

# (NZL) Generating Government Reports

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## Understanding New Zealand Government Reports

This section discusses:

- The SDR process.
- NZQA reports.
- The Graduation Destination Survey report.

### The SDR Process

Use the Single Data Return SQR process (SRSDRNZL) to create the SDR report for the New Zealand Ministry of Education (MoE). The SDR consists of five separate data files:

- **Student File:** This file contains records for individual students who are enrolled in a course or program in the current year and have not received a complete refund of tuition fees.

All students who are enrolled in courses or programs should be reported, regardless of the level of study or the funding source. Every student in the course enrollment file should appear once in the student file.

- **Course Enrollment File:** This file contains records for each course enrollment instance.

For each individual student, a record of each separate course enrollment is required. All valid enrollments should be reported, regardless of the level of study or the funding source. Every student in the student file should appear at least once in the course enrollment file—a student who is enrolled in two or more courses will have two or more rows in the course enrollment file, but only one row in the student file.

- **Course Register file:** This file contains records for all courses in which students are enrolled in the current year.

Every unique course in the course enrollment file should appear in the course register file.

- **Qualification Completion file:** This file contains records for individual students who have passed all of the academic requirements for a recognized qualification in the previous year.

Only students who are completing a formally recognized qualification should be included in the qualification completion file.

- **Course Completion file:** This file contains course enrollment records for all individual students who were enrolled in a recognized qualification during the previous year.

The file should include all courses for which these students were actively studying in the January to December period in the previous year. Only students who are enrolled in a formally recognized

qualification should be included in the course completion file. All type D student course enrollments for the previous full year must be reported in June of the following year with the course outcome.

The MoE requires that your institution generate these SDR files on predefined dates—once a year for the Qualification Completion file, three times a year for the other three files. With the exception of the Qualification Completion file, these files provide a snapshot of student, course, and course enrollment data at a particular point in time.

The SQR process contains two sections. The first section of the process extracts the data fields that are required by the MoE and loads them into a work table for SDR. This work table is the record `SSR_SDR_EXTRACT`, and it serves as a temporary holding place for the data that you extract. The process extracts data for all four file types, but the type and number of records that are written to the work table depend on the parameters that are entered on the run control panel. The extract includes student data, enrollment data, course data, and qualification completion data from various parts of your PeopleSoft Campus Solutions system.

Because the data fields in each of the SDR files overlap, the SDR work table acts as a storage table for the extracted data of all the files. All the records are deleted from the work table prior to extraction. When the SDR process is run in final mode, the process additionally saves the Qualification Complete file and selected SDR fields in history tables.

The second section of the SQR generates the ASCII flat files using the data that is in the SDR work table. These ASCII flat files can be either the Student file, the Course Enrollment file, the Course Register file, or the Qualification Completion file.

## NZQA Reports

The `NZQARPTS.sqr` report process produces three reports:

- **Hook On Request:** This report provides a listing of all students who have not previously been registered with NQF and have paid the 25.00 NZD Hook On fee.

The system selects students who do not have an NZQA ID in the system, have not previously been reported to the NQF (`SCC_PERSONL_NZL.SSR_NZQA_RPT_FLAG` is not *Y*), and who have paid the NQF Hook On fee.

When the process selects a student, the `SCC_PERSONL_NZL.SSR_NZQA_RPT_FLAG` is always set to *Y*.

The system produces the Personal Details file with one row per student and the SQR report (`NZQARPTS.lis`) listing the total number of students in the Hook On file.

- **US Results (Unit Standard Results):** This report includes unit standard results (complete or not completed) for students who have paid the per credit fees.

The system selects students who:

- Have a milestone flag (`MLSTN_ATMPT.MILESTONE_COMPLETE`) equal to *Y* or *N*.
- Have a reported flag (`SSR_MLSTATM_NZL.REPORTED_FLAG`) that is not *Y*.
- Have paid the associated fees.

The system produces the Results file with one row per student per unit standard, the Personal Details file with one row per student in the Results file, and the SQR Report (`NZQARPTS.lis`) listing a row

for each unit standard (milestone) showing the NQF code, NQF credits for that code, and total number of credits reported for all students who have been reported in that unit standard.

- NZDipBus (NZ Diploma in Business Results): This part of the process is used to report paid NZQA exam results for the NZ Diploma in Business and for Advanced Vocational Awards. Exam results are determined by the grade in STDNT\_ENRL. Milestones are not used for this process. The process selects students for this report by searching for payment of a specific exam fee (identified by an item type code specified on the NZQA Run Control page).

The system produces the Personal Details file and the Results file.

## The Graduation Destination Survey Report

The Graduate Destination Report contains the following information:

- The NZVCC Institution code.
- Bio/Demo data on each student, including ethnicity and residency data.
- The NZVCC Qualification.
- The NZVCC Subject.

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## Processing SDR Extracts

This section provides an overview of SDR processing and discusses how to:

- Process SDR extracts.
- Suppress course offerings in the Course Enrollment and Course Completion files.

## Understanding SDR Processing

The enrollment reporting for the SDR is based on course enrollments. In the PeopleSoft system you enroll in classes, not courses. Thus, you might have multiple classes for a particular course in a given term. The SDR extract, therefore, includes enrollments only in classes that are primary components.

Data that is specific to the SDR report is entered in the different enrollment components. While the system maintains data for all class enrollment records, the SDR process extracts data for only the enrollment records of primary components.

## Page Used to Process Single Data Return Extracts

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
SDR Extract NZL	SSR_SDR_EXTRACT	Records and Enrollment, Enrollment Reporting, SDR Reporting NZL, SDR Extract NZL, SDR Extract NZL	Process the SDR extracts for enrollment reporting to the New Zealand Ministry of Education.

Page Name	Definition Name	Navigation	Usage
SDR Course Suppression	SSR_SDR_CRSE_SUP	Records and Enrollment, Enrollment Reporting, SDR Reporting NZL, SDR Course Suppression, SDR Course Suppression	Identify the course offerings that you want to suppress in the Course Enrolment and Course Completion files.

## Processing SDR Extracts

Bundle 36. The SDR Extract NZL process has been updated to derive the new field, AUST Residency Code, from the Residency Map NZL page, as well as include new derivations, errors and warnings for existing fields such as ASSIST, FIRST\_YR, and FUNDING

Access the SDR Extract NZL page (Records and Enrollment, Enrollment Reporting, SDR Reporting NZL, SDR Extract NZL, SDR Extract NZL).

### Image: SDR Extract NZL page

This example illustrates the fields and controls on the SDR Extract NZL page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'SDR Extract NZL' page with the following elements:

- Run Control ID:** SDR
- Navigation:** [Report Manager](#), [Process Monitor](#), and a **Run** button.
- \*Academic Institution:** Input field with 'PSNZL' and a search icon, showing 'Silver Fern University'.
- \*Extract Date:** Input field with '18/08/2011' and a calendar icon.
- File Mode:** Dropdown menu set to 'Review'.
- Permanent Post Code:** Input field with 'HOME' and a search icon.
- Term Post Code:** Input field with 'HOME' and a search icon.
- Qualification Completion File**
- Pop Selection:** A section with a dark blue header containing:
  - Selection Tool:** Dropdown menu set to 'PS Query'.
  - Query Name:** Input field with 'NZL\_SDR\_EXTRACT\_BASIC' and a search icon.
  - [Launch Query Manager](#) and [Preview Selection Results](#) buttons.
- \*SDR Output Directory:** An empty input field.

**Extract Date** Enter the MoE-prescribed date for running the extract.

**File Mode** Select a value to indicate whether the process extracts the records in *Review* mode or *Final* mode. *Review* appears by default.

In *Review* mode, the process produces the SDR files. In *Final* mode, the process produces the SDR files and the Qualification Completion File is stored in the history table (PS\_SSR\_SDR\_QC\_HIST). Emplid, Extract Date, Permanent Post Code, Last School Attended, and Last School Year are also stored for use

in subsequent SDR reporting in the PS\_SSR\_SDR\_HISTORY table.

**Permanent Post Code and Term Post Code** You must enter a value in these fields for extract of the post codes in the Student files.

## Pop Selection

The Pop Selection group box becomes available when you select the Qualification Completion File check box. *PS Query* is the only available Selection Tool. The Population Selection query is mandatory if the Qualification Completion File check box is selected.

The extract process uses the Population Selection query to identify records for the Qualification Completion extract.

If the Qualification Completion check box is not selected, the extract process selects all students awarded a degree.

## Suppressing Course Offerings in the Course Enrollment and Course Completion Files

Access the SDR Course Suppression page (Records and Enrollment, Enrollment Reporting, SDR Reporting NZL, SDR Course Suppression, SDR Course Suppression).

### Image: SDR Course Suppression page

This example illustrates the fields and controls on the SDR Course Suppression page. You can find definitions for the fields and controls later on this page.

**SDR Course Suppression**

Academic Institution: PSNZL  
 Course ID: 000391 English Literature  
 Course Offering Nbr: 1  
 Catalog Nbr: 1

Find   View All		First	1 of 1	Last
*Effective Date:	24/08/2011	*Effective Status:	Active	
<input checked="" type="checkbox"/>	Course Enrollment File			
<input type="checkbox"/>	Course Completion File			

### Course Enrollment File

If you select this check box, the course offering is suppressed during the extract of the Course Enrollment File.

### Course Completion File

If you select this check box, the course offering is suppressed during the extract of the Course Completion File.

# Running NZQA Reports

Run the NZQARPTS SQR process to generate one of the three required NZQA reports.

This section discusses how to run the NZQA reports.

## Page Used to Run the NZQA Reports

Page Name	Definition Name	Navigation	Usage
NZQA Reports	SSR_RUN_NZQA_RPTS	Records and Enrollment, Enrollment Reporting, NZQA Reports NZL, NZQA Reports	Select and run one of the NZQA reports.

## Running the NZQA Reports

Access the NZQA Reports page (Records and Enrollment, Enrollment Reporting, NZQA Reports NZL, NZQA Reports).

### Image: NZQA Reports page

This example illustrates the fields and controls on the NZQA Reports page. You can find definitions for the fields and controls later on this page.

### NZQA Reports

Run Control ID: PS [Report Manager](#) [Process Monitor](#) Run

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Report Request Parameters

<b>Academic Institution:</b>	<input type="text" value="PSNZL"/>	Silver Fern University
<b>Business Unit:</b>	<input type="text" value="PSNZL"/>	New Zealand University Bursar
<b>Term:</b>	<input type="text" value="0559"/>	Summer Session - 2006
<b>NZDipBus Exam Item Type:</b>	<input type="text"/>	
<b>Fee Code:</b>	<input type="text" value="HOOKON"/>	New Zealand Hook On Fee
<b>Address Usage:</b>	<input type="text" value="SLCT ORD 2"/>	Mailing, Work, Dorm, Home
<b>Report Type:</b>	<input type="text" value="NQF Hook On Request"/>	
<b>Personal Details File:</b>	<input type="text" value="\\MACHINE\TEMP\NZQPD.txt"/>	
<b>Results File:</b>	<input type="text"/>	
<b>Credits File:</b>	<input type="text"/>	

**Term** If running the NZDipBus report, enter the term for which you are running the report.

<b>NZDipBus Exam Item Type</b>	If running the NZDipBus report, enter the item type used for the NZDipBus exam fee at your institution.
<b>Fee Code</b>	If running the Hook-On Request report, enter the fee code used for the Hook-On fee at your institution.
<b>Address Usage</b>	Select the address usage that the process should follow. The process uses this to determine which address to use for students included in the report.
<b>Personal Details File</b>	Enter the file path and file name that you want the system to use to save the Personal Detail file.
<b>Results File</b>	Enter the file path and file name that you want the system to use to save the Results file.
<b>Credits File</b>	Enter the file path and file name that you want the system to use to save the Credits file.

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## Generating the Graduation Destination Survey Data File

Use the SRUGDNZL SQR to generate the data file for the NZVCC graduation destination survey.

This section discusses how to run the NZVCC SQR.

### Page Used to Generate the Graduation Destination Survey Data File

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
NZVCC Survey Data File	SSR_RUNCTL_UGDS_NZ	Records and Enrollment, Graduation, NZVCC Survey Data File NZL, NZVCC Survey Data File	Run the SQR to generate the NZVCC Survey Data file.

## Running the NZVCC SQR

Access the NZVCC Survey Data File page (Records and Enrollment, Graduation, NZVCC Survey Data File NZL, NZVCC Survey Data File).

### Image: NZVCC Survey Data File page

This example illustrates the fields and controls on the NZVCC Survey Data File page. You can find definitions for the fields and controls later on this page.

The screenshot shows a web interface titled "NZVCC Survey Data File". At the top left, it displays "Run Control ID: NZVCC FILE". To the right are two blue links: "Report Manager" and "Process Monitor", followed by a yellow "Run" button. Below this is a search area with three fields: "\*Academic Institution:" with a text input containing "PSNZL" and a magnifying glass icon, showing "Silver Fern University" to its right; "Academic Year:" with a text input containing "2005"; and "File Name:" with an empty text input field.

### File Name

Enter the file path and name for the system to use to save the University Graduate Destinations Survey file.