

Unfunded International PTEs (UIP)
Data collection project
PTE Guide to integrating your SMS with UIP

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Table of Contents

1	Introduction.....	3
1.1	Purpose.....	3
1.2	Important Note	3
1.3	Document Content.....	3
2	Process flow guide.....	4
2.1	Key for objects used in the following process flows	4
3	UIP Data Collection - Business process flows.....	5
3.1	PTE Preparation Phase (UIP-01)	5
3.1.1	Step 3 – What SMS?	7
3.2	SMS Compliance (UIP-02).....	10
3.3	Go-Live Phase (UIP-03).....	12

1 Introduction

1.1 Purpose

This document describes the high level business process for integrating your SMS with the Unfunded International Providers (UIP) Data Collection system. It is to be used in conjunction with information and reference documents provided on www.STEO.govt.nz/UIP.

1.2 Important Note

This document describes the future state where contact will be through the MoE Service Desk. At this stage the system is still undergoing compliance and until it is in Production the contact used should be UIP.DataCollection@education.govt.nz.

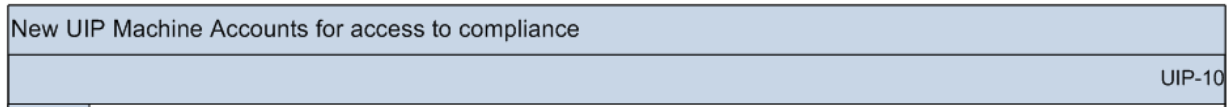
1.3 Document Content

This document was developed during the pilot phase and will be updated with feedback during the testing phase. If you have some feedback on the document content, please email UIP.DataCollection@education.govt.nz.

2 Process flow guide

2.1 Key for objects used in the following process flows

Title: Each flow is titled and numbered e.g. UIP-10



Start and end points



PTE high level process flows are labelled with leading zeros e.g. UIP-01

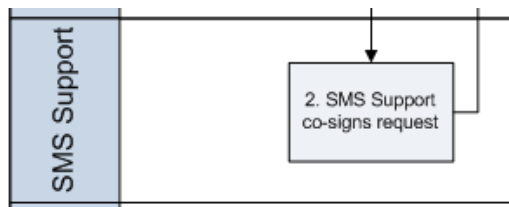


MoE process flows are labelled from UIP-10 onwards



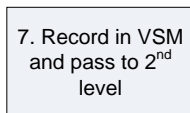
Where a start or end relates to a step within a flow the flow and step numbers are detailed

Swimlanes

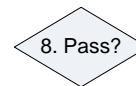


Each flow consists of swimlanes used to visually distinguish the responsibilities for a business process. Where a step straddles two swimlanes, both parties are responsible for that step

Steps

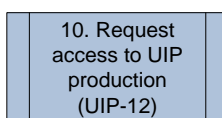


Steps are numbered from start to end of the primary flow with alternative flows following. The step sits in the swimlane of the responsible group.

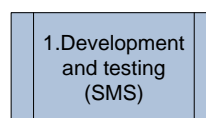


Decisions are detailed fully in the table following the flow.

Sub processes



Sub processes detailed in a flow are labelled with the process number e.g. UIP-12



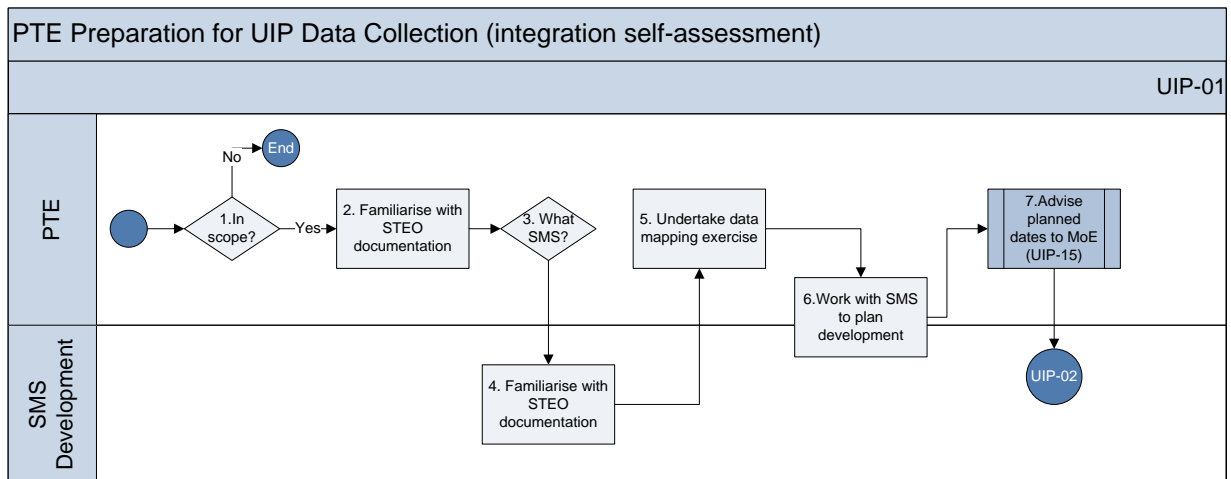
Some sub processes sit outside the scope of this project and are detailed as such e.g. (SMS) or (PTE)

3 UIP Data Collection - Business process flows

3.1 PTE Preparation Phase (UIP-01)

Entry Criteria: PTE wishes to commence UIP Data Collection interface

Exit Criteria: Implementation plan agreed with the PTE’s SMS developer



PTE Preparation for UIP Data Collection (UIP-01)

Step	Description
1	<p>Provider checks to see if they are in scope</p> <ul style="list-style-type: none"> If you answer Yes to all three below, then you are in scope <ul style="list-style-type: none"> My organisation is a signatory of the Code of Practice for Pastoral Care of International Students. My organisation does not submit an SDR My organisation’s institution type is Private Training Establishment or Subsidiary Provider (if you voluntarily complete the SDR – institution type of ‘Voluntary SDR’ – you are not required to provide data via the UIP mechanism, you can continue to provide data via the SDR) UIPs that only provide English language training have a temporary exemption from having to submit the data listed in the NZQA rule change. All UIPs that have “mixed” provision, (i.e. English language provision <u>and</u> other non-English language provision), as well as UIPs with no English language provision, are not exempt and must supply data using the new UIP system for all of their courses, including English language courses. If in scope – go to step 2 Otherwise – end, you are not in scope for this data collection
2	<p>PTE familiarises themselves with the UIP documentation on STEO – PTE UIP Preparation</p> <ul style="list-style-type: none"> Business Integration Document UIP Data Collection – SMS Specification NZQA rule change information (available on NZQA website) Checklist – PTE Questions and Answers
3	<p>PTE identifies their SMS integration option</p> <ul style="list-style-type: none"> Use decision flow diagram Step 3 – What SMS? on page 7

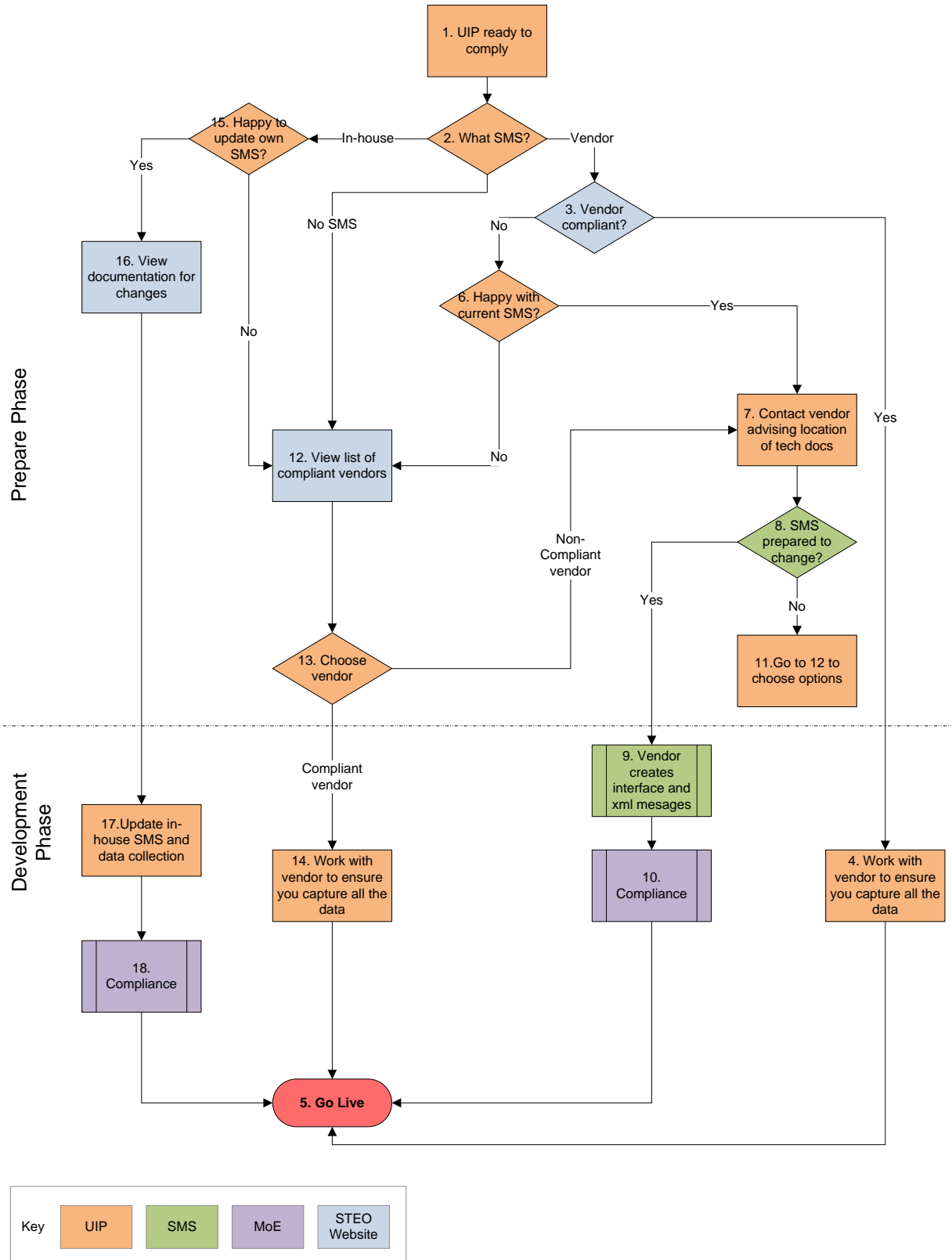
PTE Preparation for UIP Data Collection (UIP-01)	
Step	Description
4	<p>SMS Development familiarises themselves with the UIP documentation on STEO – UIP Reference Documents</p> <ul style="list-style-type: none"> • UIP Data Collection – SMS Specification • SMS InfoHub Interface Specification • Checklist – SMS
5	<p>PTE undertakes data mapping exercise</p> <ul style="list-style-type: none"> • Template available from UIP Reference Documents • Identify any potential gaps in data currently collected by your organisation • Make plans to update processes
6	<p>PTE works with their chosen SMS vendor/in-house developer to plan development</p> <ul style="list-style-type: none"> • Identify the changes required • Discuss the release options
7	<p>Advise MoE of planned dates</p> <ul style="list-style-type: none"> • Send email to UIP.DataCollection@education.govt.nz advising of proposed development dates <ul style="list-style-type: none"> ○ PTE Organisation name ○ SMS Name ○ SMS Vendor (if SMS not developed in-house) ○ MoE Number ○ Date ready for compliance testing ○ Proposed date for Go-Live • Move to development phase (UIP-02)

3.1.1 Step 3 – What SMS?

Entry Criteria: PTE is ready to comply

Exit Criteria: PTE understands which SMS they will work with

What SMS? Decision flow



UIP-01.3 What SMS?	
Step	Description
1	UIP is ready to comply with the rule change and needs to establish what to do next.
2	What SMS do I currently use? <ul style="list-style-type: none"> • Currently use a Vendor SMS – go to step 3 • No SMS – go to step 12 • Currently have an in-house developed SMS – go to step 15
3	Is my vendor compliant? <ul style="list-style-type: none"> • View Compliant SMS Vendors on STEO • If vendor is compliant – go to step 4 • If vendor is not yet compliant – go to step 6
4	My vendor is compliant <ul style="list-style-type: none"> • Work with them to ensure you capture all the data required and to identify the triggers for sending event messages • Aid – data mapping template on PTE UIP Preparation page on STEO
5	Go Live Follow business as usual process in your SMS, the SMS will automatically transfer required data.
6	My vendor is not compliant: <ul style="list-style-type: none"> • I want to stay with my vendor – go to step 7 OR • I am considering changing vendors – go to step 12
7	My vendor is not compliant but I want to stay with them <ul style="list-style-type: none"> • Contact your vendor and direct them to UIP – SMS Compliance on STEO for technical documentation
8	Is the SMS vendor prepared to make the changes? <ul style="list-style-type: none"> • Yes – go to step 9 • No – go to step 11
9	My vendor is prepared to make the changes <ul style="list-style-type: none"> • Vendor actions their system development lifecycle to implement interface and create xml messages
10	Vendor will action changes as required and follow the MoE process to ensure the data exchange is compliant. <ul style="list-style-type: none"> • Continue from step 5
11	My vendor is not prepared to make the changes <ul style="list-style-type: none"> • Go to step 12 to choose options
12	Do I choose a new SMS or opt for a bureau service? <ul style="list-style-type: none"> • Why am I at this step? <ul style="list-style-type: none"> ○ I have no SMS ○ I do not want to update my in-house SMS ○ I do not want to stay with my current SMS vendor ○ My SMS vendor is not willing to make the changes required • What should I consider when choosing a bureau service or new SMS? <ul style="list-style-type: none"> ○ The number of students my organisation has ○ The financial impact of each of the options ○ The potential to use a bureau alongside my current SMS ○ The benefits of a new SMS and associated functionality • View Compliant SMS Vendors on STEO
13	I choose a vendor <ul style="list-style-type: none"> • If the SMS vendor is compliant – go to step 14 • If the SMS vendor is not currently compliant – go to step 7

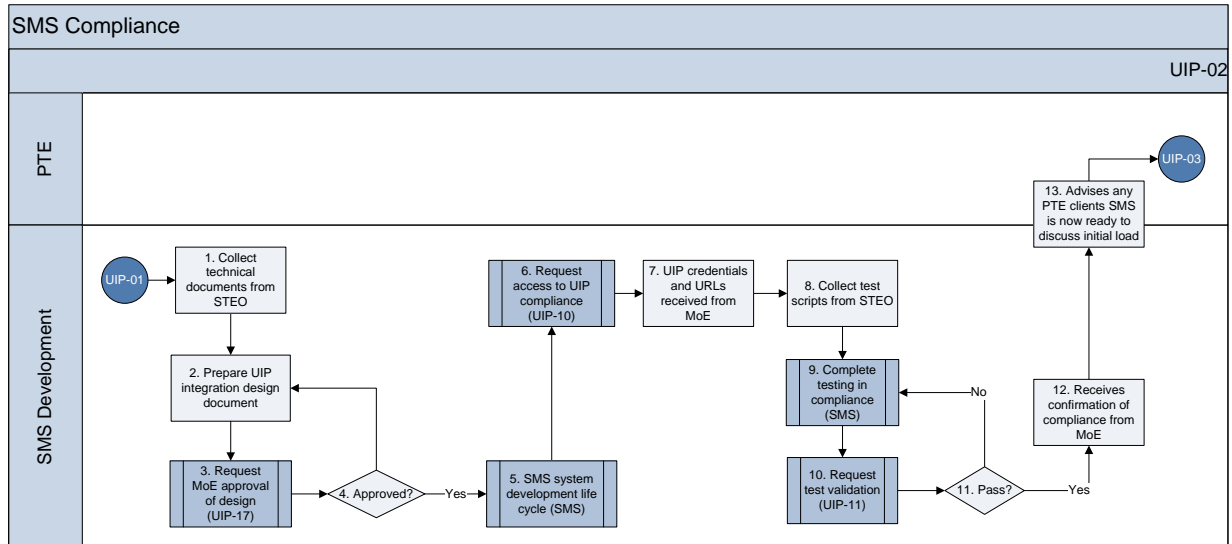
UIP-01.3 What SMS?

Step	Description
14	<p>My vendor is compliant</p> <ul style="list-style-type: none"> • Work with them to ensure you capture all the data required and to identify the triggers for sending event messages • Aid – data mapping template on PTE UIP Preparation page on STEO • Continue from step 5
15	<p>I have an in-house developed SMS</p> <ul style="list-style-type: none"> • I am willing and able to make update my SMS – go to step 16 • I cannot update my SMS – continue from step 12
16	<p>I have an in-house SMS and am prepared to make the changes required</p> <ul style="list-style-type: none"> • Retrieve business and technical documentation from UIP – SMS Compliance on STEO
17	<p>I have my in-house developer</p> <ul style="list-style-type: none"> • working with the business personnel to ensure we capture all the data • developing the interface and xml messages • identifying triggers for sending event messages • Go to step 18
18	<p>Vendor will action changes as required and follow the MoE process to ensure the data exchange is compliant.</p> <ul style="list-style-type: none"> • Continue from step 5

3.2 SMS Compliance (UIP-02)

Entry Criteria: SMS is ready to commence development of UIP interface

Exit Criteria: SMS has passed compliance



UIP-02 SMS Compliance Phase

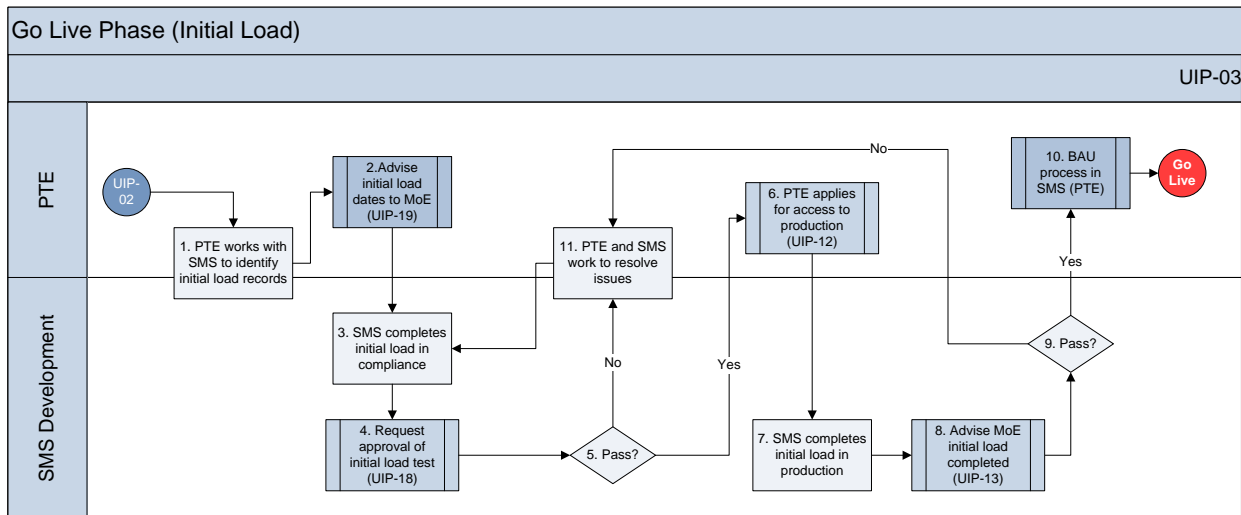
Step	Description
1	SMS Development retrieves technical documents from STEO <ul style="list-style-type: none"> A list of technical documents are available on UIP – SMS Compliance on STEO <ul style="list-style-type: none"> UIP Data Collection – SMS Specification SMS InfoHub Interface Specification
2	SMS Development prepares their UIP integration design document
3	SMS Development requests approval of their design document from MoE <ul style="list-style-type: none"> Complete up to Part 4 of the UIP Design Approval form available from UIP Reference Documents Send to UIP.DataCollection@education.govt.nz
4	MoE will notify if the design is approved or not <ul style="list-style-type: none"> Pass – go to step 5 Fail – return to step 2
5	SMS Development follows their system development life cycle
6	SMS Development completes the request for access to UIP compliance It is likely that this step will occur during the step above as part of the system development life cycle. <ul style="list-style-type: none"> ESL 13 UIP Machine Account Request Form – Compliance is available from UIP Reference Documents Send completed form to MoE.ServiceDesk@education.govt.nz
7	MoE Service Desk advises SMS of UIP credentials <ul style="list-style-type: none"> SMS now able to connect to the compliance environment
8	SMS Development collects test scripts <ul style="list-style-type: none"> Tests scripts are available from UIP Reference Documents
9	SMS Development completes their testing in compliance <ul style="list-style-type: none"> First message tested in compliance should be the SMS Information event message which provides the SMS email address This SMS email address will be used by UIP to send error notifications as an aid to compliance testing

UIP-02 SMS Compliance Phase	
Step	Description
10	<p>SMS Development requests validation of their testing (compliance confirmation UIP-11)</p> <ul style="list-style-type: none"> SMS Development completes Parts 1-3 of the Compliance Completion Request form from UIP Reference Documents Completed form sent to UIP.DataCollection@education.govt.nz
11	<p>MoE will notify if passed or failed compliance</p> <ul style="list-style-type: none"> Pass – go to step 12 Fail – return to step 9
12	<p>SMS receives notification of passing compliance</p>
13	<p>SMS Development advises any client PTE(s) they are ready to discuss initial load</p> <ul style="list-style-type: none"> If multiple PTEs use the now compliant SMS, each PTE will need to undertake initial load detailed in UIP-03 Go-Live Phase.

3.3 Go-Live Phase (UIP-03)

Entry Criteria: SMS has complete compliance testing
MoE have passed compliance testing

Exit Criteria: Initial load into production has been completed
BAU event messages are being processed



UIP-03 PTE Go-Live Phase

Step	Description
1	<p>PTE works with SMS Development to identify initial load records</p> <ul style="list-style-type: none"> SMS will need to do this for each of their PTE clients Using the Initial Load instructions in the UIP Data Collection – SMS Specification available UIP Reference Documents
2	<p>PTE advises initial load dates to MoE</p> <ul style="list-style-type: none"> Email to UIP.DataCollection@education.govt.nz <ul style="list-style-type: none"> Organisation Name (PTE) MoE Number SMS Name and version Planned date for initial load into compliance
3	<p>SMS Development completes initial load in compliance</p> <p>Loads PTE information</p> <ul style="list-style-type: none"> SMS Information Provider Information Component Information (for currently offered components) <p>Loads student information</p> <ul style="list-style-type: none"> Learner Identity data (for currently enrolled students) Learner Demographic data (for currently enrolled students) Learner Residency data (for currently enrolled students) Learner Provider Enrolments (for currently enrolled students) Learner Component Enrolments (for current component enrolments)
4	<p>SMS Development requests approval of initial load in compliance (UIP-18)</p> <ul style="list-style-type: none"> SMS Development completes Parts 1-4 of the Initial Load Approval form available from UIP Reference Documents Completed form sent to UIP.DataCollection@education.govt.nz
5	<p>MoE advises SMS Development if initial load has passed compliance</p> <ul style="list-style-type: none"> Pass – go to step 6 Fail – go to step 11

UIP-03 PTE Go-Live Phase	
Step	Description
6	<p>PTE completes the request for access to UIP production</p> <ul style="list-style-type: none"> ESL 14 UIP Machine Account Request Form – Production is available from UIP Reference Documents Send completed form to MoE.ServiceDesk@education.govt.nz
7	<p>SMS Development completes initial load in production</p> <ul style="list-style-type: none"> See step 2 for details
8	<p>SMS advises MoE that initial load is complete</p> <ul style="list-style-type: none"> SMS Development completes Parts 1-4 of the Initial Load Approval form available from UIP Reference Documents <p>Completed form sent to UIP.DataCollection@education.govt.nz</p>
9	<p>MoE advises SMS Development if initial load has passed production</p> <ul style="list-style-type: none"> If Passed – go to step 10 If Failed – go to step 11
10	<p>PTE transacts their business as usual process in their SMS</p> <ul style="list-style-type: none"> Appropriate event messages are sent to UIP
11	<p>PTE and SMS Development work to resolve issues</p> <ul style="list-style-type: none"> Failure notification MoE will advise why it didn't pass If it is due to technical issues the SMS Development team will resolve If it is due to data quality issues the PTE and SMS will work together to action a data cleansing exercise