

NATIONAL QUALIFICATIONS FRAMEWORK (NQF) UPDATE

This circular covers:

- Changes to the Tertiary Education Organisation login
- New Extranet Facilities
- Enter Qualification Check Extranet Facility - Reminder

A copy of circulars already issued can be found on the NZQA website at:

- <http://www.nzqa.govt.nz/publications/circulars/framework.do>

Changes to the Tertiary Education Organisation (TEO) Login

Login screen changes

From 27 March 2006, the TEO login will be changed to include three login options. The current Provider Code login and two new options for Single Internet Authorisation (SIA) access by Username and Password or Digital Certificate.

The screenshot shows the NZQA website's Tertiary Education Organisation Login page. At the top, there is a header with the NZQA logo and the text 'NEW ZEALAND QUALIFICATIONS AUTHORITY' and 'MANA TOHU MĀTAURANGA O AOTEAROA'. Navigation links include 'About NZQA | Jobs | Contacts | Links | Help'. Below the header, a breadcrumb trail reads 'Home > For providers > Tertiary Education Organisation Login'. A sidebar on the left contains a 'For providers' menu with 'Schools Home' and 'Tertiary Home', and a 'Portal links...' section with 'Ratonga Māori', 'For learners', 'For providers', 'International', and 'Business & industry'. The main content area is titled 'Tertiary Education Organisation Login' and contains the text: 'Please select a Tertiary Education Organisation login method:'. Below this are three links: 'Provider Code/Location and Password', 'SIA Username and Password - (Register to use this facility)', and 'SIA Digital Certificate'. A link to 'go back to the main login menu' is also present. At the bottom, there is a footer with 'Copyright © 1999-2006 New Zealand Qualifications Authority www.nzqa.govt.nz' and 'Feedback | Site map | Search | Access keys Privacy | Disclaimer'.

Access to NZQA's Extranet through the SIA login options will be piloted and then progressively made available to accredited organisations that have completed the registration process.

SIA login access is by individual username and password unlike the current Provider Code login method. Once one individual from an accredited organisation has been granted SIA access, the Provider Code login function will be disabled for that location.

New tick box requirement

The TEO login has also been updated to include a new tick box requirement after the usual login process, using your organisation's Provider code, location and password, has been completed.

As pictured below, accredited organisations will then need to tick a box and then click on the "I agree" button so that the relevant Extranet facilities can be presented.

This new requirement indicates agreement with the terms and conditions for use of NZQA's Extranet facilities. These include compliance with both the Record of Learning (RoL) system Rules and Procedures Manual and the Privacy Commissioner's Code of Practice for the NSN (previously required when locating an individual's RoL).



New Extranet Facilities

Online Data Entry of NQF Data

This new Extranet facility is now available to all NQF accredited organisations via the Tertiary Education Organisation Login access on the NZQA website.

This facility enables NQF accredited organisations to directly enter NQF registrations (Hook-ons) and/or results. As outlined in the Record of Learning (RoL) System Rules & Procedures Manual, this facility should only be used for a limited number of learners and small volumes of results.

Please use this facility instead of sending paper data to NZQA for processing.

Learner Details Update

This new Extranet facility enables NQF accredited organisations to request an update to the personal details for an individual learner*.

Address, postcode or telephone number details can be updated as well as name, gender and date of birth details where suitable evidence has been sighted. Please note that updates to the date of birth will not be available for learners who have been recorded as 'BDM verified' on the National Student Index (NSI).

Any change requests should come into effect within 24 hours. In addition, a note will be added to the Record of Learning (RoL) system for that learner with the details of the organisation that requested the change, the date and time, the type of evidence sighted (where applicable) and the details that were changed.

The type of evidence sighted must be indicated on the facility and made available to NZQA on request.

A two week pilot will be conducted in April after which roll out of the facility to all accredited organisations will be determined. Notification of the rollout will be advised through a future circular.

Enter Qualification Check - Reminder

This is a reminder that this Extranet facility was rolled out to all NQF accredited organisations in December 2005.

It enables the direct entry of requests for National Certificates and/or National Diplomas, and/or status checks (known as Qual-Checks) and verifications¹.

Accredited organisations should now be utilising this facility instead of sending NQF qualification requests directly to NZQA for processing.

* Details of learners that are currently enrolled in a secondary school cannot be updated.

¹ Only available to approved organisations.

Enquiries

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