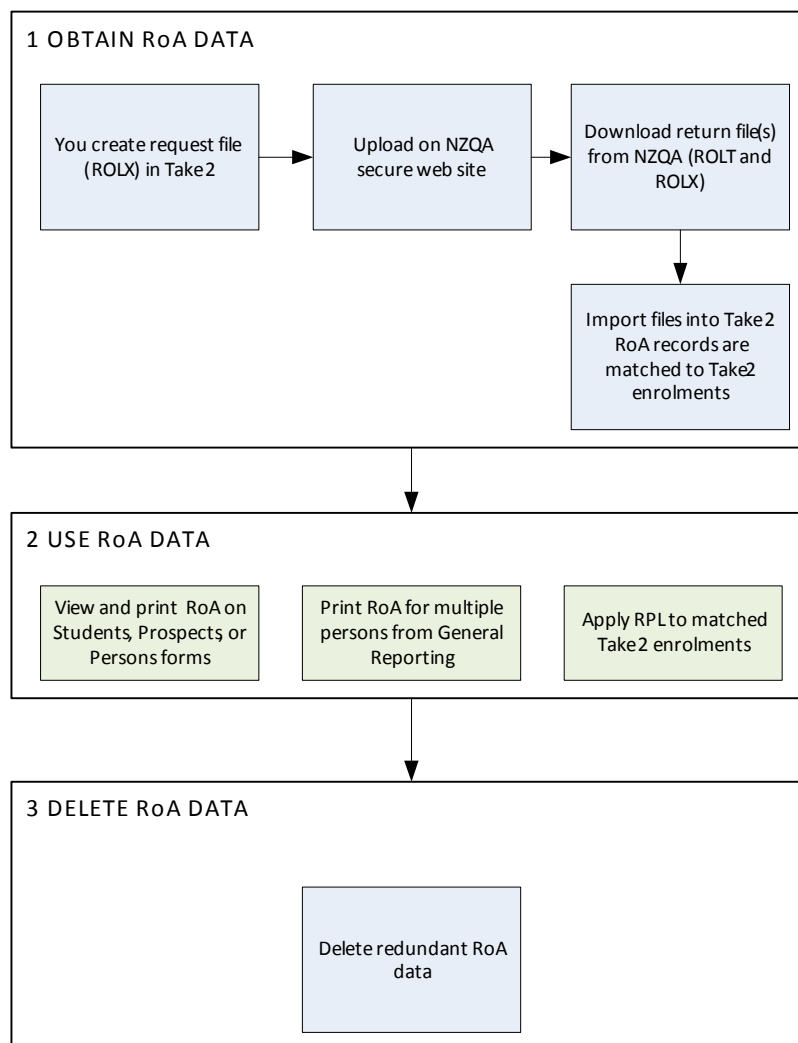


## Process Overview

The Record of Achievement (RoA) functionality allows you to send a request to NZQA for a learner's complete history of the units they have achieved, which can then be read into Take2. This process will match the student's enrolments against their record, allowing for quick and easy recognition of prior learning. It will also help prevent you from accidentally re-enrolling a learner in to a unit which they've already completed.

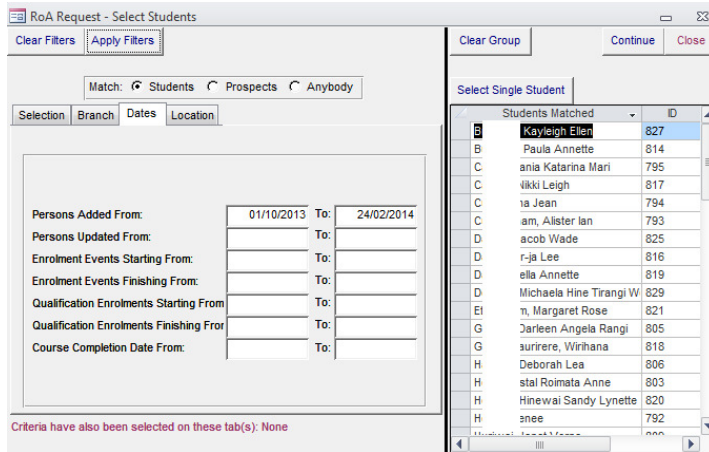
This process is divided into two tasks: creating a file from Take2 to request the RoA, and reading that file back into Take2. You are also able to delete older RoA data to prevent your database from growing too large.



Once the data is in place you can use it to assign RPL's to students who have already been enrolled, prevent accidental enrolments into units already completed, and view the student's RoA from within Take2.

# Creating the request file

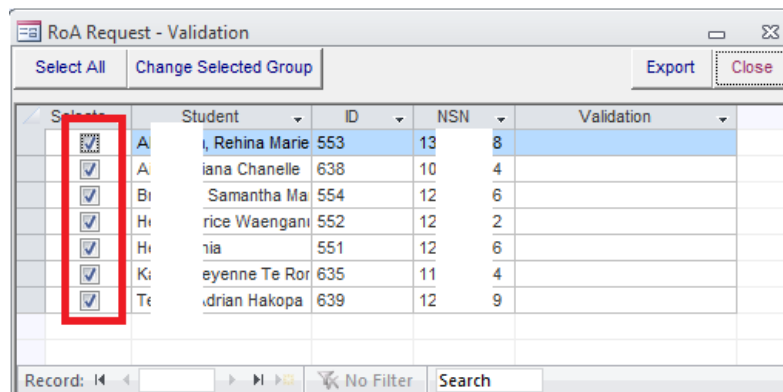
1. In the Admin module go to **External Reporting > RoA Request**
2. Set filter options and click **Apply Filter**.



You can use the **Select Single Student** button to add a learner individually before or after **Apply Filter** if you want to submit individuals outside of the filter criteria. Unlike most filters you will find in Take2, this screen uses a cumulative filter – if after applying a filter you select a second filter and apply it, the first group of students will not be removed. If you make a mistake in filtering you must use the Clear Selection button to restart.

A useful filter option to use is the Date Person Added. Using this filter you can specify a date range and all people added into the system will be selected. Doing this regularly as part of your enrolment process will mean you can capture ROA data for all learners as they are added to Take2.

3. Once the correct set of learners is shown on the right hand side, click **Continue** and you will have one more chance to refine the selection by individually setting the **Selected** tickbox. If the selection is already correct click **Select All** and **Export**.



4. After clicking the **Export** button you will be given the location that the request file has been saved to. This will be in your Take2 folder. You should then go to the NZQA

website, login as a tertiary administrator, and upload that file using the **RoA Turnaround link**. Please do not use the Submit Data File link. That is for submitting outcome data and requesting qual checks.

The screenshot shows the NZQA website interface. At the top, there is a header with the NZQA logo and navigation links for 'SITE MAP', 'CONTACT US', and 'LOGOUT'. Below this is a secondary navigation bar with links for 'HOME', 'STUDYING IN NEW ZEALAND', 'QUALIFICATIONS & STANDARDS', 'MĀORI', 'PROVIDERS & PARTNERS', 'ABOUT US', and 'SEARCH'. The main content area is titled 'Academy of Diving Trust' and includes a breadcrumb trail: 'Home > For Providers > Tertiary Education Organisation Home'. A sidebar on the left is labeled 'TERTIARY EDUCATION ORGANISATION HOME' and contains a 'Tertiary Home' section with links: 'Learner Search', 'View Batches', 'Assessment Plans', 'File Downloads', 'Standard Results Search', 'TEO Profile', 'TEO Applications', 'Enter Learner Results', 'Submit Data File', 'Enter Qualification Check', 'Change Organisation', and 'Logout'. The main content area has a title 'Academy of Diving Trust' and a sub-header 'Policies and procedures for engaging with NZQA's Tertiary Records unit is available in this [User Guide](#)'. A note states: 'Note: User Guides related to other links on this page are available (where applicable) when you click on a link.' The content is organized into several sections: 'Learner Search' (View Record of Achievement, NZDipBus transcript, update learner details, request Qualification Check), 'General Administration' (View Batches: View the status of submitted batches and locate batch reports), 'Assessment Plans' (File Downloads: Download standards that your organisation has consent to assess, qualifications etc), 'Standard Results Search' (View all results reported by other Education Organisations using standards that your organisation has consent to assess (for a specific year)), 'TEO Profile' (Maintain Organisation and Contact details), 'TEO Profile Documents' (Upload annual and quarterly documents for NZQA: Statutory Declaration, attestations and audit reports), 'TEO Applications' (Request, view and edit applications for consent to assess standards, programme approval and accreditation, qualification approval etc), 'Submit Data' (Enter Learner Results, Submit Data File: Submit data files of results or qualification requests), 'ROA Turnaround' (Submit ROL turnaround requests for processing), 'Enter Qualification Check' (Submit batch for qualification checks and certificate requests), 'ESAA Security' (The following links will transfer you to ESAA to log in and make the desired change.), and 'Change Password'.

Once you have completed this part of the process you can move on to the next tipsheet which describes how to read this information into Take2 and make use of it.