

4. Enter the daily travel allowance value for students in the *Extras* tab of the *Students* form.

The image shows a software interface with a modal dialog box titled "Set Daily Travel Costs". The dialog box contains a text input field labeled "Daily Travel Cost Amount" with the value "7.00" entered. Above the input field are buttons for "Edit", "Save", "Cancel", and "Close". The background shows a form with various fields, including "Number 3", "Date 3", "Logical 1", "Logical 2", "Memo 1", "Transport", "Vehicle Details", and "Travel". A button labeled "Set Daily Travel Cost Amount" is visible at the bottom of the form.

Record Attendance and Absences

1. You can record attendance and absence for a single student from the *Students* form by clicking the *Attendance* button. If a student has more than one enrolment event make sure you select the correct event.
2. You can record attendance and absence for multiple students by clicking *Attendance* on the *Student Management* menu. Choose "a group of students and use the filters to select the required group of students.

The image shows a software interface with a modal dialog box titled "Record Student Attendance". The dialog box has a title bar with the text "Record Student Attendance" and a close button. Below the title bar are two radio buttons: "a single student" (selected) and "a group of students". To the right of these buttons are buttons for "Filter", "Save", "Cancel", and "Close". The main area of the dialog box is divided into two sections. The first section is titled "Select Students:" and contains several fields: "Enrolled as at:" with the value "01/07/2011", "Class:" with a dropdown arrow, "Qualification" with the value "HOSP-11" and a dropdown arrow, "Student Status:" with a dropdown arrow, "Branch" with a dropdown arrow, and "Organisation:" with a dropdown arrow. The second section is titled "Record Attendance for the Period:" and contains two date fields: "From:" with the value "22/07/2012" and "To:" with the value "28/07/2012". To the right of these date fields is a checkbox labeled "Include Weekend Days:" which is currently unchecked.

3. For single or multiple students remember to select a period for which data is to be entered and then click *Filter* a new form displaying each student in your selection and, for each student, each day in the period.

Record Student Attendance

Record attendance for a single student a group of students

Select Save Cancel Close

Name	ID	Day	Date	Code	Potential	Attendance	Comment	Travel
Aardvaark, Graeme E	4744	Monday	06/02/2012	P	1.00	1.00		Y
Aardvaark, Graeme E	4744	Tuesday	07/02/2012	E	1.00	1.00	rang in sick	N
Aardvaark, Graeme E	4744	Wednesday	08/02/2012	A	1.00	0.00	no show	N
Aardvaark, Graeme E	4744	Thursday	09/02/2012	P	1.00	1.00		Y
Aardvaark, Graeme E	4744	Friday	10/02/2012	X	0.00	0.00		N

Record: 5 of 5 No Filter Search

Qualification: HOSP-11 Enrolled From: 23/01/2012 To: 22/06/2012 Status: C

The student and the days in the selected date range are displayed in ascending date order. Note that students who have withdrawn do not have lines for days after their withdrawal date. When the student is first displayed the system assumes they are present until you tell it otherwise. So for each day, they have both a potential and actual attendance of 1.00 days. As a rule you will only need to change values where a student has been absent or where there is a holiday.

4. The columns on the form work like this.

- **Code** – this field will default to “P – Present” meaning that the student was in attendance for the potential period on that day. The value can be changed to:
 - “A – Absence (non excused)” – means the student did not attend when required. This type of absence will reduce a student’s attendance ratio.
 - “E – Excused Absence” – means that the student was absent and their absence was excused; for example the student has a doctor’s appointment or a job interview. This type of absence will not affect a student’s attendance ratio.
 - “X – Excluded” – means that this day is not to be counted at all. You will use this code for days such as public holidays or days on which there no classes for some other reason. These records will not affect a student’s attendance ratio. Note –if the offered qualification into which the student is enrolled has recesses then the days of the recesses will automatically be marked as “X”.
- **Potential** – this field will default to 1.00 when the code is “P”, “A”, or “E”, meaning that the student is expected to attend for one full day. You would change this value only if there was a day when, for example, the student is only expected to be in attendance for the morning. In which case you would change the value to 0.50. If the code is “X” the Potential field will be set to zero by Nipper.
- **Attendance** – this field will default to 1.00 unless the code is “X”. The value will get changed only in the following circumstances:
 - If you change the Potential value and the student was present or excused (i.e. codes “P” and “E”) you must change Attendance to the same value as you entered in Potential.
 - If you change the value of the code to “A” you must reduce the value of Attendance by the appropriate amount. If the student did not turn up at all on the day set the value to 0.00. If the student missed just quarter of a full day change the value to 0.75.
 - If you entered a Code of “X” the value of Attendance will automatically be set to 0.00.

- Comment – use this field to record a comment such as “Sick”, “Doctor’s Appointment”, etc.
 - Travel - this field is used by the Travel Payments report and is therefore relevant only if you have students to whom you pay travel allowances – i.e. FFTO and Youth Guarantee. If the field contains a “Y” the student is to be paid a travel allowance for that day. If the field contains an “N” they will not be paid a travel allowance. You will find that the field is filled automatically by Take2. The only time you may need to change it is if the code is “E” because the student had an excused absence for part of the day but did in fact attend for the rest of the day. In this case you would need to change the Travel value from “N” to “Y”.
5. Once data has been entered for a student you will see a summary including the attendance ratio by selecting an enrolment event on the *Enrolment* tab of the *Students* form. The following fields are displayed:
- Potential Days of Attendance* – This value is calculated by Take2 from attendance data you enter during the student’s period of enrolment. It shows you how many days the student would have attended if they had attended all possible classes.
 - Actual Days of Attendance* – This value is also calculated by Take2 from attendance data you enter during the student’s period of enrolment. It shows you how many days the student has actually attended.
 - Attendance Ratio* – This is calculated automatically by Take2 by dividing the Actual Days of Attendance by the Potential Days of Attendance.

Potential Attendance to date:	95.00
Actual Attendance to date:	93.00
Attendance Ratio to date:	97.89%

6. Note: when students are withdrawn or unwithdrawn Take2 prompts you to confirm automatic modification attendance records.

Reporting Attendance and Travel Allowances

- Two Take2 reports make use of attendance data:
 - The Student Schedule “Attendance Report” prints a schedule of students by offered qualification, showing their potential attendance to date, their actual attendance to date, and their current attendance ratio.
 - The Targeted Funding Schedule “Travel Payments” generates an Excel file that calculates the amount now to pay students who receive a travel allowance.
- The Attendance Report is printed by clicking *Exports & Reports* on the Main Menu, then *General Reports*. Select the *Student Schedules* category and the Attendance Report is at the top of the list of available reports.
- The Travel Payments report is in the *Targeted Funding* category. This report creates an Excel file with trainees details from Take2 for a specified period. The file contains a record for each student meeting the selection criteria. The record provides details of the student and their enrolment, plus the daily travel amount for the student. If you use Take2’s attendance functionality the number of days attendance for which a travel allowance is payable to the student is also included. Alternatively you can manually enter the number of days. Either way the amount to be paid to the student is calculated for you in the Excel file. The Excel file can be imported into some accounting systems so that payments are processed automatically.