

## **NATIONAL QUALIFICATIONS FRAMEWORK REPORTING AND FINANCIAL PROCESSES UPDATE**

This circular updates accredited organisations on the transition to electronic transfer of NQF data and the recent change to financial processes.

### **Transition to Electronic Transfer of NQF Data**

In August 2004, QA Operations circular NQF04-01 notified accredited organisations that all NQF data would need to be reported by electronic transfer from 1 July 2005.

Accredited organisations were also advised that the new Record of Learning (RoL) system to be implemented in late 2004, would contain enhanced Electronic Data Processing (EDP) functions together with web-based facilities to improve user access to Qualifications Authority services and processes.

Recently, all accredited organisations were advised in QA Operations circular NQF05/01 that NQF data reported by electronic transfer no longer requires the applicable pre-payment.

### **Electronic Transfer Helpdesk Assistance**

The Qualifications Authority has formed a Helpdesk team, which over the next couple of months will be contacting those accredited organisations that have not already made the transition to reporting by electronic transfer.

If your organisation would like any assistance with the transition to electronic reporting then please contact:

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### **Web facility update**

From 1 July 2005, the first web-based facility will be introduced. Access to the web facility will be progressively rolled out to accredited organisations that have successfully completed testing and reporting of electronic data transfer.

This facility enables the online submission of data files containing results and registration/hook-ons plus data files containing requests for National Certificates and/or National Diplomas and/or Summary of Progress reports (Qual-Checks).

In addition, accredited organisations will be able to view the status of each file submitted plus view and access the activity report and error log (where applicable) when processing has been completed. This facility will also enable accredited organisations to reduce their turnaround times.

### **NQF financial processes**

In November 2004, QA Operations circular NQF 04-02 advised accredited organisations of changes to the financial processes for payments associated with NQF data.

Because of problems with invoice production between November and February, the monthly Statement of Account issued in March did not reference any pre-payments made against the corresponding amounts/invoices billed.

Due to ongoing issues with the matching these items, we have resumed the process of providing tax invoices/receipts for all pre-payments received with paper submissions and only issuing an invoice if the pre-payment was insufficient.

We appreciate your patience with the above issues and thank you for your co-operation over the last 6 months.

### **Enquiries**

Any enquiries relating to the contents of this circular should be directed to:

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