



59 – Reporting Prior Year Completions via the SDR

Applies To

If for some reason you were unable to report a course or qualification completion in the year in which the completion occurred, a mechanism is available that allows the completion to be reported in a subsequent year.

For example, say a student's period of enrolment ended in December 2010 and their final successful assessment was in that month. However, because you did not receive the results from the tutor until after 31 January 2011 the completion was not recorded in Take2 in time to be reported in the December 2010 SDR.

The completion can though be reported in a subsequent SDR.

NOTE: Whilst a qualification completion can be reported in any subsequent SDR, and you have up to four SDR rounds to report a successful course completion, in order for the completion to be counted by TEC towards your Education Performance for 2010 it would have to be reported in the April 2011 SDR.

Overview

There are three tasks:

- Record the outcome(s).
- Create extra completion file(s) for the prior year at the next SDR round.
- Combine the prior year completion file with the SDR year completion file before submitting to STEO.

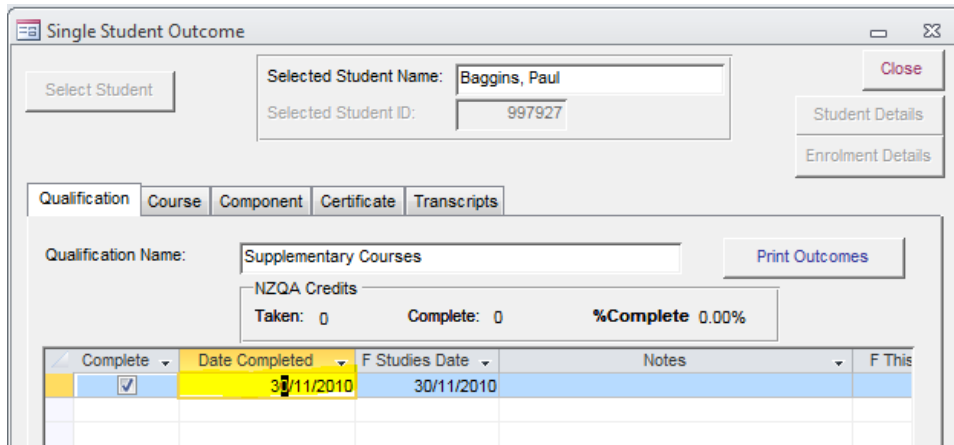
Record the Outcome – Course Completion

Record a course completion in the usual way. The important thing is to set the completion date to the actual year of completion rather than the current year.

Code	Complete	CC	Date	Assessee	Status	Extension	NZQA Rep
BS101-11	<input checked="" type="checkbox"/>	2	30/11/2010	<input checked="" type="checkbox"/>	R		

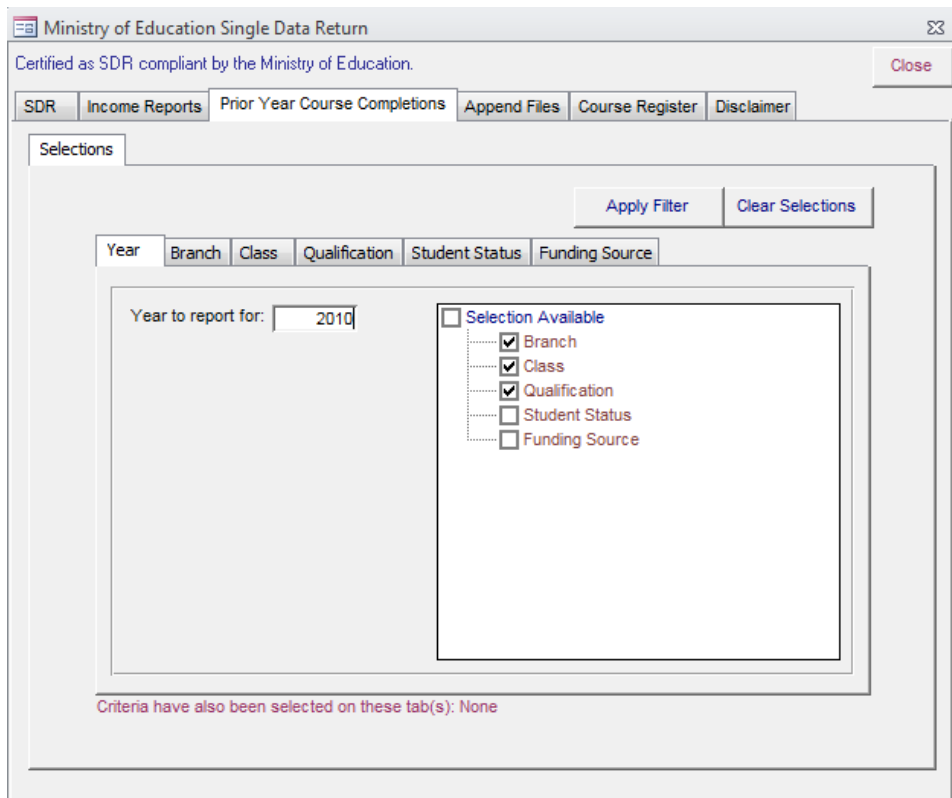
Record the Outcome – Qualification Completion

Record a qualification completion in the usual way. The important thing is to set the completion date to the actual year of completion rather than the current year.



Create Extra Completion File – Course Completion

On the *SDR* form go to the *Prior Year Course Completions* tab, enter a year to report for and then, if you wish, use the filter options to narrow down the set of course completions available for reporting.



Click **Apply Filter** and you move to the *Course Outcomes* tab. Here you will see all course enrolments that meet your filter selection. By default all displayed records are ticked as selected. You can change this selection if you wish.

Now click **Validate** and, if there are no problems, you are moved to the *Generate File* tab on which you can generate the course completion file and print an audit report.

Remember, when extracting the file, that it must be given a different name from any other course completion file that you may already have generated.

Create Extra Completion File – Qualification Completion

To create a qualification completion file for a prior year simply process in the normal way the validation and extraction of the qualification completion file for December the relevant year.

Ministry of Education Single Data Return

Certified as SDR compliant by the Ministry of Education. Close

SDR | Income Reports | Prior Year Course Completions | Append Files | Course Register | Disclaimer

The SDR Process in this version of Take2 applies to the 2011 year.

Step 1 - Select file(s) to extract

SDR Full (Course Register, Student file, Course Enrolment file, Course Completion file and Qualification Completion file)

Course Completion file

Qualification Completion file

Step 2 - Select return year & extraction date

Return Year: 30 April 31 August 31 December

Use Cut-Off:

Step 3 - Validate Validate

Step 4 - Extract Extract

Step 5 - Audit Reports

Course Register

Student

Course Enrolment

Course Completion

Qual. Completion

Remember, when extracting the file, that it must be given a different name from any other qualification completion file that you may already have generated.

Combine Files

When you have generated a course or qualification completion file for a given return period and one or more prior year files you must append these files one to another.

On the *Append Files* tab of the *SDR* form, select which type of file is to be processed, [click](#) *Locate Files* and select two source files.

The [click](#) *Merge Files* and enter the name of the new file that will include data from both source files.

If you have more than two file that need appending, repeat the appending process.