

Overview

Normally you return Unit Standards for which your organisation is accredited and, indeed, the Take2 validation checks for this. It is possible, though, to circumvent this requirement and report Unit outcomes for which you are not accredited.

Detailed Instructions

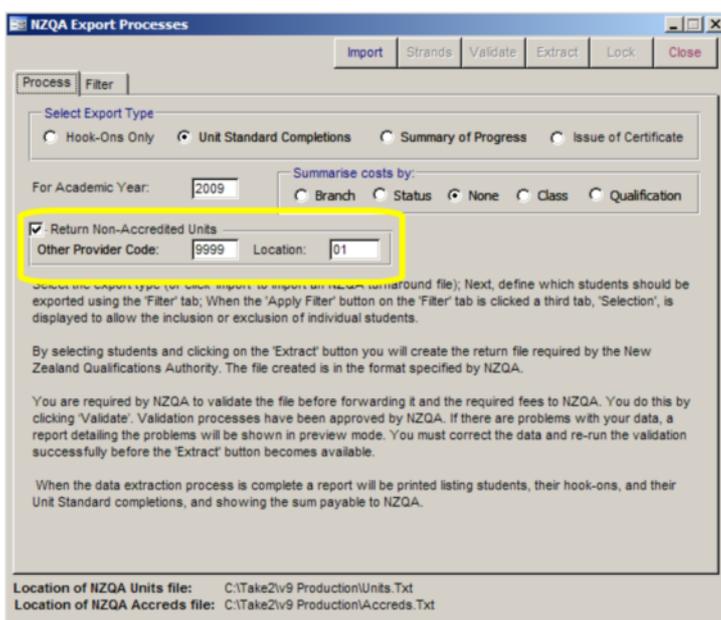
Every training provider has a four digit code issued by the Ministry of Education and used by NZQA for managing accreditations. You can see this code on the Take2 Main Menu.



Normally when you return Unit Standard outcomes to NZQA you are doing it for your own provider code. This means that when you validate the data you are returning with Take2 you need to use an “Accreds.txt” file from NZQA for your provider code.

Sometimes however you need to return Unit outcomes for Units for which your organisation is not accredited. If you tried to do this the validation performed by Take2 would fail and you will be prevented from completing the process.

The way to get around this is to use the *Return Non-Accredited Units* option on the *NZQA Export Processes* form. This tricks Take2 so that it does not validate against “Accreds.txt”.



1. Return Non-Accredited Units.
2. the other provider code and location. Remember that location codes have a preceding zero if it is a single digit location For example “01” is valid. “1” is not valid.
3. Complete the rest of the process in the normal way.

NOTE: You must make sure that you report only the Units that apply to the selected provider code. This may mean that you have to filter explicitly for these Unit on the *Filter* tab. You cannot include Units for multiple provider codes in a single batch.



See also Tip Sheet 3 – NZQA Unit Standard Reporting