

**Tertiary Education
Commission**
Te Amorangi Mātauranga Matua



Implementation Plan
Key Information for Students
(KIS) Button
TEO Published Information for Learners

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Te Amorangi Mātauranga Matua
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Authors

The Tertiary Education Commission

Every effort is made to provide accurate and factual content. The TEC, however, cannot accept responsibility for any inadvertent errors or omissions that may occur.



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Figure 1: the square option of the KIS Button has 2 versions of the government logo **Error! Bookmark not defined.**

1 Background

The Tertiary Education Commission (TEC) has completed a pilot for the TEOs Published Information for Learners project. We are now asking the wider sector implement this initiative requiring either the publication of the Key Information for Students (KIS) tool on TEOs' websites or a button that links to the KIS on a central website.

1.1 The purpose of Key Information for Students (KIS)

The aim of the KIS is to support better tertiary enrolment decisions and improve the delivery of information to learners. The publication of easily comparable, accessible, robust and fit-for-purpose information across providers will enable learners to easily access information and assess the value of their tertiary education options.

The TEC carried out research to determine the types of information learners need and want to support informed enrolment decisions. Review of international practice and literature identified several broad categories of information useful to inform learner choice in tertiary education. These were refined through engagement with stakeholders to develop the key set of information.

The information in the Key Information for Students tool was selected with consideration being given to its usefulness to learners and current availability of quality and robust source data as well as government direction. We revised the consulted Key Information for Students from stakeholder feedback. Further input was provided from engagement with the TEO Working Group prior to undertaking the pilot.

2 Document purpose

This document covers all necessary information to implement the KIS Button on your website including:

Who will implement the KIS Button

What will be published (*see [Section 6 KIS Button specification](#)*)

When the deployment will begin (*see [Section 8.2 Deployment schedule](#)*)

Where the KIS Button will be published (*see [Section 6 KIS Button specification](#)*)

How the KIS Button will be published (*see [Section 7 KIS Button Style Guide](#)*)

The document details the specifications and style guidelines for the implementation of the KIS Button, as well as the tasks required, in the following sections:

- [KIS Button specification](#)
- [KIS Button Style Guide](#)
- [Implementation Plan \(this document\)](#)
- [Quick Reference Guide](#)

3 Who will implement the KIS?

All TEOs delivering SAC-funded qualifications at levels 5 and above will participate in this initiative.

You have two options to choose from:

1. publish the full KIS on each qualification page on your website OR
2. publish a button linking to Key Information for Students on the central website.

This document provides information for those TEOs publishing the **KIS Button only**. If you are publishing the full Key Information for Students on your website you will find the relevant information in the [Full KIS Implementation Plan](#).

3.1 Implementing the KIS Button

3.1.1 TEO website

TEOs that choose the KIS button will publish it on each qualification page on their website. You may also choose to publish the button on your home page and programme pages.

If you do not have specific qualification web pages then the KIS Button linking to the *Search* page on the Careers NZ website will be displayed on your homepage.

Publication of the KIS Button for level 9 and 10 qualifications is optional on your website however all qualifications will be published on the central website.

We will notify each TEO of the date to begin their deployment. Even if not displaying the full KIS on your website, you will still need to ensure you review and clean up the data being published in the KIS prior to starting the implementation phase.

After you have implemented the KIS Button on your website, the TEC will undertake ongoing monitoring to ensure it continues to meet the specified requirements.

3.1.2 Central website

The button on your qualification pages will link to the *Details* page on the Careers NZ website to display the Key Information for Students for each specific qualification. If you choose to publish the KIS Button on your home page and programme pages, the button on these pages will link to the *Courses* search page on the central Careers NZ website where users can search by qualification or provider.

3.1.3 Accessing the KIS Data Service

You can access your data directly from the KIS Data Service to download the qualification information that will be presented in the KIS on the central website. We recommend you use Chrome to do this however we have provided instructions for other browsers. See [How to download your qualification data](#).

To view the KIS data for all your qualifications, copy the following URL into your browser and replace the highlighted section with your EDUMIS number:

[http://info4learners.tec.govt.nz/KeyInformation?\\$filter=ProviderCode eq '1234'](http://info4learners.tec.govt.nz/KeyInformation?$filter=ProviderCode eq '1234')

If you want to download the data you can save it as an XML file and open the file in Excel selecting 'As an XML table'. See [How to download your qualification data](#) for detailed instructions.

3.1.4 Contact and support

You will need to follow your standard processes and policies to undertake the implementation of the KIS button on your website. The TEC Sector Helpdesk will be your point of contact for the implementation process. For technical support please refer to your own IT team as we do not provide technical support for the implementation.

4 Relevant information

We will provide all relevant information required to complete the implementation of the KIS button including links to all documentation on the TEC website.

Document/webpage	Link	Description of contents
Key Information for Students handouts and frequently asked questions	See TEC website for links to all handouts	Handouts on the TEC website providing information about data sources and how to ensure your data is accurate prior to publication of the KIS including: <ul style="list-style-type: none"> • KIS Your Data and its Sources • answers to frequently asked questions (FAQs)
KIS Initiation	TEC website	A page on the TEC website providing general information for TEOs about the KIS deployment, links to the KIS handouts and other information: <ul style="list-style-type: none"> • contact information • a quick reference guide (QRG) to the KIS
KIS Design and Implementation	TEC website	A page on the TEC website providing information about the implementation options and phases including links to: <ul style="list-style-type: none"> • the Implementation Plan (KIS Specification and Style Guide)
KIS Maintenance and Monitoring (not yet live)	TEC website	A page on the TEC website that will provide information about ongoing KIS monitoring, what you should do to maintain your data and continue to meet style guidelines.
KIS Button Specification	Section 6 KIS Button specification	A section in this document detailing what the KIS Button is and the information, definitions and data sources for the information included in the KIS.
KIS Style Guide (this document)	Section 7 KIS Button Style Guide	A section in this document detailing the requirements for implementing a button linking to the Key Information for Students (KIS) <i>Details</i> and <i>Search</i> pages. We have also provided an embedded spreadsheet of the guidelines for ease of use which is available on the TEC website.
KIS Button Quick Reference Guide	Quick Reference Guide	A quick guide to the high-level steps required to develop and publish the KIS Button.

5 Roles and responsibilities

The KIS Button will be displayed on the TEO's website as detailed in the KIS Button Specification and Style Guide sections of the Implementation Plan (this document).

5.1 Roles and responsibilities of the TEC

The TEC's role specifically throughout the process to implement the KIS Button will be to:

- aggregate the data for the TEOs for the qualification pages included in this work and make that data available via the KIS Data Service
- provide the specification, relevant links and documentation on the TEC website to allow the TEOs to implement the KIS Button:
 - Implementation Plan (this document, including sections on the KIS Button Style Guide and Specification)
 - frequently asked questions (FAQs)
- communicate decisions via appropriate channels
- confirm alignment with Style Guide and implementation completion
- maintain the web page on the central site which provides the learner with information about the KIS including definitions and caveats.

5.2 Roles and responsibilities of the TEO

The TEO's role specifically throughout the process to implement the KIS Button will be to:

- complete all data checks and clean up your data prior to the implementation of the button
- complete all pre-deployment and deployment tasks as required within your standard processes
- download the relevant documentation from the TEC website
- develop the KIS Button to be placed on the relevant pages on your website (home, qualification, programme)
- update the relevant pages on your website with the KIS Button
- advise the TEC if you have issues completing the deployment tasks
- notify the TEC when you have completed your implementation
- communicate with the TEC about any issues which impact on the ability to update the web pages with the KIS Button within the timeframe and agree to updated delivery dates.

6 KIS Button specification

6.1 What is the KIS Button?

The Key Information for Students (KIS) is a specific set of information about a qualification that enables learners to compare information across qualifications and TEOs. This will be published on TEO websites and the central website.

The KIS Button is an online graphic that provides a link from a TEO's website to the *Details* (full KIS) and *Search* pages on the central Careers NZ website.

Learners will also be able to search for qualifications and view the full KIS for that qualification on the KIS *Search* and *Details* pages at [https:// www.info4learners.education.govt.nz/courses/](https://www.info4learners.education.govt.nz/courses/)

TEOs can publish the KIS Button on their website in three locations to link to the central website:

1. the qualification page, which links to the full KIS for that qualification on the KIS *Details* page
2. the TEO website home page, which links to the KIS *Search* page (optional)
3. programme pages, which link to the KIS *Search* page (optional).

You will create the link for the button for each location. You can either add these as static links or develop code to build them dynamically.

Create the link for:

1. the qualification page, which links to the full KIS for that qualification on the KIS *Details* page
You will point the button on your qualification page to the specific KIS on the central website. To do that you will use the URL:
<https://info4learners.education.govt.nz/qualifications/view/MY1234/1234>
 - a) replace **MY1234** with your Qualification code
 - b) replace **1234** with your Provider code (EDUMIS number)
2. the TEO website home page, which links to the KIS *Search* page (optional)
If you choose you can point the button on your home page to the central website. To do that you will use the URL: <https://info4learners.education.govt.nz/courses>. You do not need to edit this link.
3. programme pages, which link to the KIS *Search* page (optional).
If you choose you can point the button on your programme page to the central website. To do that you will use the URL: <https://info4learners.education.govt.nz/courses>. You do not need to edit this link.

The Style Guide **below** must be followed to ensure the requirements for implementation are met and the KIS is consistent across all TEOs.

The KIS Button you implement on your website must use one of the options provided by TEC (refer to **KIS Button options** below).

6.2 KIS Button options

There are several button options available to use on your web pages as shown below. You can choose a version with either the **New Zealand Government** or **Te Kāwanatanga o Aotearoa** Government logo. The illustrations below show approximate sizes only.

Download the artwork files for all options from the [TEC website](#).

Apply clear space around the button at the height of the 'Key Information for Students' bar

Option 1 – Landscape options

170 pixels



160 pixels



Option 2 – square option

120 pixels



Option 3 – tower option

130 pixels





Figure 1: the square option of the KIS Button has 2 versions of the government logo

6.3 ALT attributes

The alt attribute is used to specify alternative text used by screen reader software so that a visually impaired person listening to the content of a web page can interact with this element. They will hear the alt text (image description) in place of the image, ie the KIS Button.

The complete HTML image tag is:

```

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Apply the following elements:

ALT image title (image tooltip)

“Key Information for Students”

ALT tag (image description)

- on qualification web pages:

“button for easy access to information about this qualification”

- on homepage and programme web pages:

“button to access a tool to search for information about tertiary qualifications”

6.4 KIS headings, fields and pop-ups

See the [KIS Implementation Plan](#) for information about the full KIS and what will be displayed on the central website.

6.5 KIS data sources and field definitions

The table below details the data sources for the information that will be displayed in the full KIS on TEO websites and the central website and how the fields are derived. The KIS for each qualification is populated with the aggregated data from the KIS Data Service. It is important you check that your data is accurate.

This information is provided to give you a better understanding of the information being published.

Table 1: Additional information about the KIS data sources and fields

Heading	Field Name	Field Definition	Data source (field name)	Calculation/business rule	Notes (information/links)
KEY INFORMATION FOR STUDENTS		(this information will not appear on the qualification page – TEO information only)			
Entry Requirements	Minimum requirements	Any minimum or preferred entry requirements for domestic students to be accepted into the qualification.	<i>Brief Entry Requirements</i> (TEO submitted data – Qualification Register)	n/a	This information can be updated in the Courses and Qualifications section of STEO. See STEO User Guide for Providers See Your Data and its Sources <i>handout</i>
	Detailed requirements More information about entry to this qualification	A field name with a text link taking the user to more detailed entry criteria on the provider website.	This is a link only and is not included in the KIS Data Service.	n/a	This link in the full KIS will be provided by the TEO to link elsewhere on their qualification page or website. The central website will direct the user to the TEO website for more information ('see provider website for more detailed information'). This field is optional if a TEO has no additional entry requirements they want to link to.
Duration		Total minimum time to complete the qualification	<i>Number of Years Tuition/Teaching(FTE)</i>	If the qualification duration in years is greater than 1, the KIS will display	This information can be updated in the Courses and Qualifications section

Heading	Field Name	Field Definition	Data source (field name)	Calculation/business rule	Notes (information/links)
		for full-time study or part-time study (if applicable).	<i>Weeks</i> <i>Vacation/Recess Weeks</i> (TEO submitted data – Qualification Register)	duration in years. Where the qualification is one year or less, the KIS will display either 1 year (if the EFTS value of the qualification is >=1 and the gross number of weeks is >=34) or the number of weeks (if the EFTS value is less than 1) – this will be gross weeks = tuition weeks + recess weeks.	of STEO. See STEO User Guide for Providers
Tuition Fees	Student fees (annual and total qualification) (\$)	There are 2 fields – annual and total qualification. The annual fees payable by a student or total tuition fees payable by a student to complete a qualification. All other course-related costs are excluded.	TEC calculation using <i>'tuition fee'</i> , <i>'compulsory course cost fee'</i> and <i>'EFTS value'</i> , and course enrolments from SDR submissions. (TEO submitted data - Course Register & Qualification Register)	Annual <i>Student fees</i> divided by duration if duration is in years Otherwise, if duration is in weeks then annual student fees = <i>Student Fees (total qualification)</i> Total qualification average student fee per EFTS x EFTS value of the qualification	This information can be updated in the Courses and Qualifications section of STEO. See STEO User Guide for Providers Additional wording may be added to this field where a TEO offers zero or discounted fees to a student and this amount differs from the data presented in the KIS. (see KIS Implementation Plan for allowable options) Note: this additional wording will only be published on a TEO website and not on the central website. Those publishing the KIS Button only have the option to publish more information about fees near the KIS Button on their website.
	Government tuition subsidy (annual and total qualification) (\$)	There are 2 fields – annual and total qualification. Annual Government contribution and contribution for the whole qualification based on Student Achievement Component funding rates.	TEC calculation using funding classification and course enrolments from SDR submissions. (TEO submitted data – Course Register & Qualification Register)	Annual <i>Government tuition subsidy</i> divided by duration if duration is in years Otherwise, if duration is in weeks then annual government tuition subsidy = <i>Government tuition subsidy (total qualification)</i> Total Qualification Average \$ delivered per EFTS for courses	

Heading	Field Name	Field Definition	Data source (field name)	Calculation/business rule	Notes (information/links)
				associated with intended qualification x EFTS value of the qualification (\$ delivered is the amount TEC fund ie, the dollar value of delivery, using the previous year's funding rates)	
	Total (annual and total qualification)	There are 2 fields – annual and total qualification. The combined totals for both the annual student fee and Government tuition subsidy and student fee and Government tuition subsidy for the whole qualification.	These calculations are the sum of the tuition fees (<i>Student fees</i> and <i>Government tuition subsidy</i>) for both the annual and total qualification amounts.	Annual <i>Annual Student fees + annual Government tuition subsidy</i> Total Qualification <i>Student fees + Government tuition subsidy</i> (see total qualification - <i>Student fees</i> and <i>Government tuition subsidy</i> - above)	
	<u>Compulsory Student Services Fee</u> [[link]]	A link to the information about the compulsory student services fees that TEOs must report on.			TEOs that charge CSSF are required to comply with the ministerial direction for charging and reporting these fees. More information can be found here .
	<u>Student loan information StudyLink</u> [[link]]	Link to StudyLink for information on how to access student loans.	This is a link only and is not included in the KIS Data Service.	n/a	http://www.studylink.govt.nz When hyperlinking this link the text must be displayed as StudyLink .
Student Success	Successful course completions (%)	The TEC's course completion Educational Performance Indicator (EPI) calculated by qualification.	TEC calculation based on EPI methodology using course enrolments and completions from SDR submissions. (TEO submitted data – SDR)	EFTS delivered for total no. of successfully completed course enrolments ending in year n (associated with intended qualification 'x') EFTS delivered for total number of course enrolments ending in year n (associated with intended qualification 'x')	More information about how <i>Successful course completions</i> are calculated is available on the TEC website. See Educational Performance Indicators: Definitions and Methodology Note: course completions for levels 9 and 10 will not be published (the KIS

Heading	Field Name	Field Definition	Data source (field name)	Calculation/business rule	Notes (information/links)
					data field will display N/A).
National Graduate Outcomes (3 years after completion)	Median earnings (\$)	The median earnings of graduates in New Zealand who are in some form of employment in the third year following completion of a qualification. (This is at a national level by NZSCED narrow field.)	EOTE data – Integrated Data Infrastructure (IDI) data, Statistics New Zealand via MoE. Qualification NZSCED (TEO submitted data – Qualification Register)	MoE methodology used to calculate Employment Outcomes of Tertiary Education (EOTE) data. Qualification NZSCED matched to EOTE data.	The EOTE data can be downloaded from the Education Counts website. http://www.educationcounts.govt.nz This data is also used to provide information for the Compare Study Tool on the Careers NZ website. http://www.careers.govt.nz
	Earnings range (\$)	A range showing the lower and upper quartile earnings of graduates in new Zealand who are in some form of employment in the third year following completion of a qualification. (This is at a national level by NZSCED narrow field.)	EOTE data – Integrated Data Infrastructure (IDI) data, Statistics New Zealand via MoE. Qualification NZSCED (TEO submitted data – Qualification Register)	MoE methodology used to calculate Employment Outcomes of Tertiary Education (EOTE) data. Qualification NZSCED matched to EOTE data.	The EOTE data can be downloaded from the Education Counts website. http://www.educationcounts.govt.nz This data is also used to provide information for the Compare Study Tool on the Careers NZ website. http://www.careers.govt.nz
	In employment (%)	The percentage of graduates in New Zealand who are in some form of employment in the third year following completion of a qualification. (This is at a national level by NZSCED narrow field.)	EOTE data – Integrated Data Infrastructure (IDI) data, Statistics New Zealand via MoE. Qualification NZSCED (TEO submitted data – Qualification Register)	MoE methodology used to calculate Employment Outcomes of Tertiary Education (EOTE) data. Qualification NZSCED matched to EOTE data.	The EOTE data can be downloaded from the Education Counts website. http://www.educationcounts.govt.nz This data is also used to provide information for the Compare Study Tool on the Careers NZ website. http://www.careers.govt.nz
	In further study (%)	The percentage of graduates who are in some form of study in New Zealand in the third year following completion of a qualification. (This is at a national level by NZSCED narrow field.)	EOTE data – Integrated Data Infrastructure (IDI) data, Statistics New Zealand via MoE Qualification NZSCED (TEO submitted data – Qualification Register)	MoE methodology used to calculate Employment Outcomes of Tertiary Education (EOTE) data. Qualification NZSCED matched to EOTE data	The EOTE data can be downloaded from the Education Counts website. http://www.educationcounts.govt.nz This data is also used to provide information for the Compare Study Tool on the Careers NZ website. http://www.careers.govt.nz

Heading	Field Name	Field Definition	Data source (field name)	Calculation/business rule	Notes (information/links)
	On a benefit (%)	The percentage of graduates who are on a benefit in New Zealand in the third year following completion of a qualification. (This is at a national level by NZSCED narrow field.)	EOTE data – Integrated Data Infrastructure (IDI) data, Statistics New Zealand via MoE Qualification NZSCED (TEO submitted data – Qualification Register)	MoE methodology used to calculate Employment Outcomes of Tertiary Education (EOTE) data. Qualification NZSCED matched to EOTE data	This field is optional on the TEO website but will be published on the central website. The EOTE data can be downloaded from the Education Counts website. http://www.educationcounts.govt.nz This data is also used to provide information for the Compare Study Tool on the Careers NZ website. http://www.careers.govt.nz

7 KIS Button Style Guide

TEOs are required to display a button that links to either the full Key Information for Students on the KIS *Details* page or to the KIS *Search* page where users can search by qualification or provider.

The KIS Style Guide provides guidance to ensure consistency of this button across web pages and TEOs so that it is recognisable to learners.

This section provides information on how to apply the KIS button and details the mandatory style guidelines to be followed when implementing the KIS Button on your website. These are requirements that either **must** or **must not** be incorporated into, or used with, the KIS Button.

We have also provided the KIS Button Style Guide in a spreadsheet format to enable you to more easily find what you are looking for by filtering on the different elements and categories. This can be downloaded from the TEC website or [download it here](#).

We provide further information about the Key Information for Students and explanations of data used in the KIS on the webpages on the central website. We have included a link to this information from the bottom of the Key Information for Students tool.

The URL for the learner information page on the central website is:
<https://info4learners.education.govt.nz/about-key-information-for-students/>

Table 3: Style guidelines and requirements for KIS Button

KIS Button Style Guide						
Subject/ style element	Ref	Mandatory requirement (must)	Ref	Mandatory requirement (must not)	Ref	Optional (could)/ Recommended (should/should not)
Content	001	You must use one of the KIS Button options and display it on the web page exactly as provided by the TEC.	003	Pictures, diagrams or graphics other than those provided must not be used with the KIS Button.	005	Additional results or data could be provided on the qualification page to complement or enhance the information provided in the Key Information for Student fields linked to from the button.
	002	Alt tags must use the exact wording provided by the TEC.	004	Any conflicting explanatory information relating to 'Student Success' and 'National Graduate Outcomes' that contradicts the fields displayed in the KIS on the central website must not be published.		
Placement	006	The KIS Button linking to the qualification must be placed on the qualification homepage ie, the first page of information specific to the qualification.	011	The KIS Button must not be displayed as a pop-up on the qualification or any other page.		
	007	The KIS Button placed on the TEO homepage or other programme pages must link to the KIS Search page.				
	008	The KIS Button must be placed in a prominent position near the top of the qualification, home or programme page where practicable. (If there is more than one qualification on a page, the KIS Button must be placed in a similar suitable position to the relevant information pertaining to that qualification.)				
	009	The KIS Button must be visible when the user first browses to the qualification page without any required user interaction ie, must be permanently displayed on the page.				

KIS Button Style Guide

Subject/ style element	Ref	Mandatory requirement (must)	Ref	Mandatory requirement (must not)	Ref	Optional (could)/ Recommended (should/should not)
	010	The KIS Button placement must be consistent for all qualification pages on a TEO's website.				
Layout	012	The KIS Button must be surrounded by sufficient space to distinguish it from the content on the rest of the page (<i>see KIS Button specification</i>).				
Usability	013	The Alt tags provided ie, an alt attribute on an img tag, must be used to describe the KIS Button to support accessibility.				
	014	When a user scrolls over the KIS Button it must be identifiable as a link and use the text provided for the link. See 9.3				
Links	015	The KIS button on the qualification page must link to the KIS for that specific qualification on the KIS Details page on the central website.	017	A TEO must not create their own KIS pages and link to it ie, the central website must be the only KIS page linked to from the KIS Button.	018	The KIS Button linking to the Search page on the central website could be applied to any other pages on the TEO website.
	016	The KIS button on the TEO homepage or programme pages must link to the KIS Search page on the central website.				
Miscellaneous features			019	The KIS Button options provided must not be modified in any way to include other features.		
General guidelines					020	Generally accepted usability standards should be adhered to for any style elements not specifically stipulated in this Style Guide.
					021	Standard accessibility guidelines should be adhered to where possible for the implementation of the KIS Button (<i>see Reference documents for link to NZ Government Web Accessibility Standard</i>).

8 Implementation Plan

8.1 Key activities for implementing the KIS

This section outlines the tasks to be undertaken by each TEO to implement the KIS Button on their website and the key activities for implementation.

There are some pre-deployment tasks you may already be undertaking including:

- identifying who in your organisation needs to be involved
- checking your aggregated data to be displayed on the KIS *Details* page¹
- completing any tasks required by your standard policies and processes

More information about checking your data is provided in the handout on the [TEC website](#). See [Your Data and its Sources](#) for detailed instructions about downloading your data.

Table 3: Key activities for implementing the KIS Button

Key Activity	Detailed Activities	Related Documents/ Information
Initiation (3 weeks)		
Deployment notification and preparation	<ul style="list-style-type: none"> • TEC notifies TEO of the dates, as per the Deployment Schedule below, and provides access to the full KIS data to TEO (<i>see footnote below</i>) • TEO acquires key documents from the TEC website • TEO reviews full KIS data and makes changes to the data in STEO • TEO engages with resources and develops their plan as required by their standard policies and processes • TEO confirms they can complete the implementation within the overall timeframes or advises TEC of updated timeframes for negotiation 	KIS Button Implementation Plan (including KIS Button Specification & KIS Button Style Guide)
Design (1 week)		
Complete design	<ul style="list-style-type: none"> • TEO reviews their website pages and decides where the TEC provided KIS Button will be displayed on their website (qualification pages). • TEO sends it to TEC for review as it will appear on the qualification page <p><i>Note: you can provide the design as a link to a development site if that is available to the TEC or as a PDF or other file type</i></p>	TEC website KIS Button Implementation Plan (Section 7 – KIS Button Specification) Email/Sector Helpdesk communications
Review with TEC	<ul style="list-style-type: none"> • TEC reviews the design components against the specification and style guidelines • TEC notifies the TEO that: <ul style="list-style-type: none"> • changes are required – there are essential changes the TEO will need to update; OR 	

¹ Note: you will be able to view the KIS data for all your qualifications by copying the following URL into your browser and replacing the highlighted section with your EDUMIS number: [http://info4learners.tec.govt.nz/KeyInformation?\\$filter=ProviderCode eq '1234'](http://info4learners.tec.govt.nz/KeyInformation?$filter=ProviderCode eq '1234'). If you download the data using Chrome you can save it as an XML file and open the file in Excel selecting 'As an XML table'.

Key Activity	Detailed Activities	Related Documents/ Information
	<ul style="list-style-type: none"> changes aren't required – the design meets the guidelines or the design doesn't match the style guidelines but doesn't need to be updated 	
Implementation (4 weeks)		
Implement KIS Button on your website	<ul style="list-style-type: none"> TEO applies the KIS button to the relevant pages TEO communicates with the TEC if they are unable to complete implementation within the timeframes 	Email/Sector Helpdesk communications
Confirm completion	<ul style="list-style-type: none"> TEO provides the TEC with the links to the qualification pages with the published KIS Button TEC confirms implementation complete 	Email to Sector Helpdesk

8.2 Deployment schedule

Table 4: standard deployment schedule

Deployment phase	Initiation	Design	Implementation	
Timing	Week 1 – 3	Week 4	Week 5 – 8	
Milestones	TEC notification to TEO	KIS Button developed following style guidelines (end of week 4)	Implementation on website complete (week 8)	Notify TEC complete (end of week 8)
Dates				

9 Other information

9.1 KIS quick reference guide (QRG)

The quick reference guide provides an overview of the basic high-level steps required to implement the KIS Button on your website. See [the QRG here](#).

This document will be available on the [KIS initiation](#) page, as well as the [Guides and FAQ](#) page on the TEC website.

9.2 Example of the KIS Button on a TEO website



9.3 Highlighting the KIS Button and text for links

There are several steps to ensure the KIS Button is identifiable as a link and to enhance the usability for the user:

- highlight the button when the user scrolls over it
- change the mouse cursor to indicate it is a link
- use the following text for the link:
 - *'click here to access key information about this qualification'* (qualification page)
 - *'click here to search for key information about tertiary qualifications'* (home and other programme pages)

9.4 How to download your qualification data

You will need to ensure that the data you have entered in the SDR and STEO is accurate and current. If you want to check your qualification data being displayed in the KIS you can download your data from the KIS Data Service. We recommend you use Chrome to do this but have provided instructions for the most common browsers.

In Chrome:

- open Chrome and copy the following link with your provider code to display the data on your screen [https://info4learners.tec.govt.nz/KeyInformation?\\$filter=ProviderCode eq '1234'](https://info4learners.tec.govt.nz/KeyInformation?$filter=ProviderCode eq '1234')
- when the data appears, right click on the page and click 'save as' to save as an XML file
- go to Excel and click 'open as an XML table' to open the file

In Firefox:

- open Firefox and copy the following link with your provider code to display the data on your screen [https://info4learners.tec.govt.nz/KeyInformation?\\$filter=ProviderCode eq '1234'](https://info4learners.tec.govt.nz/KeyInformation?$filter=ProviderCode eq '1234')
- when the data appears, right click on the page and click 'Save Page As'
- when the 'save as' dialogue box opens, change the 'Save as type:' to 'Web Page, XML only'
- give the file a name and save it somewhere
- go to Excel and open the file (saved as a XML file), then click 'open as an XML table'

In Internet Explorer:

- open IE and copy the following link with your provider code to display the data on your screen [https://info4learners.tec.govt.nz/KeyInformation?\\$filter=ProviderCode eq '1234'](https://info4learners.tec.govt.nz/KeyInformation?$filter=ProviderCode eq '1234')
- Click 'Save as'. Save as type 'JSON file'
- Go to Excel and click open – select the JSON file
- Open this file as an 'XML file' and click 'OK'
- If you are notified the specified XML source does not refer to a schema....click 'OK'

Note: variations to these instructions will depend on the version of Excel you are using, the browser, the browser version and how you have setup your browser.

9.5 Example of the full KIS

The full KIS will be displayed on the KIS *Details* page on the central website when a user clicks on the button on your qualification page. The associated pop-ups for each field will also be displayed.

Diploma in Information and Communications Technology

KEY INFORMATION FOR STUDENTS		New Zealand Government
Entry Requirements		
Minimum requirements	NCEA or other evidence of literacy numeracy and ability to study at the appropriate level.	
Detailed requirements	More information about entry to this qualification	
Duration	2 years	
Tuition Fees		
	Annual	Total Qualification
Student fees	\$9,900	\$19,800
Government Tuition Subsidy	\$12,028	\$24,056
Total	\$21,928	\$43,856
Compulsory Student Services Fee		
Student loan information	StudyLink	
Student Success		
Successful course completions	73%	
National Graduate Outcomes (3 years after completion)		
Median earnings	\$34,600	
Earnings range	\$29,500 - \$42,750	
In employment	52%	
In further study	37%	
On a benefit	2%	
<small>Note: all KIS information is the most recent available relating to domestic students only. Click here for more information about the Key Information for Students.</small>		

9.6 Glossary

This section explains any terms you may be unfamiliar with or that have been incorporated into the documentation as a necessary part of this work.

Item	Definition	Reference location
deployment	Deployment describes all the activities in the process that make whatever is being implemented available for use. It may include designing, developing, testing and implementing a computer system or other application.	Implementation Plan
deployment schedule	A deployment schedule defines the sequence of steps that must be carried out to deliver changes into an environment or organisation and the timeframes for delivery.	Implementation Plan
implementation	Implementation is the action following planning to carry out or execute a plan or any design, specification or standard to make something happen.	Implementation Plan
implementation plan	A detailed listing of any activities, expected difficulties and schedules that are required to achieve the objectives of the plan.	Implementation Plan
Initiation (phase)	The deployment phase relating to the start of the process to implement the KIS on TEO websites.	Implementation Plan
KIS data	The data sourced from data submitted by TEOs via STEO which is aggregated by TEC and provided back to TEOs via the KIS Data Service to populate the Key Information for Students for each qualification.	KIS Data Service Guide section 3.1 (p5)
KIS Data Service	The KIS Data Service is an OData service that allows users to query and retrieve the aggregated data for the Key Information for Students for all qualifications. This service makes the data in the Information for Learners database available to TEOs, other organisations and members of the public.	Implementation Plan sections 6 & 7
KIS central website	This is the public-facing component of the data aggregation service. The web pages on the Careers NZ website allow users to search and view the details of the KIS and other data for each qualification and provider.	
NZSCED narrow field	The New Zealand Standard Classification of Education (NZSCED) is a subject-based classification system for courses and qualifications at TEOs in receipt of Government funding. The classification system consists of three levels of detail (broad, narrow and detailed fields) defining each subject or field of study.	Implementation Plan <i>KIS Data sources</i> table (p13)
OData Protocol	Open Data Protocol (OData) is an open protocol which allows the creation and consumption of queryable and interoperable RESTful APIs in a simple and standard way.	KIS Data Service Guide Implementation Plan (p9)
OData service	A service that uses the OData Protocol to enable access to information from a variety of applications, services and stores.	
pop-up	A contextual information element which can be presented in one of several ways to meet the requirements of the style guidelines for the KIS design. The pop-up appears when you click or scroll over the field and provides additional information for the user.	Style Guide
priority	These terms describe the priority assigned to the requirements in the Style Guide: <i>mandatory</i> – this guideline must be followed <i>optional</i> – this guideline may be followed depending on your own website requirements <i>recommended</i> – these guidelines are suggested based on best practice or what learners have told us	Style Guide

9.7 Reference Documents

This section provides more information about the development of this initiative. You will also find this information on the [TEC website](#).

Document	Description	Link
Information for Learners Consultation Document	A document outlining the proposed information to be published by TEOs to inform enrolment decisions and how this information should be provided. The document sought feedback from all tertiary education stakeholders through an open consultation process.	https://www.tec.govt.nz/assets/Consultation-documents/2019/e23e365a3f/Information-for-Learners-consultation-document.pdf
Information for Learners Summary of Submissions	A summary and analysis of the feedback received from the submissions to provide an overview of the response to the Consultation Document.	http://www.tec.govt.nz/assets/Consultation/Information-for-Learners-submission-analysis.pdf
Information for Learners Research Summary	A report summarising the key findings from the TEC research on learner decision-making behaviours and the information needs of prospective tertiary learners.	http://www.tec.govt.nz/assets/Forms-templates-and-guides/Information-for-Learners-research-summary.pdf
Key Information Set Pilot Evaluation	A learner evaluation conducted at the conclusion of the pilot to provide input for improvements to the KIS. A further evaluation with learners provided input on improvements for the 'About the KIS' web page.	http://www.tec.govt.nz/assets/Reports/Litmus-Key-Information-Set-Pilot-Evaluation-Results.pdf
NZ Government Web Accessibility Standard	The Government standard provides guidelines and focuses on improving website accessibility for people with disabilities. Accessible websites also benefit users without disabilities, as well those using a variety of technologies to access the web.	https://webtoolkit.govt.nz/standards/web-accessibility-standard-1-0/