Extract from Simplified Specifications for load files for the Technical and Vocational Education and Training Management Information System (TVETMIS)

1.   Purpose

The Technical and Vocational Education and Training Management Information System (TVETMIS) is a unit record based information system that stores and maintains unit records of Technical and Vocational Education and Training College (TVET) data related to colleges and their campuses, programmes, subjects, staff, and students. The data content of TVETMIS is primarily maintained and supplied by TVET Colleges. The TVET 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 TVETMIS. The purpose of this specification is to provide TVET Colleges with a description of the standard layout, content and business rules for the submission of data to TVETMIS.

2.   Scope and applicability of the standard

This standard applies to all TVET colleges.

3.   General information

3.1   Data submission file formats

The file format for all TVETMIS 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 TVET Colleges to submit to TVETMIS can be found at the following link by clicking on the 'TVETMIS submission schedule' link: https://webapps.dhet.gov.za/TECHNICA.aspx

3.3   Transmission of submission

All data submissions must be validated using the data validation utility that is distributed to all TVET Colleges by the Department of Higher Education and Training (DHET). The DHET data validation utility will prepare the data submission in a predetermined format as required for loading into the TVETMIS 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 TVETMIS. The DHET will not accept any TVETMIS data submission that have not been validated and transmitted to TVETMIS 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. Data submission files

4.1 Provider

This file describes the central office and the related campuses of the college.

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

	FIELD NAME	DESCRIPTION
1.	Provider_Code	Provider code of the provider [Code] is a combination of the submitting College's Provider Code and ETQE ID in the format [Provider_Code]_ [ETQE_ID].
2.	Provider_ETQE_Id	ETQE ID of the provider
3.	Provider_Name	Name of the provider
4.	Provider_Type_Id	Type of the provider This data field is derived directly from the same field as used for submissions to the NLRD. The relevant lookup values can be found in the lookups list that accompanies the specification. Provider_Type_Id 2= Development Enterprise NGO Provider_Type_Id 3= Education Provider_Type_Id 4= Employer Provider_Type_Id 5= Training Provider_Type_Id 500= Education and Training
5.	Provider_Postal_Address_1	First line of the provider postal address
6.	Provider_Postal_Address_2	Second line of the provider postal address
7.	Provider_Postal_Address_3	Third line of the provider postal address
8.	Provider_Postal_Address_Code	Postal code of the provider postal address
9.	Provider_Phone_Number	Phone number of the provider
10.	Provider_Fax_Number	Fax number of the provider
11.	Provider_Contact_Name	Provider contact person
12.	Provider_Contact_Email_Address	E-mail address of provider contact person
13.	Provider_Contact_Phone_Number	Telephone number of provider contact person
14.	Provider_Contact_Cell_Number	Cell number of provider contact person

	FIELD NAME	DESCRIPTION
15.	Provider_Start_Date	Start date of the provider's accreditation
16.	Provider_End_Date	End date of the provider's accreditation
17.	Provider_Class_Id	Class of the provider This data field is derived directly from the same field as used for submissions to the NLRD. The relevant lookup values can be found in the lookups list that accompanies the specification. Provider_Class_Id 3= Foreign Provider_Class_Id 4= Public Provider_Class_Id 5= Private Provider_Class_Id 6= Interim (SAQA use only) Provider_Class_Id 7= NGO / CBO Provider_Class_Id 8= Mixed: Public and Private
	Provider_Status_Id	Status of the provider This data field is derived directly from the same field as used for submissions to the NLRD. The relevant lookup values can be found in the lookups list that accompanies the specification. Provider_Status_Id 1= Active Provider_Status_Id 575= Closed Provider_Status_id 513= Provisional
18.	Province_Code	Province 1= Western Cape, 2=Eastern Cape, 3=Northern Cape, 4=North West, 5=KwaZulu-Natal, 6=North West, 7=Gauteng, 8=Mpumalanga, 9=Limpopo, N= South Africa National and X=Outside South Africa
19.	Country_Code	Country ZW=Zimbabwe, ZA=South Africa , SO=Somalia etc.
20.	Latitude_Degree	Latitude degrees of GPS reading
21.	Latitude_Minutes	Latitude minutes of GPS reading
22.	Latitude_Seconds	Latitude seconds of GPS reading
23.	Longitude_Degree	Longitude degrees of GPS reading
24.	Longitude_Minutes	Longitude minutes of GPS reading
25.	Longitude_Seconds	Longitude seconds of GPS reading
26.	Provider_Physical_Address_1	First line of the provider physical address
27.	Provider_Physical_Address_2	Second line of the provider physical address
28.	Provider_Physical_Address_3	Third line of the provider physical address
29.	Provider_Physical_Address_Code	Postal code of the provider physical address
30.	Provider_Website_Address	Website address of the provider
31.	Parent_Provider_Code	Code of the parent provider
32.	Parent_Provider_ETQE_Id	ETQE ID of the parent provider
	MIS_Type_Id	Type of the MIS MIS_Type_Id 1= None MIS_Type_Id 2= COLTECH

	FIELD NAME	DESCRIPTION
		MIS_Type_Id 4= ITS MIS_Type_Id 5= Thusanang MIS_Type_Id 6= Other
33.	No_Of_Hostels	Number of hostels/ residences (which are college owned and administered as student accommodation) **Note: To be revised to add capacity in terms of beds available.**
34.	DCS_Site_YN	
35.	Date_Stamp	Last date on which the record was updated on the operational information system

4.2   Provider NQF Offering

This file describes programmes offered at the campuses related to the college.

This file is a modified version of the National Learner's Records Database (NLRD) File Number 24.

	FIELD NAME	DESCRIPTION
1.	Learnership_Id	Learnership ID as published by SAQA
2.	Qualification_Id	Qualification ID as published by SAQA
3.	Provider_Code	Provider code of the provider [Code] is a combination of the submitting College's Provider Code and ETQE ID in the format [Provider_Code]_[ETQE_ID].
4.	Provider_ETQE_Id	ETQE ID of the provider
5.	Provider_Accred_Start_date	Start date of the provider's accreditation
6.	Provider_Accred_End_date	End date of the provider's accreditation
7.	Filler04	Unused space in the file which must be left blank
8.	Provider_Status_Id	Status of the provider This data field is derived directly from the same field as used for submissions to the NLRD. The relevant lookup values can be found in the lookups list that accompanies the specification. Provider_Status_Id 1= Active Provider_Status_Id 575= Closed Provider_Status_id 513= Provisional
9.	Offering_Type_Id	Type of offering Offering_Type_Id 3= Distance Learning Only Offering_Type_Id 4= Residential (Contact) Learning Only Offering_Type_Id 6= Other Offering_Type_Id 7= Multiple Offering_Type_Id 8= Self Study Only
10.	Date_Stamp	Last date on which the record was updated on the operational information system

4.3   Programme

This file describes programmes that are offered at the college that do not have a SAQA Qualification ID.

This file is a modified version of the National Learner's Records Database (NLRD) File Number 22.

	FIELD NAME	DESCRIPTION
1.	Programme_Code	Programme code
2.	Programme_Description	Description of a programme
3.	Programme_Type_ID	Type of a programme Programme_Type_Id 1 Unknown Programme_Type_Id 2 National Certificate Programme_Type_Id 3 National Diploma Programme_Type_Id 4 National First Degree (Min 360) Programme_Type_Id 501 Post-doctoral Degree Programme_Type_Id 503 Doctoral Degree Programme_Type_Id 505 Masters Degree Programme_Type_Id 507 Professional Qualification Programme_Type_Id 509 Honours Degree Programme_Type_Id 511 National Higher Diploma Programme_Type_Id 513 National Masters Diploma Programme_Type_Id 515 National Higher Certificate Programme_Type_Id 532 Further Diploma Programme_Type_Id 533 Post Graduate Diploma Programme_Type_Id 534 Senior Certificate Programme_Type_Id 535 Qual at Nat Sen Cert level Programme_Type_Id 554 Apprenticeship / Trade Cert Programme_Type_Id 574 PG B Deg (phasing out) e.g. B Ed Programme_Type_Id 575 Post Dip Diploma (phasing out) Programme_Type_Id 594 Post-basic Diploma Programme_Type_Id 596 Further Education and Training Certificate Programme_Type_Id 617 National First Degree (Min 480) Programme_Type_Id 658 Schl below SenC: not full qual Programme_Type_Id 678 Advanced Certificate Programme_Type_Id 679 Advanced Diploma Programme_Type_Id 680 Higher Certificate Programme_Type_Id 698 Diploma
4.	NQF_Level_Id	NQF level NQF_Level_Id503 NQF Level 01 NQF_Level_Id504 NQF Level 02 NQF_Level_Id505 NQF Level 03 NQF_Level_Id506 NQF Level 04 NQF_Level_Id507 NQF Level 05 NQF_Level_Id508 NQF Level 06 NQF_Level_Id509 NQF Level 07

	FIELD NAME	DESCRIPTION
		NQF_Level_Id510 NQF Level 08
		NQF_Level_Id511 NQF Level 09
		NQF_Level_Id512 NQF Level 10
		NQF_Level_Id513 New Level Assignment Pend.
		NQF_Level_Id515 Not Applicable
		NQF_Level_Id539 Below NQF Level 01
5.	Subfield_Id	This information is required in order to allow the DHET to differentiate between different types of Non NQF aligned interventions for reporting purposes. The DHET understands that this information will be inaccurate but by providing this type of information the DHET will be able to gain some understanding of the type and nature of the non NQF interventions that are being offered in each sector.
6.	AET_Level_Id	AET_Level_Id 1 Undefined
		AET_Level_Id 2 AET Level 1
		AET_Level_Id 3 AET Level 2
		AET_Level_Id 4 AET Level 3
		AET_Level_Id 5 AET Level 4
7.	Programme_Start_Date	Start date of the programme
8.	Programme_End_Date	End date of the programme
9.	Provider_Code	Provider code of the provider
10.	Provider_ETQE_Id	ETQE ID of the provider
11.	Programme_Status_Id	Status of the programme Programme_Status_Id 1 Active Programme_Status_Id 2 Inactive Programme_Status_Id 3 Proposed
12	Programme_Credit	Programme credit
13.	Date_Stamp	Last date on which the record was updated on the operational information system

4.4   Subject

This file describes subjects that are offered at the college that do not have a SAQA Unit Standard ID.

This file is a modified version of the National Learner's Records Database (NLRD) File Number 23.

	FIELD NAME	DESCRIPTION
1.	Subject_Code	Subject code
2.	Subject_Name	Name of the subject
3.	NQF_Level_Id	NQF level NQF_Level_Id503 NQF Level 01 NQF_Level_Id504 NQF Level 02 NQF_Level_Id505 NQF Level 03 NQF_Level_Id506 NQF Level 04 NQF_Level_Id507 NQF Level 05 NQF_Level_Id508 NQF Level 06

	FIELD NAME	DESCRIPTION
		NQF_Level_Id509 NQF Level 07
		NQF_Level_Id510 NQF Level 08
		NQF_Level_Id511 NQF Level 09
		NQF_Level_Id512 NQF Level 10
		NQF_Level_Id513 New Level Assignment Pend.
		NQF_Level_Id515 Not Applicable
		NQF_Level_Id539 Below NQF Level 01
4.	Subfield_Id	Subfield_Id 122 Primary Agriculture
		Subfield_Id 123 Secondary Agriculture
		Subfield_Id 124 Nature Conservation
		Subfield_Id 125 Forestry and Wood Technology
		Subfield_Id 126 Horticulture etc.
5.	AET_Level_Id	AET_Level_Id 1 Undefined
		AET_Level_Id 2 AET Level 1
		AET_Level_Id 3 AET Level 2
		AET_Level_Id 4 AET Level 3
		AET_Level_Id 5 AET Level 4
6.	Subject_Reg_Start_Date	Start date of subject registration
7.	Subject_Reg_End_Date	End date of subject registration
8.	Provider_Code	Provider code of the provider
9.	Provider_ETQE_Id	ETQE ID of the provider
10.	Subject_Status_Id	Status of subject Subject_Status_Id 1 Active Subject_Status_Id 2 Inactive Subject_Status_Id 3 Proposed
11	Subject_Credit	Credit for subjects
12.	Date_Stamp	Last date on which the record was updated on the operational information system

4.5   Programme Subjects

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).

	FIELD NAME	DESCRIPTION
1.	Programme_Code	Programme code
2.	Subject_Code	Subject code
3.	Prog_Subj_Start_Date	Start date of programme subject
4.	Prog_Subj_End_Date	End date of programme subject
5.	Provider_Code	Provider code of the provider
6.	Provider_ETQE_Id	ETQE ID of the provider
7.	Prog_Subj_Status_Id	Status of programme subject Prog_Subj_Status_Id 1 Active Prog_Subj_Status_Id 2 Inactive Prog_Subj_Status_Id 3 Provisional
8.	Prog_Subj_Credit	Credit of programme subject

	FIELD NAME	DESCRIPTION
9.	Prog_Subj_Type_Id	Type of programme subject Prog_Subj_Type_Id 1 Core Prog_Subj_Type_Id 2 Elective Prog_Subj_Type_Id 3 Fundamental
10.	Date_Stamp	Last date on which the record was updated on the operational information system

4.6   Person

This file describes people that have either enrolled on or achieved learnerships, qualifications or unit standards.

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

	FIELD NAME	DESCRIPTION
1.	National_Id	SA National ID
2.	Person_Alternate_Id	Alternate ID of the person
3.	Alternate_Id_Type_Id	Type of alternate ID provided Alternate_Id_Type_Id 527 Passport Number Alternate_Id_Type_Id 529 Driver's License Alternate_Id_Type_Id 531 Temporary ID number Alternate_Id_Type_Id 533 None Alternate_Id_Type_Id 535 Unknown Alternate_Id_Type_Id 537 Student Number Alternate_Id_Type_Id 538 Work Permit Number Alternate_Id_Type_Id 539 Employee Number Alternate_Id_Type_Id 540 Birth Certificate Number Alternate_Id_Type_Id 565 Refugee Number
4.	Equity_Code	Equity (Population Group) of the person Equity_Code BA= African Equity_Code BC= Coloured Equity_Code BI= Indian Equity_Code U= Unknown Equity_Code Wh= White
5.	Nationality_Code	Nationality of the person Nationality_Code ANG= Angola Nationality_Code AIS= Asian countries Nationality_Code AUS= Australia Oceania countries Nationality_Code BOT= Botswana Nationality_Code EUR= European countries Nationality_Code LES= Lesotho
6.	Home_Language_Code	Home language of the person Home_Language_Code Afr Afrikaans Home_Language_Code Eng English Home_Language_Code Nde isiNdebele

	FIELD NAME	DESCRIPTION
		Home_Language_Code Xho isiXhosa Home_Language_Code Zul isiZulu Home_Language_Code Oth Other Home_Language_Code Sep sePedi Home_Language_Code Ses seSotho Home_Language_Code Set seTswana Home_Language_Code Swa siSwati Home_Language_Code SASL South African Sign Language Home_Language_Code Tsh tshiVenda Home_Language_Code U Unknown Home_Language_Code Xit xiTsonga
7.	Gender_Code	Gender of the person Gender_Code F Female Gender_Code M Male
8.	Citizen_Resident_Status_Code	Citizenship/residential status of the person Citizen_Resident_Status_Code D= Dual (SA plus other) Citizen_Resident_Status_Code O= Other Citizen_Resident_Status_Code PR= Permanent Resident Citizen_Resident_Status_Code SA= South Africa Citizen_Resident_Status_Code U= Unknown
9.	Disability_Status_Code	Disability status of the person **This section is to be updated with the revised Washington categorisation in terms of disability.**
10.	Person_Last_Name	Last name of the person
11.	Person_First_Name	First name of the person
12.	Person_Middle_Name	Middle name/s of the person
13.	Person_Title	Title of the person
14.	Person_Birth_Date	Birth date of the person
15.	Person_Home_Address_1	First line of the person's home address
16.	Person_Home_Address_2	Second line of the person's home address
17.	Person_Home_Address_3	Third line of the person's home address
18.	Person_Postal_Address_1	First line of the person's postal address
19.	Person_Postal_Address_2	Second line of the person's postal address
20.	Person_Postal_Address_3	Third line of the person's postal address
21.	Person_Home_Addr_Postal_Code	Postal code of the person's home address
22.	Person_Postal_Addr_Post_Code	Postal code of the person's postal address
23.	Person_Phone_Number	Phone number of the person
24.	Person_Cell_Phone_Number	Cell phone number of the person
25.	Person_Fax_Number	Fax number of the person
26.	Person_Email_Address	Email address of the person
27.	Province_Code	Province

	FIELD NAME	DESCRIPTION
		Province_Code 1= Western Cape
		Province_Code 2= Eastern Cape
		Province_Code 3= Northern Cape
		Province_Code 4= Free State
		Province_Code 5= Kwazulu-Natal
		Province_Code 6= North West
		Province_Code 7= Gauteng
		Province_Code 8= Mpumalanga
		Province_Code 9= Limpopo
		Province_Code N= South Africa National
		Province_Code X= Outside South Africa
28.	Provider_Code	Provider code of the provider
29.	Provider_ETQE_Id	ETQE ID of the provider
30.	Person_Previous_Lastname	Previous last name of the person
31.	Person_Previous_Alternate_Id	Previous alternate ID of the person - used in the case of mergers or system changes
32.	Person_Previous_Alternate_Id_Type_Id	Previous alternate ID type ID of the person - used in the case of mergers or system changes
33.	Person_Previous_Provider_Code	Previous provider code of the person - used in the case of mergers or system changes
34.	Person_Previous_Provider_ETQE_Id	Previous provider ETQE ID of the person - used in the case of mergers or system changes
35.	Seeing_Rating_Id	Health and function rating related to seeing
36.	Hearing_Rating_Id	Health and function rating related to hearing Seeing_Rating_Id 1 No difficulty Seeing_Rating_Id 2 Some difficulty Seeing_Rating_Id 3 A lot of difficulty Seeing_Rating_Id 4 Cannot do at all Seeing_Rating_Id 5 Do not know Seeing_Rating_Id 6 Cannot yet be determined
37.	Walking_Rating_Id	Health and function rating related to walking Walking_Rating_Id 1 No difficulty Walking_Rating_Id 2 Some difficulty Walking_Rating_Id 3 A lot of difficulty Walking_Rating_Id 4 Cannot do at all Walking_Rating_Id 5 Do not know Walking_Rating_Id 6 Cannot yet be determined
38.	Remembering_Rating_Id	Health and function rating related to remembering Remembering_Rating_Id 1 No difficulty Remembering_Rating_Id 2 Some difficulty Remembering_Rating_Id 3 A lot of difficulty Remembering_Rating_Id 4 Cannot do at all Remembering_Rating_Id 5 Do not know Remembering_Rating_Id 6 Cannot yet be determined
39.	Communicating_Rating_Id	Health and function rating related to communication

	FIELD NAME	DESCRIPTION
		Communicating_Rating_Id 1 No difficulty Communicating_Rating_Id 2 Some difficulty Communicating_Rating_Id 3 A lot of difficulty Communicating_Rating_Id 4 Cannot do at all Communicating_Rating_Id 5 Do not know Communicating_Rating_Id 6 Cannot yet be determined
40.	Self_Care_Rating_Id	Health and function rating related to self-care Self_Care_Rating_Id 1 No difficulty Self_Care_Rating_Id 2 Some difficulty Self_Care_Rating_Id 3 A lot of difficulty Self_Care_Rating_Id 4 Cannot do at all Self_Care_Rating_Id 5 Do not know Self_Care_Rating_Id 6 Cannot yet be determined
41.	POPI_Act_Status_ID	POPI Status for the person o **Until the POPI Act has been implemented the DHET expects all records to have a POPI_Status_ID = 0 (which represents N/A) and a blank POPI_Act_Status_Date.** o **Once the POPI Act has been implemented the SETMIS MR specifications will be updated to include a new business rule that requires a POPI_Status_ID value not equal to 0 (which represents N/A) if the Date_Stamp of the record succeeds the implementation date of the POPI Act.** POPI_Act_Status_ID 1 Agree POPI_Act_Status_ID 2 Disagree POPI_Act_Status_ID 0 N/A
42.	POPI_Act_Status_Date	Date on which the POPI Status was allocated o **Until the POPI Act has been implemented the DHET expects all records to have a POPI_Status_ID = 0 (which represents N/A) and a blank POPI_Act_Status_Date.** o **Once the POPI Act has been implemented the SETMIS MR specifications will be updated to include a new business rule that requires a POPI_Status_ID value not equal to 0 (which represents N/A) if the Date_Stamp of the record succeeds the implementation date of the POPI Act.**
43.	Date_Stamp	Last date on which the record was updated on the operational information system

4.7   Programme Enrolment

This file describes all student programme enrolments/achievements.

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

	Field Name	Description
1.	National_Id	SA National ID
2.	Person_Alternate_Id	Alternate ID of the person
3.	Alternate_Id_Type_Id	Type of alternate ID provided Alternate_Id_Type_Id 540 Birth Certificate Number Alternate_Id_Type_Id 529 Driver's License Alternate_Id_Type_Id 539 Employee Number Alternate_Id_Type_Id 561 ETQE Record Number Alternate_Id_Type_Id 541 HSRC Register Number Alternate_Id_Type_Id 533 None Alternate_Id_Type_Id 527 Passport Number Alternate_Id_Type_Id 565 Refugee Number Alternate_Id_Type_Id 521 SAQA Member ID Alternate_Id_Type_Id 537 Student Number Alternate_Id_Type_Id 531 Temporary ID number Alternate_Id_Type_Id 535 Unknown Alternate_Id_Type_Id 538 Work Permit Number
4.	Qualification_Id	Qualification ID as published by SAQA
5.	Enrolment_Status_Id	Status of the enrolment Enrolment_Status_Id 2 Achieved Enrolment_Status_Id 15 Certificated Enrolment_Status_Id 61 Completed - To Be Assessed Enrolment_Status_Id 10 Discontinued Enrolment_Status_Id 3 Enrolled Enrolment_Status_Id 50 Non-Endorsed Achievement Enrolment_Status_Id 31 Waiting for WIL Enrolment_Status_Id 32 WIL in progress
6.	Filler01	Unused space in the file which must be left blank
7.	Enrolment_Type_Id	Type of enrolment Enrolment_Type_Id 3 Distance Learning Enrolment_Type_Id 49 Distance Learning at more than one Provider Enrolment_Type_Id 7 Mixed Mode Enrolment_Type_Id 6 Other Enrolment_Type_Id 48 Residential (Contact) at more than one Provider Enrolment_Type_Id 4 Residential (Contact) Learning Enrolment_Type_Id 8 Self-study Enrolment_Type_Id 5 Work Place Learning
8.	Enrolment_Status_Date	Date on which the enrolment status was allocated

	Field Name	Description
		There is a relationship between Enrolment_Status_Date and Enrolment_Status_Id. The data field Enrolment_Status_Date must hold the date on which the Enrolment_Status_Id value was set.
9.	Enrolment_Date	First date of enrolment Enrolment_Date must always indicate the first date on which the learner enrolled on the learnership, qualification, unit standard etc. This date should remain the same throughout all submissions – regardless of whether the status of the enrolment changes.
10.	Filler02	Unused space in the file which must be left blank
11.	Part_Of_Id	Indicator as to whether the enrolment is part of another enrolment o Learners that have enrolled on learnerships must have a record in the Learnership Enrolment file (for the learnership enrolment) and a record in the Qualification Enrolment file (for the related qualification enrolment, the Part_Of_Id for the record must be set to '3' and the Learnership ID must be provided in the Learnership_ID field). o Enrolments against skills programmes must be submitted to SETMIS in the Non NQF Intervention Enrolment file. In the Non NQF Intervention Enrolment file - for a skills programme enrolment that is not linked to a qualification the 'Part Of' value for the record may not be '(Part of a) Qualification' and the Qualification ID for the record must be left blank. o A standalone qualification enrolment record must be submitted in the Qualification Enrolment file with the 'Part Of' value set to 'Miscellaneous "stand-alone"' and the Learnership ID for the record must be left blank. Part_Of_Id 3 (Part of a) Learnership Part_Of_Id 5 (Part of a) Non NQF Intervention Part_Of_Id 2 (Part of a) Qualification/Programme Part_Of_Id 4 (Part of an) Apprenticeship Part_Of_Id 1 Miscellaneous "stand-alone" Part_Of_Id 6 (Part of) COS
12.	Learnership_Id	Learnership ID as published by SAQA
13.	Provider_Code	Provider code of the provider
14.	Provider_ETQE_Id	ETQE ID of the provider
16.	Programme_Code	Programme code
17.	Enrolment_Status_Reason_Id	Reason for the enrolment status
18.	Most_Recent_Registration_Date	Most recent registration date o The value in this field has significance regarding whether a record is included in reports that measure the overall performance of a SETA for a specific period. For enrolments that have a credit value that translates to a training period

	Field Name	Description
		that exceeds the boundaries of the initial reporting period (which is derived from Enrolment_Date) the DHET requires this value as an indicator as to when last the SETA received confirmation that the enrolment was still active. o For example, if a learner enrolled on a three year qualification on 17 September 2014 (at enrolment the Most_Recent_Registration_Date is equal to Enrolment_Date), the DHET needs to have positive confirmation that the learner was still active on the enrolment for 2015, 2016 and 2017. In a traditional education environment this field would generally contain the last date on which the learner registered for the qualification at the institution (at the start of the year, semester or trimester). o The DHET is aware that the nature of skills training does not necessarily follow the same type of structure, however in order to include an enrolment into a period after the initial reporting period this data field must provide the last date on which the SETA had (auditable) confirmation that the learner was still actively enrolled. The SETA should be able to obtain this type of information from attendance registers and progress reports that are submitted to the SETA for processing of payments etc.
19.	Certificate_Number	Certificate number
20.	Institutional_Housing_FTE	FTE for institutional housing/ student accommodation
21.	Entrance_Category_ID	Entrance category Entrance_Category_Id 1 First-time entering student Entrance_Category_Id 2 Transfer student Entrance_Category_Id 3 Entering student Entrance_Category_Id 4 Non-entering student Entrance_Category_Id 5 Unknown
22.	Previous_Activity_Id	Previous activity Previous_Activity_Id 1 University student Previous_Activity_Id 2 University of Technology student Previous_Activity_Id 3 Higher Education College student Previous_Activity_Id 4 TVET College student Previous_Activity_Id 5 Secondary school student Previous_Activity_Id 6 Working in labour force Previous_Activity_Id 7 Unemployed Previous_Activity_Id 8 Enrolled in a foreign post-secondary education institution Previous_Activity_Id 98 Other activity Previous_Activity_Id 99 Unknown activity **Look-up values to be revised and updated.**
23.	Enrolment_Mode_Id	Mode of enrolment Enrolment_Mode_Id 1 Full-time Enrolment_Mode_Id 2 Part-time Enrolment_Mode_Id 3 Extramural

	Field Name	Description
		Enrolment_Mode_Id 4 Unknown
24.	Economic_Status_Id	Economic status Economic_Status_Id 1 Employed Economic_Status_Id 2 Unemployed Economic_Status_Id 3 Employed only for the purpose of the qualification Economic_Status_Id 4 Unknown
25.	Partnership_Id	Entity involved in partnership with college Partnership_Id 1 None Partnership_Id 2 Higher Education Partnership_Id 3 SETA Partnership_Id 4 Private
26.	SDL_No	SDL Number SETMIS only accommodate organisations with L numbers and N numbers. L Numbers are SDL numbers that are issued by SARS to levy paying organisations. N numbers are unique identifiers that each SETA allocates to a non-levy paying organisation. The identifier does not need to be known to the organisation (in other words it may be a unique key that is generated on the operational information system of the SETA), the identifier must however be unique to the SETA. Within the domain of SETMIS non-levy paying organisations will be uniquely identified by their combination of N number and SETA_ID.
27.	Date_Stamp	Last date on which the record was updated on the operational information system

4.8   Subject Enrolment

This file describes all student subject enrolment

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

	Field Name	Description
1.	National_Id	SA National ID
2.	Person_Alternate_Id	Alternate ID of the person
3.	Alternate_Id_Type_Id	Type of alternate ID provided Alternate_Id_Type_Id 540 Birth Certificate Number Alternate_Id_Type_Id 529 Driver's License Alternate_Id_Type_Id 539 Employee Number Alternate_Id_Type_Id 561 ETQE Record Number Alternate_Id_Type_Id 541 HSRC Register Number Alternate_Id_Type_Id 533 None Alternate_Id_Type_Id 527 Passport Number Alternate_Id_Type_Id 565 Refugee Number Alternate_Id_Type_Id 521 SAQA Member ID Alternate_Id_Type_Id 537 Student Number

	Field Name	Description
		Alternate_Id_Type_Id 531 Temporary ID number
		Alternate_Id_Type_Id 535 Unknown
		Alternate_Id_Type_Id 538 Work Permit Number
4.	Unit_Standard_Code	Unit Standard ID as published by SAQA
5.	Enrolment_Status_Id	Status of the enrolment Enrolment_Status_Id 2 Achieved Enrolment_Status_Id 15 Certificated Enrolment_Status_Id 61 Completed - To Be Assessed Enrolment_Status_Id 10 Discontinued Enrolment_Status_Id 3 Enrolled Enrolment_Status_Id 50 Non-Endorsed Achievement Enrolment_Status_Id 31 Waiting for WIL Enrolment_Status_Id 32 WIL in progress
6.	Staff_Number	Staff number
7.	Enrolment_Type_Id	Type of enrolment Enrolment_Type_Id 3 Distance Learning Enrolment_Type_Id 49 Distance Learning at more than one Provider Enrolment_Type_Id 7 Mixed Mode Enrolment_Type_Id 6 Other Enrolment_Type_Id 48 Residential (Contact) at more than one Provider Enrolment_Type_Id 4 Residential (Contact) Learning Enrolment_Type_Id 8 Self-study Enrolment_Type_Id 5 Workplace Learning
8.	Enrolment_Status_Date	Date on which the enrolment status was allocated ⬚ There is a relationship between Enrolment_Status_Date and Enrolment_Status_Id. The data field Enrolment_Status_Date must hold the date on which the Enrolment_Status_Id value was set.
9.	Enrolment_Date	First date of enrolment Enrolment_Date must always indicate the first date on which the learner enrolled on the learnership, qualification, unit standard etc. This date should remain the same throughout all submissions – regardless of whether the status of the enrolment changes.
10.	Part_Of_Id	Indicator as to whether the enrolment is part of another enrolment o Learners that have enrolled on learnerships must have a record in the Learnership Enrolment file (for the learnership enrolment) and a record in the Qualification Enrolment file (for the related qualification enrolment, the Part_Of_Id for the record must be set to '3' and the Learnership ID must be provided in the Learnership_ID field). o Enrolments against skills programmes must be submitted to SETMIS in the Non NQF Intervention Enrolment file. In the Non NQF Intervention Enrolment file - for a skills programme enrolment that is not linked to a qualification the 'Part Of'

	Field Name	Description
		value for the record may not be '(Part of a) Qualification' and the Qualification ID for the record must be left blank. o A standalone qualification enrolment record must be submitted in the Qualification Enrolment file with the 'Part Of' value set to 'Miscellaneous "stand-alone"' and the Learnership ID for the record must be left blank. Part_Of_Id 3 (Part of a) Learnership Part_Of_Id 5 (Part of a) Non NQF Intervention Part_Of_Id 2 (Part of a) Qualification/Programme Part_Of_Id 4 (Part of an) Apprenticeship Part_Of_Id 1 Miscellaneous "stand-alone" Part_Of_Id 6 (Part of) COS
12.	Qualification_Id	Qualification ID as published by SAQA
13.	Learnership_Id	Learnership ID as published by SAQA
14.	Provider_Code	Provider code of the provider
15.	Provider_ETQE_Id	ETQE ID of the provider
16.	Filler02	Unused space in the file which must be left blank
17.	Subject_Code	Subject code
18.	Programme_Code	Programme Code
19.	Enrolment_Status_Reason_Id	Reason for the enrolment status Enrolment_Status_Reason_Id 3 Changed priorities Enrolment_Status_Reason_Id 4 Deceased Enrolment_Status_Reason_Id 5 Dismissal Enrolment_Status_Reason_Id 7 Employment Enrolment_Status_Reason_Id 8 Exam enrolment rejected Enrolment_Status_Reason_Id 9 Exchange student Enrolment_Status_Reason_Id 10 Financial reasons Enrolment_Status_Reason_Id 15 Medical reasons Enrolment_Status_Reason_Id 16 None given Enrolment_Status_Reason_Id 17 Other Enrolment_Status_Reason_Id 27 Social reasons Enrolment_Status_Reason_Id 28 Study permit not approved Enrolment_Status_Reason_Id 29 Suspension
20.	Most_Recent_Registration_Date	o Most recent registration date o The value in this field has significance regarding whether a record is included in reports that measure the overall performance of a SETA for a specific period. For enrolments that have a credit value that translates to a training period that exceeds the boundaries of the initial reporting period (which is derived from Enrolment_Date) the DHET requires this value as an indicator as to when last the SETA received confirmation that the enrolment was still active. o For example, if a learner enrolled on a three year qualification on 17 September 2014 (at enrolment the

	Field Name	Description
		Most_Recent_Registration_Date is equal to Enrolment_Date), the DHET needs to have positive confirmation that the learner was still active on the enrolment for 2015, 2016 and 2017. In a traditional education environment this field would generally contain the last date on which the learner registered for the qualification at the institution (at the start of the year, semester or trimester). ○ The DHET is aware that the nature of skills training does not necessarily follow the same type of structure, however in order to include an enrolment into a period after the initial reporting period this data field must provide the last date on which the SETA had (auditable) confirmation that the learner was still actively enrolled. The SETA should be able to obtain this type of information from attendance registers and progress reports that are submitted to the SETA for processing of payments etc.
21.	Enrolment_Mode_Id	Mode of enrolment Enrolment_Mode_Id 1 Full-time Enrolment_Mode_Id 2 Part-time Enrolment_Mode_Id 3 Extramural Enrolment_Mode_Id 4 Unknown
22.	Date_Stamp	Last date on which the record was updated on the operational information system