

Electronic Reporting of National Qualifications Framework (NQF) Data

This circular is to advise all accredited organisations that the New Zealand Qualifications Authority is instigating an operational change to the current NQF reporting processes. This change will require all data to be reported only by electronic transfer from **1 July 2005**.

To facilitate this change, the Qualifications Authority will be implementing a new Record of Learning (RoL) database system from August to December 2004.

The new system will contain an enhanced Electronic Data Processing (EDP) function together with web-based facilities that will improve user access to Qualifications Authority services and processes.

In particular, the web-based facilities will enable accredited organisations to manage their own data processing, resulting in decreases in turnaround times and will streamline the of ordering of National Certificates and National Diplomas, and the updating of learner details.

Additional web facilities

The new web facilities will be accessed through the Qualifications Authority's Provider Login website service and are to be progressively rolled out.

The first facility to be made available will allow accredited organisations that can already export NQF data files to:

1. Submit files of results and hook-ons online*
2. Submit files with requests for National Certificates and/or National Diplomas* and/or Summary of Progress reports (Qual-Checks)*
3. View the status of the file submitted, and view the activity report and error report (where applicable) to determine if the file requires amendment and resubmission.

The second facility will allow all accredited organisations to:

1. Online enter results and hook-ons and request National Certificates and/or National Diplomas* and/or Summary of Progress reports (Qual-Checks)*

NB: The information entered through the web interface will create a file which will then be processed using the new RoL system.

2. View the status of the file created, and view the activity report and error report (where applicable) to determine if the file requires amendment and resubmission.

If your organisation submits data files by diskette and 'hard-copy' qualification requests then the Tertiary Records business unit will continue to process that information until 1 July 2005 on your behalf. All current fees however, will still be required upfront.

Further details about the new functions and web facilities will be provided in upcoming circulars.

Electronic transfer as at 1 July 2005

By 1 July 2005, it is expected that all accredited organisations will report NQF data by electronic transfer using one of the following methods:

- File submission via the web
- Direct data entry via the web
- Diskette.

The Qualifications Authority has been liaising with Student Management System Software (SMSS) suppliers to inform them of the additional functionality such as the expanded file format and web facilities that will be made available to assist with the transition to electronic transfer.

Contact People

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* Incorporates invoicing or direct debit payment system

* At no cost but only available via expanded file format

♦ At no cost