# Specifications for load files for the Community Education and Training Management Information System (CETMIS)

Version: Draft 20170124

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#### 1 Purpose

The Community Education and Training Management Information System (CETMIS) is a unit record based information system that stores and maintains unit records of Community Education and Training College (CET) data related to centres and their satellites, programmes, subjects, staff, and learners. The data content of CETMIS is primarily maintained and supplied by CET Colleges. The CET Colleges create electronic data submission files in standard formats and transmit them to the Department of Higher Education and Training (DHET) to be loaded into CETMIS.

The purpose of this specification is to provide CET Colleges with a description of the standard layout, content and business rules for the submission of data to CETMIS.

## 2 Scope and applicability of the standard

This standard applies to all CET Colleges.

#### 3 General information

#### 3.1 Data submission file formats

The file format for all CETMIS data submission files is fixed length record ASCII files. In other words each record in a file takes up the same amount of space as all of the other records in the same file, regardless of how many characters are in each field. Each record must be terminated by a Microsoft compatible end of line character (CR+LF).

#### 3.2 Frequency of submissions

The requirements in regard to how often the DHET requires CET Colleges to submit to CETMIS can be found at the following link by clicking on the 'CETMIS submission schedule' link:

https://webapps.dhet.gov.za/COMMUNIS.aspx

#### 3.3 Transmission of submission

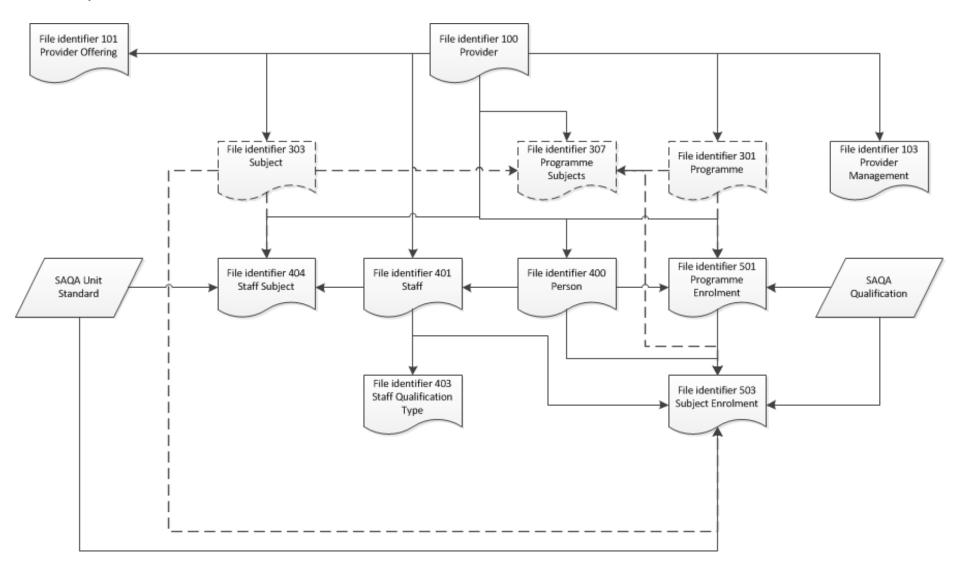
All data submissions must be validated using the data validation utility that is distributed to all CET Colleges by the Department of Higher Education and Training (DHET). The DHET data validation utility will prepare the data submission in a predetermined format as required for loading into the CETMIS system if the data submission conforms to the minimum data requirements as defined in this document. Thereafter the data validation utility will allow the user to submit the data submission to the CETMIS.

The DHET will not accept any CETMIS data submission that have not been validated and transmitted to CETMIS using the DHET data validation utility.

## 3.4 Use of the term ETQE

This document makes use of the acronym ETQE (Education and Training Quality Entity), which within the scope of this document replaces the acronym ETQA (Education and Training Quality Assurance body) which is no longer an official acronym (since 2012). The term is used to denote a Quality Council (QC) or its delegates, as recorded on the National Learners' Records Database (NLRD), and it is acknowledged that this is not an official term.

## 4 File dependencies



## 5 Data submission files

#### 5.1 Provider

File code

100

File naming standard

[Code]\_0005\_100\_v001\_YYYYMMDD.dat where:

- [Code] is a combination of the submitting CET College's Provider Code and ETQE Identifier in the format [Provider\_Code]\_[ETQE Identifier].
   ETQE Identifier for Umalusi for example is UMAL.
- 0005 indicates that the recipient information system to which this data will be submitted is CETMIS.
- v001 indicates that the submission has been extracted in accordance with version 1 of this specification
- YYYYMMDD represents the date on which the data submission was created.
- .dat is the file extension

## Description

This file describes the CET College and the related satellites of the College.

This file is a modified version of the National Learners' Records Database (NLRD) File Number 21.

#### **General information:**

A count of the number of records found in the file will be recorded in the aggregated report under the General information heading.

The **Date\_Stamp** field must reflect the date on which a particular record was last updated. The field will be used by the recipient system to ensure that an older version of a record does not overwrite a more recent version of a record.

**Submission requirements:** Submission of this file is mandatory.

**File record length:** The length of each record must be exactly 904.

#### File fields

Field Name Provider_Code Field Number		Number	1				
Start Position	1	Fie	ld Length	20			
	Cont	ent Rules					
<ul> <li>This field may not be</li> </ul>	left blank						
<ul> <li>Field may not start w</li> </ul>	ith a space. If the value	provided contains lea	ading space	s then all l	eading spaces		
will be trimmed from	the value during furth	er validation of the da	ta value pr	ovided			
<ul> <li>Uppercase value in fig</li> </ul>	eld may only contain ch	naracters					
ABCDEFGHIJKLMNOP	QRTSUVWXYZ1234567	890@#&+() /\:					
	Business Rules (	compliance required)					
<ul> <li>The value in this field</li> </ul>	must be unique						
<ul> <li>The combination Prov</li> </ul>	The combination Provider_Code and Provider_ETQE_Id must be valid. The combination of						
Provider_Code and P	Provider_Code and Provider_ETQE_Id must be registered on the recipient system and at the relevant						
Quality Council	Quality Council						
Business Rules (informational)							

Field Name	Provider_ETQE_Id		Field Nun	nber 2
Start Position 21		Field Le	ength 10	

Field Name	Provider_ETQE_Id	Field Number	2						
	Content Rules								
This field may not be left blank									
•	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>								
<ul> <li>Field may o</li> </ul>	nly contain whole numbers								
	Business Rules (compliance required	)							
Field must of	Field must contain a valid Provider_ETQE_Id								
Business Rules (informational)									
Not applicable									

Field Name	Field Name   Filler01			Field	l Number	3	
Start	Start Position 31 Field Length 10				10		
Content Rules							
<ul> <li>Not applica</li> </ul>	Not applicable						
	Business Rules (compliance required)						
This is a filler	This is a filler field and must be left blank						
Business Rules (informational)							
<ul> <li>Not applica</li> </ul>	ble						

Field Name	Provider	_Name		Field	d Number	4	
Star	t Position	41	Fie	ld Length	70		
		Cont	ent Rules				
This field m	ay not be	left blank					
<ul> <li>Field may n</li> </ul>	ot start wi	th a space. If the value	provided contains lea	ding space	es then all I	eading spaces	
will be trim	med from	the value during furthe	er validation of the da	ta value pr	ovided		
<ul> <li>Uppercase</li> </ul>	value in fie	eld may only contain ch	aracters				
ABCDEFGH	IJKLMNOP	QRTSUVWXYZ1234567	890@#&+() /\:,`'-				
		Business Rules (	compliance required)				
<ul> <li>Uppercase</li> </ul>	value in fie	eld may not contain cha	aracters %UNKNOWN	% or %AS <i>A</i>	ABOVE% or	%SOOS BO%	
or %DELETE	% or N/A	or NA or U or NONE or	GEEN or 0 or TEST or	<b>%ONTBREI</b>	EK% or NIL	or - or –	
<ul> <li>May not co</li> </ul>	<ul> <li>May not contain duplicated values once characters like PTY,LTD,CC , CC,.,&amp;,+, AND ,T/A,BK,LIMITED,</li> </ul>						
CK,_, ,),( ha	CK,_, ,),( have been stripped from the value						
Business Rules (informational)							
Not applicable							

Field Name   Provider_Type_Id	Field Number   5						
Start Position 111	Field Length 10						
Cont	ent Rules						
This field may not be left blank							
	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
<ul> <li>Field may only contain whole numbers</li> </ul>							
Business Rules (compliance required)							
Field must contain a valid Provider_Type_Id							
Business Rules (informational)							
Not applicable							

Field Name	Provider	_Postal_Address_1		Field	l Number	6	
Start Position 121 Field		ld Length	50				
Content Rules							
This field ma	ay not be l	eft blank					
Field may not start with a space. If the value provided contains leading spaces then all leading spaces							
will be trimmed from the value during further validation of the data value provided							

Field Name	Provider_Postal_Address_1	Field Number	6
<ul> <li>Uppercase</li> </ul>	value in field may only contain characters ABCDEFGHI.	IKLMNOPQRTSUVWXY	Z -
123456789	00#&()/\:. `'.		

- Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or or -
- The field may not contain a value that contains only numbers

### **Business Rules (informational)**

• Uppercase value in field should not contain characters %ZZZ% or %XXX% or %ADDRES%

Field Name   Provider_Postal_Address_2				Field	Number	7	
Start	Position	171	Fie	ld Length	50		
		Cont	ent Rules				
This field m	ay not be l	eft blank					
will be trim  Uppercase	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
		Business Rules (	compliance required)				
<ul> <li>Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or - or –</li> <li>The field may not contain a value that contains only numbers</li> </ul>							
Business Rules (informational)							

Field Name	Provider	_Postal_Address_3		Field	l Number	8	
Start Position		221	Fie	ld Length	50		
Content Rules							
This field m	ay be left l	olank					
Field may not start with a space. If the value provided contains leading spaces then all leading spaces							
will be trimmed from the value during further validation of the data value provided							

Uppercase value in field should not contain characters %ZZZ% or %XXX% or %ADDRES%

- will be trimmed from the value during further validation of the data value provided
   Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ -
  - 1234567890#&()/\:.\_`',

## **Business Rules (compliance required)**

- Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or or -
- The field may not contain a value that contains only numbers
- Field may not have 4 consecutive numbers embedded in it

## **Business Rules (informational)**

• Uppercase value in field should not contain characters %ZZZ% or %XXX% or %ADDRES%

Field Name   Provider_Postal_Address_Code				Field	l Number	9		
Star	t Position	271	Fie	ld Length	4			
Content Rules								
This field m	This field may not be left blank							
•								
<ul> <li>Uppercase</li> </ul>	value in fie	eld may only contain ch	aracters 1234567890	)				
Business Rules (compliance required)								
<ul> <li>Length of fi</li> </ul>	Length of field must be exactly 4 characters							
Business Rules (informational)								
Not applicable								

Field Name	Provider_Phone_Number	Field Number	10

	51 11						
Field Name   Provider_	_Phone_Number		Field Number 10				
Start Position	275	Fie	ld Length	20			
	Content Rules						
<ul> <li>This field may be left !</li> </ul>	olank						
•	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
<ul> <li>Uppercase value in fie</li> </ul>	eld may only contain ch	aracters 1234567890	()/-				
	Business Rules (	compliance required)					
<ul> <li>Uppercase value in fie</li> </ul>	Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO%						
or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or - or –							
	Business Rules (informational)						

Field Name	Name   Provider_Fax_Number   Field Number   11					11			
Start	Position	295	Fie	ld Length	20				
	Content Rules								
This field m	ay be left b	olank							
will be trim	will be trimmed from the value during further validation of the data value provided								
		Business Rules (	compliance required)						
	Business Rules (informational)								
Not applica	ble					·-			

Field Name	Filler02			Field Number 12			12
Start	Position	315		Field Length 20			
	Content Rules						
Not applica	Not applicable						
		E	Business Rules (	compliance required)			
This is a fille	er field and	must	be left blank				
Business Rules (informational)							
<ul> <li>Not applica</li> </ul>	ble						

Field Name	Provider	Contact	t_Name Field Number 13			13		
Star	t Position	335		Fie	ld Length	50		
	Content Rules							
<ul> <li>This field r</li> </ul>	nay be left	blank						
will be trin	will be trimmed from the value during further validation of the data value provided							
		Bu	isiness Rules (	compliance required)				
• •								
	Business Rules (informational)							
<ul> <li>Uppercase</li> </ul>	value in fie	eld shoul	d not contain o	characters NA or U or	NONE or G	SEEN	•	

Field Name Provider_Contact_Email_Address				Number	14		
Start Position	ld Length	50					
	Content Rules						
This field may be left	blank						
• Field may not start with a space. If the value provided contains leading spaces then all leading spaces							
will be trimmed from	will be trimmed from the value during further validation of the data value provided						

Field Name	Provider_Contact_Email_Address	Field Number	14
<ul> <li>Uppercase</li> </ul>	value in field may only contain characters		
ABCDEFGH	IJKLMNOPQRTSUVWXYZ1234567890<>-@		
	Business Rules (compliance required	)	
<ul> <li>Uppercase</li> </ul>	value in field may not contain characters %UNKNOWN	I% or %AS ABOVE% or	%SOOS BO%
or %DELETI	E% or N/A or NA or U or NONE or GEEN or 0 or TEST or	%ONTBREEK% or NIL	or - or –

• Field must contain the @ character

## **Business Rules (informational)**

Field Name	Field Name   Provider_Contact_Phone_Number				d Number	15			
Start	Position	435	Fie	ld Length	20				
	Content Rules								
<ul> <li>This field ma</li> </ul>	y be left k	olank							
will be trimn	will be trimmed from the value during further validation of the data value provided								
Uppercase v	alue in fie	, ,	compliance required)						
		business Rules (C	ompliance required)						
	<ul> <li>Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or - or –</li> </ul>								
	Business Rules (informational)								
<ul> <li>Not applicab</li> </ul>	le								

Field Name	Provider	_Contact_Cell_Number		Field Number 16					
Start	Position	455	Fie	ld Length	20				
	Content Rules								
This field m	ay be left l	olank							
-	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>								
Uppercase	value in fie	ld may only contain ch	aracters 1234567890	()-					
		Business Rules (d	compliance required)						
4.1									
	Business Rules (informational)								
Not applica	ble								

Field Name	Filler03				Field	l Number	17
riela ivalile	11110103				i icit	I INGILIDE	17
Start	Position	475		Fie	ld Length	20	
			Cont	ent Rules			
<ul> <li>Not applica</li> </ul>	Not applicable						
		Вι	usiness Rules (	compliance required)			
This is a filler	er field and	must b	e left blank				
Business Rules (informational)							
Not applica	ble		•		•	•	

Field Name Provider	Field Name Provider_Start_Date Field Number				18		
Start Position	495	Field Length 8					
Content Rules							
This field may not be left blank							
-							
Field may only contain a valid date in the format YYYYMMDD							
Business Rules (compliance required)							

Field Name	Provider_Start_Date	Field Number	18				
Provider_Start_Date may not be greater than Provider_End_Date							
<ul> <li>Field may n</li> </ul>	ot have a value greater than today's date						
	Business Rules (informational)						
The system	will display the maximum number of records with the	same value for this fie	eld				

Field Name	Field Name   Provider_End_Date			Field	Number	19
Start	Position	503	Fie	ld Length	8	
	Content Rules					
This field m	ay be left k	olank				
will be trim	will be trimmed from the value during further validation of the data value provided					
		Business Rules (d	compliance required)			
<ul> <li>Not applica</li> </ul>	ble					
Business Rules (informational)						
The system	will displa	y the maximum numbe	er of records with the	same value	e for this fie	eld

Field Name	Filler04			Field Number 20			
Start	Position	511	Field Length 20				
	Content Rules						
Not applicable							
		Business Rules (	compliance required)				
This is a fille	er field and	l must be left blank					
Business Rules (informational)							
<ul> <li>Not applica</li> </ul>	ble						

Field Name	Provider	_Class_Id			Field Number 21		21
Start	Position	531		Field Length 10			
Content Rules							
This field m	This field may not be left blank						
will be trim	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> <li>Field may only contain whole numbers</li> </ul>						
		Bus	iness Rules (d	compliance required)			
Field must	Field must contain a valid Provider_Class_Id						
Business Rules (informational)							
<ul> <li>Not applica</li> </ul>	ble						

Field Name Provide	der_Status_Id Field Number   22		22				
Start Position	<b>n</b> 541	Field Length 10					
	Content Rules						
This field may not l	e left blank						
<ul> <li>Field may not start</li> </ul>	with a space. If the value	provided contains lea	ading space	s then all l	eading spaces		
will be trimmed fro	m the value during furth	er validation of the da	ıta value pr	ovided			
<ul> <li>Field may only con</li> </ul>	ain whole numbers						
	Business Rules	compliance required)					
<ul> <li>Field must contain</li> </ul>	a valid Provider_Status_I	d					
<ul> <li>If Provider_Status_</li> </ul>	ld has a value of 513 the	n Provider_End_Date	may not be	blank			
<ul> <li>If Provider_Status_</li> </ul>	If Provider_Status_Id does not have a value of 513 then Provider_End_Date must be blank						
Business Rules (informational)							
<ul> <li>Not applicable</li> </ul>					_		

Field Name Province	_Code		Field	Number	23
Start Position	551	Fie	ld Length	2	
Content Rules					

- This field may not be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters
   ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890@#&+() /\:. ,\'-

- Field must contain a valid Province Code
- Field must have a value of X if Country\_Code does not have a value of ZA and field may not have a value of X if Country\_Code has a value of ZA

## **Business Rules (informational)**

Not applicable

Field Name	Country_	Code		Field	Number	24		
Star	t Position	553	Field Length 4					
		Cont	ent Rules					
This field m	ay not be l	eft blank						
will be trim	will be trimmed from the value during further validation of the data value provided							
• •		eld may only contain ch QRTSUVWXYZ1234567						
Business Rules (compliance required)								
Field must contain a valid Country_Code								
Business Rules (informational)								

Field Name	Latitude_	Degree				Field	Number	25
Start	Position	557			Fie	eld Length	3	
Content Dules								

• This field may be left blank

Not applicable

- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters 1234567890-

## **Business Rules (compliance required)**

- If a value is provided for Latitude\_Degree or Latitude\_Minutes or Latitude\_Seconds then a value must be for Latitude\_Degree and Latitude\_Minutes and Latitude\_Seconds
- If a value is provided for Latitude\_Degree and related fields then a value must be provided for Longitude Degree and related fields
- Field must be a negative value, may not be greater than -22 and may not have a value less than -35

## **Business Rules (informational)**

• Not applicable

Field Name Latitud	e_Minutes		Field	l Number	26
Start Position	560	Fie	ld Length	2	
	Cont	tent Rules			
<ul> <li>This field may be lef</li> </ul>	blank				

- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Field may only contain whole numbers

## **Business Rules (compliance required)**

Value must have a length of exactly 2 (leading zeros) and may not be greater than 59

## **Business Rules (informational)**

Field Name	Latitude_Minutes	Field Number	26
<ul> <li>Not applica</li> </ul>	ble		

Field Name Latitude	Field Name Latitude_Seconds		Field	Number	27	
Start Position	562	Fie	ld Length	6		
	Cont	ent Rules				
<ul> <li>This field may be left</li> </ul>	blank					
<ul> <li>Field may not start w</li> </ul>	ith a space. If the value	provided contains lea	ading space	s then all l	eading spaces	
will be trimmed from	the value during further	er validation of the da	ta value pr	ovided		
<ul> <li>Uppercase value in fi</li> </ul>	eld may only contain ch	aracters 1234567890				
	Business Rules (compliance required)					
<ul> <li>Value must have a le</li> </ul>	Value must have a length of exactly 6 (nn.nnn) and may not be greater than 59.999					
Business Rules (informational)						

Field Name Longitude_Degree			Field	Number	28	
Start	Position	568	Fie	ld Length	2	
Content Rules						
This field m	This field may be left blank					
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
<ul> <li>Field may o</li> </ul>						

- If a value is provided for Longitude\_Degree and related fields then a value must be provided for Latitude Degree and related fields
- If a value if provided for Longitude\_Degree or Longitude\_Minutes or Longitude\_Seconds then a value must be for Longitude\_Degree, Longitude\_Minutes and Longitude\_Seconds
- Value may not be greater than 33 and may not have a value less than 16

## **Business Rules (informational)**

Not applicable

Not applicable

Field Name Longitud	le_Minutes		Field Number 29		29	
Start Position	570	Field Length 2				
Content Rules						
This field may be left	blank					
will be trimmed from	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>					
	Business Rules (	compliance required)				
<ul> <li>Value must have a ler</li> </ul>	ngth of exactly 2 (leading	g zeros) and may not	be greater	than 59		
Business Rules (informational)						
Not applicable						

Field Name Long	gitude_Seconds Field Number 30			30		
Start Posi	<b>tion</b> 572		Fie	ld Length	6	
Content Rules						
This field may be	This field may be left blank					
will be trimmed f	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>					
opportune management and the second of the s						
	Business Rules (compliance required)					

Value must have a length of exactly 6 (nn.nnn) and may not be greater than 59.999

## **Business Rules (informational)**

Field Name	Longitude_Seconds	Field Number	30
<ul> <li>Not applical</li> </ul>	ole		

Field Name	Provider	_Physical_Address_1		Field	Number	31
Start	Position	578	Fie	ld Length	50	
		Cont	ent Rules			

- This field may not be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ 1234567890#&()/\:.\_`',

- Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or or -
- The field may not contain a value that contains only numbers

#### **Business Rules (informational)**

• Uppercase value in field should not contain characters %ZZZ% or %XXX% or %ADDRES%

Field Name	Provider	Physical_Address_2		Field	l Number	32		
Star	t Position	628	Field Length 50					
		Cont	ent Rules					
will be trim	ot start with med from value in fie	th a space. If the value the value during furthe Id may only contain ch	er validation of the da	ita value pr	ovided	<b>.</b>		
		Business Rules (	compliance required)					
<ul> <li>Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or - or –</li> <li>The field may not contain a value that contains only numbers</li> </ul>								
		Business Rul	es (informational)					

Field Name	Provider	Physical	_Address_3		Field	Number	33	
Start	Position	678		Fie	ld Length	50		
	Content Rules							

Uppercase value in field should not contain characters %ZZZ% or %XXX% or %ADDRES%

- This field may be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ -1234567890#&()/\: \',

#### **Business Rules (compliance required)**

- Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or or -
- The field may not contain a value that contains only numbers
- Field may not have 4 consecutive numbers embedded in it

## **Business Rules (informational)**

• Uppercase value in field should not contain characters %ZZZ% or %XXX% or %ADDRES%

Field Name	Field Name Provider_Physical_Address_Code				Number	34
Start Position 728 Field Length 4						
	Content Rules					
This field may no     Field may no	,	eft blank th a space. If the value	provided contains lea	nding snace	s then all le	eading snaces

Field Name	Field Name         Provider_Physical_Address_Code         Field Number         34							
will be trim	will be trimmed from the value during further validation of the data value provided							
Uppercase	value in field may only contain characters 1234567890							
	Business Rules (compliance required)							
Length of fi	eld must be exactly 4 characters							
Business Rules (informational)								
<ul> <li>Not applica</li> </ul>	Not applicable							

Field Name	Provider	_Website_Address		Field	Number	35	
Start	Start Position 732 Field Length 50						
		Cont	ent Rules				
<ul> <li>This field m</li> </ul>	ay be left l	olank					
will be trim  Uppercase	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
		Business Rules (	compliance required)				
Not applica	Not applicable						
	Business Rules (informational)						
<ul> <li>Not applica</li> </ul>	ble						

Field Name	Parent_P	rovider_Code		Field Number 36			
Star	t Position	782	Fie	ld Length	20		
		Cont	ent Rules				
<ul> <li>This field m</li> </ul>	ay not be l	eft blank					
will be trim  Uppercase	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
		Business Rules (	compliance required)				
	Business Rules (informational)						
Not applica	hle						

Field Name	Field Name Parent_Provider_ETQE_Id Field Number 37				37		
Start	Position	802		Fie	ld Length	10	
	Content Rules						
This field m	ay not be l	eft blank					
<ul> <li>Field may n</li> </ul>	Field may not start with a space. If the value provided contains leading spaces then all leading spaces						
will be trim	med from	the value durii	ng furthe	er validation of the da	ita value pr	ovided	
<ul> <li>Field may o</li> </ul>	nly contair	whole number	ers				
		Business	Rules (d	compliance required)			
Field must of	Field must contain a valid Provider_ETQE_Id						_
	Business Rules (informational)						
Not applica	hle	•					

Field Name	Filler05			Field	Number	38
Start	Position	812	Fie	ld Length	Length 10	
	Content Rules					
<ul> <li>Not applica</li> </ul>	Not applicable					
	Business Rules (compliance required)					
This is a fille	er field and	must be left blank				

Field Name	Filler05	Field Number	38
	Business Rules (informational)		
<ul> <li>Not applica</li> </ul>	ole		

Field Name	Field Name   Filler06			Field	Number	39
Start P	Start Position 822 Fiel			ld Length	2	
Content Rules						
Not applicable	Not applicable					
		Business Rules (d	compliance required)			
This is a filler	field and	must be left blank				
Business Rules (informational)						
Not applicable						

Field Name DCS_Sit	Field Name DCS_Site_YN		Field	Number	40		
Start Position 824 Field Length 1							
Content Rules							
<ul> <li>This field may not be</li> </ul>	This field may not be left blank						
	rith a space. If the value I the value during furth	,			eading spaces		
<ul> <li>Value in field may or</li> </ul>	ly contain characters YI	V					
	Business Rules (	compliance required)					
<ul> <li>Not applicable</li> </ul>	Not applicable						
	Business Rules (informational)						
Not applicable					•		

Field Name	Host_Pro	vider_Code		Field	d Number	41	
Start Position 825 Field Length 20							
Content Rules							
This field m	This field may be left blank						
will be trim  Uppercase	will be trimmed from the value during further validation of the data value provided						
		Business Rules (	compliance required)				
<ul> <li>Not applica</li> </ul>	Not applicable						
Business Rules (informational)							
<ul> <li>Not applica</li> </ul>	Not applicable						

Field Name Host_	Field Name   Host_Provider_ETQE_Id				l Number	42	
Start Position	n 845		Fie	ld Length	10		
Content Rules							
This field may be le	This field may be left blank						
will be trimmed fro	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
<ul> <li>Field may only con</li> </ul>	tain whole num	bers					
	Busine	ess Rules (co	mpliance required)				
Field must contain	Field must contain a valid Host_Provider_ETQE_Id						
Business Rules (informational)							
Not applicable	· ·						

Field Name	Accomod	ation_Type_Id		Field	l Number	43
Start	Start Position 855 Fiel		ld Length	10		
		Con	tent Rules			

Field Name	Accomodation_Type_Id	Field Number	43						
This field may not be left blank									
<ul> <li>Field may n</li> </ul>	Field may not start with a space. If the value provided contains leading spaces then all leading spaces								
will be trim	will be trimmed from the value during further validation of the data value provided								
<ul> <li>Field may o</li> </ul>	nly contain whole numbers								
	Business Rules (compliance required)								
Field must contain a valid Accomodation_Type_Id									
	Business Rules (informational)								

Field Name	Field Name   Building_Ownership_Id			Field	d Number	44	
Star	Start Position 865 Field Length 10						
Content Rules							
This field m	This field may not be left blank						
•	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
<ul> <li>Field may of</li> </ul>	nly contair	n whole numbers					
		Business Rules (	compliance required)				
Field must	Field must contain a valid Building_Ownership_Id						
	Business Rules (informational)						
Not applica	Not applicable						

Field Name	Internet_	Access_YN				Field Number	45	
Start Position 875 Field Length 1								
Content Rules								
This field m	ay not be l	eft blank						
will be trim	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>							
<ul> <li>Value in fie</li> </ul>	ld may only	y contain chara	acters YN					
		Business	Rules (c	ompliance requ	ired)			
<ul> <li>Not applica</li> </ul>	Not applicable							
Business Rules (informational)								
Not applica								

Field Name	Administ	ration_Computer_Y	V	Field	d Number	46	
Star	Position	876	Fie	eld Length	1		
Content Rules							
<ul> <li>This field m</li> </ul>	This field may not be left blank						
will be trim	will be trimmed from the value during further validation of the data value provided						
		Business Rule	(compliance required	)			
Not applica	Not applicable						
	Business Rules (informational)						
<ul> <li>Not applica</li> </ul>	Not applicable						

Field Name	Operating	g_Time_Id		Field	Number	47		
Start	Position	877	Field Length		10			
Content Rules								
will be trimm	ot start wit ned from t	eft blank th a space. If the value the value during furthe whole numbers	•	• .		eading spaces		

Field Name	Operating_Time_Id	Field Number	47						
Business Rules (compliance required)									
Field must of	Field must contain a valid Operating Time Id								
	Business Rules (informational)								
<ul> <li>Not applica</li> </ul>	ble								

Field Name No_Of_		Field	l Number	48				
Start Position	887	Fie	ld Length	1				
Content Rules								
<ul> <li>This field may not be</li> </ul>	This field may not be left blank							
Field may not start with a space. If the value provided contains leading spaces then all leading spaces								
will be trimmed fron	the value during furthe	er validation of the da	ita value pr	ovided				
<ul> <li>Uppercase value in f</li> </ul>	eld may only contain ch	aracters 1234567890	).					
	Business Rules (	compliance required)						
<ul> <li>Value may not be gr</li> </ul>	Value may not be greater than 7							
	Business Rules (informational)							
Not applicable								

Field Name	No_Of_H	ours_Per_Day	Field Number 49					
Start	Position	888	Fie	ld Length	8			
Content Rules								
This field ma	This field may not be left blank							
will be trim	med from	th a space. If the value the value during furthe	er validation of the da	ita value pr		eading spaces		
<ul> <li>Uppercase v</li> </ul>	/alue in fie	ld may only contain ch	aracters 1234567890	).				
		Business Rules (	compliance required)					
<ul> <li>Value may r</li> </ul>	not be grea	ater than 24						
Business Rules (informational)								
Not applical	ble							

Field Na	ne Date_St	amp		Field	d Number	50			
	tart Position	896	Fie	eld Length	8				
	Content Rules								
<ul> <li>This fie</li> </ul>	This field may not be left blank								
<ul> <li>Field m</li> </ul>	y only contai	n a valid date in the f	ormat YYYYMMDD						
		Business Rules	(compliance required	)					
<ul> <li>Field m</li> </ul>	y not have a	value greater than to	day's date						
<ul> <li>Year co</li> </ul>	Year component of field value may not be less than 1900								
	Business Rules (informational)								
<ul> <li>The sys</li> </ul>									

## 5.2 Provider NQF Offering

#### File code

101

File naming standard

[Code]\_0005\_101\_v001\_YYYYMMDD.dat where:

- [Code] is a combination of the submitting CET College's Provider Code and ETQE Identifier in the format [Provider\_Code]\_[ETQE Identifier].
   ETQE Identifier for Umalusi for example is UMAL.
- 0005 indicates that the recipient information system to which this data will be submitted is CETMIS.
- v001 indicates that the submission has been extracted in accordance with version 1 of this specification
- YYYYMMDD represents the date on which the data submission was created.
- .dat is the file extension

### Description

This file describes programmes offered at the CET College and the related satellites of the College. This file is a modified version of the National Learners' Records Database (NLRD) File Number 24.

#### General information:

A count of the number of records found in the file will be recorded in the aggregated report under the General information heading.

The **Date\_Stamp** field must reflect the date on which a particular record was last updated. The field will be used by the recipient system to ensure that an older version of a record does not overwrite a more recent version of a record.

Submission requirements:

Not applicable

Submission of this file is mandatory.

File record length:

The length of each record must be exactly 146.

#### File fields

Field Name Learn	Field Name Learnership_Id		Field	Number 1		
Start Position	on 1	Fie	eld Length	10		
		Content Rules				
<ul> <li>This field may be le</li> </ul>	ft blank					
<ul> <li>Field may not start</li> </ul>	with a space. If the va	alue provided contains le	ading space	es then all leading spaces		
will be trimmed fro	will be trimmed from the value during further validation of the data value provided					
<ul> <li>Field may only con</li> </ul>	tain whole numbers					
	Business Rul	es (compliance required	)			
The combination of	f Learnership_Id, Qua	lification_Id, Provider_Co	de and Pro	vider_ETQE_Id must be		
unique						
<ul> <li>Both Learnership_</li> </ul>	Both Learnership_Id and Qualification_Id may not be blank					
<ul> <li>Field must contain</li> </ul>	Field must contain a valid Learnership_Id					
<ul> <li>The combination L</li> </ul>	earnership_Id and Qu	alification_Id must be val	id			

Field Name	Qualifica	tion_Id		Field	Number	2		
Start	Position	11	Field Length 10					
	Content Rules							
This field m	ay be left k	olank						

**Business Rules (informational)** 

Field Name | Qualification\_Id Field Number 2 Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided Field may only contain whole numbers **Business Rules (compliance required)** Field must contain a valid Qualification\_Id. Must contain a valid SAQA Qualification ID as registered on the National Qualifications Framework (NQF)

**Business Rules (informational)** 

Not applicable

Field Name	Filler01		Field	d Number	3			
Start	Position	21	Field Length 10					
	Content Rules							
Not applica	Not applicable							
		Business Rules (	compliance required)					
This is a filler	er field and	must be left blank						
	Business Rules (informational)							
Not applica	ble							

Field Name   Provider_Code	Field Number 4						
Start Position 31	Field Length 20						
Content Rules							
This field may not be left blank							
<ul> <li>Field may not start with a space. If the value will be trimmed from the value during further</li> </ul>	provided contains leading spaces then all leading spaces er validation of the data value provided						
<ul> <li>Uppercase value in field may only contain ch</li> </ul>	aracters						
ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567	890@#&+() /\:						
Business Rules (compliance required)							
The combination Provider_Code and Provider	er_ETQE_Id must be valid. The combination of						
Provider_Code and Provider_ETQE_Id must	exist on 100 - Provider						

- The combination Provider Code and Provider ETQE Id may not exist in 100 Provider as
- Parent\_Provider\_Code and Parent\_Provider\_ETQE\_Id

# **Business Rules (informational)**

Field Name   Provider	_ETQE_Id	Fie	ld Number	5				
Start Position	51	Field Length	10					
	Cont	ent Rules						
<ul> <li>This field may not be</li> </ul>	This field may not be left blank							
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>								
<ul> <li>Field may only contain</li> </ul>	n whole numbers							
	Business Rules (d	compliance required)						
<ul> <li>Field must contain a v</li> </ul>	Field must contain a valid Provider_ETQE_Id							
Business Rules (informational)								
<ul> <li>Not applicable</li> </ul>			·					

Field Name	Filler02			Field Number		6		
Start	Position	61	Field Length 20					
	Content Rules							
Not applica	ble							
	Business Rules (compliance required)							
This is a fille	er field and	must be left blank						

Field Name	Filler02	Field Number	6					
	Business Rules (informational)							
<ul> <li>Not applical</li> </ul>	ole							

Field Name	Filler03		Field	Number	7			
Start	Position	81	Fie	ld Length	1			
	Content Rules							
Not applica	Not applicable							
		Business Rules (	compliance required)					
This is a fille	er field and	must be left blank						
Business Rules (informational)								
<ul> <li>Not applica</li> </ul>	ble					•		

Field Name Provid	er_Accred_Start_Date		Field	d Number	8		
Start Positio	82	Fie	ld Length	8			
	Cont	ent Rules					
This field may not b	e left blank						
Field may not start	vith a space. If the value	provided contains lea	ading space	es then all l	eading spaces		
will be trimmed fro	n the value during furth	er validation of the da	ta value pr	ovided			
<ul> <li>Field may only cont</li> </ul>	ain a valid date in the for	mat YYYYMMDD					
	Business Rules (	compliance required)					
Provider_Accred_St	art_Date may not be gre	ater than Provider_A	ccred_End	Date			
Field may not have							
·	Business Rules (informational)						
The system will disp	lay the maximum numb	er of records with the	same valu	e for this fi	eld		

Field Name	Provider	_Accred_End_Date		Field	d Number	9	
Star	t Position	90	Fie	ld Length	8		
Content Rules							
This field m	This field may be left blank						
·							
<ul> <li>Field may of</li> </ul>	nly contain	n a valid date in the fo	rmat YYYYMMDD				
		Business Rules	compliance required				
<ul> <li>Not applica</li> </ul>	ble						
	Business Rules (informational)						
The system	will displa	v the maximum numb	er of records with the	same valu	e for this fi	eld	

Field Name Filler04	Field Name   Filler04			l Number	10		
Start Position	98	Field Length 20					
Content Rules							
Not applicable							
	Business Rules (	compliance required)					
This is a filler field and	d must be left blank						
Business Rules (informational)							
<ul> <li>Not applicable</li> </ul>	Not applicable						

Field Name Provider_Status_Id		Field	Number	11		
Start Position	Start Position 118 Fie		ld Length	10		
	Content Rules					
This field may not be l	eft blank					
• Field may not start with a space. If the value provided contains leading spaces then all leading spaces						
will be trimmed from	the value during furthe	er validation of the da	ita value pr	ovided		

Field Name Provider_Status_Id Field Number 11									
•	Field may only contain whole numbers								
	Business Rules (compliance required)								
•	Field must contain a valid Provider_Status_Id								
•	If Provider_	Status_Id has a value of 513 then Provider_Accred_En	d_Date may not be bl	ank					
•	If Provider_	Status_Id does not have a value of 513 then Provider_	Accred_End_Date mu	st be blank					
	Business Rules (informational)								
•	Not applica	ble							

Field Name	Field Name Offering_Type_Id Field Nu		d Number	12			
Star	Position	128	Fie	ld Length	10		
		Cont	ent Rules				
<ul> <li>This field m</li> </ul>	ay not be l	eft blank					
will be trim	will be trimmed from the value during further validation of the data value provided						
Field may or	nly contair	n whole numbers					
		Business Rules (	compliance required)				
Field must	Field must contain a valid Offering_Type_Id						
	Business Rules (informational)						
<ul> <li>Not applica</li> </ul>	ble						

Field Name	Date_Sta	mp		Field	d Number	13		
Start	Start Position   138   Field Length   8							
	Content Rules							
<ul> <li>This field m</li> </ul>	ay not be l	eft blank						
<ul> <li>Field may n</li> </ul>	ot start wi	th a space. If the value	provided contains lea	ading space	es then all I	eading spaces		
will be trim	med from	the value during furthe	er validation of the da	ata value pr	ovided			
<ul> <li>Field may o</li> </ul>	nly contair	n a valid date in the for	mat YYYYMMDD					
		Business Rules (	compliance required)					
Field may n	ot have a v	alue greater than toda	ay's date					
<ul> <li>Year compo</li> </ul>	Year component of field value may not be less than 1900							
	Business Rules (informational)							
The system	will displa	y the maximum numbe	er of records with the	same valu	e for this fi	eld		

## 5.3 Provider Management

#### File code

103

File naming standard

[Code]\_0005\_103\_v001\_YYYYMMDD.dat where:

- [Code] is a combination of the submitting CET College's Provider Code and ETQE Identifier in the format [Provider\_Code]\_[ETQE Identifier].
   ETQE Identifier for Umalusi for example is UMAL.
- 0005 indicates that the recipient information system to which this data will be submitted is CETMIS.
- v001 indicates that the submission has been extracted in accordance with version 1 of this specification
- YYYYMMDD represents the date on which the data submission was created.
- .dat is the file extension

## Description

This file describes the management at the College.

#### **General information:**

A count of the number of records found in the file will be recorded in the aggregated report under the General information heading.

The **Date\_Stamp** field must reflect the date on which a particular record was last updated. The field will be used by the recipient system to ensure that an older version of a record does not overwrite a more recent version of a record.

**Submission requirements:** 

Not applicable

Submission of this file is mandatory.

File record length:

The length of each record must be exactly 53.

## File fields

Field Name Provide	r_Code	Field Number   1			1				
Start Position	1	Field Length 20							
Content Rules									
<ul> <li>This field may not be</li> </ul>	left blank								
<ul> <li>Field may not start v</li> </ul>	ith a space. If the value	provided contains lea	ding space	s then all le	eading spaces				
will be trimmed from	the value during furth	er validation of the da	ta value pr	ovided					
<ul> <li>Uppercase value in f</li> </ul>	eld may only contain c	naracters							
ABCDEFGHIJKLMNO	QRTSUVWXYZ1234567	′890@#&+() /\:							
	Business Rules	compliance required)							
The combination Pro	vider_Code and Provid	er_ETQE_Id must be va	alid. The co	mbination	of				
Provider_Code and I	rovider_ETQE_Id must	exist on 100 - Provide	r						
<ul> <li>The combination of</li> </ul>	<ul> <li>The combination of Provider_Code, Provider_ETQE_Id, Management_Type_Id and Year must be</li> </ul>								
unique									
	Business Ru	es (informational)							

Field Name	Field Name Provider_ETQE_Id		Field	Number	2		
Start	Start Position 21 Field		ld Length	10			
		Cont	ent Rules				
This field m	This field may not be left blank						
<ul> <li>Field may n</li> </ul>	ot start wi	th a space. If the value	provided contains lea	ading space	s then all l	eading spaces	

Field Name	Field Name   Provider_ETQE_Id   Field Number   2							
will be trimmed from the value during further validation of the data value provided								
<ul> <li>Field may o</li> </ul>	nly contain whole numbers							
	Business Rules (compliance required)							
Field must of	contain a valid Provider_ETQE_Id							
	Business Rules (informational)							
<ul> <li>Not applica</li> </ul>	Not applicable							

Field Name	Managen	nent_Type_Id		Field Number 3					
Start	Position	31	Fie	Field Length 10					
	Content Rules								
This field m	ay not be l	eft blank							
will be trim	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>								
		Business Rules (d	compliance required)						
Field must of	Field must contain a valid Management_Type_Id								
	Business Rules (informational)								
Not applicable									

Field Name	Year			Field N	Number	4			
Start Position 41 Field Length 4									
	Content Rules								
This field m	ay not be l	eft blank							
will be trim	med from	th a space. If the value the value during furthon whole numbers				eading spaces			
		Business Rules (	compliance required)						
Value in fie	d must be	greater than 2010 and	l less than 2050						
Business Rules (informational)									
<ul> <li>Not applica</li> </ul>	ble								

Field Name   Date_Stamp		Field	l Number	5				
Start Position 45	Fie	eld Length	8					
	Content Rules							
This field may not be left blank								
<ul> <li>Field may not start with a space. If the v</li> </ul>	value provided contains le	ading space	s then all l	eading spaces				
will be trimmed from the value during f	urther validation of the da	ata value pr	ovided					
<ul> <li>Field may only contain a valid date in th</li> </ul>	e format YYYYMMDD							
Business Ru	iles (compliance required)	)						
<ul> <li>Field may not have a value greater than</li> </ul>	today's date							
<ul> <li>Year component of field value may not</li> </ul>	Year component of field value may not be less than 1900							
Business Rules (informational)								
The system will display the maximum n	The system will display the maximum number of records with the same value for this field							

## 5.4 Programme

#### File code

301

File naming standard

[Code]\_0005\_301\_v001\_YYYYMMDD.dat where:

- [Code] is a combination of the submitting CET College's Provider Code and ETQE Identifier in the format [Provider\_Code]\_[ETQE Identifier].
   ETQE Identifier for Umalusi for example is UMAL.
- 0005 indicates that the recipient information system to which this data will be submitted is CETMIS.
- v001 indicates that the submission has been extracted in accordance with version 1 of this specification
- YYYYMMDD represents the date on which the data submission was created.
- .dat is the file extension

## Description

This file describes programmes that are offered at the College that do not have a SAQA Qualification ID. This file is a modified version of the National Learners' Records Database (NLRD) File Number 22.

#### **General information:**

A count of the number of records found in the file will be recorded in the aggregated report under the General information heading.

The **Date\_Stamp** field must reflect the date on which a particular record was last updated. The field will be used by the recipient system to ensure that an older version of a record does not overwrite a more recent version of a record.

**Submission requirements:** Submission of this file is optional.

File record length: The length of each record must be exactly 234.

#### File fields

Field Name	Field Name   Programme_Code   Field Number   1				1	
Start	Position	1	Fie	ld Length	20	
		Cont	ent Rules			
<ul> <li>This field m</li> </ul>	ay not be	eft blank				
<ul> <li>Field may n</li> </ul>	ot start wi	th a space. If the value	provided contains lea	ading space	s then all l	eading spaces
will be trim	med from	the value during furthe	er validation of the da	ita value pr	ovided	
<ul> <li>Uppercase</li> </ul>	value in fie	eld may only contain ch	aracters			
ABCDEFGH	JKLMNOP	QRTSUVWXYZ1234567	890@#&+() /\:			
		Business Rules (	compliance required			
<ul> <li>Uppercase</li> </ul>	value in fie	eld may not contain cha	aracters %UNKNOWN	l% or %AS A	BOVE% or	%SOOS BO%
or %DELETE	or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or - or –					
<ul> <li>The combine</li> </ul>	<ul> <li>The combination of Programme_Code, Provider_Code and Provider_ETQE_Id must be unique</li> </ul>					
		Business Rule	es (informational)			

Field Name	Field Name Programme_Description		Field Number 2		2
Start	Position	21	Field Length 100		
Content Rules					
This field may not be left blank					
Field may not start with a space. If the value provided contains leading spaces then all leading spaces					

## Field Name | Programme\_Description

Field Number

will be trimmed from the value during further validation of the data value provided

Uppercase value in field may only contain characters
 ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890@#&+() /\:.\_\_,`'-

## **Business Rules (compliance required)**

• Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or - or -

## **Business Rules (informational)**

Not applicable

Field Name	Field Name   Programme_Type_Id   Field Number   3		3				
Start	Position	121	Fie	ld Length	15		
	Content Rules						
This field m	ay not be l	eft blank					
will be trim	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
<ul> <li>Field may o</li> </ul>	nly contair	n whole numbers					
		Business Rules (	compliance required)				
Field must of	Field must contain a valid Programme_Type_Id						
Business Rules (informational)							
Not applica	ble					_	

Field Name	NQF_Lev	el_Id			Field	d Number	4		
Start	Position	136		Field Length 8					
Content Rules									
This field m	This field may not be left blank								
<ul> <li>Field may n</li> </ul>	Field may not start with a space. If the value provided contains leading spaces then all leading spaces								
will be trim	med from	the value d	luring furthe	er validation of the da	ata value pr	ovided			
<ul> <li>Field may o</li> </ul>	nly contair	n whole nu	mbers						
		Busir	ness Rules (d	compliance required	)				
Field must of	Field must contain a valid NQF_Level_Id								
Business Rules (informational)									
Not applica	Not applicable								

Field Name Sul	ıbfield_Id			Field Number 5			
Start Pos	sition 144		Field Length 8				
Content Rules							
<ul> <li>This field may n</li> </ul>	This field may not be left blank						
will be trimmed	will be trimmed from the value during further validation of the data value provided						
Field may only of	contain whole number	rs					
	Business	Rules (comp	liance required				
Field must contain	Field must contain a valid Subfield_Id						
Business Rules (informational)							
Not applicable							

Field Name	AET_Leve	el_Id		Field	Number	6
Start	Position	152	Fie	ld Length	8	
		Cont	ent Rules			
This field m	ay not be l	eft blank				
<ul> <li>Field may n</li> </ul>	ot start wit	th a snace If the value	provided contains les	ading snace	s then all l	aading snaces

- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Field may only contain whole numbers

## **Business Rules (compliance required)**

Field Name	AET_Level_Id	Field Number	6
<ul> <li>Field must of</li> </ul>	contain a valid AET_Level_Id		
<ul> <li>The combin</li> </ul>	ation of AET_Level_Id and NQF_Level_Id must be valid	d. Following combinati	ions are

invalid: a.) AET\_Level\_Id = 1 AND NQF\_Level\_Id = 539 b.) AET\_Level\_Id = (2 OR 3 OR 4) AND NQF\_Level\_Id <> 539 c.) AET\_Level\_Id = 5 AND NQF\_Level\_Id <> 503.

## **Business Rules (informational)**

Not applicable

Field Name Progr	Programme_Start_Date		Field Number 7		7		
Start Position	n 160	Field Length 8					
	Content Rules						
<ul> <li>This field may not</li> </ul>	e left blank						
<ul> <li>Field may not start</li> </ul>	with a space. If the value	provided contains lea	ding space	s then all le	eading spaces		
will be trimmed fro	m the value during furth	er validation of the dat	ta value pr	ovided			
<ul> <li>Field may only cor</li> </ul>	tain a valid date in the fo	rmat YYYYMMDD					
	Business Rules (	compliance required)					
<ul> <li>Programme_Start_</li> </ul>	Date may not be greater	than Programme_End	_Date				
<ul> <li>Field may not have</li> </ul>	Field may not have a value greater than today's date						
<ul> <li>Year component of field value may not be less than 1900</li> </ul>							
Business Rules (informational)							

The system will display the maximum number of records with the same value for this field

Field Name	Program	me_End_Date				Field	l Number	8
Start	Position	168			Fiel	ld Length	8	
	Content Rules							
This field m	ay be left l	olank						
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>								
<ul> <li>Field may o</li> </ul>	nly contair	n a valid date in t	he for	mat YYYYMMDD				
		Business R	ules (d	compliance require	ed)			
Field may n	ot have a v	alue greater tha	n toda	y's date				
Business Rules (informational)								
<ul> <li>The system</li> </ul>	will displa	y the maximum r	numbe	er of records with t	he s	same value	e for this fi	eld

Field Name Provider	_Code		Field	Number	9
Start Position	176	Fie	ld Length	20	
	Con	tent Rules			
<ul> <li>This field may not be</li> </ul>	left blank				
<ul> <li>Field may not start w</li> </ul>	ith a space. If the value	provided contains lea	ading space	s then all le	eading spaces
will be trimmed from	the value during furth	er validation of the da	ta value pr	ovided	
<ul> <li>Uppercase value in file</li> </ul>	eld may only contain cl	naracters			
ABCDEFGHIJKLMNOP	QRTSUVWXYZ1234567	/890@#&+() <b>/</b> \:			
	Business Rules (	compliance required)			
The combination Pro	vider_Code and Provid	er_ETQE_Id must be v	alid. The co	mbination	of
Provider_Code and P	rovider_ETQE_Id must	exist on 100 - Provide	r		
The combination Pro	vider_Code and Provid	er_ETQE_Id may not e	xist in 100	- Provider a	as
Parent_Provider_Code and Parent_Provider_ETQE_Id					
	Business Rul	es (informational)			

Field Name	Provider	_ETQE_Id		Field	Number	10
Start	Position	196	Field Length 10		10	
Content Rules						
This field m	ay not be l	eft blank				

Field Name	Field Name   Provider_ETQE_Id   Field Number   10							
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>								
Field may contact the field may contact	Field may only contain whole numbers							
	Business Rules (compliance required							
<ul> <li>Field must</li> </ul>	contain a valid Provider_ETQE_Id							
Business Rules (informational)								
<ul> <li>Not applica</li> </ul>	ble							

Field Name	Programme_Status_Id		Field Number 11		11		
Start	Position	206	Field Length 10				
	Content Rules						
This field m	ay not be l	eft blank					
<ul> <li>Field may n</li> </ul>	ot start wi	th a space. If the value	provided contains lea	ading space	s then all l	eading spaces	
will be trim	will be trimmed from the value during further validation of the data value provided						
<ul> <li>Field may o</li> </ul>	nly contair	whole numbers					
		Business Rules (	compliance required)				
Field must of	contain a v	alid Programme_Statu	s_ld				
<ul> <li>If Programr</li> </ul>	ne_Status_	Id has a value of 2 the	n Programme_End_D	ate may no	t be blank		
<ul> <li>If Programr</li> </ul>	If Programme Status Id does not have a value of 2 then Programme End Date must be blank					e blank	
	Business Rules (informational)						
Not applica	ble						

Field Name	Program	me_Credit		Field	l Number	12		
Start	Position	216	Field Length 10					
Content Rules								
<ul> <li>This field m</li> </ul>	This field may not be left blank							
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>								
<ul> <li>Field may o</li> </ul>	nly contain	whole numbers						
		Business Rules (	compliance required					
<ul> <li>Value may r</li> </ul>	not be less	than 40						
<ul> <li>Value may r</li> </ul>	not be grea	nter than 480						
Business Rules (informational)								
<ul> <li>Not applica</li> </ul>	Not applicable							

Field Name	Date_Sta	mp			Field	l Number	13	
Star	t Position	226		Field Length 8				
Content Rules								
This field m	This field may not be left blank							
will be trim	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>							
Field may or	nly contair	n a valid	date in the for	mat YYYYMMDD				
		Bu	ısiness Rules (d	compliance required				
<ul> <li>Field may n</li> </ul>	ot have a v	alue gre	eater than toda	ıy's date				
<ul> <li>Year compo</li> </ul>	onent of fie	ld value	may not be le	ss than 1900				
	Business Rules (informational)							
<ul> <li>The system</li> </ul>								

## 5.5 Subject

#### File code

#### 303

File naming standard

[Code]\_0005\_303\_v001\_YYYYMMDD.dat where:

- [Code] is a combination of the submitting CET College's Provider Code and ETQE Identifier in the format [Provider\_Code]\_[ETQE Identifier].
   ETQE Identifier for Umalusi for example is UMAL.
- 0005 indicates that the recipient information system to which this data will be submitted is CETMIS.
- v001 indicates that the submission has been extracted in accordance with version 1 of this specification
- YYYYMMDD represents the date on which the data submission was created.
- .dat is the file extension

## Description

This file describes subjects that are offered at the College that do not have a SAQA Unit Standard ID. This file is a modified version of the National Learners' Records Database (NLRD) File Number 23.

#### **General information:**

A count of the number of records found in the file will be recorded in the aggregated report under the General information heading.

The **Date\_Stamp** field must reflect the date on which a particular record was last updated. The field will be used by the recipient system to ensure that an older version of a record does not overwrite a more recent version of a record.

**Submission requirements:** Submission of this file is optional.

File record length: The length of each record must be exactly 319.

#### File fields

Field Name	Field Name   Subject_Code   Field		Number	1				
Start	Position	1	Field Length 20					
	Content Rules							
<ul> <li>This field ma</li> </ul>	This field may not be left blank							
<ul> <li>Field may no</li> </ul>	ot start wi	th a space. If the value	provided contains lea	ading space	s then all l	eading spaces		
will be trimm	ned from	the value during furthe	er validation of the da	ita value pr	ovided			
<ul> <li>Uppercase v</li> </ul>	alue in fie	eld may only contain ch	aracters					
ABCDEFGHIJ	KLMNOP	QRTSUVWXYZ1234567	890@#&+() /\:					
		Business Rules (	compliance required)					
<ul> <li>Uppercase v</li> </ul>	alue in fie	eld may not contain cha	aracters %UNKNOWN	% or %AS A	BOVE% or	%SOOS BO%		
or %DELETE?	% or N/A	or NA or U or NONE or	GEEN or 0 or TEST or	<b>%ONTBREE</b>	K% or NIL	or - or –		
The combination	<ul> <li>The combination of Subject_Code, Provider_Code and Provider_ETQE_Id must be unique</li> </ul>							
		Business Rul	es (informational)					

Field Name   Subject_Name			Field	l Number	2	
Start	Start Position 21 Fie				200	
Content Rules						
This field may not be left blank						
Field may not start with a space. If the value provided contains leading spaces then all leading spaces						

## Field Name Subject Name

Field Number

will be trimmed from the value during further validation of the data value provided

Uppercase value in field may only contain characters
 ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890@#&+() /\:. ,''-

#### **Business Rules (compliance required)**

• Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or - or -

## **Business Rules (informational)**

Not applicable

Not applicable

Field Name NQF_Lev	Field Name NQF_Level_Id			Number	3			
Start Position	221	Field Length 8						
	Cont	ent Rules						
This field may not be left blank								
<ul> <li>Field may not start wi</li> </ul>	• Field may not start with a space. If the value provided contains leading spaces then all leading spaces							
will be trimmed from	the value during furthe	er validation of the da	ta value pr	ovided				
<ul> <li>Field may only contain</li> </ul>	n whole numbers							
	Business Rules (compliance required)							
Field must contain a valid NQF_Level_Id								
	Business Rules (informational)							

Field Name	Subfield_	Id			Field Number 4				
Start	Position	229		Field Length 8					
Content Rules									
This field m	This field may not be left blank								
will be trim	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>								
		Busi	ness Rules (d	compliance required	)				
Field must of	contain a v	alid Subfie	eld_Id				_		
Business Rules (informational)									
Not applica	Not applicable								

Field Name   AET_Leve	el_ld			Field	Number	5		
Start Position	237		Fie	ld Length	8			
	Content Rules							

- This field may not be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Field may only contain whole numbers

## **Business Rules (compliance required)**

- Field must contain a valid AET\_Level\_Id
- The combination of AET\_Level\_Id and NQF\_Level\_Id must be valid. Following combinations are invalid: a.) AET\_Level\_Id = 1 AND NQF\_Level\_Id = 539 b.) AET\_Level\_Id = (2 OR 3 OR 4) AND NQF\_Level\_Id <> 539 c.) AET\_Level\_Id = 5 AND NQF\_Level\_Id <> 503.

#### **Business Rules (informational)**

Field Name Subject_	Field Name Subject_Reg_Start_Date		Field Number		6
Start Position			ld Length	8	
Content Rules					

- This field may not be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces

 Field Name
 Subject\_Reg\_Start\_Date
 Field Number

 will be trimmed from the value during further validation of the data value provided

• Field may only contain a valid date in the format YYYYMMDD

## **Business Rules (compliance required)**

- Subject\_Reg\_Start\_Date may not be greater than Subject\_Reg\_End\_Date
- Field may not have a value greater than today's date
- Year component of field value may not be less than 1900

#### **Business Rules (informational)**

• The system will display the maximum number of records with the same value for this field

Field Name	Field Name   Subject_Reg_End_Date			Field	Number	7		
Start	Position	253	Field Length 8					
	Content Rules							
<ul> <li>This field m</li> </ul>	This field may be left blank							
will be trim	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>							
<ul> <li>Field may o</li> </ul>	nly contair	n a valid date in the for	mat YYYYMMDD					
		Business Rules (	compliance required)					
<ul> <li>Field may n</li> </ul>	ot have a v	alue greater than toda	ıy's date					
	Business Rules (informational)							
<ul> <li>The system</li> </ul>	will displa	y the maximum numbe	er of records with the	same value	e for this fie	eld		

Field Name Provi	der_Code	Fie		Field	Number	8	
Start Positi	Start Position 261 Field Length		ld Length	20			
	Content Rules						

- This field may not be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters
   ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890@#&+() /\:.\_-

## **Business Rules (compliance required)**

- The combination Provider\_Code and Provider\_ETQE\_Id must be valid. The combination of Provider\_Code and Provider\_ETQE\_Id must exist on 100 - Provider
- The combination Provider\_Code and Provider\_ETQE\_Id may not exist in 100 Provider as Parent\_Provider\_Code and Parent\_Provider\_ETQE\_Id

## **Business Rules (informational)**

Not applicable

Field Name   Provider_ETQE_Id		eld Number	9				
Start Position 281	Field Leng	<b>h</b> 10					
Content Rules							
This field may not be left blank							
Field may not start with a space. If the value provided contains leading spaces then all leading spaces							

- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Field may only contain whole numbers

## **Business Rules (compliance required)**

Field must contain a valid Provider\_ETQE\_Id

## **Business Rules (informational)**

Field Name	ne Subject_Status_Id		Field Number		10	
Start	Position	291	Field Leng		10	
Content Rules						
<ul> <li>This field m</li> </ul>	av not be l	eft blank				

## Field Name | Subject\_Status\_Id

Field Number

- 10
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Field may only contain whole numbers

## **Business Rules (compliance required)**

- Field must contain a valid Subject\_Status\_Id
- If Subject\_Status\_Id has a value of 2 then Subject\_Reg\_End\_Date may not be blank
- If Subject\_Status\_Id does not have a value of 2 then Subject\_Reg\_End\_Date must be blank

## **Business Rules (informational)**

Not applicable

Field Name   Subject_Credit	Field Name Subject_Credit		Field	Number	11	
Start Position 301		Fie	ld Length	10		
	Content F	Rules				
<ul> <li>This field may not be left bla</li> </ul>	nk					
will be trimmed from the va	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>					
<ul> <li>Field may only contain whol</li> </ul>	e numbers					
	Business Rules (compliance required)					
Value may not be less than :	L					
Value may not be greater than 110						
Business Rules (informational)						

Field Name Date_Stamp	Fiel	d Number	12
Start Position 311	Field Length	8	

- **Content Rules**
- This field may not be left blank

Not applicable

- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Field may only contain a valid date in the format YYYYMMDD

## **Business Rules (compliance required)**

- Field may not have a value greater than today's date
- Year component of field value may not be less than 1900

## **Business Rules (informational)**

The system will display the maximum number of records with the same value for this field

## 5.6 Programme Subjects

#### File code

307

File naming standard

[Code]\_0005\_307\_v001\_YYYYMMDD.dat where:

- [Code] is a combination of the submitting CET College's Provider Code and ETQE Identifier in the format [Provider\_Code]\_[ETQE Identifier].
   ETQE Identifier for Umalusi for example is UMAL.
- 0005 indicates that the recipient information system to which this data will be submitted is CETMIS.
- v001 indicates that the submission has been extracted in accordance with version 1 of this specification
- YYYYMMDD represents the date on which the data submission was created.
- .dat is the file extension

#### Description

This file describes the relationship between programmes (that do not have a SAQA Qualification IDs) and their subjects (that do not have a SAQA Unit Standard IDs).

#### **General information:**

A count of the number of records found in the file will be recorded in the aggregated report under the General information heading.

The **Date\_Stamp** field must reflect the date on which a particular record was last updated. The field will be used by the recipient system to ensure that an older version of a record does not overwrite a more recent version of a record.

Submission requirements:

Submission of this file is optional and conditional to the

submission of other related files.

Not applicable

File record length:

The length of each record must be exactly 125.

#### File fields

Field Name Program	Field Name   Programme_Code   Field Number   1		1		
Start Position	1	Fie	ld Length	20	
	Con	tent Rules			
<ul> <li>This field may not be</li> </ul>	left blank				
<ul> <li>Field may not start w</li> </ul>	ith a space. If the value	provided contains lea	ading space	s then all l	eading spaces
will be trimmed fron	the value during furth	er validation of the da	ta value pr	ovided	
<ul> <li>Uppercase value in f</li> </ul>	eld may only contain ch	naracters			
ABCDEFGHIJKLMNO	QRTSUVWXYZ1234567	890@#&+() /\:			
	Business Rules (	compliance required)			
The combination of	Programme_Code, Subj	ect_Code, Provider_Co	ode and Pro	ovider_ETC	QE_Id must be
unique	unique				
• The combination of Programme_Code, Provider_Code and Provider_ETQE_Id must exist in parent file					
301 - Programme					
Business Rules (informational)					

Field Name	Subject_Code		Field Number 2		2
Start	Position	21	Field Length 20		
Content Rules					

2

### Field Name | Subject Code

Field Number

- This field may not be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890@#&+() /\:. -

#### **Business Rules (compliance required)**

The combination of Subject Code, Provider Code and Provider ETQE Id must exist in parent file 303 - Subject

#### **Business Rules (informational)**

Not applicable

Field Name	Prog_Sub	oj_Start_Date	Field Number   3				
Start	Position	41	Field Length 8				
Content Rules							
This field may not be left blank							
•							
Field may only contain a valid date in the format YYYYMMDD							
Business Rules (compliance required)							

- Prog\_Subj\_Start\_Date may not be greater than Prog\_Subj\_End\_Date
- Field may not have a value greater than today's date
- Year component of field value may not be less than 1900

#### **Business Rules (informational)**

The system will display the maximum number of records with the same value for this field

Field Name	Prog_Sub	j_End_Date		Field Number	4		
Start	Position	49	Fie	eld Length 8			
		Con	tent Rules				
This field m	ay be left b	lank					
•							
<ul> <li>Field may o</li> </ul>	nly contain	a valid date in the fo	rmat YYYYMMDD				
Business Rules (compliance required)							
Field may not have a value greater than today's date							
Business Rules (informational)							

Field Name	Provider_	Code		Field	Number	5
Start	Position	57	Fie	ld Length	20	

The system will display the maximum number of records with the same value for this field

## **Content Rules**

- This field may not be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890@#&+() /\:. -

## **Business Rules (compliance required)**

The combination Provider Code and Provider ETQE Id must be valid. The combination of Provider Code and Provider ETQE Id must exist on 100 - Provider

## **Business Rules (informational)**

Field Name	Provider_	Provider_ETQE_Id		Field	l Number	6
Star	t Position	77	Fie	ld Length	10	

Field Name	Provider_ETQE_Id	Field Number	6					
	Content Rules							
This field m	This field may not be left blank							
	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>							
<ul> <li>Field may of</li> </ul>	only contain whole numbers							
	Business Rules (compliance require	d)						
<ul> <li>Field must</li> </ul>	Field must contain a valid Provider_ETQE_Id							
Business Rules (informational)								
<ul> <li>Not applica</li> </ul>	ble							

Field Name   Prog_Sul	oj_Status_Id		Field	l Number	7	
Start Position	87	Fiel	ld Length	10		
	Cont	ent Rules				
This field may not be	left blank					
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
<ul> <li>Uppercase value in fie 1234567890@_</li> </ul>	eld may only contain ch	aracters ABCDEFGHIJI	KLMNOPQF	RTSUVWXY	′Z-	
	Business Rules (	compliance required)				
<ul> <li>Field must contain a v</li> </ul>	alid Prog_Subj_Status_	_ld				
<ul> <li>If Prog_Subj_Status_Id has a value of 2 then Prog_Subj_End_Date may not be blank</li> </ul>						
<ul> <li>If Prog_Subj_Status_Id does not have a value of 2 then Prog_Subj_End_Date must be blank</li> </ul>						
Business Rules (informational)						

Field Name Prog_	Subj_Credit		Field	Number	8		
Start Positi	on 97	Fie	ld Length	10			
	Con	tent Rules					
<ul> <li>This field may not</li> </ul>	be left blank						
<ul> <li>Field may not start</li> </ul>	Field may not start with a space. If the value provided contains leading spaces then all leading spaces						
will be trimmed fro	om the value during furth	er validation of the da	ita value pr	ovided			
<ul> <li>Field may only cor</li> </ul>	tain whole numbers						
	Business Rules (	compliance required)					
<ul> <li>Value may not be</li> </ul>	ess than 1						
Value may not be greater than 110							
Business Rules (informational)							
<ul> <li>Not applicable</li> </ul>		_	•	•			

Field Name   Prog_Subj_Type_Id	Field	Number 9			
Start Position 107	Field Length	10			
Cont	ent Rules				
This field may not be left blank					
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>					
<ul> <li>Field may only contain whole numbers</li> </ul>					
Business Rules (compliance required)					
Field must contain a valid Prog_Subj_Type_Id					
Business Rules (informational)					
Not applicable		_			

Field Name	e Date_Stamp			Field	l Number	10
Start Position 117		Fie	ld Length	8		

Field Name	Date_Stamp	Field Number	10						
	Content Rules								
This field m	This field may not be left blank								
•	ot start with a space. If the value provided contains leamed from the value during further validation of the da	• .	eading spaces						
<ul> <li>Field may o</li> </ul>	Field may only contain a valid date in the format YYYYMMDD								
	Business Rules (compliance required)								
<ul> <li>Field may n</li> </ul>	ot have a value greater than today's date								
Year compo	<ul> <li>Year component of field value may not be less than 1900</li> </ul>								
Business Rules (informational)									
<ul> <li>The system</li> </ul>	will display the maximum number of records with the	same value for this fie	eld						



#### 5.7 Person

#### File code

#### 400

#### File naming standard

[Code]\_0005\_400\_v001\_YYYYMMDD.dat where:

- [Code] is a combination of the submitting CET College's Provider Code and ETQE Identifier in the format [Provider\_Code]\_[ETQE Identifier].
   ETQE Identifier for Umalusi for example is UMAL.
- 0005 indicates that the recipient information system to which this data will be submitted is CETMIS.
- v001 indicates that the submission has been extracted in accordance with version 1 of this specification
- YYYYMMDD represents the date on which the data submission was created.
- .dat is the file extension

## Description

This file describes people that have either enrolled on or achieved programmes/subjects at the College or people that are employed at the College.

This file is a modified version of the National Learners' Records Database (NLRD) File Number 25.

#### General information:

A count of the number of records found in the file will be recorded in the aggregated report under the General information heading.

The **Date\_Stamp** field must reflect the date on which a particular record was last updated. The field will be used by the recipient system to ensure that an older version of a record does not overwrite a more recent version of a record.

**Submission requirements:** Submission of this file is mandatory.

**File record length:** The length of each record must be exactly 802.

#### File fields

Field Name	National	_ld				Field	l Number	1
Sta	t Position	1			Fie	eld Length	15	
Content Bules								

- This field may be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters 1234567890

## **Business Rules (compliance required)**

- Both National\_Id and Person\_Alternate\_Id may not be blank
- Value must have a length of exactly 13
- Field value may not have characters 0000 from characters 7 to 10
- Field may not have characters 0000 from characters 1 to 4
- Uppercase value in field may not contain characters 1111111111111 or 222222222222 or 333333333333 or 444444444444444 or 555555555555 or 6666666666666 or 777777777777 or 88888888888 or 999999999999
- Field must be blank if POPI\_Act\_Status\_ID has a value of 2

## **Business Rules (informational)**

Field Name	Person_Alternate_Id			Field	Number	2
Start Position 16			Fie	ld Length	20	
Content Pulos						

- This field may be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ-1234567890@

- Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or or -
- If Person Alternate Id has a value then Alternate Id Type Id may not = 533
- If Person Alternate Id IS blank then Alternate Id Type Id must = 533

#### **Business Rules (informational)**

Not applicable

Field Name	Alternate	_Id_Type_Id		Field Number		3	
Start Position 36		Field Length 3					
Content Rules							

- This field may not be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Field may only contain whole numbers

## **Business Rules (compliance required)**

- Field must contain a valid Alternate\_Id\_Type\_Id
- If Alternate\_Id\_Type\_Id = 537 then combination of Alternate\_Id\_Type\_Id, National\_Id, Provider\_Code and Provider\_ETQE\_Id must be unique (note only first 10 characters of National ID are used)
- If Alternate\_Id\_Type\_Id <> 537 then combination of Alternate\_Id\_Type\_Id and National\_Id must be unique (note only first 10 characters of National ID are used)
- If Alternate\_Id\_Type\_Id = 537 then combination Alternate\_Id\_Type\_Id, Person\_Alternate\_Id, Provider\_Code and Provider\_ETQE\_Id must be unique
- If Alternate\_Id\_Type\_Id <> 537 and Alternate\_Id\_Type\_Id <> 533 then combination Alternate\_Id\_Type\_Id and Person\_Alternate\_Id must be unique
- If Alternate\_Id\_Type\_Id = 537 then combination of Alternate\_Id\_Type\_Id, Person\_Alternate\_Id, National\_Id, Provider\_Code and Provider\_ETQE\_Id must be associated with at least one record in one of the following files 501, 503
- If Alternate\_Id\_Type\_Id <> 537 then the combination of Alternate\_Id\_Type\_Id, Person\_Alternate\_Id and National\_Id must be associated with at least one record in any one of the following related child files 401, 501, 503

#### **Business Rules (informational)**

Not applicable

Field Name   Equity_Code				Field	l Number	4	
Start Position 39			Fie	ld Length	10		
Content Rules							

- This field may not be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters
   ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890@#&+() /\:.\_\_,`'-

## **Business Rules (compliance required)**

• Field must contain a valid Equity Code

## **Business Rules (informational)**

Field Name National	lity_Code		Field	Number	5		
Start Position	49	Fie	ld Length	3			
	Cont	ent Rules					
<ul> <li>This field may not be</li> </ul>	left blank						
will be trimmed from  Uppercase value in fig	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
Business Rules (compliance required)							
Field must contain a valid Nationality_Code							
Business Rules (informational)							

Field Name	Home_La	inguage_Code		Field	Number	6	
Star	Position	52	Fie	ld Length	10		
		Cont	ent Rules				
This field m	This field may not be left blank						
-							
• •		ld may only contain ch QRTSUVWXYZ1234567					
	Business Rules (compliance required)						
Field must	Field must contain a valid Home_Language_Code						
Business Rules (informational)							
<ul> <li>Not applica</li> </ul>	ble						

Field Name   Gender_Code	Field Number 7					
Start Position 62	Field Length 1					
Cont	ent Rules					
<ul> <li>This field may not be left blank</li> </ul>						
<ul> <li>Field may not start with a space. If the value</li> </ul>	provided contains leading spaces then all leading spaces					
will be trimmed from the value during furthe	er validation of the data value provided					
<ul> <li>Uppercase value in field may only contain ch</li> </ul>	aracters					
ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567	890@#&+() /\:,`'-					
Business Rules (	compliance required)					
<ul> <li>Field must contain a valid Gender_Code</li> </ul>						
<ul> <li>If National_Id is not blank then Gender_Code</li> </ul>	e must match gender character of National_Id. The 7th					
character of a SA National ID indicates a gender of female when less than 5 and male when greater						
than 4.						
Business Rules (informational)						
Not applicable						

Field Name	Field Name   Citizen_Resident_Status_Code		Field	d Number	8	
Start	Start Position 63 Field		ld Length	10		
Content Rules						
This field may not be left blank						
• Field may not start with a space. If the value provided contains leading spaces then all leading spaces						

- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890@#&+() /\:.\_\_,`'-

• Field must contain a valid Citizen\_Resident\_Status\_Code

### **Business Rules (informational)**

Field Name	Citizen_Resident_Status_Code	Field Number	8
<ul> <li>Not applica</li> </ul>	ble		

Field Name	Filler01		Field	d Number	9	
Start	Position	73	Fie	ld Length	2	
Content Rules						
<ul> <li>Not applica</li> </ul>	Not applicable					
		Business Rules (	compliance required)			
This is a filler	This is a filler field and must be left blank					
Business Rules (informational)						
<ul> <li>Not applica</li> </ul>	ble	•				

Field Name	Field Name   Disability_Status_Code			Field Number 1		10	
Star	Position	75	Fie	ld Length	10		
		Cont	ent Rules				
This field m	ay not be l	eft blank					
will be trim  Uppercase	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
	Business Rules (compliance required)						
<ul> <li>Field must</li> </ul>	Field must contain a valid Disability_Status_Code						
	Business Rules (informational)						
<ul> <li>Not applica</li> </ul>	ble						

Field Name   Person_Last_Name	Field Number 11					
Start Position 85	Field Length 45					
Content Rules						
This field may be left blank						
Field may not start with a space. If the value provided contains leading spaces then all leading spaces						
will be trimmed from the value during furth	er validation of the data value provided					

# Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ`' Business Rules (compliance required)

- Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or 0 or TEST or %ONTBREEK% or NIL or or -
- Field must be blank if POPI\_Act\_Status\_ID has a value of 2
- Value must be provided if POPI\_Act\_Status\_ID does not have a value of 2

### **Business Rules (informational)**

- Uppercase value in field should not contain characters NA or U or NONE or GEEN
- Person\_Last\_Name should not have the same value as Person\_First\_Name

Field Name   Person_First_Name			Field	l Number	12	
Start Position 130 Fie		ld Length	26			
Content Rules						

- This field may be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ`'-

### **Business Rules (compliance required)**

- Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or 0 or TEST or %ONTBREEK% or NIL or or -
- Field must be blank if POPI Act Status ID has a value of 2
- Value must be provided if POPI Act Status ID does not have a value of 2

Field Name	Person_First_Name	Field Number	12				
Uppercase value in field should not contain characters NA or U or NONE or GEEN							
Person Firs	t Name should not have the same value as Person M	iddle Name					

Field Name Pe	rson_N	/liddle_Name		Field	Number	13
Start Pos	sition	156	Fie	ld Length	50	
Content Rules						

- This field may be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ" -

- Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or 0 or TEST or %ONTBREEK% or NIL or - or -
- Field must be blank if POPI Act Status ID has a value of 2

#### **Business Rules (informational)**

- Uppercase value in field should not contain characters NA or U or NONE or GEEN
- Person\_Middle\_Name should not have the same value as Person\_Last\_Name

Field Name	Person_T	itle	Field Number 14		14		
Start	Position	206	Fie	ld Length	10		
		Cont	ent Rules				
This field m	ay be left b	olank					
<ul> <li>Field may n</li> </ul>	ot start wi	th a space. If the value	provided contains lea	ading space	s then all le	eading spaces	
will be trim	med from	the value during furthe	er validation of the da	ta value pr	ovided		
<ul> <li>Uppercase</li> </ul>	value in fie	ld may only contain ch	aracters ABCDEFGHIJ	KLMNOPQ	RTSUVWXY	′Z`' -	
		Business Rules (	compliance required)				
<ul> <li>Uppercase</li> </ul>	value in fie	ld may not contain cha	aracters %UNKNOWN	% or %AS A	BOVE% or	%SOOS BO%	
or %DELETE	or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or - or -						
<ul> <li>Uppercase</li> </ul>	<ul> <li>Uppercase value in field may not contain characters NA or U or NONE or GEEN</li> </ul>						
Business Rules (informational)							

Field Name	Person_B	sirth_Date			Field	Number	15
Start	Position	216		Fie	ld Length	8	
			Cont	ent Rules			

This field may not be left blank

Not applicable

- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Field may only contain a valid date in the format YYYYMMDD

#### **Business Rules (compliance required)**

Year component must be greater than 1850

- The system will display the maximum number of records with the same value for this field
- If National\_Id is provided then the first 6 characters of National\_Id must be the same as characters 3 to 8 of Person\_Birth\_Date
- Age may not be less than 16 years

Field N	Field Name   Person_Home_Address_1			Field	l Number	16	
	<b>Start Position</b>	224	Field L		50		
	Content Rules						

- This field may be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided

16

## Field Name Person\_Home\_Address\_1 Field Number

Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ - 1234567890#&()/\:.\_`',

#### **Business Rules (compliance required)**

- Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or or -
- The field may not contain a value that contains only numbers
- Field must be blank if POPI Act Status ID has a value of 2

#### **Business Rules (informational)**

Uppercase value in field should not contain characters %ZZZ% or %XXX% or %ADDRES%

Field Name	Person_F	lome_Address_2		Field	l Number	17
Start	Position	274	Fie	ld Length	50	
Content Rules						

- This field may be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ 1234567890#&()/\:.\_`',

#### **Business Rules (compliance required)**

- Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or or -
- The field may not contain a value that contains only numbers
- Field must be blank if POPI Act Status ID has a value of 2

#### **Business Rules (informational)**

• Uppercase value in field should not contain characters %ZZZ% or %XXX% or %ADDRES%

Field Name	Person_F	Home_Address_3			Field	l Number	18
Start	Position	324		Fie	ld Length	50	
Content Rules							

- This field may be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ 1234567890#&()/\:.\_`',

### **Business Rules (compliance required)**

- Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or or -
- The field may not contain a value that contains only numbers
- Field may not have 4 consecutive numbers embedded in it
- Field must be blank if POPI Act Status ID has a value of 2

#### **Business Rules (informational)**

• Uppercase value in field should not contain characters %ZZZ% or %XXX% or %ADDRES%

Fie	ld Name	Person_F	ostal_Address_1		Field	Number	19
	Start	Position	374	Fie	ld Length	50	
	Content Rules						
	. (	1 1 (1 1	1 1				

- This field may be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ -1234567890#&()/\: \',

#### **Business Rules (compliance required)**

• Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO%

Field Name	Person_Postal_Address_1	Field Number	19			
or %DELET	E% or N/A or NA or U or NONE or GEEN or 0 or TEST or	%ONTBREEK% or NIL	or - or –			
<ul> <li>The field m</li> </ul>	<ul> <li>The field may not contain a value that contains only numbers</li> </ul>					
<ul> <li>Field must</li> </ul>	Field must be blank if POPI_Act_Status_ID has a value of 2					
Business Rules (informational)						
<ul> <li>Uppercase</li> </ul>	value in field should not contain characters %ZZZ% or	%XXX% or %ADDRES%	ı			

Field Name	Person_P	ostal_Address_2		Field	Number	20	
Start	Position	424	Fie	ld Length	50		
	Content Rules						

- This field may be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ -1234567890#&()/\:\`',

- Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or or -
- The field may not contain a value that contains only numbers
- Field must be blank if POPI Act Status ID has a value of 2

#### **Business Rules (informational)**

• Uppercase value in field should not contain characters %ZZZ% or %XXX% or %ADDRES%

Field Name	Person_Postal_Address_3		Field	d Number	21		
Start Position474Field Length50							
Content Rules							
This field m	This field may be left blank						
<ul> <li>Field may n</li> </ul>	not start with a space. If the	value provided contains	leading space	es then all l	eading spaces		

- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ -1234567890#&()/\:.\_`',

#### **Business Rules (compliance required)**

- Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or or -
- The field may not contain a value that contains only numbers
- Field may not have 4 consecutive numbers embedded in it
- Field must be blank if POPI\_Act\_Status\_ID has a value of 2

#### **Business Rules (informational)**

Uppercase value in field should not contain characters %ZZZ% or %XXX% or %ADDRES%

Field Name   Person_Home_Addr_Postal_Co	de Field Number   22					
Start Position 524 Field Length 4						
Content Rules						
This field may be left blank						
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
<ul> <li>Uppercase value in field may only contain ch</li> </ul>						
Business Rules (	compliance required)					
<ul> <li>Length of field must be exactly 4 characters</li> </ul>	Length of field must be exactly 4 characters					
Business Rules (informational)						
Not applicable						

Field Name	Person_P	Postal_Addr_Post_Code	9	Field	Number	23
Start	Position	528	Fie	ld Length	4	•

Field Name	Person_Postal_Addr_Post_Code	Field Number	23						
	Content Rules								
This field m	This field may be left blank								
will be trim	will be trimmed from the value during further validation of the data value provided								
	Business Rules (compliance required)								
<ul> <li>Length of fi</li> </ul>	Length of field must be exactly 4 characters								
Business Rules (informational)									
<ul> <li>Not applica</li> </ul>	ble								

Field Name	Field Name         Person_Phone_Number         Field Number         24				24	
Start	Position	532	Fie	ld Length	20	
		Cont	ent Rules			
This field m	ay be left b	olank				
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
Uppercase	value in fie	ld may only contain ch	aracters 1234567890	()/-		
		Business Rules (	compliance required)			
<ul> <li>Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or - or –</li> <li>Field must be blank if POPI_Act_Status_ID has a value of 2</li> </ul>						
Business Rules (informational)						
<ul> <li>Not applica</li> </ul>	ble					

Field Name   Person_Cell_Phone_Number	Field Number 25					
Start Position 552	Field Length 20					
Cont	ent Rules					
This field may be left blank						
<ul> <li>Field may not start with a space. If the value</li> </ul>	provided contains leading spaces then all leading spaces					
will be trimmed from the value during furthe	er validation of the data value provided					
<ul> <li>Uppercase value in field may only contain ch</li> </ul>	aracters 1234567890 ()-					
Business Rules (	compliance required)					
<ul> <li>Uppercase value in field may not contain cha</li> </ul>	aracters %UNKNOWN% or %AS ABOVE% or %SOOS BO%					
or %DELETE% or N/A or NA or U or NONE or	GEEN or 0 or TEST or %ONTBREEK% or NIL or - or –					
Field must be blank if POPI_Act_Status_ID has a value of 2						
Business Rules (informational)						
Not applicable						

Field Name Person_I	Field Name   Person_Fax_Number				26	
Start Position	572	Fie	ld Length	20		
	Cont	ent Rules				
This field may be left	blank					
<ul> <li>Field may not start wi</li> </ul>	th a space. If the value	provided contains lea	ading space	s then all l	eading spaces	
will be trimmed from	the value during furthe	er validation of the da	ta value pr	ovided		
<ul> <li>Uppercase value in fie</li> </ul>	eld may only contain ch	aracters 1234567890	()/-			
	Business Rules (	compliance required)				
<ul> <li>Uppercase value in fie</li> </ul>	eld may not contain cha	aracters %UNKNOWN	% or %AS A	ABOVE% or	%SOOS BO%	
or %DELETE% or N/A	or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or - or –					
<ul> <li>Field must be blank if</li> </ul>	<ul> <li>Field must be blank if POPI_Act_Status_ID has a value of 2</li> </ul>					
Business Rules (informational)						
<ul> <li>Not applicable</li> </ul>						

Field Name Person	ne Person_Email_Address			Number	27
Start Position	Position 592 Field Length		50		
Content Rules					

- This field may be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890 .<>-@

- Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or or -
- Field must contain the @ character
- Field must be blank if POPI Act Status ID has a value of 2

#### **Business Rules (informational)**

Not applicable

Field Name	Province	_Code		Field	d Number	28
Star	Position	642	Fie	ld Length	2	
		Cont	ent Rules			
This field m	ay not be l	eft blank				
•		th a space. If the value				eading spaces
		the value during furthe		ita value pr	ovided	
<ul> <li>Uppercase</li> </ul>	value in fie	ld may only contain ch	aracters			
ABCDEFGH	IJKLMNOP(	QRTSUVWXYZ1234567	890@#&+() /\:,`'-			
Business Rules (compliance required)						
Field must	contain a v	alid Province_Code				
Business Rules (informational)						

Field Name Provider_	_Code		Field	l Number	29	
Start Position	644	Fiel	ld Length	20		
Condend Bullet						

- **Content Rules**
- This field may be left blank

Not applicable

- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters
   ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890@#&+() /\:.\_-

### **Business Rules (compliance required)**

- Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or or -
- The combination Provider\_Code and Provider\_ETQE\_Id must be valid. The combination of Provider\_Code and Provider\_ETQE\_Id must exist on 100 - Provider

### **Business Rules (informational)**

Not applicable

Field Name Pro	Field Name   Provider_ETQE_Id			Field	d Number	30	
Start Pos	ition 664			Fie	eld Length	10	
Content Rules							
This field may be		16.1					

- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Field may only contain whole numbers

### **Business Rules (compliance required)**

• Field must contain a valid Provider\_ETQE\_Id

Field Name	Provider_ETQE_Id	Field Number	30				
Business Rules (informational)							
Not applicable							

Field Name	Person_Previous_Lastname			Field	l Number	31
Start Position 674		Field Length 45				
Content Rules						

- This field may be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ" -

- Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or 0 or TEST or %ONTBREEK% or NIL or - or -
- Field must be blank if POPI Act Status ID has a value of 2

#### **Business Rules (informational)**

Uppercase value in field should not contain characters NA or U or NONE or GEEN

Field Name	Person_Previous_Alt	ernate_Id	Field	d Number 32			
Start	t Position 719		Field Length	20			
	Content Rules						
This field m	ay be left blank						
Field may not start with a space. If the value provided contains leading spaces then all leading spaces							
will be trimmed from the value during further validation of the data value provided							

- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ-
- **Business Rules (compliance required)** Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or - or -
- If a value is provided for Person\_Previous\_Alternate\_Id or Person\_Previous\_Alternate\_Id\_Type\_Id or Person\_Previous\_Provider\_Code or Person\_Previous\_Provider\_ETQE\_Id then a value must be provided for all of these fields
- If Person Previous Alternate Id has a value then Person Previous Alternate Id Type Id may not =
- If Person\_Previous\_Alternate\_Id\_Type\_Id must = 533

#### **Business Rules (informational)**

Not applicable

1234567890@

Field Name	Person_P	revious_	Alternate_Id_	Type_Id	Field	l Number	33
Start I	Position	739		Fie	ld Length	3	
			Cont	ent Rules			
This field ma	y be left b	lank					
-	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						eading spaces
<ul> <li>Field may on</li> </ul>	ly contain	whole r	numbers				
		Bu	siness Rules (d	compliance required)			
Field must co	Field must contain a valid Alternate_Id_Type_Id						
Business Rules (informational)							
Not applicab	le	•		_	•		

Field Name	Field Name   Person_Previous_Provider_Code		Field	Number	34	
Start	Position	742	Field Length 20			
Content Rules						
This field m	ay be left b	olank	_			

#### Field Name | Person\_Previous\_Provider\_Code

Field Number 34

- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters
   ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890@#&+() /\:. -

### **Business Rules (compliance required)**

- Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or or -
- The combination Person\_Previous\_Provider\_Code and Person\_Previous\_Provider\_ETQE\_Id must be valid. The combination of Person\_Previous\_Provider\_Code and Person\_Previous\_Provider\_ETQE\_Id must exist on 100 Provider

### **Business Rules (informational)**

Field Name	Person_F	revious_Provider_ETC	E_Id	Field Number 35					
Star	t Position	762	Fie	eld Length	10				
	Content Rules								
This field m	ay be left l	olank							
will be trim	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>								
<ul> <li>Field may of</li> </ul>	nly contair	n whole numbers							
		Business Rules (	compliance required	)					
Field must									
		Business Rul	es (informational)						
<ul> <li>Not applica</li> </ul>	ble								

Field Name	Seeing_R	ating_Id	Field Number   36					
Start	Position	772	Field Length 2					
	Content Rules							
This field m	ay be left b	olank						
will be trim	will be trimmed from the value during further validation of the data value provided							
		Business Rules (	compliance required)					
Field must of								
	Business Rules (informational)							
<ul> <li>Not applica</li> </ul>	ble							

Field Name   Hearing_Rating_Id   Field Number   37						
Start Position 774	Fie	ld Length	2			
Cont	ent Rules					
<ul> <li>This field may be left blank</li> </ul>						
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
<ul> <li>Field may only contain whole numbers</li> </ul>						
Business Rules (	compliance required)					
Field must contain a valid Hearing_Rating_Id						
Business Rule	es (informational)					
Not applicable		•	•	_		

Field Name	Walking_	Rating_Id		Field	Number	38
Start	Position	776	Field Length 2			
	Content Rules					
This field m	ay be left b	olank				

Field Name	Walking_Rating_Id	Field Number	38					
<ul> <li>Field may n</li> </ul>	• Field may not start with a space. If the value provided contains leading spaces then all leading spaces							
will be trim	will be trimmed from the value during further validation of the data value provided							
<ul> <li>Field may o</li> </ul>	Field may only contain whole numbers							
	Business Rules (compliance required)							
Field must of	contain a valid Walking_Rating_Id							
	Business Rules (informational)							
Not applica	ble							

Field Name	Rememb	ering_Rating_Id	Field Number 39					
Star	Position	778	Fie	ld Length	2			
	Content Rules							
This field m	ay be left l	olank						
will be trim	will be trimmed from the value during further validation of the data value provided							
	•	Business Rules (	compliance required)					
Field must of								
		Business Rul	es (informational)					
<ul> <li>Not applica</li> </ul>	ble							

Field Name	Communicating_Rating_Id			Field Number   40					
Start	Position	780		Fie	eld Length	2			
	Content Rules								
This field m	ay be left b	lank							
•	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>								
<ul> <li>Field may o</li> </ul>	nly contair	whole nu	umbers						
		Busi	iness Rules (	compliance required	)				
Field must of	contain a v	alid Comn	nunicating_R	ating_Id					
			Business Rul	es (informational)					
<ul> <li>Not applica</li> </ul>	ble								

Field Name	Self_Care	e_Rating_Id	Field Number 41			41		
Start	Position	782	Field Length 2					
	Content Rules							
This field m	ay be left l	olank						
will be trim	will be trimmed from the value during further validation of the data value provided							
Tield may o	my contain		compliance required)					
Field must of	contain a v	alid Self_Care_Rating_						
	Business Rules (informational)							
Not applica	hle							

Field Name P	Field Name         POPI_Act_Status_ID         Field Number         42				42			
Start Po	Start Position 784		Fie	ld Length	2			
	Content Rules							
This field may	This field may not be left blank							
Field may not:	start wit	h a space. If the value	provided contains lea	ading space	s then all le	eading spaces		
will be trimme	will be trimmed from the value during further validation of the data value provided							
Field may only contain whole numbers								
		Business Rules (	compliance required)					

Field Name	POPI_Act_Status_ID	Field Number	42				
Field must contain a valid POPI_Act_Status_ID							
Business Rules (informational)							
<ul> <li>Not applica</li> </ul>	ble						

Field Name	Field Name POPI_Act_Status_Date			Field	l Number	43		
Start	Position	786	Fie	ld Length	8			
	Content Rules							
<ul> <li>This field m</li> </ul>	ay be left k	olank						
<ul> <li>Field may n</li> </ul>	ot start wit	th a space. If the value	provided contains lea	ading space	s then all l	eading spaces		
will be trim	med from	the value during furthe	er validation of the da	ita value pr	ovided			
<ul> <li>Field may o</li> </ul>	nly contair	a valid date in the for	mat YYYYMMDD					
		Business Rules (	compliance required)					
<ul> <li>Field may n</li> </ul>	ot have a v	alue greater than toda	ay's date					
<ul> <li>Value must</li> </ul>	be provide	ed if POPI_Act_Status_	ID has a value of 1 or	2				
<ul> <li>Field must l</li> </ul>	<ul> <li>Field must be blank if POPI_Act_Status_ID does not have a value of 1 or 2</li> </ul>							
	Business Rules (informational)							
Not applica	ble	_			•			

Field Name	Date_Sta	mp		Field	d Number	44		
Start	Position	794	Fie	ld Length	8			
		Cont	ent Rules					
This field m	This field may not be left blank							
<ul> <li>Field may n</li> </ul>	ot start wi	th a space. If the value	provided contains lea	ading space	s then all l	eading spaces		
will be trim	med from	the value during furthe	er validation of the da	ta value pr	ovided			
<ul> <li>Field may o</li> </ul>	nly contair	n a valid date in the for	mat YYYYMMDD					
		Business Rules (	compliance required)					
<ul> <li>Field may n</li> </ul>	ot have a v	alue greater than toda	ıy's date					
Year compo	nent of fie	eld value may not be le	ss than 1900					
Business Rules (informational)								
The system	will displa	y the maximum numbe	er of records with the	same value	e for this fi	eld		

#### 5.8 Staff

#### File code

#### 401

#### File naming standard

[Code]\_0005\_401\_v001\_YYYYMMDD.dat where:

- [Code] is a combination of the submitting CET College's Provider Code and ETQE Identifier in the format [Provider\_Code]\_[ETQE Identifier].
   ETQE Identifier for Umalusi for example is UMAL.
- 0005 indicates that the recipient information system to which this data will be submitted is CETMIS.
- v001 indicates that the submission has been extracted in accordance with version 1 of this specification
- YYYYMMDD represents the date on which the data submission was created.
- .dat is the file extension

### Description

This file describes the staff members of a College.

This file is a modified version of the National Learners' Records Database (NLRD) File Number 26.

#### **General information:**

A count of the number of records found in the file will be recorded in the aggregated report under the General information heading.

The **Date\_Stamp** field must reflect the date on which a particular record was last updated. The field will be used by the recipient system to ensure that an older version of a record does not overwrite a more recent version of a record.

**Submission requirements:** 

Submission of this file is mandatory.

File record length:

The length of each record must be exactly 189.

#### File fields

Field Name National_Id			Field	Number	1			
Start Position 1		Fie	ld Length	15				
	Conto	ent Rules						
This field may be left blank	This field may be left blank							
<ul> <li>Field may not start with a</li> </ul>	Field may not start with a space. If the value provided contains leading spaces then all leading spaces							
will be trimmed from the	value during furthe	r validation of the da	ta value pr	ovided				
<ul> <li>Uppercase value in field m</li> </ul>	nay only contain ch	aracters 1234567890						
	Business Rules (c	ompliance required)						
The combination of Nation	nal_Id, Person_Alte	rnate_Id, Alternate_I	d_Type_Id	, Staff_Type	e_ld,			
Provider_Code and Provid	Provider_Code and Provider_ETQE_Id must be unique							
Business Rules (informational)								
<ul> <li>Not applicable</li> </ul>								

Field Name Person	Field Name   Person_Alternate_Id		Field	l Number	2	
Start Posit	n 16	Field Length 20		20		
Content Rules						

- This field may be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ-

Field N	ame Person_Alternate_Id	Field Number 2						
1234567890@_								
Business Rules (compliance required)								
Not a	pplicable							
	Business Rules (informational)							
Not a	pplicable							

Field Name         Alternate_Id_Type_Id         Field Number         3			3					
Start	Position	36	Fie	ld Length	3			
		Cont	ent Rules					
This field m	This field may not be left blank							
<ul> <li>Field may n</li> </ul>	ot start wi	th a space. If the value	provided contains lea	ading space	s then all l	eading spaces		
will be trim	will be trimmed from the value during further validation of the data value provided							
<ul> <li>Field may o</li> </ul>	nly contair	n whole numbers						
		Business Rules (	compliance required)					
Field must of	contain a v	alid Alternate_Id_Type	_ld					
<ul> <li>Field may n</li> </ul>								
<ul> <li>If Alternate</li> </ul>	<ul> <li>If Alternate_Id_Type_Id &lt;&gt; 537 then the combination of Alternate_Id_Type_Id, Person_Alternate_Id</li> </ul>							
and National_Id must exist in parent file 400 - Person								
		Business Rule	es (informational)					

Field Name Staff_Typ	pe_ld		Field	l Number	4		
Start Position	39	Fie	ld Length	5			
	Cont	ent Rules					
This field may not be left blank							
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>							
Field may only contain	n whole numbers		<u> </u>				
	Business Rules (	compliance required)					
<ul> <li>Field must contain a v</li> </ul>	valid Staff_Type_Id						
Business Rules (informational)							
<ul> <li>Not applicable</li> </ul>							

Field Name Staff_Number				l Number	5	
Start Position	44	Fie	ld Length	20		
	Con	tent Rules				
<ul> <li>This field may not be</li> </ul>	left blank					
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> <li>Uppercase value in field may only contain characters         ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890@#&amp;+() /\:</li> </ul>						
	Business Rules (	compliance required)				
<ul> <li>Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or - or –</li> <li>Combination of Staff_Number, Provider_Code and Provider_ETQE_Id may only be allocated to one combination of National_Id, Person_Alternate_Id, Alternate_Id_Type_Id, Provider_Code and</li> </ul>						

Field Name	Filler01	Filler01		Field Number		6
Start	Position	osition 64 Field		ld Length	10	
Content Rules						

**Business Rules (informational)** 

 $Provider\_ETQE\_Id$ 

Not applicable

Field Number

Field Name	Filler01	Field Number	6				
Not applicable							
Business Rules (compliance required)							
This is a filler	er field and must be left blank						
Business Rules (informational)							
Not applica	ble						

Field Name	Field Name   Appointment_Date				l Number	7		
Start	Position	74	Fie	eld Length	8			
		Cont	ent Rules					
<ul> <li>This field m</li> </ul>	This field may not be left blank							
will be trim								
Field may o	nly contair	n a valid date in the for	mat YYYYMMDD					
		Business Rules (	compliance required)					
<ul> <li>Appointme</li> </ul>	nt_Date m	ay not be greater than	Termination_Date					
<ul> <li>Field may n</li> </ul>	Field may not have a value greater than today's date							
<ul> <li>Year component of field value may not be less than 1900</li> </ul>								
	Business Rules (informational)							

The system will display the maximum number of records with the same value for this field

Field Name	Terminat	ion_Date			Field	Number	8
Start	Position	82		Fie	ld Length	8	
			Cont	ent Rules			
This field ma	ay be left b	lank					
<ul> <li>Field may ne</li> </ul>	Field may not start with a space. If the value provided contains leading spaces then all leading spaces						
will be trimi	med from t	the value	during furthe	er validation of the da	ita value pro	ovided	
<ul> <li>Field may or</li> </ul>	nly contain	a valid d	late in the for	mat YYYYMMDD			
		Bus	iness Rules (	compliance required)			
<ul> <li>Field may ne</li> </ul>	ot have a v	alue grea	ater than toda	ay's date			
<ul> <li>Year compo</li> </ul>	Year component of field value may not be less than 1900						
Business Rules (informational)							
<ul> <li>The system</li> </ul>	will display	the max	kimum numbe	er of records with the	same value	for this fie	eld

Start Position	90	Field Length	10				
Content Rules							
<ul> <li>This field may not be</li> </ul>	left blank						
<ul> <li>Field may not start w</li> </ul>	ith a space. If the value	provided contains leading space	es then all leading spaces				
will be trimmed from	the value during furth	er validation of the data value pr	ovided				
<ul> <li>Field may only contain</li> </ul>	n whole numbers						
	Business Rules	compliance required)					
<ul> <li>Field must contain a v</li> </ul>	valid Employment_Stat	us_ld					
<ul> <li>If Employment_Statu</li> </ul>	s_Id has a value of 2 th	en Termination_Date may not be	e blank				
<ul> <li>If Employment_Statu</li> </ul>	s_Id does not have a va	alue of 2 then Termination_Date	must be blank				
Business Rules (informational)							
<ul> <li>Not applicable</li> </ul>							

Field Name   Persal_N	Field Name   Persal_Number			Number 10				
Start Position 100 Field Length 20								
Content Rules								
This field may be left	This field may be left blank							
Field may not start with a space. If the value provided contains leading spaces then all leading spaces								

Field Name

Employment\_Status\_Id

Field Name	Persal_Number	Field Number	10						
will be trim	will be trimmed from the value during further validation of the data value provided								
<ul> <li>Field may of</li> </ul>	only contain whole numbers								
	Business Rules (compliance required)								
<ul> <li>Value must</li> </ul>	have a length of no greater than 8								
The combine	The combination of Persal_Number, Provider_Code and Provider_ETQE_Id must be unique								
Business Rules (informational)									
Not applica	ble								

Field Name	Field Name Provider_Code Field Number 11				11	
Start	Start Position 120 Field Length 20					
		Cont	ent Rules			
<ul> <li>This field m</li> </ul>	ay not be l	eft blank				
will be trim	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>					
· ·		ld may only contain ch QRTSUVWXYZ1234567				
		Business Rules (	compliance required)			
	The combination Provider_Code and Provider_ETQE_Id must be valid. The combination of Provider_Code and Provider_ETQE_Id must exist on 100 - Provider					
Business Rules (informational)						
Not applica						

Field News	Durantalan	ETOE 14			F: -1-	l Niccordo a co	42	
Field Name	Provider	_ETQE_Id			Field Number   12			
Start	Position	140		Fie	ld Length	10		
Content Rules								
This field m	ay not be l	eft blank						
•	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>							
<ul> <li>Field may o</li> </ul>	nly contair	n whole num	bers					
		Busine	ess Rules (	compliance required)				
Field must of	Field must contain a valid Provider_ETQE_Id							
Business Rules (informational)								
<ul> <li>Not applica</li> </ul>	ble							

Field Name   Appoint	Field Name   Appointment_Nature_Id   Field Number   13				13			
Start Position 150 Field Length 10								
Content Rules								
<ul> <li>This field may not be</li> </ul>	left blank							
•	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>							
<ul> <li>Field may only conta</li> </ul>	in whole numbers							
	Business Rules (	compliance required)						
<ul> <li>Field must contain a</li> </ul>	Field must contain a valid Appointment_Nature_Id							
Business Rules (informational)								
Not applicable								

Field Name	Field Name   Appointment_Type_Id			Field	l Number	14	
Start	Position 160		Field Length 10				
	Content Rules						
This field ma	This field may not be left blank						
•							
<ul> <li>Field may or</li> </ul>							

Field Name	Appointment_Type_Id	Field Number	14				
	Business Rules (compliance required)						
Field must of	Field must contain a valid Appointment_Type_Id						
	Business Rules (informational)						
<ul> <li>Not applica</li> </ul>	ble						

Field Name	Field Name Remuneration_Id			Field	Number	15		
Start	Position	170	Fie	ld Length	10			
Content Rules								
This field m	ay not be l	eft blank						
will be trim	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>							
,	,		compliance required)					
Field must of								
	Business Rules (informational)							
<ul> <li>Not applica</li> </ul>	ble					·		

Field Name	Field Name   Computer_Available_YN   Field Number   16					16		
Start Position 180 Field Length 1								
Content Rules								
This field m	ay not be l	eft blank						
will be trim	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>							
		Business Rules (	compliance required)					
<ul> <li>Not applica</li> </ul>	Not applicable							
	Business Rules (informational)							
<ul> <li>Not applica</li> </ul>	ble							

Field Name Date_Sta	amp		Field Number 17					
Start Position	Start Position 181 Field Length 8							
Content Rules								
<ul> <li>This field may not be</li> </ul>	left blank							
•	Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided							
<ul> <li>Field may only contai</li> </ul>	n a valid date in the for	mat YYYYMMDD						
	Business Rules (	compliance required)						
Field may not have a	value greater than toda	ay's date						
Year component of fig.	Year component of field value may not be less than 1900							
Business Rules (informational)								
<ul> <li>The system will displa</li> </ul>	y the maximum numb	er of records with the	same value	e for this fi	eld			

#### 5.9 Staff Qualification Type

#### File code

403

#### File naming standard

[Code]\_0005\_403\_v001\_YYYYMMDD.dat where:

- [Code] is a combination of the submitting CET College's Provider Code and ETQE Identifier in the format [Provider\_Code]\_[ETQE Identifier].
   ETQE Identifier for Umalusi for example is UMAL.
- 0005 indicates that the recipient information system to which this data will be submitted is CETMIS.
- v001 indicates that the submission has been extracted in accordance with version 1 of this specification
- YYYYMMDD represents the date on which the data submission was created.
- .dat is the file extension

### Description

This file describes the highest qualification types attained by the staff members.

#### **General information:**

A count of the number of records found in the file will be recorded in the aggregated report under the General information heading.

The **Date\_Stamp** field must reflect the date on which a particular record was last updated. The field will be used by the recipient system to ensure that an older version of a record does not overwrite a more recent version of a record.

**Submission requirements:** 

Not applicable

Submission of this file is mandatory.

File record length:

The length of each record must be exactly 73.

### File fields

Field Name	Field Name Staff_Number			Field	Number	1				
Star	t Position	1	Fie	ld Length	20					
	Content Rules									
<ul> <li>This field m</li> </ul>	ay not be l	eft blank								
<ul> <li>Field may r</li> </ul>	ot start wi	th a space. If the value	provided contains lea	ading space	s then all le	eading spaces				
will be trim	med from	the value during furthe	er validation of the da	ita value pr	ovided					
<ul> <li>Uppercase</li> </ul>	value in fie	eld may only contain ch	aracters							
ABCDEFGH	IJKLMNOP	QRTSUVWXYZ1234567	890@#&+() /\:							
		Business Rules (	compliance required							
The combine	nation of St	aff_Number, Provider	_Code and Provider_E	ETQE_Id mu	ıst exist in ı	parent file 401				
- Staff	- Staff									
The combine	• The combination of Staff_Number, Staff_Qualification_Type_Id, Achievement_Year, Provider_Code									
and Provid	er_ETQE_Id	d must be unique								

Field Name	Field Name Staff_Qualification_Type_Id		Field	Number	2		
Start	Start Position 21 Fie			ld Length	10		
	Content Rules						
This field m	This field may not be left blank						
<ul> <li>Field may n</li> </ul>	• Field may not start with a space. If the value provided contains leading spaces then all leading spaces						

Field Name	Staff_Qualification_Type_Id	Field Number	2				
will be trim	will be trimmed from the value during further validation of the data value provided						
<ul> <li>Field may or</li> </ul>	nly contain whole numbers						
	Business Rules (compliance required)						
Field must of	Field must contain a valid Staff Qualification Type Id						
Business Rules (informational)							
<ul> <li>Not applica</li> </ul>	ble						

Field Name	Field Name		3					
Star	Position	31	Fie	ld Length	4			
		Cont	ent Rules					
This field m	ay not be l	eft blank						
will be trim	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>							
Field may o	my contair	a valid year in the for						
		Business Rules (d	compliance required)					
<ul> <li>Year compo</li> </ul>	nent of fie	ld value may not be le	ss than 1900					
Business Rules (informational)								
<ul> <li>Not applica</li> </ul>	ble					·		

Field Name	Provider	Code		Field	Number	4
	_					7
Start	Position	35	Fie	ld Length	20	
		Cont	ent Rules			
This field m	ay not be l	eft blank				
<ul> <li>Field may n</li> </ul>	ot start wi	th a space. If the value	provided contains lea	ading space	s then all l	eading spaces
will be trim	med from	the value during furthe	er validation of the da	ta value pr	ovided	
<ul> <li>Uppercase</li> </ul>	value in fie	ld may only contain ch	aracters			
ABCDEFGH	IJKLMNOP	QRTSUVWXYZ1234567	890@#&+() /\:			
		Business Rules (	compliance required)			
The combin	ation Prov	ider_Code and Provide	er_ETQE_Id must be v	alid. The co	ombination	of
Provider_C	Provider_Code and Provider_ETQE_Id must exist on 100 - Provider					
Business Rules (informational)						
<ul> <li>Not applica</li> </ul>	ble				•	

Field Name	Provider_ETQE_	Id		Field Number 5			
Start	t Position 55		Fie	ld Length	10		
		Cont	ent Rules				
This field m	ay not be left blar	nk					
will be trim							
<ul> <li>Field may o</li> </ul>	nly contain whole	numbers					
	Business Rules (compliance required)						
Field must of	Field must contain a valid Provider_ETQE_Id						
Business Rules (informational)							
<ul> <li>Not applica</li> </ul>	ble						

Field Name Date_Stamp			Field	Number	6			
Start Position	65	Field Length 8						
Content Rules								
This field may not be	This field may not be left blank							
•	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>							
<ul> <li>Field may only contain</li> </ul>	Field may only contain a valid date in the format YYYYMMDD							
Business Rules (compliance required)								

Field Name	Date_Stamp	Field Number	6				
Field may not have a value greater than today's date							
Year component of field value may not be less than 1900							
Business Rules (informational)							
The system will display the maximum number of records with the same value for this field							



#### 5.10 Staff Subject

#### File code

#### 404

### File naming standard

[Code]\_0005\_404\_v001\_YYYYMMDD.dat where:

- [Code] is a combination of the submitting CET College's Provider Code and ETQE Identifier in the format [Provider\_Code]\_[ETQE Identifier].
   ETQE Identifier for Umalusi for example is UMAL.
- 0005 indicates that the recipient information system to which this data will be submitted is CETMIS.
- v001 indicates that the submission has been extracted in accordance with version 1 of this specification
- YYYYMMDD represents the date on which the data submission was created.
- .dat is the file extension

### Description

This file describes the formal training and teaching experience that staff have attained by subject.

#### **General information:**

A count of the number of records found in the file will be recorded in the aggregated report under the General information heading.

The **Date\_Stamp** field must reflect the date on which a particular record was last updated. The field will be used by the recipient system to ensure that an older version of a record does not overwrite a more recent version of a record.

**Submission requirements:** 

Not applicable

Submission of this file is mandatory.

File record length:

The length of each record must be exactly 95.

### File fields

Field Name	Field Name   Staff_Number   1		1			
Start P	Position 1	Fie	eld Length	20		
		Content Rules				
<ul> <li>This field may</li> </ul>	y not be left blank					
<ul> <li>Field may not</li> </ul>	t start with a space. If the	e value provided contains le	ading space	s then all l	eading spaces	
will be trimme	ed from the value during	g further validation of the da	ata value pr	ovided		
<ul> <li>Uppercase va</li> </ul>	lue in field may only cor	ntain characters				
ABCDEFGHIJK	KLMNOPQRTSUVWXYZ12	234567890@#&+() /\:				
	Business	Rules (compliance required	)			
<ul> <li>The combinat</li> </ul>	tion of Staff_Number, Pr	ovider_Code and Provider_I	ETQE_Id mu	ıst exist in	parent file 401	
- Staff	- Staff					
<ul> <li>The combinat</li> </ul>	<ul> <li>The combination of Staff_Number, Unit_Standard_Id, Subject_Code, Provider_Code and</li> </ul>					
Provider_ETQE_Id must be unique						
Business Rules (informational)						

Field Name	Field Name Unit_Standard_Id		Fi	eld Number	2	
Start F	Position	21	Field Lengt	<b>1</b> 0		
Content Rules						
This field may	This field may be left blank					
Field may not start with a space. If the value provided contains leading spaces then all leading spaces						

 Field Name
 Unit\_Standard\_Id
 Field Number
 2

 will be trimmed from the value during further validation of the data value provided

• Field may only contain whole numbers

### **Business Rules (compliance required)**

- Field must contain a valid Unit\_Standard\_Id. Must contain a valid SAQA Unit Standard ID as registered on the National Qualifications Framework (NQF)
- Both Unit\_Standard\_Id and Subject\_Code may not have a value of blank
- Both Unit\_Standard\_Id and Subject\_Code may not have a values

### **Business Rules (informational)**

Not applicable

Not applicable

Field Name Sub	bject_Code		Field	Number	3			
Start Posi	sition 31	Fiel	ld Length	20				
	Cont	ent Rules						
This field may be	e left blank							
will be trimmed  • Uppercase value	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>							
Business Rules (compliance required)								
<ul> <li>The combination</li> </ul>	<ul> <li>The combination of Subject_Code, Provider_Code and Provider_ETQE_Id must exist in parent file 303</li> </ul>							
- Subject								
	Rusiness Rules (informational)							

Field Name	Years_Te	aching_Experience		Field	d Number	4			
Start	Position	51	Fie	eld Length	3				
	Content Rules								
<ul> <li>This field ma</li> </ul>	y be left l	blank							
will be trimn	will be trimmed from the value during further validation of the data value provided								
<ul> <li>Field may or</li> </ul>	nly contair	n whole numbers							
		Business Rules (	compliance required)						
<ul> <li>Both Years_</li> </ul>	Both Years_Teaching_Experience and Years_Formal_Training may not be blank								
<ul> <li>Value may n</li> </ul>	Value may not be less than 1								
Value may not be greater than 70									

<b>Business Rules</b>	(informational)

Years\_Teaching\_Experience may not be greater than the person's age - 15 years

Not applicable

Field Name	Field Name Years_Formal_Training			Field	d Number	5
Start	Position	54	Fie	ld Length	3	
		Cont	ent Rules			
<ul> <li>This field ma</li> </ul>	y be left b	lank				
<ul> <li>Field may no</li> </ul>	t start wit	h a space. If the value	provided contains lea	ading space	es then all le	eading spaces
will be trimm	ned from t	the value during furthe	er validation of the da	ita value pr	ovided	
<ul> <li>Field may on</li> </ul>	nly contain	whole numbers				
		Business Rules (	compliance required)			
Value may n	ot be less	than 1				
<ul> <li>Value may n</li> </ul>	Value may not be greater than 70					
<ul> <li>Years_Formal_Training may not be greater than the person's age - 15 years</li> </ul>						
		Business Rul	es (informational)			

Field Name	Provider	_Code		Field	Number	6	
Start	Position	57	Fie	ld Length	20		
Content Bulgs							

- This field may not be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters
   ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890@#&+() /\:.\_-

 The combination Provider\_Code and Provider\_ETQE\_Id must be valid. The combination of Provider\_Code and Provider\_ETQE\_Id must exist on 100 - Provider

#### **Business Rules (informational)**

Field Name Prov	vider_ETQE_Id		Field	l Number	7			
Start Posit	tion 77	Field Length 10						
	Cont	ent Rules						
<ul> <li>This field may no</li> </ul>	t be left blank							
will be trimmed f	rt with a space. If the value rom the value during further	•			eading spaces			
<ul> <li>Field may only co</li> </ul>	ntain whole numbers							
	Business Rules (	compliance required)						
<ul> <li>Field must contain</li> </ul>	n a valid Provider_ETQE_Id							
	Business Rules (informational)							
<ul> <li>Not applicable</li> </ul>								

Field Name Date_Stamp	Field Number 8						
Start Position 87	Field Length 8						
Content Rules							
This field may not be left blank							
<ul> <li>Field may not start with a space. If the value will be trimmed from the value during furth</li> </ul>	e provided contains leading spaces then all leading spaces er validation of the data value provided						
<ul> <li>Field may only contain a valid date in the formation</li> </ul>	rmat YYYYMMDD						
Business Rules (	compliance required)						
<ul> <li>Field may not have a value greater than tod</li> </ul>	ay's date						
<ul> <li>Year component of field value may not be le</li> </ul>	ess than 1900						

- Business Rules (informational)
- The system will display the maximum number of records with the same value for this field

#### 5.11 Programme Enrolment

#### File code

501

File naming standard

[Code]\_0005\_501\_v001\_YYYYMMDD.dat where:

- [Code] is a combination of the submitting CET College's Provider Code and ETQE Identifier in the format [Provider\_Code]\_[ETQE Identifier].
   ETQE Identifier for Umalusi for example is UMAL.
- 0005 indicates that the recipient information system to which this data will be submitted is CETMIS.
- v001 indicates that the submission has been extracted in accordance with version 1 of this specification
- YYYYMMDD represents the date on which the data submission was created.
- .dat is the file extension

#### Description

This file describes all learner programme enrolments/achievements.

This file is a modified version of the National Learners' Records Database (NLRD) File Number 29.

#### **General information:**

A count of the number of records found in the file will be recorded in the aggregated report under the General information heading.

The **Date\_Stamp** field must reflect the date on which a particular record was last updated. The field will be used by the recipient system to ensure that an older version of a record does not overwrite a more recent version of a record.

Submission requirements:

Submission of this file is mandatory.

File record length:

The length of each record must be exactly 287.

#### File fields

Field Name	National_Id			Field	l Number	1		
Start	Start Position 1 Field Length 15							
	Content Rules							
<ul> <li>This field ma</li> </ul>	y be left blan	k						
<ul> <li>Field may no</li> </ul>	ot start with a	space. If the value	provided contains lea	ading space	s then all l	eading spaces		
will be trimn	ned from the	value during furthe	er validation of the da	ita value pr	ovided			
<ul> <li>Uppercase v</li> </ul>	alue in field m	nay only contain ch	aracters 1234567890	)				
		Business Rules (	compliance required)					
The combination	ation of Natio	nal_Id, Person_Alte	ernate_Id, Alternate_	Id_Type_Id	, Qualificat	ion_ld,		
Provider_Co	Provider_Code, Provider_ETQE_Id and Programme_Code must be unique							
Business Rules (informational)								
<ul> <li>Not applicab</li> </ul>	ole			·				

Field Name	Person_A	Alternate_Id		Field	l Number	2
Start	Position	16	16 Field Length		20	
		Cont	ent Rules			

- This field may be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ-

Field Name	Ild Name Person_Alternate_Id Field Number 2								
123456789	0@_								
	Business Rules (compliance required)								
<ul> <li>Not applica</li> </ul>	ble								
	Business Rules (informational)								
<ul> <li>Not applica</li> </ul>	ble								

Field Name Alternat	e_ld_Type_ld		Field	Number	3				
Start Position	Start Position 36 Field Length 3								
	Content Rules								
<ul> <li>This field may not be</li> </ul>	left blank								
<ul> <li>Field may not start w</li> </ul>	th a space. If the value	provided contains lea	ading space	s then all l	eading spaces				
will be trimmed from	the value during furthe	er validation of the da	ita value pr	ovided					
<ul> <li>Field may only contain</li> </ul>	n whole numbers								
	Business Rules (	compliance required)							
Field must contain a v	alid Alternate_Id_Type	e_ld							
<ul> <li>If Alternate_Id_Type_</li> </ul>	Id = 537 then the comb	oination of Alternate_	_ld_Type_ld	l, Person_ <i>P</i>	Alternate_Id,				
National_Id, Provider	_Code and Provider_ET	QE_Id must exist in p	arent file 4	00 - Persor	า				
<ul> <li>If Alternate_Id_Type_</li> </ul>	Id <> 537 then the con	nbination of Alternate	e_ld_Type_l	ld, Nationa	I_Id and				
Person_Alternate_Id must exist in parent file 400 - Person									
Business Rules (informational)									
<ul> <li>Not applicable</li> </ul>									

Field Name	Qualification	on_Id			Field	Number	4
Start	Position	39		Fie	ld Length	10	
Content Rules							

- This field may be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Field may only contain whole numbers

- Both Qualification Id and Programme Code may not have a value of blank
- Both Qualification Id and Programme Code may not have a values
- Field must contain a valid Qualification Id. Must contain a valid SAQA Qualification ID as registered on the National Qualifications Framework (NQF)

### **Business Rules (informational)**

Not applicable

Field Name	Enrolmer	nt_Statu:	s_Id		Field	l Number	5	
Start Position 49		Fie	ld Length	3				
Content Rules								

- This field may not be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Field may only contain whole numbers

#### **Business Rules (compliance required)**

- Field must contain a valid Enrolment\_Status\_Id
- If Enrolment Status Id does not have a value of 0 or 10 then Enrolment Status Reason Id must be blank
- If Enrolment Status Id has a value of 0 then Enrolment Status Reason Id may only have a value of 1,6,10,11,12,13,14,17,18,19,20,21,22,23,24,25 or 26
- If Enrolment\_Status\_Id has a value of 10 then Enrolment\_Status\_Reason\_Id may only have a value of 2,3,4,5,7,8,9,10,15,16,17,27,28 or 29

Field Name	Enrolment_Status_Id	Field Number	5
<ul> <li>Not applica</li> </ul>	ble		

Field Name	Filler01		Field	d Number	6		
Start	Position	52	Fie	ld Length	20		
		Cont	ent Rules				
<ul> <li>Not applica</li> </ul>	ble						
		Business Rules (	compliance required)				
This is a filler	er field and	must be left blank					
Business Rules (informational)							
Not applicable							

Field Name	Enrolmer	nt_Type_Id		Field	l Number	7			
Start	Position	72	Field Length 3						
	Content Rules								
This field m	ay not be l	eft blank							
will be trim	med from	th a space. If the value the value during furthe whole numbers	•			eading spaces			
		Business Rules (	compliance required)						
Field must of	contain a v	alid Enrolment_Type_I	d						
	Business Rules (informational)								
Not applica	ble								

Field Name	Enrolmer	nt_Status_Date		Field Number 8		8			
Start	Position	75	Fie	ld Length	8				
	Content Rules								
This field m	ay not be l	eft blank							
-		th a space. If the value the value during furthe				eading spaces			
		a valid date in the for		ica raido pi	01100				
		Business Rules (	compliance required)						
<ul> <li>Field may n</li> </ul>	ot have a v	alue greater than toda	ay's date						
Year compo	nent of fie	ld value may not be le	ss than 1900						
	Business Rules (informational)								
The system will display the maximum number of records with the same value for this field									

Field Name Enrolme	nt_Date		Field	Field Number 9				
Start Position	83	Field Length 8						
Content Rules								
<ul> <li>This field may not be</li> </ul>	left blank							
<ul> <li>Field may not start w</li> </ul>	ith a space. If the	e value provided conta	ains leading space	es then all le	eading spaces			
will be trimmed from	the value during	g further validation of	the data value pr	ovided				
<ul> <li>Field may only contain</li> </ul>	n a valid date in	the format YYYYMMD	DD					
	Business	Rules (compliance red	quired)					
<ul> <li>Enrolment_Date may</li> </ul>	not be greater t	:han Most_Recent_Re	gistration_Date					
<ul> <li>Enrolment_Date may</li> </ul>	not be greater t	han Enrolment_Statu	s_Date					
<ul> <li>Field may not have a</li> </ul>	value greater th	an today's date						
<ul> <li>Year component of field value may not be less than 1900</li> </ul>								
	Business Rules (informational)							
The system will display	y the maximum	number of records w	ith the same valu	e for this fie	eld			

Field Name	Filler02	Field Number	10

Field Name	Filler02		Field	l Number	10				
Start	Position	91	91 Field Length 3						
	Content Rules								
<ul> <li>Not applica</li> </ul>	Not applicable								
		Business Rules (d	compliance required)						
This is a filler	er field and	must be left blank							
Business Rules (informational)									
Not applica	ble								

Field Name Part_Of	_ld	1			11				
Start Position	94	Fie	ld Length	2					
Content Rules									
<ul> <li>This field may not be</li> </ul>	This field may not be left blank								
<ul> <li>Field may not start w</li> </ul>	ith a space. If the value	provided contains lea	ading space	es then all l	eading spaces				
will be trimmed from	the value during furthe	er validation of the da	ita value pr	ovided					
<ul> <li>Field may only contai</li> </ul>	n whole numbers								
	Business Rules (	compliance required)							
Field must contain a v	alid Part_Of_Id								
<ul> <li>Field may only contai</li> </ul>	• Field may only contain values 1,3,4								
	Business Rules (informational)								
<ul> <li>Not applicable</li> </ul>									

Field Name Learne	ership_Id		Field Number   12						
Start Positio	osition 96 Field Length 10								
Content Rules									
<ul> <li>This field may be le</li> </ul>	This field may be left blank								
<ul> <li>Field may not start</li> </ul>	with a space. If the value	e provided contains lea	ading space	s then all l	eading spaces				
will be trimmed fro	m the value during furth	er validation of the da	ta value pr	ovided					
<ul> <li>Field may only cont</li> </ul>	tain whole numbers								
	Business Rules	compliance required							
<ul> <li>Field must contain</li> </ul>	a valid Learnership_Id								
<ul> <li>Field must have a v</li> </ul>	value if Part_Of_Id = 3								
<ul> <li>The combination Le</li> </ul>	earnership_Id and Qualifi	cation_Id must be val	id						
<ul> <li>Field may not have</li> </ul>	<ul><li>Field may not have a value if Part_Of_Id &lt;&gt; 3</li></ul>								
	Business Rules (informational)								
<ul> <li>Not applicable</li> </ul>									

Field Name Provider	r_Code		Field Number 13		13				
Start Position	106	106 Field Length 20							
Content Rules									
This field may not be left blank									
<ul> <li>Field may not start w</li> </ul>	rith a space. If the value	e provided contains lea	ding space	s then all l	eading spaces				
will be trimmed from	the value during furth	er validation of the dat	ta value pr	ovided					
<ul> <li>Uppercase value in fie</li> </ul>	eld may only contain c	haracters							
ABCDEFGHIJKLMNOP	QRTSUVWXYZ123456	7890@#&+() /\:							
	Business Rules	(compliance required)							
<ul> <li>The combination Prov</li> </ul>	vider_Code and Provid	er_ETQE_Id must be va	alid. The co	mbination	of				
Provider_Code and P	rovider_ETQE_Id must	exist on 100 - Provider	r						
<ul> <li>The combination Prov</li> </ul>	vider_Code and Provid	er_ETQE_Id may not e	xist in 100	- Provider	as				
Parent_Provider_Code and Parent_Provider_ETQE_Id									
Business Rules (informational)									
<ul> <li>Not applicable</li> </ul>									

Field Name   Provider_ETQE_Id	Field Number	14
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Field Name Provider	Field Name   Provider_ETQE_Id				14			
Start Position	126	Fie	ld Length	10				
Content Rules								
<ul> <li>This field may not be I</li> </ul>	eft blank							
•	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>							
<ul> <li>Field may only contain</li> </ul>	whole numbers							
	Business Rules (	compliance required)						
<ul> <li>Field must contain a v</li> </ul>	alid Provider_ETQE_Id							
	Business Rules (informational)							
<ul> <li>Not applicable</li> </ul>		_						

Field Name	Filler03			Field	l Number	15	
Start	Position	136	Fie	ld Length	10		
Content Rules							
<ul> <li>Not applica</li> </ul>	ble						
		Business Rules (	compliance required)				
This is a fille	er field and	must be left blank					
Business Rules (informational)							
<ul> <li>Not applica</li> </ul>	ble						

Field Name	Program	ne_Code			Field	16				
Start	Position	146			ield Length	20				
	Content Rules									
This field m	ay be left b	olank								
•	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>									
			nly contain ch /XYZ1234567	naracters 890@#&+() /\:						
		Bus	iness Rules (	compliance require	d)					
The combin	ation of Pr	ogramme	e_Code, Prov	ider_Code and Prov	ider_ETQE_I	d must exis	t in parent file			
301 - Progra	301 - Programme									
	Business Rules (informational)									
<ul> <li>Not applica</li> </ul>	ble									

Field Name	Enrolmen	Enrolment_Status_Reason_Id			Field Number   17				
Star	t Position	166		Fie	Field Length 10				
	Content Rules								
<ul> <li>This field m</li> </ul>	This field may be left blank								
· ·	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>								
<ul> <li>Field may of</li> </ul>	nly contain	whole	numbers						
		Bu	ısiness Rules (d	compliance required)					
<ul> <li>Field must</li> </ul>	Field must contain a valid Enrolment_Status_Reason_Id								
	Business Rules (informational)								
Not applica	ble								

Field Name   Most_Recent_Registration_Date		Field	Number	18		
Start Position 176 Field Lengt		ld Length	8			
	Content Rules					
This field m	ay not be l	eft blank				
,						eading spaces

	Field Name	Most_Recent_Registration_Date	Field Number	18			
Field may only contain a valid date in the format YYYYMMDD							
		Business Rules (compliance required)					
•	Most_Rece	nt_Registration_Date may not be greater than Enrolm	ent_Status_Date				
•	Field may n	ot have a value greater than today's date					
•							
	Business Rules (informational)						
•	The system	will display the maximum number of records with the	same value for this fie	eld			

Field Name	e Filler04			Field	l Number	19
Start	Position	184	Fie	ld Length	4	
		Cont	ent Rules			
<ul> <li>Not applica</li> </ul>	ble					
		Business Rules (d	compliance required)			
This is a fille	er field and	must be left blank				
	Business Rules (informational)					
<ul> <li>Not applica</li> </ul>	ble					

						ı
Field Name	Entrance	Entrance_Category_Id Field Number   20			20	
Start	Position	188	Fie	ld Length	10	
		Cont	tent Rules			
This field m	ay not be l	eft blank				
		th a space. If the value the value during furth				eading spaces
<ul> <li>Field may o</li> </ul>	nly contair	whole numbers				
		Business Rules (	compliance required)			
Field must	contain a v	alid Entrance_Categor	y_ld			
If Entrance	_Category_	Id has a value of 1,2 tl	nen Previous_Activity_	_Id may no	t be blank	
<ul> <li>If Entrance</li> </ul>	<ul> <li>If Entrance_Category_Id does not have a value of 1,2 then Previous_Activity_Id must be blank</li> </ul>					blank
	Business Rules (informational)					
<ul> <li>Not applica</li> </ul>	ble					·

Field Name Previous	_Activity_Id		Field Number 21			
Start Position	198	Fie	ld Length	10		
	Cont	ent Rules				
<ul> <li>This field may be left</li> </ul>	blank					
•	will be trimmed from the value during further validation of the data value provided					
• Field may only contain		compliance required)				
Field must contain a v						
Business Rules (informational)						
<ul> <li>Not applicable</li> </ul>	_					

Field Name	Filler05		Field	Number	22	
Start	Position	208	Fie	ld Length	10	
	Content Rules					
<ul> <li>Not applica</li> </ul>	ble					
		Business Rules (d	compliance required)			
This is a fille	er field and	must be left blank				
Business Rules (informational)						
Not applicable						

Field Name Economic	Field Name   Economic_Status_Id			Number	23	
Start Position	218	Fie	ld Length	10		
	Cont	ent Rules				
This field may not be I	eft blank					
1	• Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided					
<ul> <li>Field may only contain</li> </ul>	whole numbers					
	Business Rules (d	compliance required)				
Field must contain a value	Field must contain a valid Economic Status Id					
	Business Rules (informational)					
<ul> <li>Not applicable</li> </ul>			•			

Field Name	Filler06	Field Number   24				24
Start	Position	228	Fie	ld Length	10	
		Cont	ent Rules			
Not applica	Not applicable					
		Business Rules (d	compliance required)			
This is a filler	er field and	must be left blank				
Business Rules (informational)						
<ul> <li>Not applica</li> </ul>	ble					

Field Name	Filler07			Field Number	25
Start	Position	238	Fie	eld Length 10	
		Coi	ntent Rules		
<ul> <li>Not applica</li> </ul>	ble				
		Business Rules	(compliance required		
This is a fille	er field and	I must be left blank			
Business Rules (informational)					
Not applica	ble				

Field Name	Medium	Of_Instruction_Code		Field	Number	26
Start	Position	248	Fie	ld Length	10	
		Cont	ent Rules			
<ul> <li>This field m</li> </ul>	ay not be l	eft blank				
will be trim	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>					
		ld may only contain ch QRTSUVWXYZ1234567				
		Business Rules (d	compliance required)			
<ul> <li>Field must of</li> </ul>	Field must contain a valid Medium_Of_Instruction_Code					
Business Rules (informational)						
<ul> <li>Not applica</li> </ul>	ble					

Field Name	d Name Placement_Task_YN Field Number 27			27		
Star	Position	258	Fie	ld Length	1	
		Cont	ent Rules			
This field m	ay not be l	eft blank				
will be trim	med from	th a space. If the value the value during furthe	er validation of the da	• .		eading spaces
<ul> <li>Value in fie</li> </ul>	ld may only	contain characters YN	<b>J</b>			
	Business Rules (compliance required)					
<ul> <li>Not applica</li> </ul>	ble					
	Business Rules (informational)					

Field Name	Placement_Task_YN	Field Number	27
<ul> <li>Not applica</li> </ul>	ble		

Field Name	me Fee_Standard				Number	28		
Start	Position	259	Field Length 10					
Content Rules								
<ul> <li>This field m</li> </ul>	This field may not be left blank							
will be trim								
		Business Rules (d	compliance required)					
<ul> <li>Not applica</li> </ul>	ble							
Business Rules (informational)								
<ul> <li>Not applica</li> </ul>	ble				•			

Field Name	Field Name   Fee_Charged   Field Number				d Number	29		
Start	Position	269	Field Length 10					
Content Rules								
This field may not be left blank								
•								
<ul> <li>Uppercase</li> </ul>	value in fie	ld may only contain ch	aracters 1234567890	).				
		Business Rules (	compliance required					
<ul> <li>Not applica</li> </ul>	ble							
Business Rules (informational)								
<ul> <li>Not applica</li> </ul>	ble				•			

Field Name	Date_Sta	mp				Field	l Number	30
Star	t Position	279	Field Length 8					
Content Rules								
This field n	This field may not be left blank							
will be trin								
		Busin	ess Rules (c	ompliance requ	ired)			
Field may it	not have a	alue greate	r than toda	y's date				
<ul> <li>Year comp</li> </ul>	Year component of field value may not be less than 1900							
	Business Rules (informational)							
The system	The system will display the maximum number of records with the same value for this field							

#### 5.12 Subject Enrolment

#### File code

#### 503

#### File naming standard

[Code]\_0005\_503\_v001\_YYYYMMDD.dat where:

- [Code] is a combination of the submitting CET College's Provider Code and ETQE Identifier in the format [Provider\_Code]\_[ETQE Identifier].
   ETQE Identifier for Umalusi for example is UMAL.
- 0005 indicates that the recipient information system to which this data will be submitted is CETMIS.
- v001 indicates that the submission has been extracted in accordance with version 1 of this specification
- YYYYMMDD represents the date on which the data submission was created.
- .dat is the file extension

### Description

This file describes all learner subject enrolment/achievements.

This file is a modified version of the National Learners' Records Database (NLRD) File Number 30.

#### **General information:**

A count of the number of records found in the file will be recorded in the aggregated report under the General information heading.

The **Date\_Stamp** field must reflect the date on which a particular record was last updated. The field will be used by the recipient system to ensure that an older version of a record does not overwrite a more recent version of a record.

Submission requirements:

Submission of this file is mandatory.

File record length:

The length of each record must be exactly 293.

#### File fields

Field Name	National	_ld	d Field Number 1				1	
Star	Start Position 1 Field Length 15							
Content Rules								
<ul> <li>This field m</li> </ul>	This field may be left blank							
<ul> <li>Field may r</li> </ul>	Field may not start with a space. If the value provided contains leading spaces then all leading spaces							
will be trim	med from	the value duri	ing furthe	er validation of the da	ata value pr	ovided	· .	
			_	naracters 1234567890	•			
•				compliance required)				
The combine	nation of N	ational_Id, Pe	rson_Alte	ernate_Id, Alternate_	Id_Type_Id	, Unit_Stan	idard_Id,	
Subject_Co	Subject Code, Provider Code and Provider ETQE Id must be unique							
Business Rules (informational)								
Not applica	ble							

Field Name Person_A	Person_Alternate_Id			Number	2		
Start Position	16 Field Le		ld Length	20			
	Content Rules						

- This field may be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ-

Field Number 3

Field Name	Field Name   Person_Alternate_Id   Field Number   2							
1234567890@_								
Business Rules (compliance required)								
<ul> <li>Not applica</li> </ul>	ble							
Business Rules (informational)								
<ul> <li>Not applica</li> </ul>	ble							

Field Name Alternate	e_iu_iype_iu	Field Nulliber 3						
Start Position	36	Field Length 3		3				
	Cont	ent Rules						
This field may not be left blank								
<ul> <li>Field may not start wi</li> </ul>	th a space. If the value	provided contains lea	ding space	s then all l	eading spaces			
will be trimmed from	will be trimmed from the value during further validation of the data value provided							
<ul> <li>Field may only contain</li> </ul>	n whole numbers							
	Business Rules (	compliance required)						
<ul> <li>Field must contain a v</li> </ul>	alid Alternate_Id_Type	e_ld						
<ul> <li>If Alternate_Id_Type_</li> </ul>	Id = 537 then the comb	oination of Alternate_	Id_Type_Id	l, Person_ <i>P</i>	Alternate_Id,			
National_Id, Provider_	National_Id, Provider_Code and Provider_ETQE_Id must exist in parent file 400 - Person							
<ul><li>If Alternate_Id_Type_</li></ul>	<ul> <li>If Alternate_Id_Type_Id &lt;&gt; 537 then the combination of Alternate_Id_Type_Id, National_Id and</li> </ul>							
Person_Alternate_Id i	must exist in parent file	e 400 - Person						

Field Name	Unit_Star	ndard_Id					Field Number 4		
Start Position 39					Fie	ld Length	10		
Content Rules									

**Business Rules (informational)** 

This field may be left blank

Not applicable

- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Field may only contain whole numbers

Field Name Alternate Id Tyne Id

### **Business Rules (compliance required)**

- Both Unit Standard Id and Subject Code may not be blank
- Field must contain a valid Unit Standard Id. Must contain a valid SAQA Unit Standard ID as registered on the National Qualifications Framework (NQF)
- Both Unit Standard Id and Subject Code may not have a values

### **Business Rules (informational)**

Not applicable

Field Name Enrolmer	nt_Status_Id		Field	d Number	5			
Start Position 49		Fie	ld Length	3				
	Content Rules							

- This field may not be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Field may only contain whole numbers

#### **Business Rules (compliance required)**

- Field must contain a valid Enrolment\_Status\_Id
- If Enrolment Status Id does not have a value of 0 or 10 then Enrolment Status Reason Id must be blank
- If Enrolment Status Id has a value of 0 then Enrolment Status Reason Id may only have a value of 1,3,6,10,11,12,13,14,15,17,18,19,20,21,22,23,24,25,26,27, 28 or 30
- If Enrolment\_Status\_Id has a value of 10 then Enrolment\_Status\_Reason\_Id may only have a value of 2,3,4,5,7,8,9,10,15,16,17,27,28 or 29

Field Name	Enrolment_Status_Id	Field Number	5
Not applica	ble		

Field Name	Name Staff_Number			Field	l Number	6	
Start	Start Position 52 Fiel			ld Length	20		
	Content Rules						

- This field may be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters
   ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890@#&+() /\:. -

The combination of Staff\_Number, Provider\_Code and Provider\_ETQE\_Id must exist in parent file 401
 Staff

#### **Business Rules (informational)**

Not applicable

Field Name	Enrolmer	nt_Type_Id		Field	d Number	7		
Start	Start Position 72 Field Length 3							
Content Rules								
This field m	This field may not be left blank							
will be trim	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>							
,			compliance required)					
Field must of	contain a v	alid Enrolment_Type_I	d					
Business Rules (informational)								
<ul> <li>Not applica</li> </ul>	ble							

Field Name - Family	ant Chatura Data		<b>5</b> :-1-	l M	0		
Field Name Enrolm	ent_Status_Date	Field Number   8					
Start Position	75	Field Length 8					
	Content Rules						
<ul> <li>This field may not b</li> </ul>	e left blank						
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> <li>Field may only contain a valid date in the format YYYYMMDD</li> </ul>							
	Business Rules (	compliance required					
<ul> <li>Field may not have</li> </ul>	value greater than toda	ay's date					
<ul> <li>Year component of field value may not be less than 1900</li> </ul>							
	Business Rul	es (informational)					

Field Name	Field Name   Enrolment_Date		Field	l Number	9	
Start Position 83 Field		ld Length	8			
		Cont	ent Rules			

The system will display the maximum number of records with the same value for this field

- This field may not be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Field may only contain a valid date in the format YYYYMMDD

### **Business Rules (compliance required)**

- Enrolment\_Date may not be greater than Most\_Recent\_Registration\_Date
- Enrolment\_Date may not be greater than Enrolment\_Status\_Date
- Field may not have a value greater than today's date
- Year component of field value may not be less than 1900

Field Name	Enrolment_Date	Field Number 9	
	Business Rules (inforr	mational)	
The system	will display the maximum number of reco	ords with the same value for this field	

Field Name	Filler01	01 Field Number 10				10
Start P	osition	91	Fie	ld Length	3	
		Cont	ent Rules			
Not applicable	e					
		Business Rules (	compliance required)			
This is a filler:	field and	must be left blank				
Business Rules (informational)						
Not applicable	e					•

Field Name	Part_Of_	Id	Field Number   11				
Star	Position	94	Field Length 2				
	Content Rules						
This field m	ay not be l	eft blank					
will be trim	will be trimmed from the value during further validation of the data value provided						
		Business Rules (	compliance required				
Field must of	contain a v	alid Part_Of_Id					
Field may only contain values found in 1, 2, 3, 4							
Business Rules (informational)							
Not applica	ble				•	•	

Field Name	Qualifica	tion_ld			Field	l Number	12
Start	Position	96		Fie	eld Length	10	
Content Rules							

- This field may be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Field may only contain whole numbers

- Field must contain a valid Qualification\_Id. Must contain a valid SAQA Qualification ID as registered on the National Qualifications Framework (NQF)
- Field may not have a value if Part\_Of\_Id <> 2
- Either Qualification\_Id or Programme\_Code must have a value if Part\_Of\_Id = 2

#### **Business Rules (informational)**

Not applicable

Field Name Learners	Field Name   Learnership_Id			l Number	13
Start Position 106		Fie	ld Length	10	
	Cont	ent Rules			

- This field may be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- · Field may only contain whole numbers

### **Business Rules (compliance required)**

- Field must contain a valid Learnership\_Id
- Field must have a value if Part\_Of\_Id = 3
- Field may not have a value if Part\_Of\_Id <> 3

Field Name	Learnership_Id	Field Number	13
<ul> <li>Not applica</li> </ul>	ble		

Field Name	Provider	_Code		Field	l Number	14
Start	Position	116	Fie	ld Length	20	
Content Pulos						

- This field may not be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890@#&+() /\:\_-

- The combination Provider\_Code and Provider\_ETQE\_Id must be valid. The combination of Provider\_Code and Provider\_ETQE\_Id must exist on 100 Provider
- The combination Provider\_Code and Provider\_ETQE\_Id may not exist in 100 Provider as Parent\_Provider\_Code and Parent\_Provider\_ETQE\_Id

#### **Business Rules (informational)**

Not applicable

Field Name	Provider	_ETQE_Id		Field	Number	15	
Star	t Position	136	Field Length 10				
Content Rules							
This field m	ay not be l	eft blank					
•	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
<ul> <li>Field may of</li> </ul>	nly contair	n whole numbers					
		Business Rules (	compliance required)				
Field must	contain a v	alid Provider_ETQE_Id			•		
Business Rules (informational)							
Not applica	ble						

Field Name	Filler02				Field Number 16		
Start	Position	146		Field Length 10			
Content Rules							
Not applicable							
		Busine	ss Rules (co	ompliance required)			
This is a filler	er field and	l must be left	blank				
Business Rules (informational)							
Not applicable							

Field Name	Subject_	Code		Field Number 17			
Start	Position	156	Fie	Field Length 20			
	Content Rules						
This field m	ay be left l	olank					
will be trim  Uppercase	will be trimmed from the value during further validation of the data value provided						
		Business Rules (d	compliance required				
<ul><li>The combing</li><li>Subject</li></ul>	35						
		Business Rule	es (informational)				

Field Name	Programme_Code		Field	Number	18	
Start	Position	176	Field Length		20	
		Cont	ent Rules			

- This field may be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890@#&+() /\:\_-

- The combination of Programme\_Code, Provider\_Code and Provider\_ETQE\_Id must exist in parent file 301 Programme
- Field may not have a value if Part Of Id <> 2
- The combination Programme\_Code and Subject\_Code must be valid. If a value is provided for Programme\_Code and Subject\_Code then a record for this combination of values must exist in File 307 - Programme Subjects

### **Business Rules (informational)**

Field Name	Enrolmer	nt_Status_Reason_Id		Field Number 19				
Start	Position	196	Field Length 10					
Content Rules								
This field m	This field may be left blank							
will be trim	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>							
<ul> <li>Field may o</li> </ul>	nly contair	whole numbers						
		Business Rules (	compliance required)					
Field must of	contain a v	alid Enrolment_Status	_Reason_Id					
	Business Rules (informational)							
<ul> <li>Not applica</li> </ul>	ble					•		

Field Name	Most_Re	cent_Registration_Dat	e	Field	l Number	20	
Start	Position	206	Field Length 8				
Content Rules							
<ul> <li>This field m</li> </ul>	This field may not be left blank						
<ul> <li>Field may n</li> </ul>	ot start wi	th a space. If the value	provided contains le	ading space	s then all l	eading spaces	
will be trim	will be trimmed from the value during further validation of the data value provided						
<ul> <li>Field may o</li> </ul>	nly contair	n a valid date in the for	mat YYYYMMDD				
		Business Rules (	compliance required				
Most_Rece	nt_Registr	ation_Date may not be	greater than Enrolm	ent_Status	_Date		
<ul> <li>Field may n</li> </ul>	ot have a v	alue greater than toda	y's date				
Year compo	nent of fie	eld value may not be le	ss than 1900				
		Business Rule	es (informational)				
The system	will displa	y the maximum numbe	er of records with the	same value	e for this fi	eld	

Field Name	Filler03	03 Field Number 21					
Start	Position	214	Field Length 10				
Content Rules							
Not applica	Not applicable						
		Business Rules (d	compliance required)				
This is a filler	er field and	must be left blank					
	Business Rules (informational)						
<ul> <li>Not applica</li> </ul>							

Field Name   Entrance_Category_Id   Field Number   22
---

Field Name	Field Name   Entrance_Category_Id   Field Number   22				22			
Start	Position	224	Fie	Field Length 10				
	Content Rules							
<ul> <li>This field m</li> </ul>	ay not be l	eft blank						
•	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>							
<ul> <li>Field may o</li> </ul>	nly contair	whole numbers						
		Business Rules (	compliance required)					
Field must of	contain a v	alid Entrance_Categor	y_ld					
		Business Rule	es (informational)					
<ul> <li>Not applica</li> </ul>	ble							

Field Name Previo	us_Activity_Id		Field Number 23					
Start Position	n 234	Field Length 10						
Content Rules								
This field may be le	This field may be left blank							
will be trimmed fro	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>							
<ul> <li>Field may only con</li> </ul>	ain whole numbers							
	Business Rules (	compliance required)						
Field must contain	a valid Previous_Activity_	_ld						
	Business Rules (informational)							
Not applicable								

Field Name	Economic	_Status_Id			Field	d Number	24		
Start	Position	244		Fi	Field Length 10				
Content Rules									
This field m	This field may not be left blank								
will be trim	will be trimmed from the value during further validation of the data value provided								
Field may o	nly contair	whole number	S						
		Business I	Rules (	compliance required	)				
Field must of	contain a v	alid Economic_9	Status_	ld					
Business Rules (informational)									
Not applica	ble					•			

Field Name	Medium_	Of_Inst	ruction_Code		Field Number 25				
Start	Position	254		Fie	Field Length 10				
Content Rules									
This field m	This field may not be left blank								
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>									
			only contain ch WXYZ1234567	aracters 890@#&+() /\:,`'-					
		Вι	siness Rules (	compliance required)					
Field must of	contain a v	alid Med	dium_Of_Instru	uction_Code					
	Business Rules (informational)								
<ul> <li>Not applica</li> </ul>	ble								

Field Name	Placemer	nt_Task_YN	YN Field I		Number	26
Start	Position	264	Field Length 1			
		Cont	ent Rules			
This field m	ay not be l	eft blank				

	Field Name	Placement_Task_YN	Field Number	26				
•	will be trimmed from the value during further validation of the data value provided							
•	Value in field may only contain characters YN							
		Business Rules (compliance required)						
•	Not applica	ble						
		Business Rules (informational)						
•	Not applica	ble						

Field Name	Fee_Stan	dard		Field	d Number	27		
Start	Position	265	Field Length 10					
Content Rules								
This field m	This field may not be left blank							
will be trim	will be trimmed from the value during further validation of the data value provided							
Oppercase	value III IIe		compliance required)					
Not applica	ble							
		Business Rule	es (informational)					
<ul> <li>Not applica</li> </ul>	ble							

Field Name	Fee_Char	rged		Field Number 28		28	
Start	Position	275	Fie	Field Length 10			
Content Rules							
This field may not be left blank							
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>							
<ul> <li>Uppercase value in field may only contain characters 1234567890.</li> </ul>							
Business Rules (compliance required)							
Not applica	ble						
Business Rules (informational)							
<ul> <li>Not applica</li> </ul>	ble						

Field Name	Field Name Date_Stamp		Field	Number	29		
Star	Start Position 285		Fie	eld Length 8			
Content Rules							
This field may not be left blank							
Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided    Contains   Co							
Field may only contain a valid date in the format YYYYMMDD							
Business Rules (compliance required)							
Field may not have a value greater than today's date							
<ul> <li>Year component of field value may not be less than 1900</li> </ul>							
Business Rules (informational)							
The system	The system will display the maximum number of records with the same value for this field						

## 6 Lookup codes

Please refer to the link "CETMIS file specification lookup values" at: https://webapps.dhet.gov.za/COMMUNIS.aspx

### 7 Revision History

Document currently in draft.