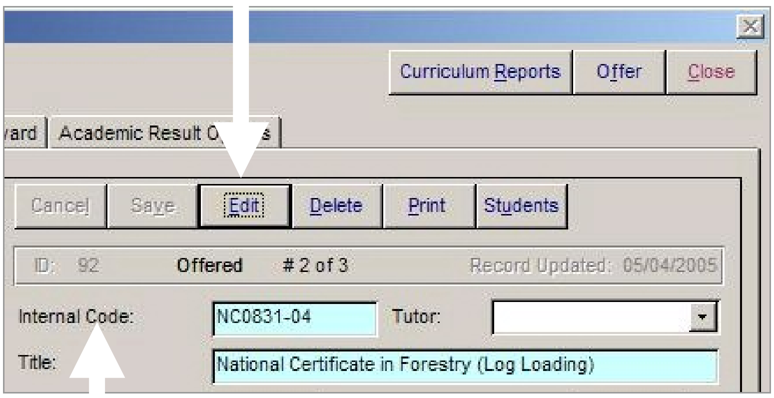
2. Click on the ***Qualification*** tab.

3. Click on the ***Offered Qualification*** button.



4. Select your offered qualification from the drop down box.

5. Click on the ***Edit*** button.



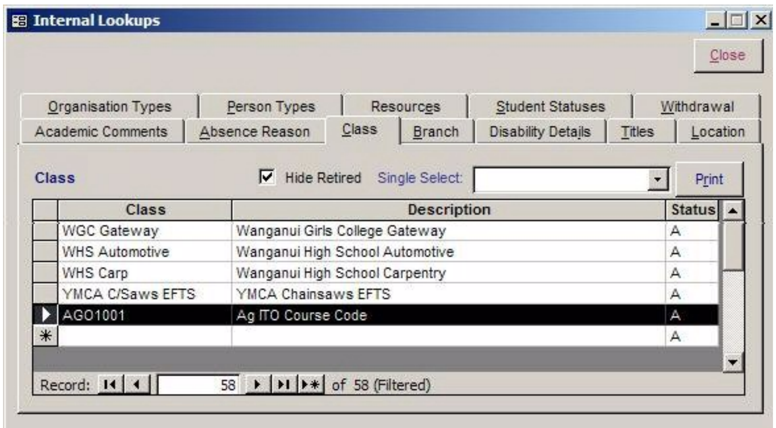
6. Change the internal code generated by Take2 to the ITO code.

Setting up the class lookup internal code as the ITO course code

1. In the Administration Module, click on the ***System Management*** button.

2. Click on the ***Internal Lookups*** button.

3. Click on the ***Class*** tab.



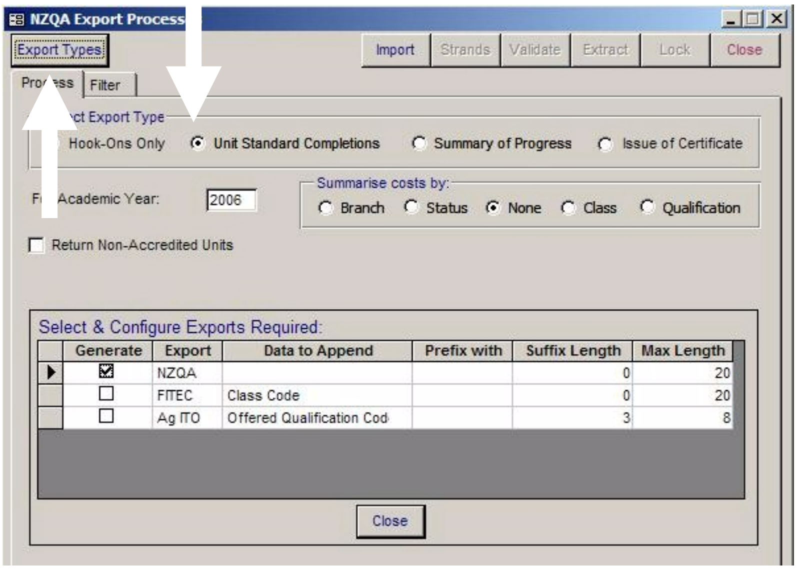
4. You can specify an ITO code in the Class lookup.

Reporting to ITOs

1. In the Administration Module, on the click ***External Reporting*** button.

2. Click on the ***NZQA*** button.

3. Select the ***Unit Standard Completions*** radio button.

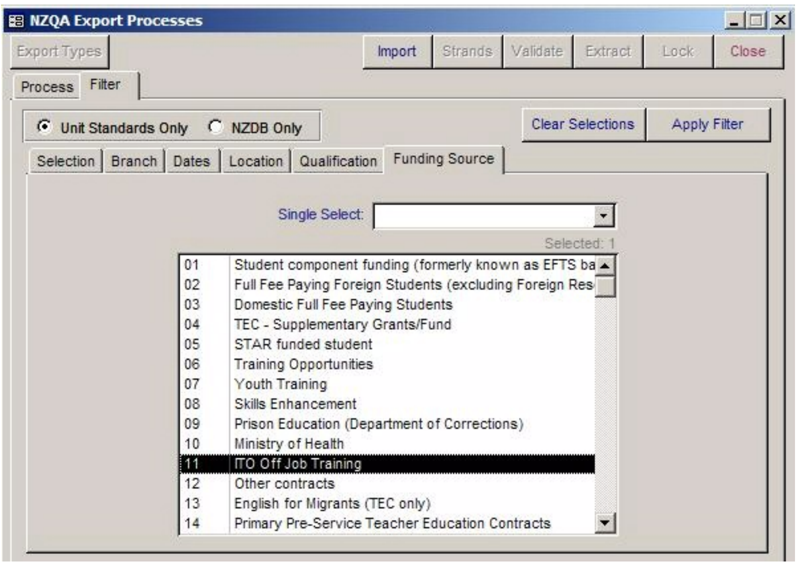


4. Click on the ***Export Types*** button.

   Here you can configure which type of return to generate (NZQA, ITO or both), specifying where the ITO code stored (internal qualification code or class lookup) and make changes to the ITO Course Codes, specifying a prefix, [truncating] the suffix or changing the maximum length.

5. Specify the Data to Append – Offered Qualification Code or Class Code.

6. Click on the ***Filter*** tab.

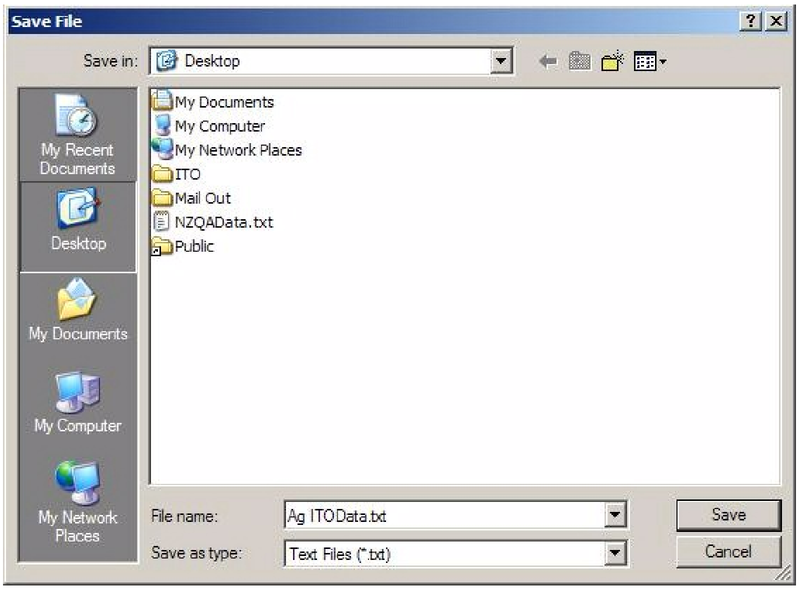


7. Set your preferred filter options. You may find it helpful to filter by Funding Source.

8. Click on the ***Apply Filter*** button.

9. Click on the ***Validate*** button as validate as usual.

10. Click on the ***Extract*** button and extract the files as usual.



Note an extra file will be generated if you had selected an ITO to export to.

11. Save the files. It is a good idea to include a date in the file name for reference.

12. Upload the NZQA data file as usual. Email the ITO data file to your respective ITO.

More background information on ITO and NZQA reporting can be found in the Take2 User Manual.
Tip Sheets are also available to assist you with the NZQA Export Process. These are freely available from the Take2 website.