

TO: **Chief Executive Officer** **]** **Tertiary Education Organisations**
 NZQA Liaison Officer **]**

ATTENTION: NZDipBus Programme Managers
Heads of Business and related departments
Lecturers of NZDipBus papers
Administration Managers

INTERGRATION OF NZDIPBUS RECORDING

Tertiary Education Organisations are requested to assist NZQA with the upgrade of NZDipBus electronic results recording by ensuring that all semester one 2007 results are reported by **20 September 2007**.

Computer system development to support New Zealand Diploma in Business

Version two of the New Zealand Diploma in Business (NZDipBus) was registered on the *New Zealand Register of Quality Assured Qualifications* in December 2006.

Version one of NZDipBus learner results and qualification-achieved data are currently stored in a legacy (currently existing) system. They are not part of the New Zealand Qualification Authority's (NZQA) central electronic database. System development work was required to support version two of NZDipBus in the legacy system. NZQA decided therefore to integrate the record keeping for both versions of NZDipBus into NZQA's central database at the same time.

The upgrade to NZQA's main system will give NZDipBus TEOs and learners new and improved website facilities. These include:

- result file and qualification check file uploads via the NZQA website
- results data entry and qualification checks via the NZQA website
- enquiry on learner transcripts.

Proposed changes

Integration of NZDipBus with NZQA's main system will include:

- migration of all learner data, including the allocation of National Student Numbers (NSNs) where required
- migration of learner results data and data on qualification achieved
- introduction of a standardised data format for NZDipBus results submission files, which is identical to the National Qualifications Framework (NQF) format
- introduction of web-based data-entry for low-volume TEOs, and file upload facilities for electronic reporting
- introduction of invoicing procedures that will replace pre-payment of NZDipBus result fees
- withdrawal of support for non-standard file types and paper submission of results
- re-numbering the qualification number for NZDipBus to allow shared data formats with NQF data.

NZDipBus and NQF

The intention of this change is to align NZDipBus processing with NQF processing. This will ensure that technical complexity and compliance costs are kept to a minimum and that the system development work required by TEOs will be minimal.

Important differences to note are:

- NZDipBus result files must use a specific NZDipBus batch header code. This is required to enable correct processing and invoicing rules.
- NZDipBus result files will use NZDipBus prescription codes only. As there are overlapping number ranges between unit standards and prescriptions, it will be assumed that NZDipBus files will contain only NZDipBus results, and NQF files contain only NQF results.
- NZDipBus result files may contain all result grades as specified in the *Assessment and Certification Rules and Procedures for Tertiary Qualifications*.

Suspension of NZDipBus results processing for one month during conversion of data

All current data will be transferred from NZQA's legacy system to NZQA's main system. This will involve approximately 100,000 learners and 500,000 result records. Where possible, the NZDipBus learner record will be associated with any existing NQF record of that learner.

For technical and operational reasons, the routine processing of NZDipBus results will be suspended for up to one month to allow for the speedy and accurate conversion of data without issues caused by processing current data. Provision will be made for urgent processing only. The conversion will be performed during September-October 2007 and it is not expected that this suspension will cause problems for NZDipBus TEOs.

TEOs are requested to assist NZQA in this matter by ensuring that all semester one 2007 results are reported by 20 September 2007.

System development for new file formats

NZQA currently accepts electronic data from NZDipBus TEOs in several different formats. It will not be practical to support all these formats in the new system.

It is intended to standardise on one new format from 29 October 2007. This format is the same as NQF data files with the exception of a different header code.

It is requested that TEOs and their system developers assess their requirements for system development and initiate the required action. This will involve TEOs and their system developers:

- reviewing their electronic systems
- assessing changes to be carried out to existing capabilities in order to report NZDipBus results electronically in the specified formats
- implementing the changes required within the dates included in the time line below.

Specification for new file formats

A specification for the new standardised file format is included as Appendix 1. Appendix 1 includes tables on the 'learner (P) record', 'result (R) record' and the 'three digit ethnic origin codes'.

This will be required by system developers to implement the file formats.

Time line

Date	Activity	Notes
14 May 2007	NZQA System development starts.	
24 September 2007	Conversion period starts.	A closure is required to reconcile the NZDipBus data with NSI. Data for the years 2002 – 2007 will be migrated in this period. Urgent processing will continue. Enquiry access will be available.
28 October 2007	Conversion period ends.	
29 October 2007	System available for general use.	Web file uploads and direct web entry will be enabled for certified TEOs. TEOs may still submit paper.
30 October 2007	Pre-2002 data conversion continues.	It is expected that all data will be converted by 20 December 2007.
31 March 2008	Use of file upload or direct data entry becomes mandatory.	Data will not be accepted in any other form.

Note: Processing of NQF data will not be affected by the NZDipBus conversion period.

Post 30 October 2007

TEOs and learners will provide, access, and verify result and certificate information directly by electronic methods as they now do for NQF data.

Enquiries

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

Govind Venkatesan

Email: govind.venkatesan@nzqa.govt.nz

Business Analyst

Qualifications Development and Tertiary Moderation

New Zealand Qualifications Authority

125 The Terrace

PO Box 125

Wellington

Circulars are available from the NZQA website at
<http://www.nzqa.govt.nz/publications/circulars/tertiary.do>

Linda Glogau

Manager

Qualifications Development and Tertiary Moderation

Appendix 1 – Header (H) Record

The first record in the file must be a header record (“H” in first position). The header record data must be as follows:

Field	Type	Length	Start	Comments
Record Type	alpha	1	1	“H”.
File Type	alpha	3	2	“DBS”
Reporting TEO Code	numeric	5	5	TEO Code, eg 09999. The relevant MoE code for the reporting accredited organisation.
Date	alpha	10	10	Date file created – format DD/MM/YYYY.
Time	alpha	5	20	Time file created – format HH:MM.
Software ID	numeric	3	25	This field must be blank.
Reporting TEO Location	numeric	2	28	Specific NZQA location code, eg “01”.
Year	numeric	4	30	The current year, eg 2007.
TEO Reference	alpha	12	34	A reference as specified by the accredited organisation, to enable a link from the data file to the batch number that will be assigned by the NZQA system. This field will be displayed on the TEO extranet “View Batches” screen. Please note that the TEO extranet results and Qual Check data entry applications will also populate this field and will also be visible to NZQA staff.
Awarding TEO Code	numeric	5	46	Leave blank.
Awarding TEO Location	numeric	2	51	Leave blank.

Learner (P) Record

A "P" record must be included in a data/results file (DBS).

The P Record is necessary to identify the learner, whether already registered or to request registration, and where required, to request a qualification check or verification or certificate.

Validation is undertaken as detailed below:

Field	Type	Length	Start	Comments
Record Type	alpha	1	1	Always "P".
Local ID	alpha	10	2	Must not be blank. Duplicates not allowed. Any "R" records for this learner within the same file must use this Local ID.
NSN	numeric	10	12	Mandatory for existing learners. Blank or zero filled for new learners. Only one "P" record per NSN/learner is allowed.
Hook-On Flag	alpha	1	22	Leave blank
Last Name	alpha	30	23	Must not be blank.
First Names	alpha	30	53	Must not be blank. If the learner only has one name, supply the name as the last name and enter a tilde (~) for the first name.
Previous Name	alpha	30	83	Not validated.

Field	Type	Length	Start	Comments
Address 1	alpha	30	113	<p>Must not be blank.</p> <p>Must be a current and valid address.</p> <p>For qualification requests, this address will not be used to update the main address details on the RoL system. It is only used for certificate mailing purposes.</p>
Address 2	alpha	30	143	Must not be blank.
Address 3	alpha	30	173	
Address 4	alpha	30	203	
Date of Birth	numeric	8	233	Format "yyyymmdd".
Gender	alpha	1	241	"M" or "F".
Ethnic	numeric	9	242	<p>Up to three valid 3-digit ethnic origin codes from Table 1.</p> <p>Unused portions should be blank.</p>

The following fields have been appended to the “P” record to enable full qualification check/verification functionality.

All fields from position 251 should be left blank if a qualification check is not required. If the qualification or strand or version details are invalid, the learner (“P”) record will still be processed, but a qualification check will be not generated.

Field	Type	Length	Start	Comments
Qualification Code	Numeric	4	251	Qualification code being sought, e.g. 9003 for NZDipBus
Strand	Numeric	2	255	Should be set to “00”.
Version	Numeric	2	257	Version of the qualification being sought, eg 01 or 02.
Issue	alpha	1	259	C = Certificate request. S = Status Check only – generates a Qual-Check report. V = Verification (only applicable to approved organisations).
Return to TEO	alpha	1	260	Mandatory if Issue = “C”. Y = Certification to be returned to applicant TEO. N = Certification to be sent directly to the learner using the address supplied on the “P” record.
Completion Date	Numeric	8	261	Mandatory if Issue = “C” or “V”. Date the learner completed the qualification. Format yyymmdd eg 20050115 is 15 Jan 2005. Cannot be a future date.
Unused	Alpha	24	269	Not used in NZDipBus

Result (R) Record

Field	Type	Length	Start	Comments
Record Type	alpha	1	1	Always "R".
Local ID	alpha	10	2	Must not be blank. Must have the same value as the Local ID in the "P" record for that learner. Multiple "R" records may be present for the same Local ID (ie for the same learner) in a DBS data file.
Standard code	numeric	5	12	The prescription code.
Version	numeric	2	17	Set to "01"
Language	alpha	1	19	Leave blank
Date Completed	numeric	8	20	A valid date in the specified format "yyyymmdd". Not more than 2 years old.
Result	alpha	3	28	One of the following results: A+ P A B+ B C D E F

Table 1 - Three Digit Ethnic Origin Codes

These ethnicity codes are taken from the latest SDR Manual available from the Ministry of Education website

<http://cms.steo.govt.nz/Downloads/showall.htm>

Code	Meaning
111	NZ European/Pakeha
121	British/Irish
122	Dutch
123	Greek
124	Polish
125	South Slav
126	Italian
127	German
128	Australian
129	Other European
211	New Zealand Maori
311	Samoan
321	Cook Island Maori
331	Tongan
341	Niuean
351	Tokelauan
361	Fijian
371	Other Pacific Island Groups
411	Filipino
412	Cambodian
413	Vietnamese
414	Other Southeast Asian
421	Chinese

Code	Meaning
431	Indian
441	Sri Lankan
442	Japanese
443	Korean
444	Other Asian
511	Middle Eastern
521	Latin American
531	African
611	Other
999	Not Stated