

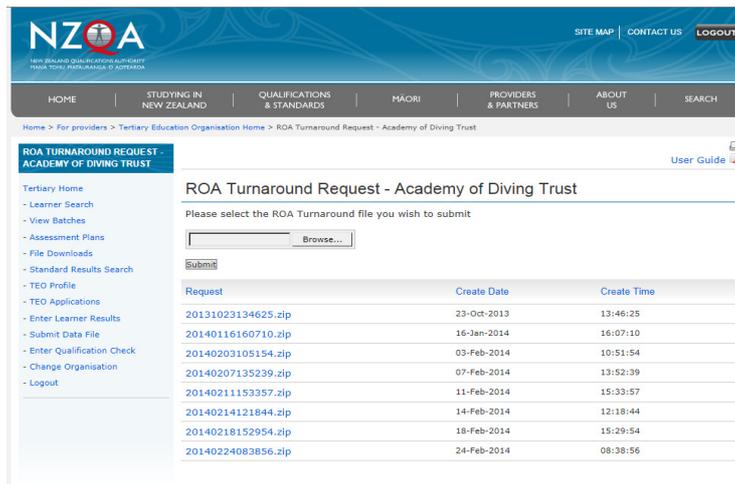
# Reading the output files

After you have uploaded the file to NZQA (following the process in the previous tipsheet) and some time has passed (we suggest waiting overnight) you can download and import the resulting output file.

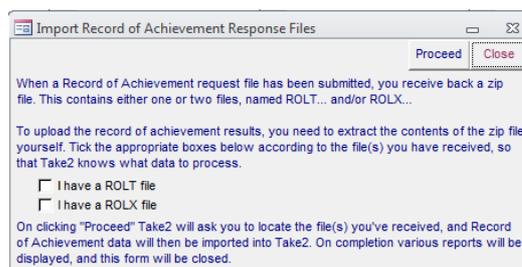
## ***Before you begin: a word about “strict” and “loose” matching.***

On the Site Details form in Take2’s administration module you can choose one of the two options. By default “loose” is selected. A strict match requires that Unit Standard number, **version**, and language in the RoA are matched to the Take2 enrolment, whereas a loose match requires only the Unit Standard number and language to match. Most providers will want to use loose matching.

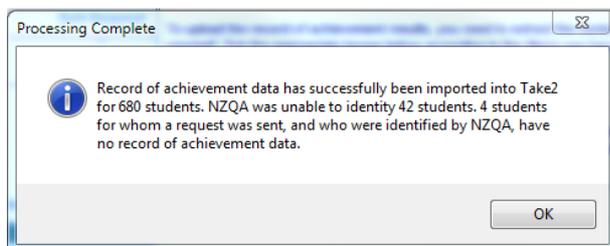
1. Log in to the NZQA website as a tertiary administrator and click **RoA Turnaround**. You’ll see a list of the batches you’ve submitted:



2. Download the most recent batch (by default it will be the last on the list).
3. Once downloaded you will need to open the file. It is a zip file which contains one or two text files, you need to extract these files to somewhere on your computer. The exact process for downloading and extracting zip files will be different depending on your browser and whether you have software installed for handling zip files. There may be one or two files, depending on whether NZQA was able to find matches for all of your students. Note whether the files you have are named ROLT, ROLX, or both.



- Open the Take2 Admin module and go to **External Reporting > RoA Import**. Tick the boxes to indicate which files you have, and click Proceed. You will be prompted to locate a file, if you've ticked both boxes select the ROLT first and click **Open**, then select ROLX and click **Open**. You will see a summary of the number of records imported, followed by reports listing who had been matched by NZQA and who hasn't.



There are several key areas where RoA data is useful: printing a record of a student's RoA, assigning Recognition of Prior Learning to those enrolments matching units a learner has already completed, and in the enrolment process to prevent re-enrolments of units already completed.

### ***Viewing and printing RoA data and assigning RPLs.***

Once you have imported RoA data for a student you can view their RoA information by going to the Student form, selecting the learner, moving to the Academic tab, and Clicking Record of Achievement. You will see a screen like this:

Unit	Verski	Langua	Outcom	Date	Matche	Rf	Sele	Provide	Imported
6422	4	E	A	01/04/2008	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8167	02/09/2013
6423	2	E	A	15/04/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8167	02/09/2013
12699	1	E	A	01/07/2002	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8167	02/09/2013
12700	1	E	A	26/02/2003	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8167	02/09/2013
12702	1	E	A	10/06/2002	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8167	02/09/2013
12703	1	E	A	28/10/2002	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8167	02/09/2013
12704	1	E	A	11/09/2002	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8167	02/09/2013
12706	1	E	A	08/07/2002	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8167	02/09/2013
12707	3	E	A	17/10/2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8167	02/09/2013
12708	1	E	A	26/09/2002	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8167	02/09/2013

From here you can use the Print button to produce a report showing that learner's complete RoA.

There is also a **Record of Achievement** button on the Single Student Outcome form and the Prospects form.

If you wish to print the RoA for multiple students go to General Reports->Outcome Reports where you can select to print RoA for enrolled students, or for persons not yet enrolled.

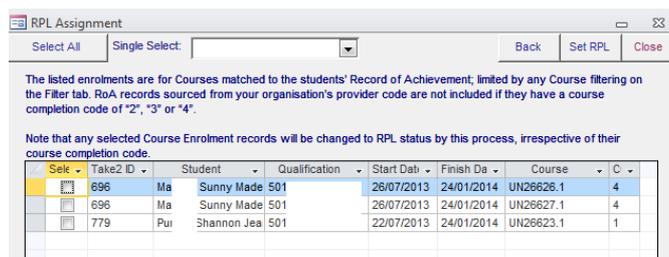
### ***Assigning RPL's.***

RPL's can be assigned for an individual student, or for a group of students. To assign RPL's for a single student go to the form described above (Select the learner on the **Students form > Academic Tab > Record of Achievement**). A tick in the matched column means that a there

is a unit standard in that learner's Take2 enrolment which matches a unit on the RoA. If you would like to process these matched units as RPL's (i.e., removing the EFTS from them and suppressing them from the SDR) you can tick the Selected tickbox against each one and click RPL Selected.

Alternatively you can add RPL's for multiple students at once through **Student Management > Enrolments > Maintenance > RPL Assignment:**

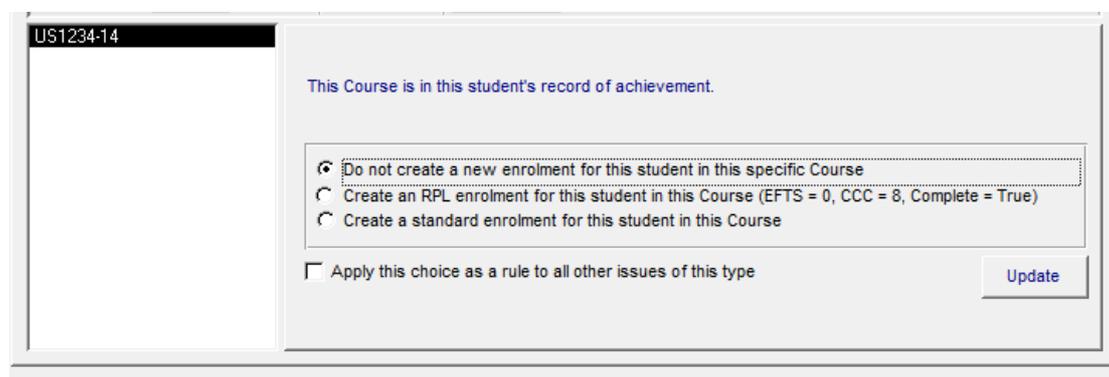
1. Choose your filter options and click Display



2. To update all RPLs click Select All followed by Set RPL. Alternatively you can refine the selection by clicking the Select box individually for learners before clicking Set RPL. Note that this process will not apply RPL's to learners who have had a unit added to their RoA by your organisation.

## Enrolment Warnings

Now that you have imported the RoA data for these learners Take2 will automatically warn you when you are attempting to enrol a learner into a unit they have already completed.



You will be given the option to skip that unit, create it but as an RPL (course completion code of 8, zero'd EFTS and a tick in complete) or to create it as usual. Note that when enrolling EFTS funded students you should not claim EFTS for this enrolment, so you should choose the RPL option. If the EFTS courses you report to TEC are not individual unit standards but courses representing clusters of unit standards it is still necessary to visit the student's enrolment to manually reduce the EFTS of that particular enrolment.