

**TO: Chief Executive Officers of Tertiary Education
Organisations
NZQA Liaison Officers**

Attention: Administration Managers

Reporting ethnicity data to NZQA in National Qualifications Framework Results Files

The Ministry of Education has mandated 3-digit ethnicity codes to be effective from the Single Data Return as of 30 April 2007. This circular is to inform Tertiary Education Organisations and their software developers of preparations to support 3-digit ethnicity codes in data files sent to the Authority.

Overview

To accommodate the varying timeframes in which TEOs and their developers are working, the Authority will implement a transitional arrangement for reporting 3-digit ethnic codes. The key events are:

- From 2 April 2007, new file types (supporting 3-digit ethnicity codes) for learner results and qualification files will be accepted.
- From April 2008 support for files with 2-digit codes will be withdrawn.
- In the period of the transition arrangements, the Authority will convert 2-digit codes supplied on existing files to appropriate 3-digit codes.

Outline of Changes

This change will introduce new file-types with formats identical to current types except for the extra length in the ethnic code.

Existing file type	Replacement file type
F22	F23
QR1	QE1

In both files-types the change is effected by extending the length of the “ethnic” field from 6 to 9 characters and offsetting all subsequent fields by 3 characters.

Specification

The specification for data submission to the Authority, “Record of Learning (ROL) System Rules and Procedures” is available on the Authority website in the TEO login area. It has been updated to reflect these new file types.

New Zealand Diploma in Business Studies

Details for files sent to the Authority for NZDipBus are still under review. A separate circular will be posted to TEOs that submit results files for NZDipBus.

Ministry of Education Certified Software Suppliers have been advised

Software suppliers appearing on the Ministry of Education web site as being certified for eSDR have been notified of this change. TEOs should bring this change to the attention of their software supplier if that supplier does not appear on the Ministry list. Ref: <http://cms.steo.govt.nz/Applications/Certified+Student+Management+Systems.htm>

Enquiries

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