



NZ Add-on

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1 NZ Add-on

This module is an add-on to the standard VETtrak software which introduces some features which may be of benefit to training provider organisations who operate in New Zealand.

The module contains the following features

- Adds a set of NZ suburbs/towns.
- Allows recording of NZ specific data in the Client Wizard.
- Allows integration with the National Student Index (NSI) system.
- Allows the submission of student qualification information to the New Zealand Qualification Authority (NZQA).

1.1 NZ Suburbs

A set of NZ suburbs and towns is automatically added to the VETtrak database when the NZ add-on is run for the first time.

These suburbs are listed under the Overseas category which has been renamed to New Zealand.

Suburbs can be further customised in the Configuration Manager under the Suburbs node.

1.2 NZ Preferences

A NZ Preferences page is added to the Global Preferences Wizard, to record the following information for each training organisation:

1. NZ NSI Provider Code,
2. NZ Provider Location information,
3. Username to access the NZ NSI service,
4. Password to access the NZ NSI service.

There is also provision to set the web addresses to access the Ministry of Education's NSI service.

VETtrak global preferences

Set VETtrak preferences
Select the various tabs to display that page. Set the preferences and press Finish to save them.

Preference items

- General preferences
- Compliance preferences
- Result Unit and Award...
- Programme preferences
- Email preferences
- SMS preferences
- Gateway and Proxy
- Registration key
- Report preferences
- VETtrak version
- FileTrak preferences
- NZ_NSN preferences**

NZ provider settings

Set NZ provider settings for MoE NSI system

Code	Organisation	NSI Code	NZQA Location	NSI Username	NSI Password
ACME	ACME Training Co	12345	AU	Bruce	abc
Dodgy	Dodgy Training Co	98765	CH	Dod123	hello
OzSoft	OzSoft Solutions Pty L				

NZ NSI web address Reset
 Test

NZ ESAA web address Reset
 Test

Cancel Back Finish

1.3 Client Wizard

Added fields to the first page to store:

1. National Student Number (NSN).
2. Ethnicity
3. Residency

NZ NSN Client Wizard

Enter client details.
Enter or generate a code for the client. Enter a surname, given name and division. Optionally select an employer and a position. Press Next to continue.

Code ☐ Auto Surname Given name Other names ☐ Single name
 00128 Aardvark Alan John

Preferred name Title Date of Birth Age USI ☐ Exempt from USI
 Verify now

Division Manager (reports to) Clear
 alpha (A_TreeOfDivis)

Employer Clear Position Order Clear
 OzSoft Solutions Pty Ltd

☐ Client is a staff member ☐ Client is inactive ☒ Web publish/Privacy release signed
 Username Password Student web portal role Clear
 aardv1

NSN **1** Find NSN **2** NZ Ethnicity Order Clear
3 NZ Residency Order Clear

Cancel Back Next

1.3.1 NSN

An NSN field has been added to the client wizard as denoted by **1** in the screenshot above.

Depending on the data entered in the NSN field, there are options to:

- Find NSN, if no NSN is provided.
 - This requires Surname, Given name and Date of birth.
 - This will return NSI records matching the search criteria (with some allowances for variance in spelling and extra name details).
 - Each returned record will be given a score to indicate the likelihood of match of the returned record.
 - The VETtrak user should select from the returned records, the one they wish to use.
- Create NSN.
 - If the VETtrak user does not wish to use any of the returned NSI records (from the Find NSN process), they may create a new NSI record for the client.
 - This requires Surname, Given name and Date of birth.
- Verify NSN, if an NSN is provided.
 - This will return one NSI record if there is an exact match.
 - If the NSN is invalid or does not exist, then a message will be provided.

1.3.2 Ethnicity

An Ethnicity field has been added to the client wizard as denoted by **2** in the screenshot above.

This allows the recording of one ethnicity from the following list of options, which are sourced from the NZ Ministry of Education:

Code	Ethnicity
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
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

1.3.3 Residency

A Residency field has been added to the client wizard as denoted by **3** in the screenshot above.

This field is for information only and is not used in any calculations.

The options available to use for a client's residential status are:

- NZ Citizen (C)
- NZ Permanent resident (P)
- Australian citizen (A)
- Overseas (O)
- Unknown (U)

1.4 NZQA Exporter

The exporter can produce an F23 file suitable for NZQA submission. It can be opened in two places:

- Go to the **Utility** menu and select **Generate NZQA F23 file**.
This will export data for all occurrences.
- In the Programme Manager, right-click on the **Details** node for an occurrence, and select **Export NZQA file**.
This will export data for this occurrence only.

- If you have more than one Organisation in your database, select the appropriate one.
- Select whether to create a new batch or re-export a previous batch. In most cases you will be creating a new batch.
- (Only applies to new batches.) Set the date range. The exporter will pick up results recorded within the specified date range. This defaults to the day after the last exported end date until today.
- Click **Search**.
- The grid fills with the records that have had a Competent type result recorded in the the specified date range. ('Competent' means results with RETY_RESULT=2 and RETY_RTYPE=0.)
- The status column will be **green** for records that are ok, and **red** for those with errors.
- If you want all the units from an enrolment to always be exported together, tick this box. If this box is not ticked, it will be possible to export some of the units from a particular enrolment without necessarily exporting all units from that enrolment.
- Tick the records you want to export. Only green records can be ticked.
- If you want a copy for your records, or to aid in fixing errors, you can click this button to export the information in the grid as an Excel spreadsheet.
- Click **Export** to produce the file to be uploaded to NZQA. This will produce a text file with the name in the format "VETtrak_NZQA_Exportnn_dd-mm-yyyy.txt", where "nn" is the batch number, and "dd-mm-yyyy" is the date the file is exported.
- If you need to export a previous batch again, select **Re-export existing batch** and choose the batch number from the dropdown. Note that you can only re-export a batch exactly the same as it was first exported - it is not possible to untick any of the records.

1.4.1 Export Fields

The export file contains three types of records, with one row for each record:

Header (H) Record - one per export file

Learner (P) Records - one per client

Result (R) Records - one per enrolled unit

Header Record (H)

Pos n	Len gth	Field	VETtrak Field	Example	Notes
1	1	Record Type	-	H	Always H
2	3	File Type-	-	F23	Always F23
5	5	Reporting Provider Code	ORGA_NSI_COD E	07210	Set for each organisation in Global Preferences
10	10	Date	-	10/02/2015	Date file created. Format DD/MM/YYYY
20	5	Time		09:51	Time file created. Format HH:MM
25	3	Software ID	-		Must be blank.
28	2	Reporting Provider Location	ORGA_NZQA_LO CATION	01	Set for each organisation in Global Preferences
30	4	Year	-	2015	Current year
34	12	Provider Reference	ENRO_CODE	AAS020215 150205163120	When run on a single occurrence - Occurrence Short Code When run from Utility menu - date/time stamp of when the export is run. YYMMDDhhmmss
46	5	Awarding Provider Code			Leave blank
51	2	Awarding Provider Location			Leave blank

Learner Record (P)

Pos n	Len gth	Field	VETtrak Field	Example	Notes
1	1	Record Type	-	P	Always P
2	10	Client Code	CLIE_CODE	997814	Pad with blanks to the left
12	10	NSN	CLIE_NZ_NSN	997808	Pad with blanks to the left
22	1	Hook-on Flag	-	N	Always N
23	30	Last Name	CLIE_SURNAME	Bailey	Truncate to 30 characters if too long Pad with blanks to the left if too short Single name, if they only have one name
53	30	First Names	CLIE_GIVEN	Sandra ~	Truncate to 30 characters if too long Pad with blanks to the left if too short Use ~ if they only have a single name
83	30	Previous Names	-	-	Not used
113	30	Address 1	CLIE_RADDR	12 The Avenue	
143	30	Address 2	CLIE_RCITY	Auckland	
173	30	Address 3	-	-	Not used
203	30	Address 4	-	-	Not used
233	8	Date of Birth	CLIE_DOB	19780604	YYYYMMDD
241	1	Gender	CLIE_GENDER	F	
242	9	Ethnic	NZ_ETHN_CODE	111	Pad with blanks to the left
251	4	Qualification Code	-	-	Not used
255	2	Strand	-	-	
257	2	Version	-	-	
259	1	Issue	-	-	
260	1	Return to Provider	-	-	
261	8	Completion Date	-	-	
273	4	Awarding Provider Code	-	-	
275	2	Optional Strand	-	-	Not used
277	2				

279	2				
281	2				
283	2				
285	2				
287	2				
289	2				
291	2				

Result Record (R)

Pos n	Len gth	Field	VETtrak Field	Example	Notes
1	1	Record Type	-	R	Always R
2	10	Local ID	CLIE_CODE	997814	
12	5	Standard Code	UNIT_CODE	8084	Uses only the numbers before the decimal point e.g. for the unit US8084.7, this would be "8084".
17	2	Version		07	Numeric value after the decimal point in unit code. Pad with zeros. e.g. for the unit US8084.7 this would be "07". If there is no version number, use "00".
19	1	Language	-	E	Always E
20	8	Date Completed	ENUN_RECORDED	20141224	YYYYMMDD
28	3	Result		C	Always C, padded to the left with blanks Only Competent type results are exported, i.e. only units that have: RETY_RESULT = 2, and RETY_RTYPE = 0