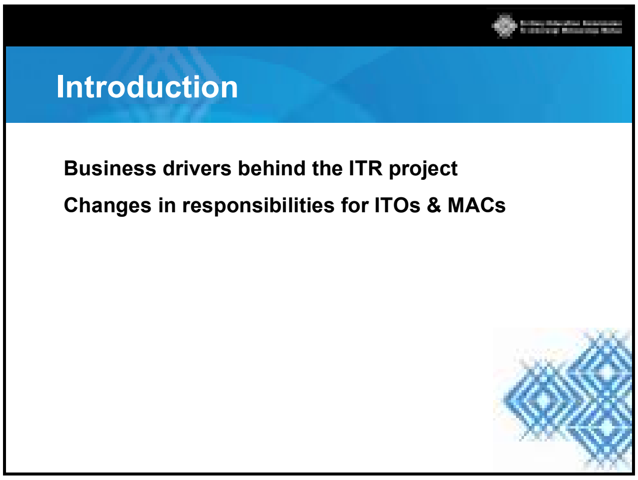
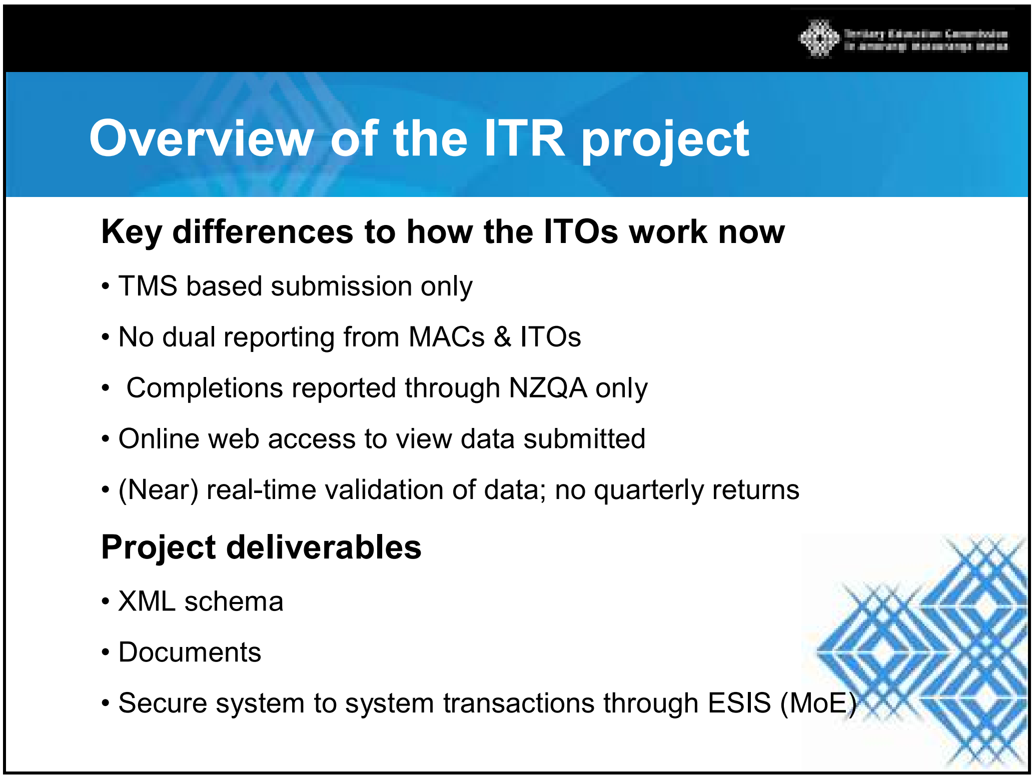
Notes & slides from the ITR vendor workshop – 24 May 2010

Notes and discussion points from the workshop have loosely aligned to the relevant slides. In giving feedback or asking any questions, please reference the number of each section as this will make collation of and responding to feedback more efficient.



The ITR project & solution:

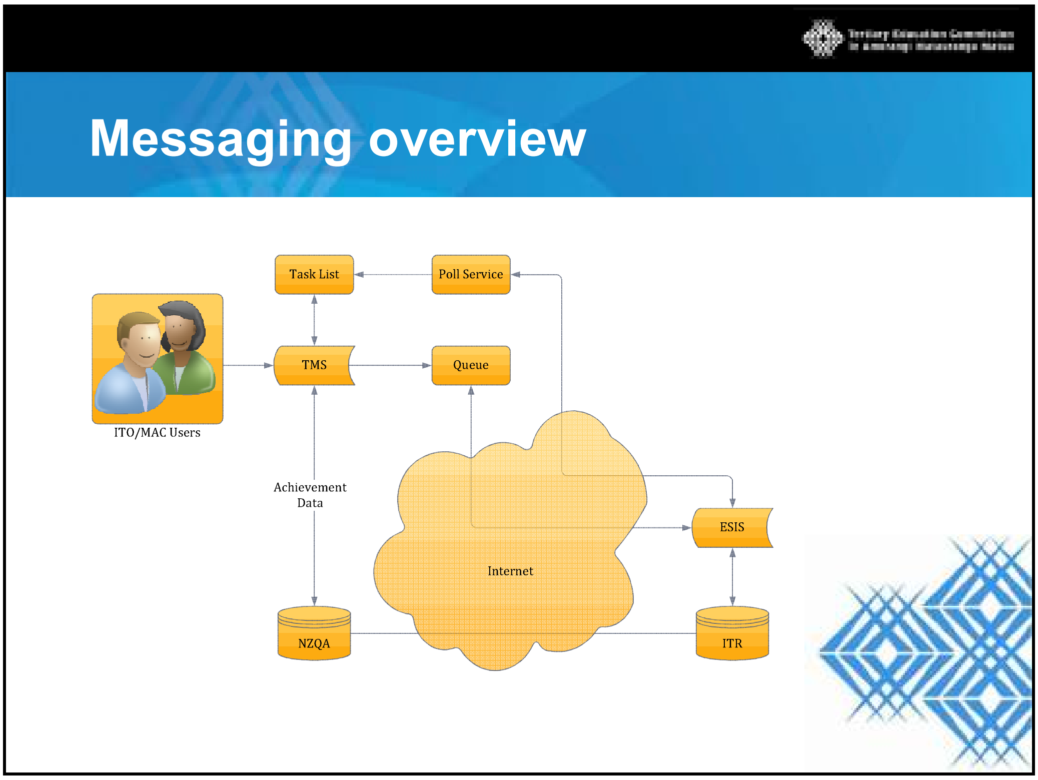
1. The focus of the ITR project is on the quality of the data, and the timeliness of that data (near real-time) being submitted to the TEC.
2. The intention is to make the data collection as low cost and seamless as possible.
3. It will provide an up to date view around enrolment data (using an online web interface).
4. Aggregate reporting will be possible.



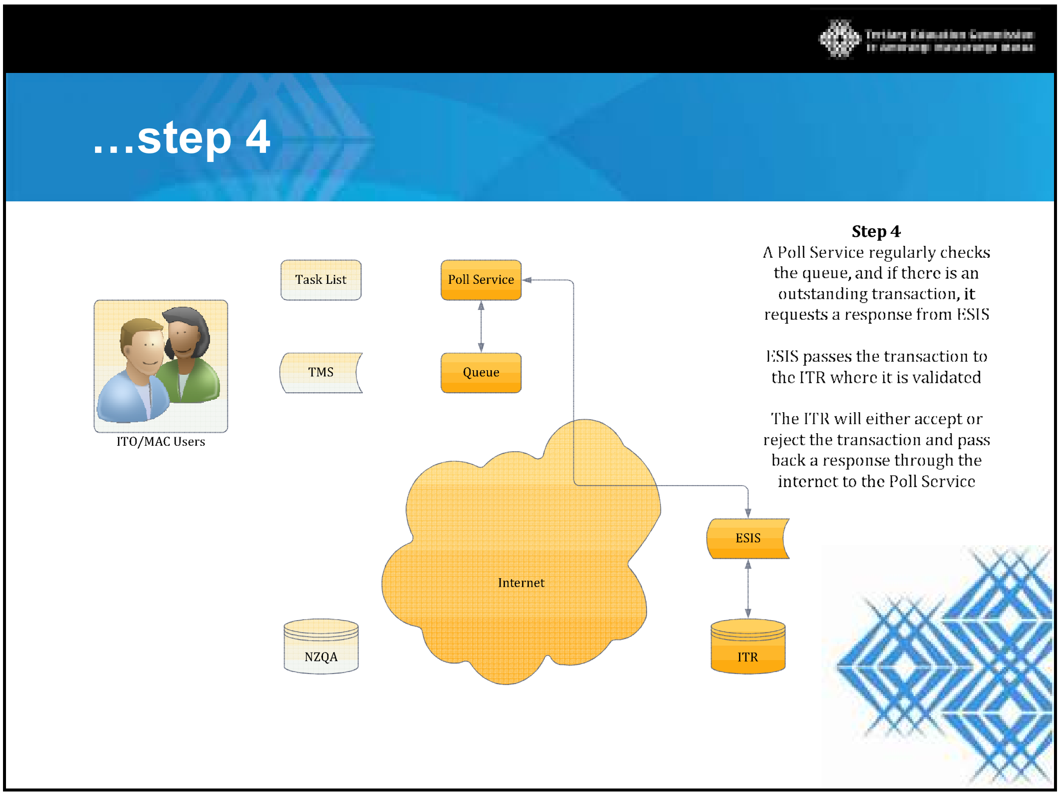
The ITR solution:

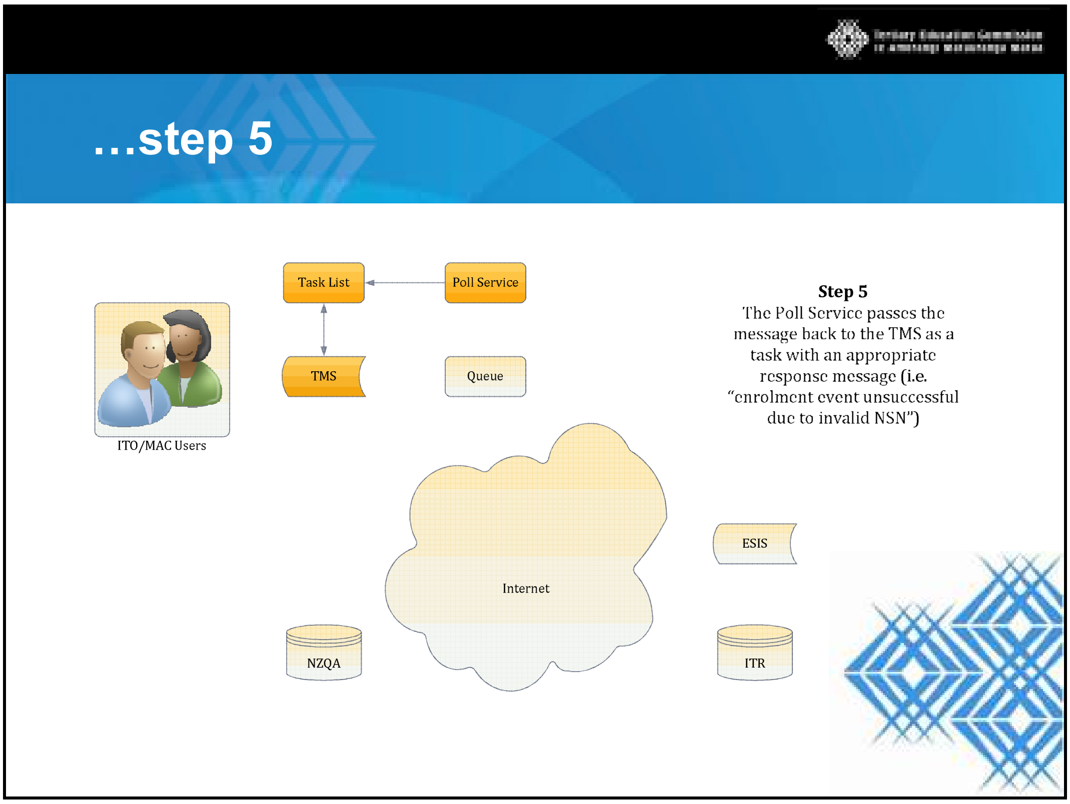
5. All ITOs need to submit their data through a TMS (Trainee Management System).
6. MACs to work with ITOs re reporting their data, and also via the ITO TMS
7. The TEC will be using NZQA data as the source of qualification completion – the TEC will receive regular updates directly from NZQA.

8. ITOs will only submit unit standard & qualification completions to NZQA, i.e. the TEC no longer requires these to be submitted directly.
9. The ITO TMS remains as the master data source for Industry Training and Modern Apprenticeship programmes and enrolments on those programmes.
10. As the development team works on each story (or functions), business impacts and process implications are being captured in a Business Impacts document that is being circulated to the ITR Reference Group each iteration as information is added to it.
11. The development team is also capturing business rule and schema definitions for each event, as it's development, in an XML schema document. Like the Business Impacts document, this is updated each iteration and circulated to the ITR Reference Group for review and feedback.
12. **NOTE:** the ITR project team is aiming to have a first draft (of iterations 1-3) ready to circulate to vendors, and the ITOs and MACs by the end of iteration 4 (9 June 2010).
13. The ITR will validate against each "event" transaction as it's submitted to the TEC from the TMS. It will either accept the transaction (the data is valid), or reject the whole transaction (something in the data fails to validate), with an appropriate error message (see following slides for a messaging overview):

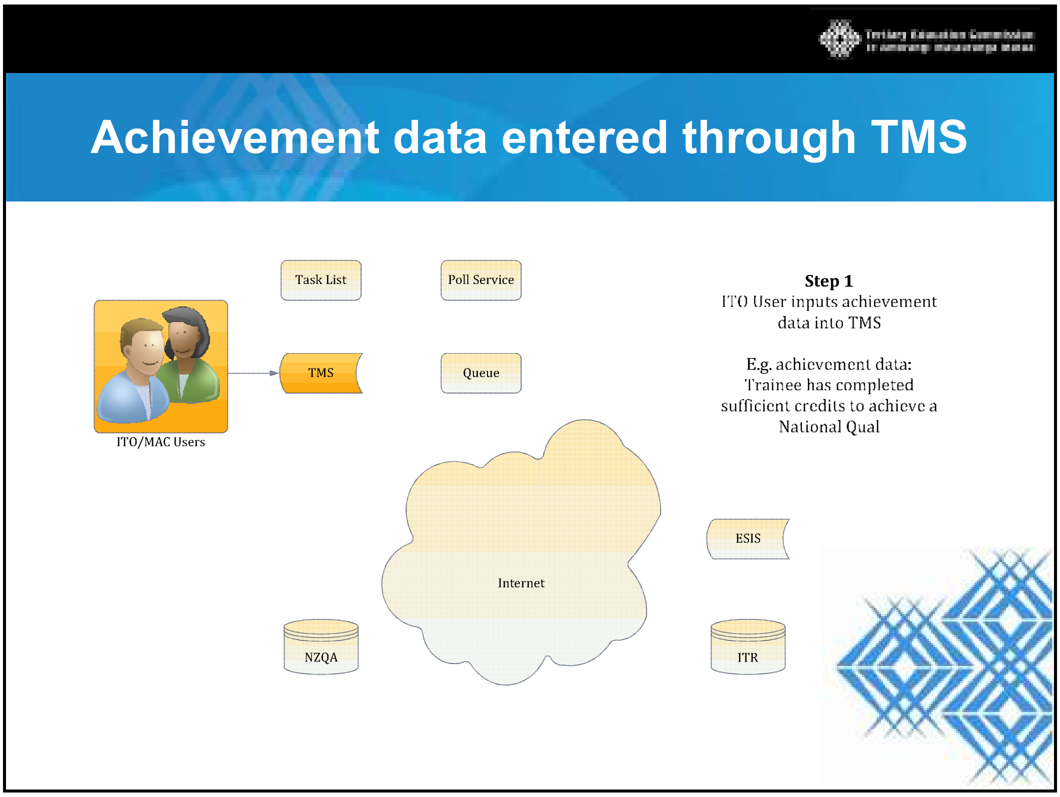


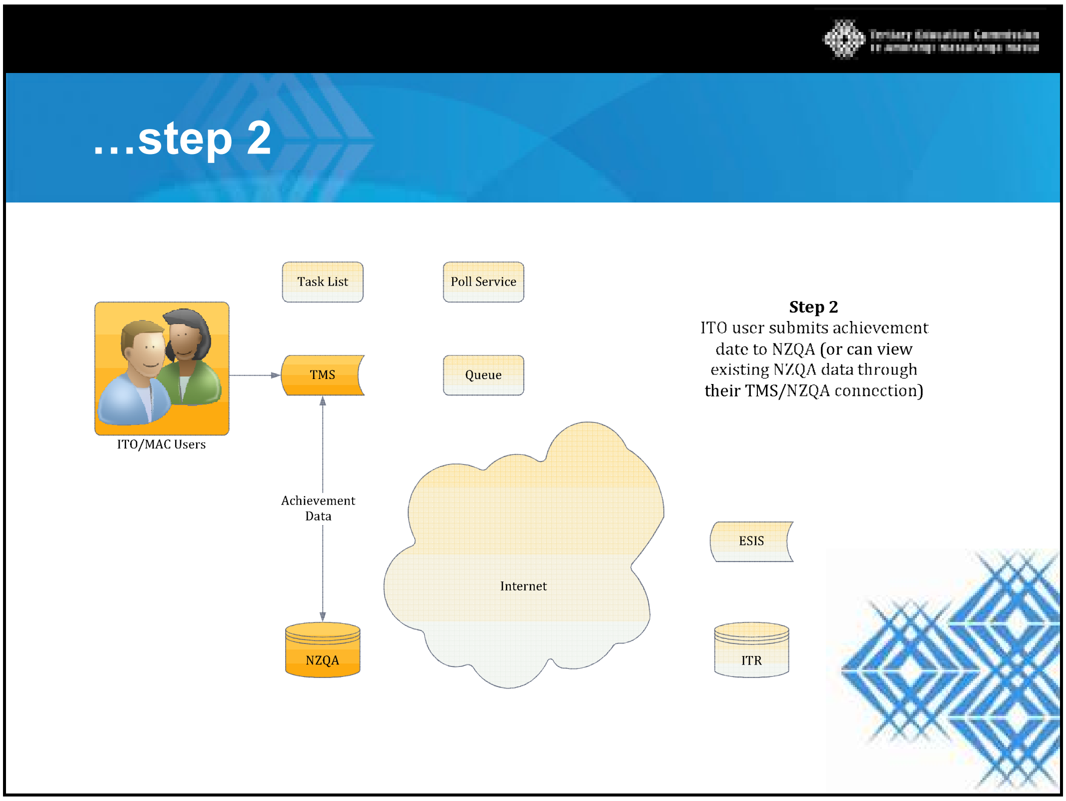

…step 3
Task List
Poll Service
TMS
Queue
ITO/MAC Users
Internet
ESIS
NZQA
ITR
Step 3
The transaction is sent, via the internet, to ESIS where it is allocated a unique Token ID which is sent back to the TMS


…step 4
Task List
Poll Service
TMS
Queue
ITO/MAC Users
Internet
ESIS
NZQA
ITR
Step 4
A Poll Service regularly checks the queue, and if there is an outstanding transaction, it requests a response from ESIS
ESIS passes the transaction to the ITR where it is validated
The ITR will either accept or reject the transaction and pass back a response through the internet to the Poll Service



14. Check completions against NZQA:
    a. A message sent to ITOs re NZQA data (Record of Achievement) indicating a trainee has achieved a qualification.

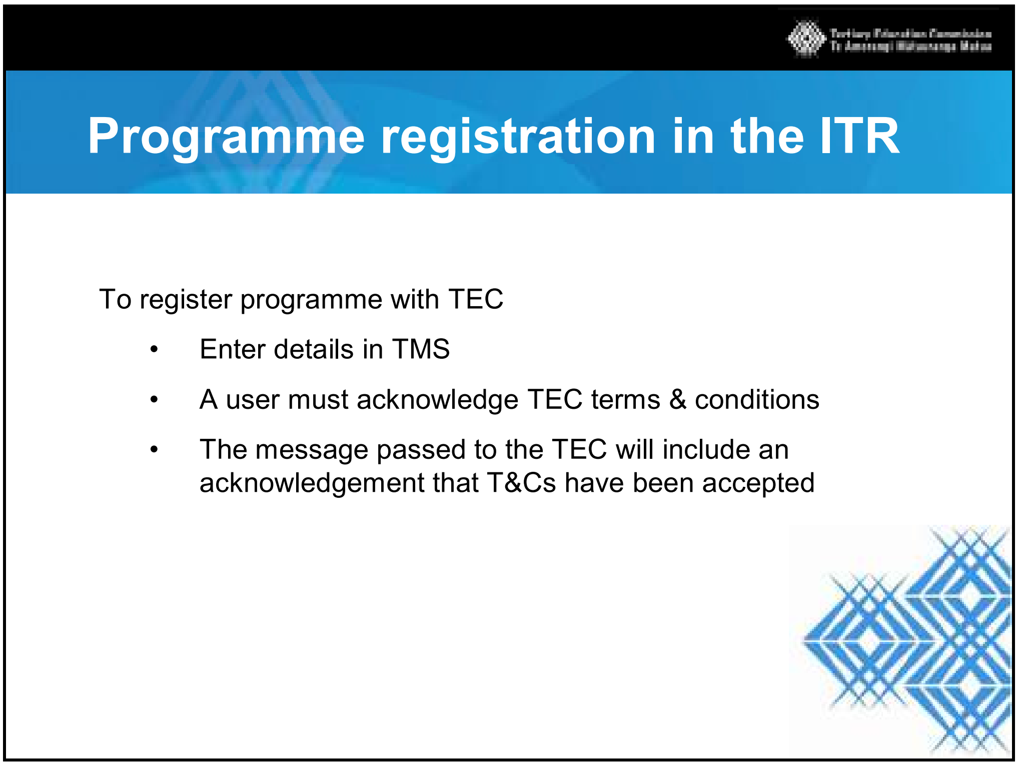




15. **Note:** some discussion was had around how completions of a Programme would be handled, where the Programme is more than just a Qual, or if the Qual had been achieved because of other unit standards not defined in the Programme being achieved.
16. Funding is ceased at completion/achievement of the qualification:
17. **Note:** some discussion was had around this statement. These stories are still under development, and the detail around programme completions (vs. qual completions), and the implications on funding etc are still being thought through.
18. ITO TMSs will need to be synchronised with the NSI as the ITR will use the NSI to validate student identity against the unique NSN:

    a. E.g. a trainee's NSN will be used to validate against other attributes such as name, and DOB to confirm the TEC and the ITO is talking about the same (and correct) trainee.
    b. Preferably the master NSN will be used for the trainee event, as opposed to a slave NSN (if the trainee has more than one NSN).

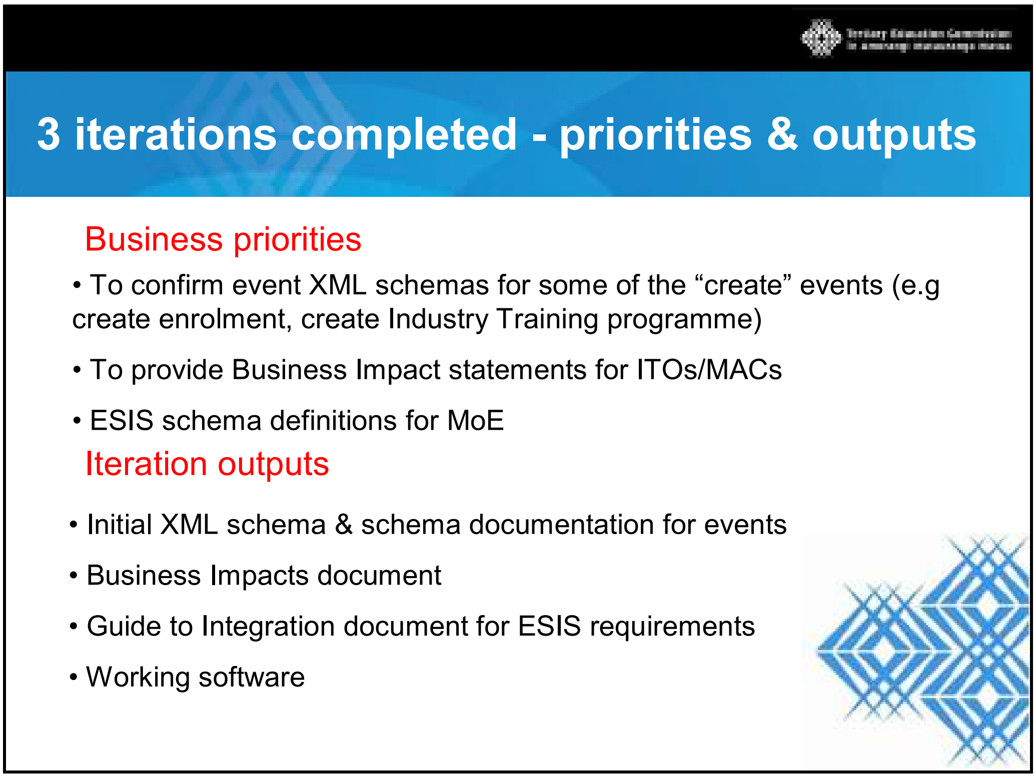
19. The ITR will allow updates to transactions and trainee enrolments in many cases, rather than requiring the trainee to be withdrawn and re-enrolled. We want what the ITR holds to match what is held in the TMS.
20. TEC to track changes to any data held in the ITR (made via a TMS) and record the TMS user who made each change:
    a. The TMS will need to have some security around user logins, so that the TMS can pass the unique ITO login with any transaction, for the ITR to store.
21. ITO will still develop and hold the training plan.



22. The TMS will need to pass a message that a "Check box" agreeing to the TEC's Terms and Conditions has been selected by the TMS user:
    a. If not checked the transaction will be rejected.
    b. Selecting of this check box, is a legal undertaking on behalf of the ITO.
    c. The screen should contain a hyperlink to the TEC website where all off the Terms and Conditions will be listed.
    d. Chief Executives of ITOs to sign off on the Terms and Conditions.
    e. These will be used in audits.
23. **Note:** this automated Programme Registration will replace the current "section 10" Programme Approvals paper-based process, which is time-consuming for both the TEC and ITOs.
24. **Note:** discussion was had around how to "check" with the TEC to check if the T&Cs URL has changed or not, and it was generally agreed that a smart, yet simple solution should be provided which may include holding the URL in a configurable parameter allowing a simple update; the TEC may also provide a service that the TMS can call to provide the link.
25. Recommendation to the ITOs: that they establish the correct (master) NSN when they onboard a new trainee. There are services available from the MoE already that will allow TMS systems to connect to that data and to do NSN validation checking.

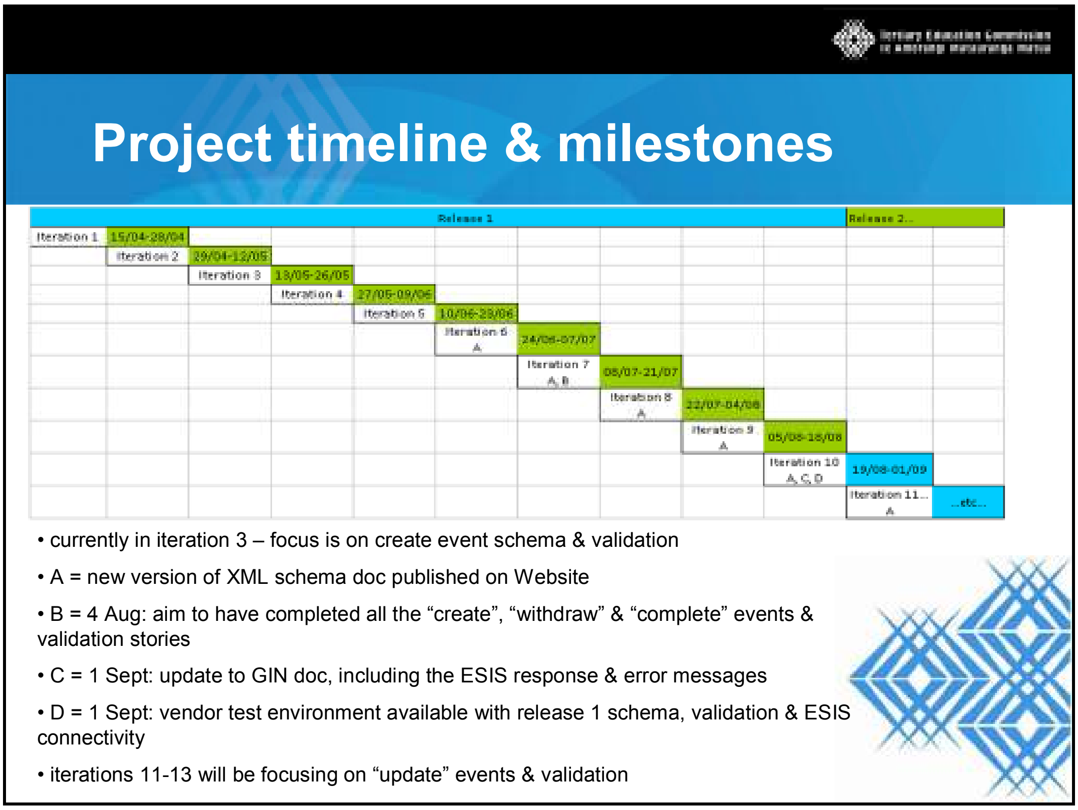
26. STM concept will still exist, but will effectively be available on a daily basis rather than the current quarterly model.
27. Data validation:
    a. Use the NSN from NSI.
    b. What qualification a programme leads to.
    c. Noted that there is a future plan for a rebuild of NSI to repair/change student numbers to stop students having two numbers .
28. Transfers of trainees – these stories (functions) are being considered. Examples of stories:
    a. MAC to Industry Training is a termination event (i.e. withdrawal, then enrol in new programme).
    b. Changing employees is a transfer within an existing enrolment.

The ITR project development methodology, priorities and outputs:

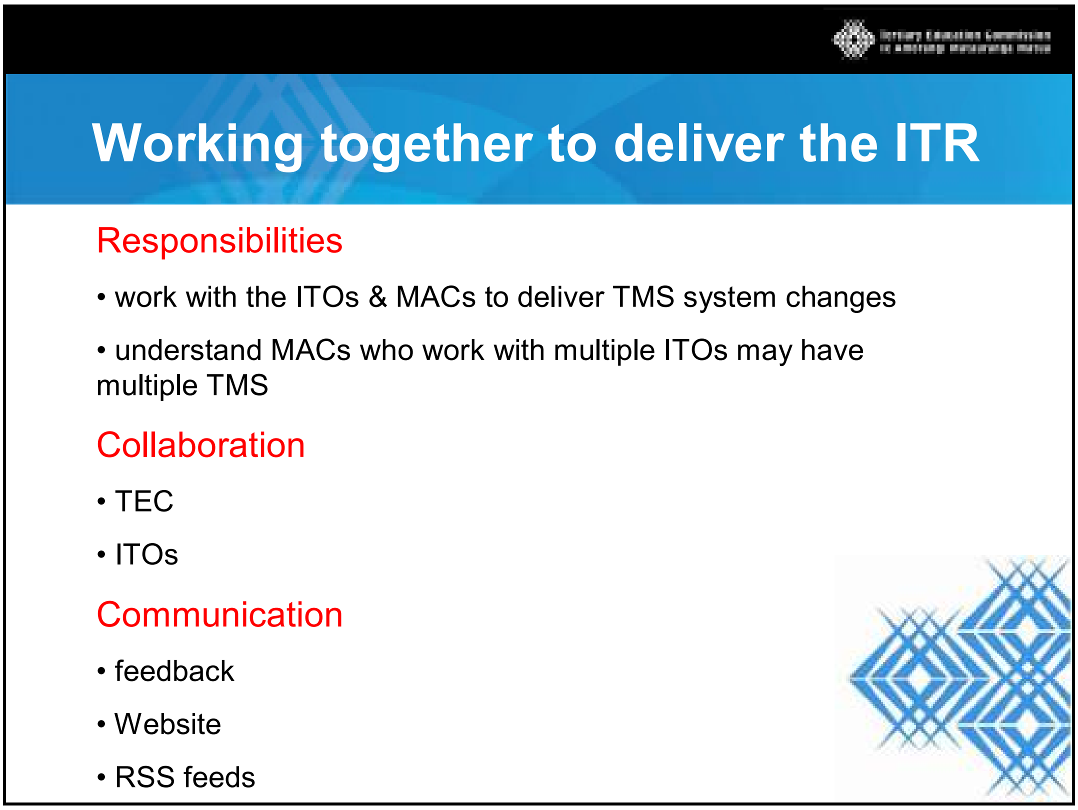


29. XML Schema Definition document & the ITO & MAC Business Impact documents are being updated each fortnight, during each iteration:
    a. The ITO/MAC reference group are reviewing these documents after each iteration.
    b. All ITOs and MACs will be updated after the review of this (iteration 3) version of the document, and fortnightly thereafter.
    c. Aiming to release the first draft to vendors in early/mid June.
30. **Note:** there will be ongoing "tweaking" of schemas, as they are reviewed by various stakeholder groups. The reason for early and frequent release of this documentation is to enable vendors to start planning their own development cycles and to inform engagement with their ITO and MAC customers. The TEC requests comments and feedback on the schema definitions.
    The level of business engagement throughout this project means that tweaks should be kept to a minimum, as multiple review and QA points are in place. The TEC and the project team understand that tweaks can be costly. The TEC will aim to provide detail around how accurate each schema section is.

Tentative project milestones:



Working together, and getting ready:



31. ITOs will need to reregister their active programmes using the ITR ("Section 10" approvals); they can start getting this data ready.
32. ITO vendors need to let the TEC know the minimum change notice period for this release, and also for planning of any future maintenance/enhancement releases.
33. TEC website http://www.tec.govt.nz/:
    a. Will have published documents on the ITR project: http://www.tec.govt.nz/Learners-Organisations/Industry-Training-Organisations-ITOs/Industry-Training-Register/

    b. Subscribe to RSS to receive notification of updates to the ITR project on the Website.
    c. The TEC will pull together an email distribution list for vendors, to inform them when the docs have been updated (on the Website), and other project related information.

34. Further vendor meetings:
    a. Paul Fernyhough (Data Architect on the ITR project) will look into scheduling a schema run through with the vendors.
    b. Proposed that further vendor workshops are held throughout the project; the project team will look into scheduling these.
35. Frequently asked questions and their answers will be posted on the TEC website.
    a. A mailbox to submit questions and feedback to will be set up: ITRFeedback@TEC.govt.nz .
36. Feedback on transition plan:
    a. The TEC to circulate a document on what some of the transition might involve, including more firm project deliverable dates.
    b. Some discussion was held around multiple Production releases, and several parties indicated they would prefer one Production release of stable schema and functionality, rather than several “iterative” releases.
37. Managing changes of schema:
    a. Need to look at transition from versions – versioning transition; some discussion was had around would the TEC support multiple versions of the schemas at one time
    b. Vendors are looking for stability in the schemas.
    c. The TEC need to know the minimum maintenance period from the ITOs
    d. It was noted by the TEC that the expectation is that once live the schemas will have reasonable stability, and changes will largely be driven by policy changes, or planned enhancements.
38. Trainees who are active need to be in the ITR:
    a. Non active ones should not to be loaded.
    b. Need to define exactly what constitutes an “active” trainee.
    c. The ITR data will be current (when launched) and future focussed. Historical ILU data will not be migrated to the ITR.
39. NZQA data collection will not change. Still report to NZQA as per usual.