

WORKPLACE LITERACY FUNDING – EMPLOYER REPORTING INFORMATION

This exemplar provides information on the type of information employers should collect to report on the delivery of Workplace Literacy projects. New data systems including the Literacy and Numeracy for Adults for Assessment Tool (the Assessment Tool) are rolling out in 2010. These should streamline the way that information is being collected. Some additional information to explain the data fields has also been provided.

LEARNER INFORMATION DATA

The Assessment Tool will be able to collect some of the learner data fields outlined below. Further information on the Assessment Tool can be found at: <http://www.tec.govt.nz/templates/standard.aspx?id=3662>

REQUIRED DATA FIELDS	National Student Number	First name	Middle name	Last name	Date of birth	Gender	Ethnicity	Reading learning gain: step of Learning Progressions at beginning of tuition period	Reading learning gain: step of Learning Progressions at end of tuition period	Numeracy learning gain: step of Learning Progressions at beginning of tuition period	Numeracy learning gain: step of Learning Progressions at end of tuition period	Writing learning gain: step of Learning Progressions at beginning of tuition period	Writing learning gain: step of Learning Progressions at end of tuition period	Showing progress (complete if learner has not shown progression between steps in the LPs)	Total direct delivery hours received in 2010	Number of learning modules completed
TYPE OF INFORMATION REQUIRED	National Student Number (NSN) Active Partial	Learners given name	Learners middle name	Learners family name	dd/mm/yyyy	Male Female	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	Starting points Step 1 Step 2 Step 3 Step 4 Step 5	Starting points Step 1 Step 2 Step 3 Step 4 Step 5 Step 6	Starting points Step 1 Step 2 Step 3 Step 4 Step 5	Starting points Step 1 Step 2 Step 3 Step 4 Step 5 Step 6	Starting points Step 1 Step 2 Step 3 Step 4 Step 5	Starting points Step 1 Step 2 Step 3 Step 4 Step 5 Step 6	Yes No	Number of hours of tuition received	One Two
EXPLANATION (NOT INCLUDED IN TEMPLATE)	<i>These data fields can be collected in the Assessment Tool with the exception of the Starting Points of the Learning Progressions</i>														<i>This field cannot be collected in the Assessment Tool</i>	
	The National Student Number (NSN) can be either located or assigned through the Ministry of Education's National Student Index (NSI). Information on Accessing the NSI can be found on the MoE website www.minedu.govt.nz		The data on name, date of birth, and gender can be used to verify the NSN.		A single ethnicity field is required. Note: some data collection systems allows for up to three fields to be collected.			The Learning Gain information must include all learning areas (reading, numeracy and writing) that have been assessed. The Assessment Tool can provide information on progress within the steps of the Learning Progressions. If the Assessment Tool is not being used, this data field can be completed with a yes or no answer.		This information can also be collated into the total number of hours that all learners have received in the duration of the project.		This information can also be collated into the total number of modules that learners have received in the duration of the project.				