Specifications for load files for the Private College Education and Training Management Information System (PCETMIS)

Draft 20170118

Contents

1   Purpose

The Private College Education and Training Management Information System (PCETMIS) is a unit record based information system that stores and maintains unit records of Private Colleges and their campuses, programmes, subjects, staff, and students. The data content of PCETMIS is primarily maintained and supplied by Private Colleges. The Private 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 PCETMIS.

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

2   Scope and applicability of the standard

This standard applies to all Private Colleges that are accredited by Umalusi and registered with the DHET to offer Report 191 programmes (commonly known as NATED or N-Programmes) or National Certificate Vocational (NC(V)) programmes.

3   General information

3.1   Data submission file formats

The file format for all PCETMIS 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 Private Colleges to submit to PCETMIS can be found at the following link by clicking on the 'PCETMIS submission schedule' link:

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

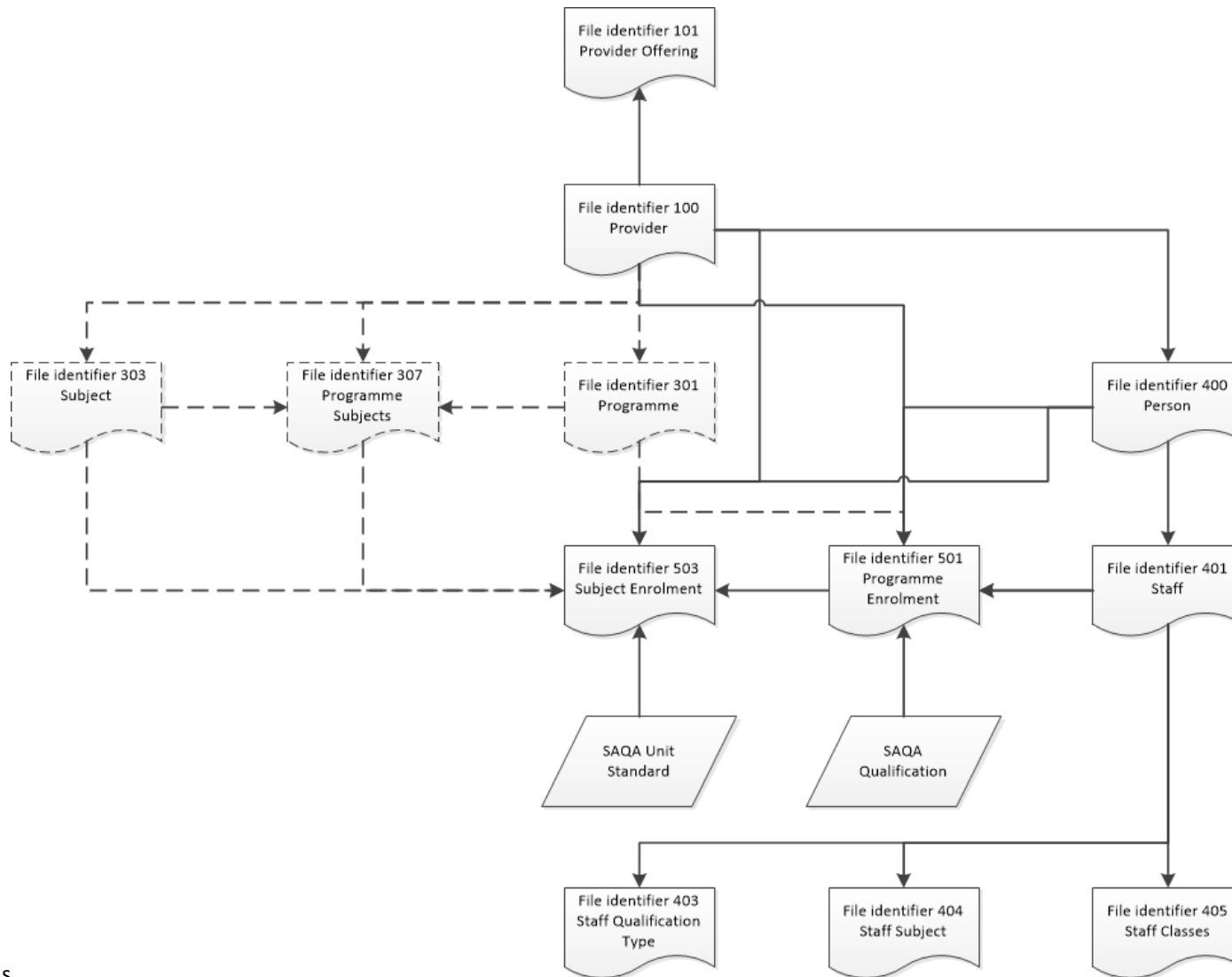## 3.3   Transmission of submission

All data submissions must be validated using the data validation utility that is distributed to all Private Colleges by the DHET. The DHET data validation utility will prepare the data submission in a predetermined format as required for loading into the PCETMIS 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 PCETMIS.

The DHET will not accept any PCETMIS data submission that have not been validated and transmitted to PCETMIS 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

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5   Data submission files

5.1   Provider

File code	100
File naming standard	[Code]_0010_100_v001_YYYYMMDD.dat where:

- [Code] is a combination of the submitting Private College's Provider Code and ETQE Identifier in the format [Provider_Code]_[ETQE Identifier]. ETQE Identifier for Umalusi for example is UMAL.
- 0010 indicates that the recipient information system to which this data will be submitted is PCETMIS.
- 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 central office and the related campuses of the Private 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:	Submission of this file is mandatory.
File record length:	The length of each record must be exactly 903.

File fields

Field Name	Provider_Code		Field Number	1
Start Position	1		**Field 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 value in this field must be unique
- The combination Provider_Code and Provider_ETQE_Id must be valid. The combination of Provider_Code and Provider_ETQE_Id must be registered on the recipient system and at the relevant Quality Council

Business Rules (informational)

- Not applicable

Field Name	Provider_ETQE_Id		Field Number	2
Start Position	21		**Field Length**	10
Content Rules				

Field Name	Provider_ETQE_Id		**Field Number**	2

- 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 Provider_ETQE_Id

Business Rules (informational)

- Not applicable

Field Name	Filler01		**Field Number**	3
Start Position	31	**Field Length**	10	

Content Rules

- Not applicable

Business Rules (compliance required)

- This is a filler field and must be left blank

Business Rules (informational)

- Not applicable

Field Name	Provider_Name		**Field Number**	4
Start Position	41	**Field Length**	70	

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)

- 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 _
- May not contain duplicated values once characters like PTY,LTD,CC , CC,.,&,+, AND ,T/A,BK,LIMITED, 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	

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 Provider_Type_Id

Business Rules (informational)

- Not applicable

Field Name	Provider_Postal_Address_1		**Field Number**	6
Start Position	121	**Field Length**	50	

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 Name	Provider_Postal_Address_1		Field Number	6
• 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				
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	**Field Length**		50
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 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				
Business Rules (informational)				
• Uppercase value in field should not contain characters %ZZZ% or %XXX% or %ADDRES%				

Field Name	Provider_Postal_Address_3		Field Number	8
Start Position	221	**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 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 Number	9
Start Position	271	**Field Length**		4
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 1234567890				
Business Rules (compliance required)				
• Length of field must be exactly 4 characters				
Business Rules (informational)				

Field Name	Provider_Postal_Address_Code		**Field Number**	9
• Not applicable				

Field Name	Provider_Phone_Number		**Field Number**	10
Start Position	275	**Field 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 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 –				
Business Rules (informational)				
• Not applicable				

Field Name	Provider_Fax_Number		**Field Number**	11
Start Position	295	**Field 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 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 –				
Business Rules (informational)				
• Not applicable				

Field Name	Filler02		**Field Number**	12
Start Position	315	**Field Length**		20
Content Rules				
• Not applicable				
Business Rules (compliance required)				
• Not applicable				
Business Rules (informational)				
• Not applicable				

Field Name	Provider_Contact_Name		**Field Number**	13
Start Position	335	**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 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 –				
Business Rules (informational)				
• Uppercase value in field should not contain characters NA or U or NONE or GEEN				

Field Name	Provider_Contact_Email_Address		Field Number	14
Start Position	385		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_.<>-@				
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 –				
• Field must contain the @ character				
Business Rules (informational)				
• Not applicable				

Field Name	Provider_Contact_Phone_Number		Field Number	15
Start Position	435		Field 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 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 –				
Business Rules (informational)				
• Not applicable				

Field Name	Provider_Contact_Cell_Number		Field Number	16
Start Position	455		Field 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 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 –				
Business Rules (informational)				
• Not applicable				

Field Name	Filler03		Field Number	17
Start Position	475		Field Length	20
Content Rules				
• Not applicable				
Business Rules (compliance required)				
• Not applicable				
Business Rules (informational)				
• Not applicable				

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 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)				
• Provider_Start_Date may not be greater than Provider_End_Date				
• Field may not 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 field				

Field Name	Provider_End_Date		Field Number	19
Start Position	503		Field Length	8
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 a valid date in the format YYYYMMDD				
Business Rules (compliance required)				
• Not applicable				
Business Rules (informational)				
• The system will display the maximum number of records with the same value for this field				

Field Name	Filler04		Field Number	20
Start Position	511		Field Length	20
Content Rules				
• Not applicable				
Business Rules (compliance required)				
• Not applicable				
Business Rules (informational)				
• Not applicable				

Field Name	Provider_Class_Id		Field Number	21
Start Position	531		Field 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				
• Field may only contain whole numbers				
Business Rules (compliance required)				
• Field must contain a valid Provider_Class_Id				
Business Rules (informational)				
• Not applicable				

Field Name	Provider_Status_Id		Field Number	22
Start Position	541		Field 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				
• Field may only contain whole numbers				

Field Name	Provider_Status_Id		Field Number	22
Business Rules (compliance required)				
- Field must contain a valid Provider_Status_Id - If Provider_Status_Id has a value of 513 then Provider_End_Date may not be blank - If Provider_Status_Id does not have a value of 513 then Provider_End_Date must be blank				
Business Rules (informational)				
Not applicable				

Field Name	Province_Code		Field Number	23
Start Position	551		**Field 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@#&+() /\:._,`'-				
Business Rules (compliance required)				
- 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
Start Position	553		**Field Length**	4
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 Country_Code				
Business Rules (informational)				
Not applicable				

Field Name	Latitude_Degree		Field Number	25
Start Position	557		**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 - 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	Latitude_Minutes		Field Number	26
Start Position	560		**Field Length**	2

Field Name	Latitude_Minutes		Field Number	26
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)				

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

Business Rules (informational)				

- Not applicable

Field Name	Latitude_Seconds		Field Number	27
Start Position	562		Field Length	6
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 1234567890.

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)				

- Not applicable

Field Name	Longitude_Degree		Field Number	28
Start Position	568		Field 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
- Field may only contain whole numbers

Business Rules (compliance required)				

- 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

Field Name	Longitude_Minutes		Field Number	29
Start Position	570		Field 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
- 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)				

- Not applicable

Field Name	Longitude_Seconds		Field Number	30
Start Position	572		Field Length	6
Content Rules				

Field Name	Longitude_Seconds		Field Number	30

- 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 1234567890.

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)

- Not applicable

Field Name	Provider_Physical_Address_1		Field Number	31
Start Position	578		Field Length	50

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 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

Business Rules (informational)

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

Field Name	Provider_Physical_Address_2		Field Number	32
Start Position	628		Field Length	50

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 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

Business Rules (informational)

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

Field Name	Provider_Physical_Address_3		Field Number	33
Start Position	678		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 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 _

Field Name	Provider_Physical_Address_3		Field Number	33

- 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_Physical_Address_Code		Field Number	34
Start Position	728		**Field Length**	4

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 1234567890

Business Rules (compliance required)				

- Length of field must be exactly 4 characters

Business Rules (informational)				

- Not applicable

Field Name	Provider_Website_Address		Field Number	35
Start Position	732		**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 ABCDEFGHIJKLMNOPQRTSUVWXYZ - 1234567890#&()/\:._`',

Business Rules (compliance required)				

- Not applicable

Business Rules (informational)				

- Not applicable

Field Name	Parent_Provider_Code		Field Number	36
Start Position	782		**Field 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 Parent_Provider_Code and Parent_Provider_ETQE_Id must exist in parent file 100 - Provider as Provider_Code and Provider_ETQE_Id

Business Rules (informational)				

- Not applicable

Field Name	Parent_Provider_ETQE_Id		Field Number	37
Start Position	802		**Field 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
- Field may only contain whole numbers

Business Rules (compliance required)				

- Field must contain a valid Provider_ETQE_Id

Field Name	Parent_Provider_ETQE_Id		Field Number	37
Business Rules (informational)				
• Not applicable				

Field Name	MIS_Type_Id		Field Number	38
Start Position	812	**Field 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				
• Field may only contain whole numbers				
Business Rules (compliance required)				
• Field must contain a valid MIS_Type_Id				
Business Rules (informational)				
• Not applicable				

Field Name	Filler05		Field Number	39
Start Position	822	**Field Length**	2	
Content Rules				
• Not applicable				
Business Rules (compliance required)				
• Not applicable				
Business Rules (informational)				
• Not applicable				

Field Name	Filler06		Field Number	40
Start Position	824	**Field Length**	1	
Content Rules				
• Not applicable				
Business Rules (compliance required)				
• Not applicable				
Business Rules (informational)				
• Not applicable				

Field Name	Provider_Legal_Name		Field Number	41
Start Position	825	**Field Length**	70	
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)				
• Not applicable				
Business Rules (informational)				
• Not applicable				

Field Name	Date_Stamp		Field Number	42
Start Position	895	**Field 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 Name	Date_Stamp		**Field Number**	42
• 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				

5.2   Provider NQF Offering

File code	101
File naming standard	[Code]_0010_101_v001_YYYYMMDD.dat where:

- [Code] is a combination of the submitting Private College's Provider Code and ETQE Identifier in the format [Provider_Code]_[ETQE Identifier]. ETQE Identifier for Umalusi for example is UMAL.
- 0010 indicates that the recipient information system to which this data will be submitted is PCETMIS.
- 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 campuses related to the Private 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: Submission of this file is mandatory if the submission contains data related to active campuses.

File record length: The length of each record must be exactly 146.

File fields

Field Name	Learnership_Id		**Field Number**	1
Start Position	1		**Field 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

Business Rules (compliance required)

- The combination of Learnership_Id, Qualification_Id, Provider_Code and Provider_Etqe_Id must be unique
- Both Learnership_Id and Qualification_Id may not be blank
- Field must contain a valid Learnership_Id
- The combination Learnership_Id and Qualification_Id must be valid

Business Rules (informational)

- Not applicable

Field Name	Qualification_Id		**Field Number**	2
Start Position	11		**Field Length**	10
Content Rules				

- This field may be left blank

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 Number	3
Start Position	21	**Field Length**		10
Content Rules				

- Not applicable

Business Rules (compliance required)				

- Not applicable

Business Rules (informational)				

- Not applicable

Field Name	Provider_Code		Field Number	4
Start Position	31	**Field 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		Field Number	5
Start Position	51	**Field 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
- Field may only contain whole numbers

Business Rules (compliance required)				

- Field must contain a valid Provider_Etqe_Id

Business Rules (informational)				

- Not applicable

Field Name	Filler02		Field Number	6
Start Position	61	**Field Length**		20
Content Rules				

- Not applicable

Business Rules (compliance required)				

- Not applicable

Field Name	Filler02		Field Number	6
Business Rules (informational)				
• Not applicable				

Field Name	Filler03		Field Number	7
Start Position	81		**Field Length**	1
Content Rules				
• Not applicable				
Business Rules (compliance required)				
• Not applicable				
Business Rules (informational)				
• Not applicable				

Field Name	Provider_Accred_Start_Date		Field Number	8
Start Position	82		**Field 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 a valid date in the format YYYYMMDD				
Business Rules (compliance required)				
• Provider_Accred_Start_Date may not be greater than Provider_Accred_End_Date				
• Field may not 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 field				

Field Name	Provider_Accred_End_Date		Field Number	9
Start Position	90		**Field Length**	8
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 a valid date in the format YYYYMMDD				
Business Rules (compliance required)				
• Not applicable				
Business Rules (informational)				
• The system will display the maximum number of records with the same value for this field				

Field Name	Filler04		Field Number	10
Start Position	98		**Field Length**	20
Content Rules				
• Not applicable				
Business Rules (compliance required)				
• Not applicable				
Business Rules (informational)				
• Not applicable				

Field Name	Provider_Status_Id		Field Number	11
Start Position	118		**Field 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				

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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_End_Date may not be blank				
• If Provider_Status_Id does not have a value of 513 then Provider_Accred_End_Date must be blank				
Business Rules (informational)				
• Not applicable				

Field Name	Offering_Type_Id		Field Number	12
Start Position	128	**Field 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				
• Field may only contain whole numbers				
Business Rules (compliance required)				
• Field must contain a valid Offering_Type_Id				
Business Rules (informational)				
• Not applicable				

Field Name	Date_Stamp		Field Number	13
Start Position	138	**Field 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 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				

5.3   Programme

File code   301

File naming standard   [Code]_0010_301_v001_YYYYMMDD.dat where:

- [Code] is a combination of the submitting Private College's Provider Code and ETQE Identifier in the format [Provider_Code]_[ETQE Identifier]. ETQE Identifier for Umalusi for example is UMAL.
- 0010 indicates that the recipient information system to which this data will be submitted is PCETMIS.
- 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 Private College that do not have a SAQA Qualification ID.

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	Programme_Code		Field Number	1
Start Position	1		Field 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)				

- 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 of Programme_Code, Provider_Code and Provider_ETQE_Id must be unique

Business Rules (informational)				

- Not applicable

Field Name	Programme_Description		Field Number	2
Start Position	21		Field Length	100
Content Rules				

- This field may not be left blank

Field Name	Programme_Description		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
- 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	Programme_Type_Id		Field Number	3
Start Position	121		Field Length	15

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 Programme_Type_Id

Business Rules (informational)

- Not applicable

Field Name	NQF_Level_Id		Field Number	4
Start Position	136		Field 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 NQF_Level_Id

Business Rules (informational)

- Not applicable

Field Name	Subfield_Id		Field Number	5
Start Position	144		Field 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 Subfield_Id

Business Rules (informational)

- Not applicable

Field Name	AET_Level_Id		Field Number	6
Start Position	152		Field 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 Name	AET_Level_Id		Field Number	6
• 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)				
• Not applicable				

Field Name	Programme_Start_Date		Field Number	7
Start Position	160	**Field 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 a valid date in the format YYYYMMDD				
Business Rules (compliance required)				
• Programme_Start_Date may not be greater than Programme_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	Programme_End_Date		Field Number	8
Start Position	168	**Field Length**		8
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 a valid date in the format YYYYMMDD				
Business Rules (compliance required)				
• Field may not 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 field				

Field Name	Provider_Code		Field Number	9
Start Position	176	**Field 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		Field Number	10
Start Position	196	**Field Length**		10

Field Name	Provider_ETQE_Id		Field Number	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 • Field may only contain whole numbers				
Business Rules (compliance required)				
• Field must contain a valid Provider_ETQE_Id				
Business Rules (informational)				
• Not applicable				

Field Name	Programme_Status_Id		Field Number	11
Start Position	206	**Field 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 • Field may only contain whole numbers				
Business Rules (compliance required)				
• Field must contain a valid Programme_Status_Id • If Programme_Status_Id has a value of 2 then Programme_End_Date may not be blank • If Programme_Status_Id does not have a value of 2 then Programme_End_Date must be blank				
Business Rules (informational)				
• Not applicable				

Field Name	Programme_Credit		Field Number	12
Start Position	216	**Field 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 • Field may only contain whole numbers				
Business Rules (compliance required)				
• Value may not be less than 40 • Value may not be greater than 480				
Business Rules (informational)				
• Not applicable				

Field Name	Date_Stamp		Field Number	13
Start Position	226	**Field 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 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				

5.4   Subject

File code	303
File naming standard	[Code]_0010_303_v001_YYYYMMDD.dat where:

- [Code] is a combination of the submitting Private College's Provider Code and ETQE Identifier in the format [Provider_Code]_[ETQE Identifier]. ETQE Identifier for Umalusi for example is UMAL.
- 0010 indicates that the recipient information system to which this data will be submitted is PCETMIS.
- 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 Private College that do not have a SAQA Unit Standard ID.

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	Subject_Code		Field Number	1
Start Position	1		**Field 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)				
- 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 of Subject_Code, Provider_Code and Provider_ETQE_Id must be unique				
Business Rules (informational)				
Not applicable				

Field Name	Subject_Name		Field Number	2
Start Position	21		**Field Length**	200
Content Rules				
This field may not be left blank				

Field Name	Subject_Name			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
- 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	NQF_Level_Id			Field Number	3
Start Position	221		Field 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 NQF_Level_Id

Business Rules (informational)

- Not applicable

Field Name	Subfield_Id			Field Number	4
Start Position	229		Field 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 Subfield_Id

Business Rules (informational)

- Not applicable

Field Name	AET_Level_Id			Field Number	5
Start Position	237		Field 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)

- Not applicable

Field Name	Subject_Reg_Start_Date			Field Number	6
Start Position	245		Field Length	8	

Content Rules

Field Name	Subject_Reg_Start_Date		Field Number	6

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 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	Subject_Reg_End_Date		Field Number	7
Start Position	253		**Field Length**	8

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 a valid date in the format YYYYMMDD

Business Rules (compliance required)

- Field may not 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 field

Field Name	Provider_Code		Field Number	8
Start Position	261		**Field 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		Field Number	9
Start Position	281		**Field 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
- Field may only contain whole numbers

Business Rules (compliance required)

- Field must contain a valid Provider_ETQE_Id

Business Rules (informational)

- Not applicable

Field Name	Subject_Status_Id		Field Number	10
Start Position	291		**Field Length**	10

Field Name	Subject_Status_Id		Field Number	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				
• 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 Number	11
Start Position	301		**Field 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				
• Field may only contain whole numbers				
Business Rules (compliance required)				
• Value may not be less than 1				
• Value may not be greater than 110				
Business Rules (informational)				
• Not applicable				

Field Name	Date_Stamp		Field Number	12
Start Position	311		**Field 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 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				

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5.5   Programme Subjects

File code   307

File naming standard   [Code]_0010_307_v001_YYYYMMDD.dat where:

- [Code] is a combination of the submitting Private College's Provider Code and ETQE Identifier in the format [Provider_Code]_[ETQE Identifier]. ETQE Identifier for Umalusi for example is UMAL.
- 0010 indicates that the recipient information system to which this data will be submitted is PCETMIS.
- 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.

File record length: The length of each record must be exactly 125.

File fields

Field Name	Programme_Code		Field Number	1
Start Position	1		Field 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 of Programme_Code, Subject_Code, Provider_Code and Provider_ETQE_Id must be unique - The combination of Programme_Code, Provider_Code and Provider_ETQE_Id must exist in parent file 301 - Programme				
Business Rules (informational)				
Not applicable				

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

Field Name	Subject_Code		Field Number	2

- 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_Subj_Start_Date		Field Number	3
Start Position	41		Field 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 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_Subj_End_Date		Field Number	4
Start Position	49		Field Length	8

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 a valid date in the format YYYYMMDD

Business Rules (compliance required)

- Field may not 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 field

Field Name	Provider_Code		Field Number	5
Start Position	57		Field 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

Business Rules (informational)

- Not applicable

Field Name	Provider_ETQE_Id		Field Number	6
Start Position	77		Field Length	10

Field Name	Provider_ETQE_Id		Field Number	6
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 Provider_ETQE_Id

Business Rules (informational)				

- Not applicable

Field Name	Prog_Subj_Status_Id		Field Number	7
Start Position	87	**Field 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 ABCDEFGHIJKLMNOPQRTSUVWXYZ-1234567890@_

Business Rules (compliance required)				

- Field must contain a valid Prog_Subj_Status_Id
- If Prog_Subj_Status_Id has a value of 2 then Prog_Subj_End_Date may not be blank
- If Prog_Subj_Status_Id does not have a value of 2 then Prog_Subj_End_Date must be blank

Business Rules (informational)				

- Not applicable

Field Name	Prog_Subj_Credit		Field Number	8
Start Position	97	**Field 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
- Field may only contain whole numbers

Business Rules (compliance required)				

- Value may not be less than 1
- Value may not be greater than 110

Business Rules (informational)				

- Not applicable

Field Name	Prog_Subj_Type_Id		Field Number	9
Start Position	107	**Field 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
- Field may only contain whole numbers

Business Rules (compliance required)				

- Field must contain a valid Prog_Subj_Type_Id

Business Rules (informational)				

- Not applicable

Field Name	Date_Stamp		Field Number	10
Start Position	117	**Field Length**		8

Field Name	Date_Stamp	Field Number	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 - 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   Person

File code	400
File naming standard	[Code]_0010_400_v001_YYYYMMDD.dat where:

- [Code] is a combination of the submitting Private College's Provider Code and ETQE Identifier in the format [Provider_Code]_[ETQE Identifier]. ETQE Identifier for Umalusi for example is UMAL.
- 0010 indicates that the recipient information system to which this data will be submitted is PCETMIS.
- 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 Private College or people that are employed at the Private 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:	Submission of this file is mandatory.
File record length:	The length of each record must be exactly 802.

File fields

Field Name	National_Id		Field Number	1
Start Position	1		**Field Length**	15
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 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 2222222222222 or 3333333333333 or 4444444444444 or 5555555555555 or 6666666666666 or 7777777777777 or 8888888888888 or 9999999999999
- Field must be blank if POPI_Act_Status_ID has a value of 2

Business Rules (informational)

- Not applicable

Field Name	Person_Alternate_Id		Field Number	2
Start Position	16		Field 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-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 _
- 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 Number	4
Start Position	39		Field 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

Field Name	Equity_Code		Field Number	4
Business Rules (informational)				
• Not applicable				

Field Name	Nationality_Code		Field Number	5
Start Position	49		**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 • Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890@#&+() /\:._,`'-				
Business Rules (compliance required)				
• Field must contain a valid Nationality_Code				
Business Rules (informational)				
• Not applicable				

Field Name	Home_Language_Code		Field Number	6
Start Position	52		**Field 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 Home_Language_Code				
Business Rules (informational)				
• Not applicable				

Field Name	Gender_Code		Field Number	7
Start Position	62		**Field Length**	1
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 Gender_Code • If National_Id is not blank then Gender_Code 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	Citizen_Resident_Status_Code		Field Number	8
Start Position	63		**Field 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@#&+() /\:._,`'-				

Field Name	Citizen_Resident_Status_Code		Field Number	8
Business Rules (compliance required)				
• Field must contain a valid Citizen_Resident_Status_Code				
Business Rules (informational)				
• Not applicable				

Field Name	Filler01		Field Number	9
Start Position	73	**Field Length**		2
Content Rules				
• Not applicable				
Business Rules (compliance required)				
• Not applicable				
Business Rules (informational)				
• Not applicable				

Field Name	Disability_Status_Code		Field Number	10
Start Position	75	**Field 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 Disability_Status_Code				
Business Rules (informational)				
• Not applicable				

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 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				
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 Number	12
Start Position	130	**Field 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)				

Field Name	Person_First_Name		Field Number	12

Content Rules
- 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_First_Name should not have the same value as Person_Middle_Name

Field Name	Person_Middle_Name		Field Number	13
Start Position	156	**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 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

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_Title		Field Number	14
Start Position	206	**Field 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
- 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 –
- Uppercase value in field may not contain characters NA or U or NONE or GEEN

Business Rules (informational)
- Not applicable

Field Name	Person_Birth_Date		Field Number	15
Start Position	216	**Field 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 a valid date in the format YYYYMMDD

Business Rules (compliance required)
- Year component must be greater than 1850

Business Rules (informational)
- 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 Name	Person_Home_Address_1		Field Number	16
Start Position	224		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 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_Home_Address_2		Field Number	17
Start Position	274		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 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_Home_Address_3		Field Number	18
Start Position	324		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 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_Postal_Address_1		Field Number	19
Start Position	374		Field Length	50

Field Name	Person_Postal_Address_1	Field Number	19

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_Postal_Address_2		Field Number	20
Start Position	424		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 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_Postal_Address_3		Field Number	21
Start Position	474		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 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_Code		Field Number	22
Start Position	524		Field Length	4

Content Rules

Field Name	Person_Home_Addr_Postal_Code			Field Number	22

- 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)					

- Length of field must be exactly 4 characters

Business Rules (informational)					

- Not applicable

Field Name	Person_Postal_Addr_Post_Code			Field Number	23
Start Position	528		**Field Length**	4	

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 1234567890

Business Rules (compliance required)					

- Length of field must be exactly 4 characters

Business Rules (informational)					

- Not applicable

Field Name	Person_Phone_Number			Field Number	24
Start Position	532		**Field 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 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 –
- Field must be blank if POPI_Act_Status_ID has a value of 2

Business Rules (informational)					

- Not applicable

Field Name	Person_Cell_Phone_Number			Field Number	25
Start Position	552		**Field 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 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 –
- Field must be blank if POPI_Act_Status_ID has a value of 2

Business Rules (informational)					

- Not applicable

Field Name	Person_Fax_Number			Field Number	26
Start Position	572		**Field Length**	20	

Field Name	Person_Fax_Number			Field Number	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 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 –
- Field must be blank if POPI_Act_Status_ID has a value of 2

Business Rules (informational)

- Not applicable

Field Name	Person_Email_Address			Field Number	27
Start 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_.<>-@

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 –
- 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 Number	28
Start Position	642		**Field 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@#&+() /\:._,`'-

Business Rules (compliance required)

- Field must contain a valid Province_Code

Business Rules (informational)

- Not applicable

Field Name	Provider_Code			Field Number	29
Start Position	644		**Field 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@#&+() /\:._-

Business Rules (compliance required)

Field Name	Provider_Code		Field Number	29

Content Rules

- 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	Provider_ETQE_Id		Field Number	30
Start Position	664	Field 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

Business Rules (compliance required)

- Field must contain a valid Provider_ETQE_Id

Business Rules (informational)

- Not applicable

Field Name	Person_Previous_Lastname		Field 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`' -

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

Business Rules (informational)

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

Field Name	Person_Previous_Alternate_Id		Field Number	32
Start Position	719	Field 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-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 –
- 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 = 533
- If Person_Previous_Alternate_Id IS blank then Person_Previous_Alternate_Id_Type_Id must = 533

Business Rules (informational)

41

Field Name	Person_Previous_Alternate_Id		Field Number	32

- Not applicable

Field Name	Person_Previous_Alternate_Id_Type_Id		Field Number	33
Start Position	739	Field Length		3

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

Business Rules (compliance required)

- Field must contain a valid Alternate_Id_Type_Id

Business Rules (informational)

- Not applicable

Field Name	Person_Previous_Provider_Code		Field Number	34
Start Position	742	Field 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@#&+() /\:._-

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)

- Not applicable

Field Name	Person_Previous_Provider_ETQE_Id		Field Number	35
Start Position	762	Field 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

Business Rules (compliance required)

- Field must contain a valid Provider_ETQE_Id

Business Rules (informational)

- Not applicable

Field Name	Seeing_Rating_Id		Field Number	36
Start Position	772	Field 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
- Field may only contain whole numbers

Business Rules (compliance required)

- Field must contain a valid Seeing_Rating_Id

Field Name	Seeing_Rating_Id		Field Number	36
Business Rules (informational)				
• Not applicable				

Field Name	Hearing_Rating_Id		Field Number	37
Start Position	774	**Field 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				
• Field may only contain whole numbers				
Business Rules (compliance required)				
• Field must contain a valid Hearing_Rating_Id				
Business Rules (informational)				
• Not applicable				

Field Name	Walking_Rating_Id		Field Number	38
Start Position	776	**Field 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				
• Field may only contain whole numbers				
Business Rules (compliance required)				
• Field must contain a valid Walking_Rating_Id				
Business Rules (informational)				
• Not applicable				

Field Name	Remembering_Rating_Id		Field Number	39
Start Position	778	**Field 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				
• Field may only contain whole numbers				
Business Rules (compliance required)				
• Field must contain a valid Remembering_Rating_Id				
Business Rules (informational)				
• Not applicable				

Field Name	Communicating_Rating_Id		Field Number	40
Start Position	780	**Field 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				
• Field may only contain whole numbers				
Business Rules (compliance required)				
• Field must contain a valid Communicating_Rating_Id				
Business Rules (informational)				
• Not applicable				

Field Name	Self_Care_Rating_Id		Field Number	41
Start Position	782		Field 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 • Field may only contain whole numbers				
Business Rules (compliance required)				
• Field must contain a valid Self_Care_Rating_Id				
Business Rules (informational)				
• Not applicable				

Field Name	POPI_Act_Status_ID		Field Number	42
Start Position	784		Field 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 • Field may only contain whole numbers				
Business Rules (compliance required)				
• Field must contain a valid POPI_Act_Status_ID				
Business Rules (informational)				
• Not applicable				

Field Name	POPI_Act_Status_Date		Field Number	43
Start Position	786		Field Length	8
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 a valid date in the format YYYYMMDD				
Business Rules (compliance required)				
• Field may not have a value greater than today's date • Value must be provided if POPI_Act_Status_ID has a value of 1 or 2 • Field must be blank if POPI_Act_Status_ID does not have a value of 1 or 2				
Business Rules (informational)				
• Not applicable				

Field Name	Date_Stamp		Field Number	44
Start Position	794		Field 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 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				

5.7   Staff

File code   401

File naming standard   [Code]_0010_401_v001_YYYYMMDD.dat where:

- [Code] is a combination of the submitting Private College's Provider Code and ETQE Identifier in the format [Provider_Code]_[ETQE Identifier]. ETQE Identifier for Umalusi for example is UMAL.
- 0010 indicates that the recipient information system to which this data will be submitted is PCETMIS.
- 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 Private 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: Submission of this file is mandatory.

File record length: The length of each record must be exactly 188.

File fields

Field Name	National_Id		Field Number	1
Start Position	1		Field Length	15
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 1234567890				
Business Rules (compliance required)				
• The combination of National_Id, Person_Alternate_Id, Alternate_Id_Type_Id, Staff_Type_Id, Provider_Code and Provider_ETQE_Id must be unique				
Business Rules (informational)				
• Not applicable				

Field Name	Person_Alternate_Id		Field Number	2
Start Position	16		Field 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-1234567890@_				

Field Name	Person_Alternate_Id		Field Number	2
Business Rules (compliance required)				
• Not applicable				
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				
• Field may not equal 537				
• If Alternate_Id_Type_Id <> 537 then the combination of Alternate_Id_Type_Id, Person_Alternate_Id and National_Id must exist in parent file 400 - Person				
Business Rules (informational)				
• Not applicable				

Field Name	Staff_Type_Id		Field Number	4
Start Position	39	**Field Length**		5
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 Staff_Type_Id				
Business Rules (informational)				
• Not applicable				

Field Name	Staff_Number		Field Number	5
Start Position	44	**Field 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)				
• 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 _				
• 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 Provider_ETQE_Id				
Business Rules (informational)				
• Not applicable				

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

Field Name	Filler01		Field Number	6
Content Rules				
• Not applicable				
Business Rules (compliance required)				
• Not applicable				
Business Rules (informational)				
• Not applicable				

Field Name	Appointment_Date		Field Number	7
Start Position	74		**Field 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 a valid date in the format YYYYMMDD

Business Rules (compliance required)				

- Appointment_Date may not be greater than Termination_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	Termination_Date		Field Number	8
Start Position	82		**Field Length**	8
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 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

Field Name	Employment_Status_Id		Field Number	9
Start Position	90		**Field 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
- Field may only contain whole numbers

Business Rules (compliance required)				

- Field must contain a valid Employment_Status_Id
- If Employment_Status_Id has a value of 2 then Termination_Date may not be blank
- If Employment_Status_Id does not have a value of 2 then Termination_Date must be blank

Business Rules (informational)				

- Not applicable

Field Name	Filler02		Field Number	10
Start Position	100		**Field Length**	20
Content Rules				

- Not applicable

Business Rules (compliance required)				

Field Name	Filler02		Field Number	10
Business Rules (informational)				

- Not applicable

	Business Rules (informational)			

- Not applicable

Field Name	Provider_Code		Field Number	11
Start Position	120		Field 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

	Business Rules (informational)			

- Not applicable

Field Name	Provider_ETQE_Id		Field Number	12
Start Position	140		Field 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
- Field may only contain whole numbers

	Business Rules (compliance required)			

- Field must contain a valid Provider_ETQE_Id

	Business Rules (informational)			

- Not applicable

Field Name	Appointment_Nature_Id		Field Number	13
Start Position	150		Field 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
- Field may only contain whole numbers

	Business Rules (compliance required)			

- Field must contain a valid Appointment_Nature_Id

	Business Rules (informational)			

- Not applicable

Field Name	Appointment_Type_Id		Field Number	14
Start Position	160		Field 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
- Field may only contain whole numbers

	Business Rules (compliance required)			

- Field must contain a valid Appointment_Type_Id

	Business Rules (informational)			

Field Name	Appointment_Type_Id		Field Number	14
• Not applicable				

Field Name	Filler03		Field Number	15
Start Position	170	Field Length		10
Content Rules				
• Not applicable				
Business Rules (compliance required)				
• Not applicable				
Business Rules (informational)				
• Not applicable				

Field Name	Date_Stamp		Field Number	16
Start Position	180	Field 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 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				

5.8   Staff Qualification Type

File code   403

File naming standard   [Code]_0010_403_v001_YYYYMMDD.dat where:

- [Code] is a combination of the submitting Private College's Provider Code and ETQE Identifier in the format [Provider_Code]_[ETQE Identifier]. ETQE Identifier for Umalusi for example is UMAL.
- 0010 indicates that the recipient information system to which this data will be submitted is PCETMIS.
- 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: Submission of this file is mandatory.

File record length: The length of each record must be exactly 73.

File fields

Field Name	Staff_Number		Field Number	1
Start Position	1		**Field 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 of Staff_Number, Provider_Code and Provider_ETQE_Id must exist in parent file 401 - Staff - The combination of Staff_Number, Staff_Qualification_Type_Id, Achievement_Year, Provider_Code and Provider_ETQE_Id must be unique				
Business Rules (informational)				
Not applicable				

Field Name	Staff_Qualification_Type_Id		Field Number	2
Start Position	21		**Field Length**	10
Content Rules				
This field may not be left blank				

Field Name	Staff_Qualification_Type_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 Staff_Qualification_Type_Id

Business Rules (informational)

- Not applicable

Field Name	Achievement_Year		Field Number	3
Start Position	31	Field Length		4

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 a valid year in the format YYYY

Business Rules (compliance required)

- Year component of field value may not be less than 1900

Business Rules (informational)

- Not applicable

Field Name	Provider_Code		Field Number	4
Start Position	35	Field 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

Business Rules (informational)

- Not applicable

Field Name	Provider_ETQE_Id		Field Number	5
Start Position	55	Field 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
- Field may only contain whole numbers

Business Rules (compliance required)

- Field must contain a valid Provider_ETQE_Id

Business Rules (informational)

- Not applicable

Field Name	Date_Stamp		Field Number	6
Start Position	65	Field 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 a valid date in the format YYYYMMDD

Field Name	Date_Stamp		Field Number	6
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				

5.9 Staff Subject

File code	404
File naming standard	[Code]_0010_404_v001_YYYYMMDD.dat where:

- [Code] is a combination of the submitting Private College's Provider Code and ETQE Identifier in the format [Provider_Code]_[ETQE Identifier]. ETQE Identifier for Umalusi for example is UMAL.
- 0010 indicates that the recipient information system to which this data will be submitted is PCETMIS.
- 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:	Submission of this file is mandatory.
File record length:	The length of each record must be exactly 95.

File fields

Field Name	Staff_Number		Field Number	1
Start Position	1		**Field 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 of Staff_Number, Provider_Code and Provider_ETQE_Id must exist in parent file 401 - Staff
- The combination of Staff_Number, Unit_Standard_Id, Subject_Code, Provider_Code and Provider_ETQE_Id must be unique

Business Rules (informational)				

- Not applicable

Field Name	Unit_Standard_Id		Field Number	2
Start Position	21		**Field Length**	10
Content Rules				

- This field may be left blank

Field Name	Unit_Standard_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 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

Field Name	Subject_Code		Field Number	3
Start Position	31		Field 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@#&+() /\:._-

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	Years_Teaching_Experience		Field Number	4
Start Position	51		Field Length	3

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

Business Rules (compliance required)

- Both Years_Teaching_Experience and Years_Formal_Training may not be blank
- Value may not be less than 1
- Value may not be greater than 70
- Years_Teaching_Experience may not be greater than the person's age - 15 years

Business Rules (informational)

- Not applicable

Field Name	Years_Formal_Training		Field Number	5
Start Position	54		Field Length	3

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

Business Rules (compliance required)

- Value may not be less than 1
- Value may not be greater than 70
- Years_Formal_Training may not be greater than the person's age - 15 years

Business Rules (informational)

- Not applicable

Field Name	Provider_Code		Field Number	6
Start Position	57		Field 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

Business Rules (informational)

- Not applicable

Field Name	Provider_ETQE_Id		Field Number	7
Start Position	77		Field 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
- Field may only contain whole numbers

Business Rules (compliance required)

- Field must contain a valid Provider_ETQE_Id

Business Rules (informational)

- Not applicable

Field Name	Date_Stamp		Field Number	8
Start Position	87		Field 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 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

5.10 Staff Classes

File code	405
File naming standard	[Code]_0010_405_v001_YYYYMMDD.dat where:

- [Code] is a combination of the submitting Private College's Provider Code and ETQE Identifier in the format [Provider_Code]_[ETQE Identifier]. ETQE Identifier for Umalusi for example is UMAL.
- 0010 indicates that the recipient information system to which this data will be submitted is PCETMIS.
- 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 amount of teaching that staff have conducted by week.

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 if the submission contains data related to active campuses.

File record length: The length of each record must be exactly 97.

File fields

Field Name	Staff_Number		Field Number	1
Start Position	1		**Field 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 of Staff_Number, Provider_Code and Provider_ETQE_Id must exist in parent file 401 - Staff
- The combination of Staff_Number, Unit_Standard_Id, Subject_Code, Year_Week_Id, Provider_Code and Provider_ETQE_Id must be unique

Business Rules (informational)				

- Not applicable

Field Name	Unit_Standard_Id		Field Number	2
Start Position	21		**Field Length**	10
Content Rules				

- This field may be left blank

Field Name	Unit_Standard_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 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				

Field Name	Subject_Code		Field Number	3
Start Position	31	**Field 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@#&+() /\:._-				
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	Year_Week_Id		Field Number	4
Start Position	51	**Field Length**	6	
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 a valid year and week in the format YYYYWW				
Business Rules (compliance required)				
• Field must contain a valid Year_Week_Id • Year_Week_Id must fall between Appointment_Date and Termination_Date				
Business Rules (informational)				
• Not applicable				

Field Name	Teaching_Hours		Field Number	5
Start Position	57	**Field 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 • Field may only contain whole numbers				
Business Rules (compliance required)				
• Value may not be less than 1				
Business Rules (informational)				
• Not applicable				

Field Name	Provider_Code		Field Number	6
Start Position	59	**Field Length**	20	
Content Rules				

Field Name	Provider_Code		Field Number	6
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		Field Number	7
Start Position	79	**Field 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 • Field may only contain whole numbers				
Business Rules (compliance required)				
• Field must contain a valid Provider_ETQE_Id				
Business Rules (informational)				
• Not applicable				

Field Name	Date_Stamp		Field Number	8
Start Position	89	**Field 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 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				

5.11   Programme Enrolment

File code	501
File naming standard	[Code]_0010_501_v001_YYYYMMDD.dat where:

- [Code] is a combination of the submitting Private College's Provider Code and ETQE Identifier in the format [Provider_Code]_[ETQE Identifier]. ETQE Identifier for Umalusi for example is UMAL.
- 0010 indicates that the recipient information system to which this data will be submitted is PCETMIS.
- 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 student programme enrolments/achievements.

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 if the submission contains data related to active campuses.

File record length: The length of each record must be exactly 286.

File fields

Field Name	National_Id		**Field Number**	1
Start Position	1		**Field Length**	15
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 1234567890				
Business Rules (compliance required)				
The combination of National_Id, Person_Alternate_Id, Alternate_Id_Type_Id, Qualification_Id, Provider_Code, Provider_ETQE_Id and Programme_Code must be unique				
Business Rules (informational)				
Not applicable				

Field Name	Person_Alternate_Id		**Field Number**	2
Start Position	16		**Field 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				

Field Name	Person_Alternate_Id		Field Number	2

- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ-1234567890@_

Business Rules (compliance required)

- Not applicable

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 the combination of Alternate_Id_Type_Id, Person_Alternate_Id, National_Id, Provider_Code and Provider_ETQE_Id must exist in parent file 400 - Person
- If Alternate_Id_Type_Id <> 537 then the combination of Alternate_Id_Type_Id, National_Id and Person_Alternate_Id must exist in parent file 400 - Person

Business Rules (informational)

- Not applicable

Field Name	Qualification_Id		Field Number	4
Start Position	39	Field 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

Business Rules (compliance required)

- 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	Enrolment_Status_Id		Field Number	5
Start Position	49	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 Enrolment_Status_Id
- If Enrolment_Status_Id = 50 then a value for Certificate_Number must be provided

Business Rules (informational)

- Not applicable

Field Name	Filler01		Field Number	6
Start Position	52	Field Length	20	

Field Name	Filler01		Field Number	6
Content Rules				
• Not applicable				
Business Rules (compliance required)				
• Not applicable				
Business Rules (informational)				
• Not applicable				

Field Name	Enrolment_Type_Id		Field Number	7
Start Position	72	**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 Enrolment_Type_Id				
Business Rules (informational)				
• Not applicable				

Field Name	Enrolment_Status_Date		Field Number	8
Start Position	75	**Field 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 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				

Field Name	Enrolment_Date		Field Number	9
Start Position	83	**Field 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 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				
Business Rules (informational)				
• The system will display the maximum number of records with the same value for this field				

Field Name	Filler02		Field Number	10
Start Position	91	**Field Length**		3
Content Rules				
• Not applicable				
Business Rules (compliance required)				

Field Name	Filler02		Field Number	10
• Not applicable				
Business Rules (informational)				
• Not applicable				

Field Name	Part_Of_Id		Field Number	11
Start Position	94		Field 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				
• Field may only contain whole numbers				
Business Rules (compliance required)				
• Field must contain a valid Part_Of_Id				
• Field may only contain values 1,3,4				
Business Rules (informational)				
• Not applicable				

Field Name	Learnership_Id		Field Number	12
Start Position	96		Field 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				
Business Rules (compliance required)				
• Field must contain a valid Learnership_Id				
• Field must have a value if Part_Of_Id = 3				
• The combination Learnership_Id and Qualification_Id must be valid				
• Field may not have a value if Part_Of_Id <> 3				
Business Rules (informational)				
• Not applicable				

Field Name	Provider_Code		Field Number	13
Start Position	106		Field 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		Field Number	14
Start Position	126		Field Length	10
Content Rules				
• This field may not be left blank				

Field Name	Provider_ETQE_Id		Field Number	14

- 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)

- Not applicable

Field Name	Filler03		Field Number	15
Start Position	136	Field Length	10	

Content Rules

- Not applicable

Business Rules (compliance required)

- Not applicable

Business Rules (informational)

- Not applicable

Field Name	Programme_Code		Field Number	16
Start Position	146	Field 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@#&+() /\:._-

Business Rules (compliance required)

- The combination of Programme_Code, Provider_Code and Provider_ETQE_Id must exist in parent file 301 - Programme

Business Rules (informational)

- Not applicable

Field Name	Filler04		Field Number	17
Start Position	166	Field Length	10	

Content Rules

- Not applicable

Business Rules (compliance required)

- Not applicable

Business Rules (informational)

- Not applicable

Field Name	Most_Recent_Registration_Date		Field Number	18
Start Position	176	Field 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 a valid date in the format YYYYMMDD

Business Rules (compliance required)

- Most_Recent_Registration_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

Business Rules (informational)

Field Name	Most_Recent_Registration_Date		Field Number	18
• The system will display the maximum number of records with the same value for this field				

Field Name	Certificate_Number		Field Number	19
Start Position	184	Field Length		30

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@#&+() /\:._-

Business Rules (compliance required)

- Not applicable

Business Rules (informational)

- Not applicable

Field Name	Filler05		Field Number	20
Start Position	214	Field Length		4

Content Rules

- Not applicable

Business Rules (compliance required)

- Not applicable

Business Rules (informational)

- Not applicable

Field Name	Entrance_Category_Id		Field Number	21
Start Position	218	Field 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
- Field may only contain whole numbers

Business Rules (compliance required)

- Field must contain a valid Entrance_Category_Id
- If Entrance_Category_Id has a value of 1,2 then Previous_Activity_Id may not be blank
- If Entrance_Category_Id does not have a value of 1,2 then Previous_Activity_Id must be blank

Business Rules (informational)

- Not applicable

Field Name	Previous_Activity_Id		Field Number	22
Start Position	228	Field 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

Business Rules (compliance required)

- Field must contain a valid Previous_Activity_Id

Business Rules (informational)

- Not applicable

Field Name	Enrolment_Mode_Id		Field Number	23
Start Position	238	Field Length		10

Field Name	Enrolment_Mode_Id		Field Number	23
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_Mode_Id

Business Rules (informational)				

- Not applicable

Field Name	Economic_Status_Id		Field Number	24
Start Position	248		**Field 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
- Field may only contain whole numbers

Business Rules (compliance required)				

- Field must contain a valid Economic_Status_Id

Business Rules (informational)				

- Not applicable

Field Name	Partnership_Id		Field Number	25
Start Position	258		**Field 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
- Field may only contain whole numbers

Business Rules (compliance required)				

- Field must contain a valid Partnership_Id

Business Rules (informational)				

- Not applicable

Field Name	SDL_No		Field Number	26
Start Position	268		**Field 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
- Value in field may only contain characters L0123456789 OR N0123456789

Business Rules (compliance required)				

- Value must have a length of exactly 10
- Value must start with 'L' followed by 9 digits or must be N000000000 (indicating a non-levy paying company)
- Value must be provided if Enrolment_Status_Id has a value of 32

Business Rules (informational)				

- Not applicable

Field Name	Date_Stamp		Field Number	27
Start Position	278		**Field Length**	8
Content Rules				

Field Name	Date_Stamp		Field Number	27
- 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)				
- 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				

5.12   Subject Enrolment

File code   503

File naming standard   [Code]_0010_503_v001_YYYYMMDD.dat where:

- [Code] is a combination of the submitting Private College's Provider Code and ETQE Identifier in the format [Provider_Code]_[ETQE Identifier]. ETQE Identifier for Umalusi for example is UMAL.
- 0010 indicates that the recipient information system to which this data will be submitted is PCETMIS.
- 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 student subject enrolment/achievements.

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 if the submission contains data related to active campuses.

File record length: The length of each record must be exactly 232.

File fields

Field Name	National_Id		Field Number	1
Start Position	1		**Field Length**	15
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 1234567890				
Business Rules (compliance required)				
• The combination of National_Id, Person_Alternate_Id, Alternate_Id_Type_Id, Unit_Standard_Id, Subject_Code, Provider_Code and Provider_ETQE_Id must be unique				
Business Rules (informational)				
• Not applicable				

Field Name	Person_Alternate_Id		Field Number	2
Start Position	16		**Field 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				

Field Name	Person_Alternate_Id		Field Number	2

- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ-1234567890@_

Business Rules (compliance required)

- Not applicable

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 the combination of Alternate_Id_Type_Id, Person_Alternate_Id, National_Id, Provider_Code and Provider_ETQE_Id must exist in parent file 400 - Person
- If Alternate_Id_Type_Id <> 537 then the combination of Alternate_Id_Type_Id, National_Id and Person_Alternate_Id must exist in parent file 400 - Person

Business Rules (informational)

- Not applicable

Field Name	Unit_Standard_Id		Field Number	4
Start Position	39		Field 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

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	Enrolment_Status_Id		Field Number	5
Start Position	49		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 Enrolment_Status_Id

Business Rules (informational)

- Not applicable

Field Name	Staff_Number		Field Number	6
Start Position	52		Field Length	20

Content Rules

Field Name	Staff_Number		Field Number	6

- 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@#&+() /\:._-

Business Rules (compliance required)

- 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	Enrolment_Type_Id		Field Number	7
Start Position	72	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 Enrolment_Type_Id

Business Rules (informational)

- Not applicable

Field Name	Enrolment_Status_Date		Field Number	8
Start Position	75	Field 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 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

Field Name	Enrolment_Date		Field Number	9
Start Position	83	Field 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 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

Business Rules (informational)

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

Field Name	Filler01		Field Number	10
Start Position	91	Field Length	3

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Field Name	Filler01		Field Number	10
Content Rules				
• Not applicable				
Business Rules (compliance required)				
• Not applicable				
Business Rules (informational)				
• Not applicable				

Field Name	Part_Of_Id		Field Number	11
Start Position	94	**Field 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				
• Field may only contain whole numbers				
Business Rules (compliance required)				
• Field must contain a valid Part_Of_Id				
• Field may only contain values found in 1, 2, 3, 4				
Business Rules (informational)				
• Not applicable				

Field Name	Qualification_Id		Field Number	12
Start Position	96	**Field 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				
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)				
• 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	Learnership_Id		Field Number	13
Start Position	106	**Field 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				
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				
Business Rules (informational)				
• Not applicable				

Field Name	Provider_Code		Field Number	14
Start Position	116	**Field Length**	20	
Content Rules				

Field Name	Provider_Code		Field Number	14

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		Field Number	15
Start Position	136		**Field 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
- Field may only contain whole numbers

Business Rules (compliance required)

- Field must contain a valid Provider_ETQE_Id

Business Rules (informational)

- Not applicable

Field Name	Filler02		Field Number	16
Start Position	146		**Field Length**	10

Content Rules

- Not applicable

Business Rules (compliance required)

- Not applicable

Business Rules (informational)

- Not applicable

Field Name	Subject_Code		Field Number	17
Start Position	156		**Field 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@#&+() /\:._-

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	Programme_Code		Field Number	18
Start Position	176		**Field Length**	20

Content Rules

- This field may be left blank

Field Name	Programme_Code			Field Number	18

- 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 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)

- Not applicable

Field Name	Filler03			Field Number	19
Start Position	196		Field Length	10	

Content Rules

- Not applicable

Business Rules (compliance required)

- Not applicable

Business Rules (informational)

- Not applicable

Field Name	Most_Recent_Registration_Date			Field Number	20
Start Position	206		Field 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 a valid date in the format YYYYMMDD

Business Rules (compliance required)

- Most_Recent_Registration_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

Business Rules (informational)

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

Field Name	Enrolment_Mode_Id			Field Number	21
Start Position	214		Field 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
- Field may only contain whole numbers

Business Rules (compliance required)

- Field must contain a valid Enrolment_Mode_Id

Business Rules (informational)

- Not applicable

Field Name	Date_Stamp			Field Number	22
Start Position	224		Field Length	8	

Content Rules

- This field may not be left blank

Field Name	Date_Stamp		Field Number	22
- 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				

6   Lookup codes

Please refer to the link "PCETMIS file specification lookup values" at:

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

7   Revision History

Not applicable, document is in draft.