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

## Version 001

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#### 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

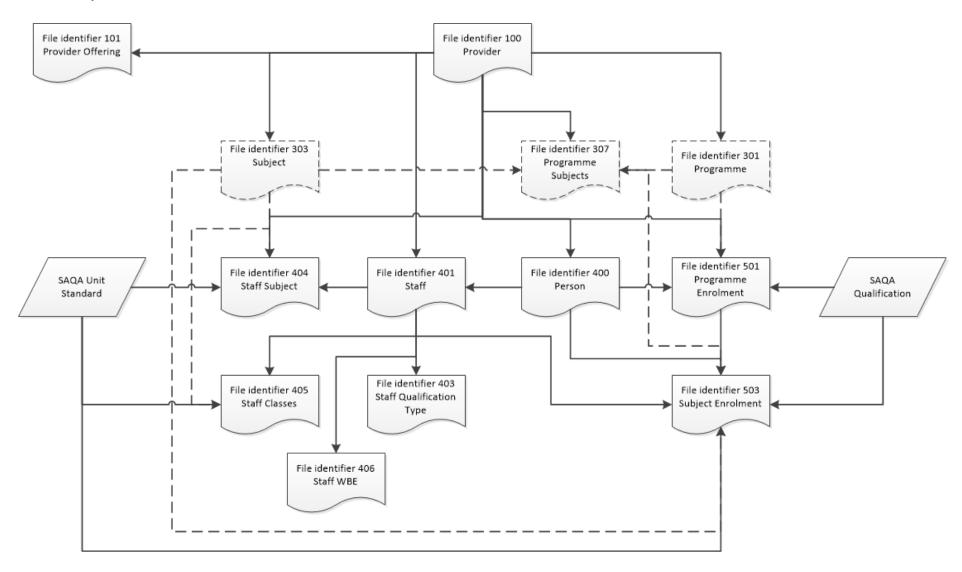
All data submissions must be validated using the data validation utility that is distributed to all TVET Colleges by the Department of Higher Education and Training (DHET). The DHET data validation utility will prepare the data submission in a predetermined format as required for loading into the TVETMIS 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 File dependencies



### 5 Data submission files

#### 5.1 Provider

File code

100

File naming standard

[Code]\_0004\_100\_v001\_YYYYMMDD.dat where:

- [Code] is a combination of the submitting College's Provider Code and ETQE ID in the format [Provider\_Code]\_[ETQE\_ID].
- 0004 indicates that the recipient information system to which this data will be submitted is TVETMIS.
- 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 College.

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

#### **General information:**

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

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

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

**File record length:** The length of each record must be exactly 833.

Field Name	Provider	_Code		Field	Number	1				
Start	Position	1	Fie	ld Length	20					
	Content Rules									
This field m	This field may not be left blank									
<ul> <li>Field may r</li> </ul>	not start w	ith a space. If the value	e provided contains l	eading spa	ces then a	ll leading				
spaces will	be trimme	ed from the value duri	ng further validation	of the data	value pro	vided				
<ul> <li>Uppercase</li> </ul>	value in fi	eld may only contain c	haracters							
ABCDEFGH	IJKLMNOP	QRTSUVWXYZ123456	7890@#&+() /\:							
		Business Rules (c	ompliance required	)						
The value i	n this field	must be unique								
The combine	nation Pro	vider_Code and Provid	ler_ETQE_Id must be	valid. The	combination	on of				
Provider_C	Provider_Code and Provider_ETQE_Id must be registered on the recipient system and at the									
relevant Q	relevant Quality Council									
	Business Rules (informational)									
<ul> <li>Not applica</li> </ul>	able									

Field Name Provide	_ETQE_Id		Field	Number	2
Start Position	21	Fie	ld Length	10	
	Cont	ent 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 pro	vided					
<ul> <li>Field may of</li> </ul>	only contain whole numbers							
	Business Rules (compliance required	)						
<ul> <li>Field must</li> </ul>	Field must contain a valid Provider_ETQE_Id							
Business Rules (informational)								
<ul> <li>Not applica</li> </ul>	able							

Field Name	Filler01				Number	3				
Start	Position	31	Fie	ld Length	10					
	Content Rules									
Not applica	Not applicable									
	Business Rules (compliance required)									
This is a fill	er field an	d must be left blank								
Business Rules (informational)										
Not applica	Not applicable									

						T				
Field Name   Pr	Field Name   Provider_Name			Field	Number	4				
Start Po	sition	41	Fie	ld Length	70					
	Content Rules									
<ul> <li>This field may</li> </ul>	not be I	eft blank								
<ul> <li>Field may not s</li> </ul>	start wi	th a space. If the value	provided contains l	eading spa	ces then al	I leading				
spaces will be	trimme	d from the value durir	ng further validation	of the data	value pro	vided				
<ul> <li>Uppercase value</li> </ul>	ue in fie	ld may only contain c	haracters							
ABCDEFGHIJKL	LMNOP	QRTSUVWXYZ1234567	7890@#&+() /\:,`'-							
		Business Rules (c	ompliance required							
<ul> <li>Uppercase value</li> </ul>	ue in fie	ld may not contain ch	aracters %UNKNOW	N% or %AS	ABOVE%	or %SOOS				
BO% or %DELE	ETE% or	N/A or NA or U or NO	NE or GEEN or 0 or T	EST or %O	NTBREEK%	or NIL or - or				
_										
<ul> <li>May not conta</li> </ul>	ain dupli	cated values once cha	racters like PTY,LTD,	.cc , cc,.,&	,+, AND					
,T/A,BK,LIMITE	,T/A,BK,LIMITED, CK,_, ,),( have been stripped from the value									
Business Rules (informational)										
<ul> <li>Not applicable</li> </ul>	Not applicable									

Field Name Provide	_Type_Id		Field	Number	5				
Start Position	111	Fie	ld Length	10					
	Content Rules								
<ul> <li>This field may not be</li> </ul>	eleft blank								
<ul> <li>Field may not start v</li> </ul>	ith a space. If the valu	e provided contains l	eading spa	ces then al	II leading				
spaces will be trimm	ed from the value duri	ng further validation	of the data	a value pro	vided				
<ul> <li>Field may only conta</li> </ul>	in whole numbers								
	Business Rules (d	ompliance required	)						
<ul> <li>Field must contain a</li> </ul>	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	Fie	ld Length	50			
Content Rules								
This field m	ay not be	left blank						
<ul> <li>Field may r</li> </ul>	Field may not start with a space. If the value provided contains leading spaces then all leading							
spaces will	spaces will be trimmed from the value during further validation of the data value provided							

### **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	Fie	ld Length	50					
	Content Rules									
<ul> <li>This field m</li> </ul>	nay not be	left blank								
<ul> <li>Field may r</li> </ul>	not start w	ith a space. If the valu	e provided contains l	eading spa	ces then al	l leading				
spaces will	be trimme	ed from the value duri	ng further validation	of the data	value pro	vided				
<ul> <li>Uppercase</li> </ul>	value in fi	eld may only contain o	haracters ABCDEFGH	IIJKLMNOP	QRTSUVW	XYZ -				
123456789	90#&()/\:	N								
		Business Rules (d	compliance required	)						
<ul> <li>Uppercase</li> </ul>	value in fi	eld may not contain ch	naracters %UNKNOW	N% or %AS	ABOVE%	or %SOOS				
BO% or %D	ELETE% or	N/A or NA or U or NC	ONE or GEEN or 0 or 1	TEST or %O	NTBREEK%	or NIL or - or				
_	_									
<ul> <li>The field m</li> </ul>	The field may not contain a value that contains only numbers									
Business Rules (informational)										

Field Name	Provider	_Postal_Address_3		Field	Number	8		
Start	Position	221	Fie	ld Length	50			
Content Rules								

Content Rui

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

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

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

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

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

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

Field Name	Provider_Pc	ostal_Address_Code		Field	Number	9		
Start	Position 2	71	Fie	ld Length	4			
Content Rules								
This field m	This field may not be left blank							
<ul> <li>Field may r</li> </ul>	not start with	a space. If the value	e provided contains l	eading spa	ces then al	I leading		
spaces will	be trimmed f	from the value durii	ng further validation	of the data	value pro	vided		
<ul> <li>Uppercase</li> </ul>	value in field	may only contain c	haracters 123456789	90				
Business Rules (compliance required)								
<ul> <li>Length of f</li> </ul>	Length of field must be exactly 4 characters							

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

Field Name	Provider_Postal_Address_Code	Field Number	9
<ul> <li>Not applica</li> </ul>	ble		

Field Name Provid	er Phone Number		Field Number 10				
Start Positio	_	Fie	ld Length	20	-0		
	Cont	ent Rules					
This field may be le	ft blank						
<ul> <li>Field may not start</li> </ul>	with a space. If the valu	e provided contains l	eading spa	ces then a	ll leading		
spaces will be trim	ned from the value duri	ng further validation	of the data	a value pro	vided		
<ul> <li>Uppercase value in</li> </ul>	field may only contain o	haracters 123456789	90 ()/-				
	Business Rules (d	compliance required	)				
Uppercase value in	field may not contain ch	naracters %UNKNOW	/N% or %A	S ABOVE%	or %SOOS		
BO% or %DELETE%	or N/A or NA or U or NC	ONE or GEEN or 0 or 1	ΓEST or %O	NTBREEK%	6 or NIL or - or		
_	_						
	Business Rule	es (informational)					
<ul> <li>Not applicable</li> </ul>							

Field Name   Provider_Fax_I	Number	Field	d Number	11		
Start Position 295	Start Position 295 Field Length 20					
	Content Rules					
This field may be left blank						
<ul> <li>Field may not start with a s</li> </ul>	pace. If the value provided co	ntains leading spa	aces then a	ll leading		
spaces will be trimmed fror	m the value during further val	idation of the dat	a value pro	vided		
<ul> <li>Uppercase value in field ma</li> </ul>	ay only contain characters 123	4567890 ()/-				
E	Business Rules (compliance re	quired)				
<ul> <li>Uppercase value in field ma</li> </ul>	ay not contain characters %UN	IKNOWN% or %A	S ABOVE%	or %SOOS		
BO% or %DELETE% or N/A	or NA or U or NONE or GEEN o	or 0 or TEST or %C	ONTBREEK%	6 or NIL or - or		
_	-					
	Business Rules (information	nal)				
<ul> <li>Not applicable</li> </ul>						

Field Name Fi	iller02				Number	12
Start Po	osition	315	Fie	ld Length	20	
		Cont	ent Rules			
Not applicable	e					
		Business Rules (c	ompliance required	)		
This is a filler f	field and	d must be left blank				
Business Rules (informational)						
Not applicable						

Field Name	Provider	_Contact_Name		Field Number 13		13		
Start	Position	335	Fie	ld Length	50			
	Content Rules							
This field m	ay be left	blank						
<ul> <li>Field may r</li> </ul>	ot start w	ith a space. If the value	e provided contains l	eading spa	ces then al	ll leading		
spaces will	be trimme	ed from the value duri	ng further validation	of the data	a value pro	vided		
<ul> <li>Uppercase</li> </ul>	value in fi	eld may only contain c	haracters ABCDEFGH	HIJKLMNOP	QRTSUVW	'XYZ`' -		
		Business Rules (c	ompliance required	)				
<ul> <li>Uppercase</li> </ul>	value in fi	eld may not contain ch	naracters %UNKNOW	N% or %AS	ABOVE%	or %SOOS		
BO% or %D	BO% or %DELETE% or N/A or 0 or TEST or %ONTBREEK% or NIL or - or –							
	Business Rules (informational)							
<ul> <li>Uppercase</li> </ul>	value in fi	eld should not contain	characters NA or U	or NONE or	GEEN			

Field Name   Provider_Contact_Email_Address		Field	Number	14	
Start Position	Start Position 385 Fiel		ld Length	50	
	Content Rules				

- This field may be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters 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	ield Name   Provider_Contact_Phone_Number   Field Number   15				15		
Star	Position	435	Fie	ld Length	20		
		Conte	ent Rules				
This field r	nay be left	blank					
spaces will	spaces will be trimmed from the value during further validation of the data value provided						
Oppercase	value III II		ompliance 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)						

Field Name   Provider	_Contact_Cell_Numbe	٢	Field	Number	16	
Start Position	455	Fie	ld Length	20		
	Conte	ent Rules				
<ul> <li>This field may be left</li> </ul>	blank					
<ul> <li>Field may not start w</li> </ul>	rith a space. If the value	e provided contains l	eading spa	ces then al	l leading	
spaces will be trimme	ed from the value durir	ng further validation	of the data	value pro	vided	
<ul> <li>Uppercase value in fi</li> </ul>	eld may only contain c	haracters 123456789	90 ()-			
	Business Rules (c	ompliance required	)			
<ul> <li>Uppercase value in fi</li> </ul>	eld may not contain ch	aracters %UNKNOW	N% or %AS	ABOVE%	or %SOOS	
BO% or %DELETE% o	r N/A or NA or U or NO	NE or GEEN or 0 or 1	ΓEST or %O	NTBREEK%	or NIL or - or	
_	-					
Business Rules (informational)						
<ul> <li>Not applicable</li> </ul>						

Field Name	Filler03		Field	Number	17	
Start	Position	475	Fie	ld Length	20	
		Cont	ent Rules			
<ul> <li>Not applica</li> </ul>	ble					
		Business Rules (d	compliance required	)		
This is a fill	er field and	d must be left blank				
Business Rules (informational)						
Not applicable						

Field Name	Provider	Start Date		Field Number 18			
	Position	495	Fie	ield Length 8			
		Cont	ent Rules				
This field m	nay not be	left blank					
Field may r	ot start w	ith a space. If the value	e provided contains l	leading spa	ces then a	ll leading	
spaces will	be trimme	ed from the value duri	ng further validation	of the data	a value pro	vided	
Field may contained.	nly contai	n a valid date in the fo	rmat YYYYMMDD				
		Business Rules (c	ompliance required	)			
<ul><li>Provider_S</li></ul>	tart_Date	may not be greater tha	an Provider_End_Da	te			
Field may r	<ul> <li>Field may not have a value greater than today's date</li> </ul>						
	Business Rules (informational)						

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

Field Name Provider	Field Name Provider_End_Date Field Number					
Start Position	503	Fie	ld Length 8			
	Cont	ent Rules				
<ul> <li>This field may be left</li> </ul>	blank					
spaces will be trimme	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>					
<ul> <li>Field may only contain</li> </ul>	n a valid date in the fo	rmat YYYYMMDD				
	Business Rules (d	ompliance required				
<ul> <li>Not applicable</li> </ul>						
Business Rules (informational)						
<ul> <li>The system will display</li> </ul>	ay the maximum numb	er of records with th	ne same value for th	is field		

Field Name Fille	er04	Fiel	d Number	20	
Start Posi	tion 511	Field Length	20		
	Conf	tent Rules			
Not applicable					
	Business Rules (	compliance required)			
This is a filler fie	eld and must be left blank				
Business Rules (informational)					
<ul> <li>Not applicable</li> </ul>					

Field Name	Field Name   Provider_Class_Id			Field	Number	21
Start	Position	531	Fie	ld Length	10	
		Cont	ent Rules			
This field m	ay not be	left blank				
	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>					
<ul> <li>Field may of</li> </ul>	nly contai	n whole numbers				
		Business Rules (c	ompliance required	)		
Field must	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						
spaces will	not start w be trimme	left blank ith a space. If the value ed from the value durin n whole numbers	•	• .		-

Field Name	Provider_Status_Id	Field Number	22					
	Business Rules (compliance required)							
Field must	t contain a valid Provider_Status_Id							
<ul> <li>If Provide</li> </ul>	<ul> <li>If Provider_Status_Id has a value of 513 then Provider_End_Date may not be blank</li> </ul>							
<ul> <li>If Provide</li> </ul>	<ul> <li>If Provider_Status_Id does not have a value of 513 then Provider_End_Date must be blank</li> </ul>							
Business Rules (informational)								
<ul> <li>Not appli</li> </ul>	cable							

Field Name	Province	_Code		Field	Number	23
Start P	osition	551	Fie	ld Length	2	
		Conte	ent Rules			
This field may	y not be	left blank				
<ul> <li>Field may no</li> </ul>	t start wi	th a space. If the value	e provided contains l	eading spa	ces then a	ll leading
spaces will be	e trimme	d from the value durir	ng further validation	of the data	value pro	vided
<ul> <li>Uppercase va</li> </ul>	alue in fie	eld may only contain c	haracters			
ABCDEFGHIJI	KLMNOP	QRTSUVWXYZ123456	7890@#&+() /\:,`'-			
		Business Rules (c	ompliance required	)		
<ul> <li>Field must co</li> </ul>	ontain a v	alid Province_Code				
<ul> <li>Field must have</li> </ul>	ave a valu	ie of X if Country_Cod	e does not have a va	lue of ZA a	nd field ma	ay not have a
value of X if Country_Code has a value of ZA						
Business Rules (informational)						
<ul> <li>Not applicab</li> </ul>	le					

Field Name Country	Field Name   Country_Code		Field	Number	24
Start Position	553	Fie	ld Length	4	
	Cont	ent Rules			
<ul> <li>This field may not be</li> </ul>	e left blank				
<ul> <li>Field may not start v</li> </ul>	vith a space. If the value	e provided contains l	eading spa	ces then a	ll leading
spaces will be trimm	ed from the value duri	ng further validation	of the data	value pro	vided
Uppercase value in a	ield may only contain o	haracters			
ABCDEFGHIJKLMNO	PQRTSUVWXYZ123456	7890@#&+() /\:,`'-			
	Business Rules (c	ompliance required	)		
<ul> <li>Field must contain a</li> </ul>	Field must contain a valid Country Code				
Business Rules (informational)					
<ul> <li>Not applicable</li> </ul>	·				_

Field Name	Latitude_	Degree		Field	Number	25
Start Po	osition	557	Fie	ld Length	3	
		Cont	ent Rules			
<ul> <li>This field may</li> </ul>	y not be	left blank				
<ul> <li>Field may not</li> </ul>	t start wi	th a space. If the value	e provided contains l	eading spa	ces then a	ll leading
spaces will be	e trimme	d from the value duri	ng further validation	of the data	a value pro	vided
<ul> <li>Uppercase va</li> </ul>	alue in fie	eld may only contain c	haracters 123456789	90-		
		Business Rules (c	compliance required	)		
<ul> <li>If a value is p</li> </ul>	rovided 1	for Latitude_Degree o	r Latitude_Minutes o	or Latitude_	_Seconds t	hen a value
must be for L	_atitude_	Degree and Latitude_	Minutes and Latitude	e_Seconds		
<ul> <li>If a value is p</li> </ul>	rovided 1	for Latitude_Degree a	nd related fields ther	n a value m	ust be pro	vided for
Longitude_De	egree an	d related fields				
• Field must be a negative value, may not be greater than -22 and may not have a value less than -35					e less than -35	
Business Rules (informational)						
<ul> <li>Not applicable</li> </ul>	le					

Field Nam	Latitude	_Minutes		Field	l Number	26
St	rt Position	560	Fie	ld Length	2	

Field Name	Latitude_Minutes	Field Number	26						
	Content Rules								
<ul> <li>This field m</li> </ul>	nay not be left blank								
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>									
<ul> <li>Field may of</li> </ul>	only contain whole numbers								
	Business Rules (compliance required								
<ul> <li>Value must</li> </ul>	Value must have a length of exactly 2 (leading zeros) and may not be greater than 59								
Business Rules (informational)									
Not applica	able		`						

Field Name	Latitude	_Seconds		Field Number 27		27
Start	Position	562	Fie	ld Length	6	
		Cont	ent Rules			
This field m	ay not be	left blank				
spaces will						
		Business Rules (c	ompliance required	)		
<ul> <li>Value must</li> </ul>	Value must have a length of exactly 6 (nn.nnn) and may not be greater than 59.999					·
Business Rules (informational)						
<ul> <li>Not applica</li> </ul>	ıble					

Field Name Longitud	le_Degree		Field	Number	28	
Start Position	568	Fie	ld Length	2		
	Cont	ent Rules				
<ul> <li>This field may not be</li> </ul>	left blank					
<ul> <li>Field may not start w</li> </ul>	ith a space. If the valu	e provided contains l	leading spa	ces then a	ll leading	
spaces will be trimm	ed from the value duri	ng further validation	of the data	a value pro	vided	
<ul> <li>Field may only conta</li> </ul>	in whole numbers					
	Business Rules (	compliance required	)			
<ul> <li>If a value is provided</li> </ul>	for Longitude_Degree	and related fields th	en a value	must be pr	ovided for	
Latitude_Degree and	l related fields					
<ul> <li>If a value if provided</li> </ul>	for Longitude_Degree	or Longitude_Minut	es or Longi	tude_Seco	nds then a	
value must be for Lo	value must be for Longitude_Degree, Longitude_Minutes and Longitude_Seconds					
<ul> <li>Value may not be greater than 33 and may not have a value less than 16</li> </ul>						
Business Rules (informational)						
<ul> <li>Not applicable</li> </ul>						

Field Name   Longitud	e_Minutes	Fi	eld Number	29	
Start Position	570	Field Length 2			
	Cont	ent Rules			
<ul> <li>This field may not be</li> </ul>	left blank				
spaces will be trimme	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>				
<ul> <li>Field may only contain</li> </ul>	n whole numbers				
	Business Rules (c	ompliance required)			
<ul> <li>Value must have a lea</li> </ul>	Value must have a length of exactly 2 (leading zeros) and may not be greater than 59				
Business Rules (informational)					
<ul> <li>Not applicable</li> </ul>				_	

Field Name	Longitud	e_Seconds		Field Number		30
Start	Position	572	Field Length 6		6	
Content Rules						

Field Name	Longitude_Seconds	Field Number	30					
<ul> <li>This field n</li> </ul>	This field may not be left blank							
<ul> <li>Field may r</li> </ul>	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading</li> </ul>							
spaces will	spaces will be trimmed from the value during further validation of the data value provided							
<ul> <li>Uppercase</li> </ul>	value in field may only contain characters 12345678	90.						
	Business Rules (compliance required	)						
Value must	Value must have a length of exactly 6 (nn.nnn) and may not be greater than 59.999							
Business Rules (informational)								
Not applica	able	_						

Field Name	Provider	Physical_Address_1		Field	Number	31	
Start F	Position	578	Field Length 50				
	Content Rules						
This field ma	ay not be	left blank					
•		ith a space. If the value during the state of the state o	•			_	
•	alue in fi	eld may only contain c	•		•		
		Business Rules (c	ompliance required	)			
		eld may not contain ch · N/A or NA or U or NC					
_							
<ul> <li>The field ma</li> </ul>	<ul> <li>The field may not contain a value that contains only numbers</li> </ul>						
	Business Rules (informational)						
Uppercase v	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	Fie	ld Length	50			
	Content Rules							
<ul> <li>This field may not be left blank</li> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> <li>Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ - 1234567890#&amp;()/\:\_`',</li> </ul>								
		Business Rules (c	ompliance required)					
<ul> <li>The field m</li> </ul>	The field may not contain a value that contains only numbers							
	Business Rules (informational)							
<ul> <li>Uppercase</li> </ul>	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	Fie	ld Length	50		
	Content Rules						
<ul> <li>This field m</li> </ul>	ay be left	blank					
spaces will  Uppercase	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
		Business Rules (c	ompliance required	)			
		eld may not contain ch N/A or NA or U or NC					

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)							
<ul> <li>Uppercase</li> </ul>	Uppercase value in field should not contain characters %ZZZ% or %XXX% or %ADDRES%						

Field Name	Field Name   Provider_Physical_Address_Code   Field Number   34				34		
Start	Start Position 728 Field Length 4						
	Content Rules						
<ul> <li>This field n</li> </ul>	nay not be	left blank					
Field may r	Field may not start with a space. If the value provided contains leading spaces then all leading						
spaces will	be trimme	ed from the value durir	g further validation	of the data	value pro	vided	
<ul> <li>Uppercase</li> </ul>	value in fi	eld may only contain cl	naracters 123456789	90			
		Business Rules (c	ompliance required	)			
Length of f	ield must k	e exactly 4 characters					
	Business Rules (informational)						
Not application	Not applicable						

Field Name	Field Name         Provider_Website_Address         Field Number         35				35	
Start	Position	732	732 Field Length 50			
	Content Rules					
<ul> <li>This field m</li> </ul>	nay be left	blank				
spaces will  Uppercase	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>					
		Business Rules (c	ompliance required	)		
<ul> <li>Not applica</li> </ul>	able					
	Business Rules (informational)					
Not applicable						

Field Name	Field Name Parent_Provider_Code			Field	Number	36	
Start	Position	782	Fie	ld Length	20		
	Content Rules						
<ul> <li>This field m</li> </ul>	nay not be	left blank					
<ul> <li>Field may r</li> </ul>	ot start w	th a space. If the value	e provided contains l	eading spa	ces then al	I leading	
•		d from the value durin	•			_	
<ul> <li>Uppercase</li> </ul>	value in fie	eld may only contain c	haracters				
ABCDEFGH	IJKLMNOP	QRTSUVWXYZ123456	7890@#&+() /\:				
		Business Rules (c	ompliance required				
The combine	nation Pare	ent_Provider_Code an	d Parent_Provider_E	TQE_Id mu	st exist in	parent file 100	
- Provider a	- Provider as Provider Code and Provider ETQE Id						
Business Rules (informational)							
Not applica	Not applicable						

Field Name	Parent_P	rovider_ETQE_Id	Field Number 37			37
Start	Position	802	Field Length 10			
	Content Rules					
This field m	This field may not be left blank					
spaces will	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>					_
	Business Rules (compliance required)					
<ul> <li>Field must</li> </ul>	contain a	valid Provider_ETQE_I	d			

Field Name	Parent_Provider_ETQE_Id	Field Number	37					
	Business Rules (informational)							
Not applica	ble							

Field Name	Field Name MIS_Type_Id Field Number 38				38		
Start	Position	812	Field Length 10				
	Content Rules						
This field m	nay not be	left blank					
•	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
•		n whole numbers	ng rarener vandation	or the date	value pro	videa	
	,		compliance required	)			
Field must	contain a v	valid MIS_Type_Id	•				
Business Rules (informational)							
Not applicable							

Field Name No	Field NameNo_Of_HostelsField Number39				39		
Start Posi	ition 822	Field Length 2					
	Content Rules						
This field may n	ot be left blank						
•	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
<ul> <li>Field may only only only only only only only onl</li></ul>	contain whole numbers						
	Business Rules (	compliance required)					
Not applicable		_					
	Business Rule	es (informational)					
<ul> <li>Not applicable</li> </ul>							

Field Name	I Name DCS_Site_YN Field Number 40				40		
Start	Position	824	Field Length 1				
	Content Rules						
<ul> <li>This field n</li> </ul>	nay not be	left blank					
spaces will	be trimme	th a space. If the valued from the value duringly contain characters Y	ng further validation			_	
7	,	•	compliance required	)			
Not applica	ble						
		Business Rule	es (informational)				
Not application	able						

Field Name	Date_Sta	mp		Field	Number	41
Start	Position	825	Fie	ld Length	8	
	Content Rules					
<ul> <li>This field m</li> </ul>	nay not be	left blank				
<ul> <li>Field may r</li> </ul>	not start w	ith a space. If the valu	e provided contains l	leading spa	ces then a	ll leading
spaces will	spaces will be trimmed from the value during further validation of the data value provided					vided
Field may or	only contai	n a valid date in the fo	rmat YYYYMMDD			
		Business Rules (d	compliance required	)		
<ul> <li>Field may r</li> </ul>	not have a	value greater than too	lay's date			
Year comp	Year component of field value may not be less than 1900					
	Business Rules (informational)					
The system	will displa	y the maximum numb	per of records with th	ne same va	lue for this	field

### 5.2 Provider NQF Offering

#### File code

101

File naming standard

[Code]\_0004\_101\_v001\_YYYYMMDD.dat where:

- [Code] is a combination of the submitting College's Provider Code and ETQE ID in the format [Provider\_Code]\_[ETQE\_ID].
- 0004 indicates that the recipient information system to which this data will be submitted is TVETMIS.
- 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 College.

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

#### **General information:**

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

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

**Submission requirements:** 

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.

Field Name Learne	ship_Id		Field	1		
Start Position	1	Fie	Field Length 10			
	Cont	ent Rules				
This field may be le	t blank					
<ul> <li>Field may not start</li> </ul>	vith a space. If the valu	e provided contains l	eading spa	ces then a	ll leading	
spaces will be trimn	ed from the value duri	ng further validation	of the data	value pro	vided	
<ul> <li>Field may only cont</li> </ul>	ain whole numbers					
	Business Rules (	compliance required	)			
<ul> <li>The combination of</li> </ul>	Learnership_Id, Qualifi	cation_Id, Provider_0	Code and P	rovider_Et	qe_Id must be	
unique						
<ul> <li>Both Learnership_Id</li> </ul>	and Qualification_Id n	nay not be blank				
Field must contain a	valid Learnership_Id					
The combination Le	The combination Learnership_Id and Qualification_Id must be valid					
	Business Rul	es (informational)				
Not applicable		•		•		

Field Name	Qualifica	tion_Id	Field Number 2		2	
Start	Position	11	Field Length 10			
		Cont	ent Rules			
This field m	nay 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	Field Name   Filler01		Field	Number	3	
Start	Position	21	Fie	Field Length 10		
Content Rules						
Not applica	Not applicable					
	Business Rules (compliance required)					
This is a fill	er field an	d must be left blank				
Business Rules (informational)						
Not applica	able					

Field Name	Provider	_Code		Field	l Number	4
Start	Position	31	Fie	ld Length	20	
Content Rules						
<ul> <li>This field m</li> </ul>	nay not be	left blank				
<ul> <li>Field may r</li> </ul>	not start w	ith a space. If the value	e provided contains l	eading spa	ces then al	l leading
spaces will	be trimme	ed from the value duri	ng further validation	of the data	a value pro	vided
<ul> <li>Uppercase</li> </ul>	value in fi	eld may only contain c	haracters			
ABCDEFGH	IJKLMNOP	QRTSUVWXYZ123456	7890@#&+() /\:			
		Business Rules (c	ompliance required	)		
The combine	nation Pro	vider_Code and Provid	ler_Etqe_Id must be	valid. The	combinatio	n of
Provider_C	ode and P	rovider_Etqe_Id must	exist on 100 - Provid	er		
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)						
<ul> <li>Not applica</li> </ul>	able					

Field Name	Provider	_Etqe_Id		Field Number		5
Start	Position	51	Fie	ld Length	10	
	Content Rules					
This field m	ay not be	left blank				
spaces will	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>					_
	,		compliance required	)		
Field must	Field must contain a valid Provider_Etqe_Id					
Business Rules (informational)						
Not applica	ıble					

Field Name Filler02		Field Number 6		6		
Start Position	61	Field Length 20				
Content Rules						
Not applicable						
	Business Rules (compliance required)					
This is a filler field a	nd must be left blank					

Field Name	Filler02	Field Number	6
	Business Rules (informational)		
Not applica	ible		

Field Name	Filler03		Field	Number	7	
Start	Position	81	Field Length 1			
Content Rules						
Not applica	Not applicable					
		Business Rules (d	compliance required	)		
This is a fill	er field an	d must be left blank				
Business Rules (informational)						
Not applica	ıble			•		

Field Name	Provider	_Accred_Start_Date		Field	Number	8
Start	Position	82	Field Length 8			
Content Rules						
This field n	nay not be	left blank				
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> <li>Field may only contain a valid date in the format YYYYMMDD</li> </ul>						
		Business Rules (c	ompliance required			
<ul> <li>Provider_A</li> </ul>	Accred_Sta	rt_Date may not be gre	eater than Provider_	Accred_En	d_Date	
Field may not have a value greater than today's date						
Business Rules (informational)						
The system	n will displa	y the maximum numb	er of records with th	ie same val	ue for this	field

Field Name	Provider	_Accred_End_Date	Field Number 9		9	
Start	Position	90	Field Length 8			
Content Rules						
<ul> <li>This field m</li> </ul>	nay be left	blank				
•	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>					
·		n a valid date in the fo	•		•	
		Business Rules (c	ompliance required	)		
Not applica	able					
	Business Rules (informational)					
<ul> <li>The system</li> </ul>	will displa	y the maximum numb	er of records with th	ne same val	ue for this	field

Field Name	Filler04			Field Number		10
Start	Position	98	Fie	ld Length	20	
		Cont	ent Rules			
<ul> <li>Not applica</li> </ul>	Not applicable					
		Business Rules (d	compliance required	)		
This is a filler	er field an	d must be left blank				
Business Rules (informational)						
Not applica	ble					

Field Name	Provider	_Status_Id		Field Number 11		11
Start	Position	118	Fie	Field Length 10		
	Content Rules					
This field ma	ay not be	left blank				
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading</li> </ul>						
spaces will b	spaces will be trimmed from the value during further validation of the data value provided					vided

Field Name	Provider_Status_Id	Field Number	11					
Field may contains								
	Business Rules (compliance required)							
<ul> <li>Field must</li> </ul>	Field must contain a valid Provider_Status_Id							
<ul> <li>If Provider_</li> </ul>	_Status_Id has a value of 513 then Provider_Accred_I	End_Date may not be	blank					
If Provider	_Status_Id does not have a value of 513 then Provide	r_Accred_End_Date r	nust be blank					
	Business Rules (informational)							
Not applica	able							

Field Name	Offering	_Type_Id		Field	l Number	12	
Start	Position	128	Fie	ld Length	10		
		Cont	ent Rules				
This field m	nay not be	left blank					
	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
•		n whole numbers			•		
		Business Rules (c	compliance required	)			
<ul> <li>Field must</li> </ul>	Field must contain a valid Offering_Type_Id						
	Business Rules (informational)						
Not applicable							

Field Name	Date_Sta	mp		Field	Number	13		
Start	Position	138	Fie	ld Length	8			
	Content Rules							
This field m	nay not be	left blank						
<ul> <li>Field may r</li> </ul>	ot start w	ith a space. If the valu	e provided contains	leading spa	ices then a	ll leading		
spaces will	be trimme	ed from the value duri	ng further validation	of the data	a value pro	vided		
Field may company company company	nly contai	n a valid date in the fo	rmat YYYYMMDD					
		Business Rules (	compliance required	)				
Field may r	ot have a	value greater than too	lay's date					
Year compo	Year component of field value may not be less than 1900							
	Business Rules (informational)							
The system								

#### 5.3 Programme

#### File code

#### 301

File naming standard

[Code]\_0004\_301\_v001\_YYYYMMDD.dat where:

- [Code] is a combination of the submitting College's Provider Code and ETQE ID in the format [Provider\_Code]\_[ETQE\_ID].
- 0004 indicates that the recipient information system to which this data will be submitted is TVETMIS.
- v001 indicates that the submission has been extracted in accordance with version 1 of this specification
- YYYYMMDD represents the date on which the data submission was created.
- .dat is the file extension

### Description

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

#### **General information:**

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

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

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

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

Field Name	Programi	me_Code		Field	Number	1	
Start	Position	1	Fie	ld Length	20		
		Cont	ent Rules				
This field n	nay not be	left blank					
<ul> <li>Field may r</li> </ul>	not start wi	th a space. If the value	e provided contains l	eading spa	ces then al	l leading	
spaces will	be trimme	d from the value duri	ng further validation	of the data	value pro	vided	
<ul> <li>Uppercase</li> </ul>	Uppercase value in field may only contain characters						
ABCDEFGH	IJKLMNOP	QRTSUVWXYZ123456	7890@#&+() /\:				
		Business Rules (c	ompliance required	)			
<ul> <li>Uppercase</li> </ul>	value in fie	eld may not contain ch	naracters %UNKNOW	N% or %AS	ABOVE%	or %SOOS	
BO% or %D	ELETE% or	N/A or NA or U or NC	NE or GEEN or 0 or 1	TEST or %O	NTBREEK%	or NIL or - or	
-							
The combine	<ul> <li>The combination of Programme_Code, Provider_Code and Provider_ETQE_Id must be unique</li> </ul>						
	Business Rules (informational)						
<ul> <li>Not applica</li> </ul>	able					_	

Field Name Programme_Description		Field	Number	2		
Start	Position	21	Field Length		100	
	Content Rules					
This field m	ay 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	Field Name   Programme_Type_Id   Field Number   3		3				
Start	Position	121	Fie	ld Length	15		
	Content Rules						
<ul> <li>This field m</li> </ul>	nay not be	left blank					
<ul> <li>Field may r</li> </ul>	not start w	ith a space. If the value	e provided contains l	eading spa	ces then al	ll leading	
spaces will	be trimme	ed from the value duri	ng further validation	of the data	a value pro	vided	
Field may or	only contai	n whole numbers					
		Business Rules (c	compliance required	)			
Field must contain a valid Programme_Type_Id							
	Business Rules (informational)						

Field Name NQF_Lev	Field Name NQF_Level_Id F			Number	4		
Start Position	136	Fie	ld Length	8			
	Cont	ent Rules					
<ul> <li>This field may not be</li> </ul>	left blank						
•	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
<ul> <li>Field may only conta</li> </ul>	in whole numbers						
	Business Rules (d	compliance required	)				
Field must contain a	Field must contain a valid NQF Level Id						
	Business Rules (informational)						
Not applicable				•			

Field Name	Subfield	_ld		Field Number		5		
Start	Position	144	Fie	ld Length	8			
	Content Rules							
<ul> <li>This field m</li> </ul>	nay not be	left blank						
spaces will	spaces will be trimmed from the value during further validation of the data value provided					-		
		Business Rules (d	compliance required	)				
<ul> <li>Field must</li> </ul>	Field must contain a valid Subfield_Id							
	Business Rules (informational)							
Not applicable								

Field Name	Field Name   AET_Level_Id		Field	Number	6	
Start P	Start Position 152 Fie			ld Length	8	
Content Rules						
This field ma	y not be	left blank				
Field may not start with a space. If the value provided contains leading spaces then all leading						
spaces will be	e trimme	d from the value duri	ng further validation	of the data	value pro	vided

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 value.	ilid. Following combinations are					
invalid: a.) AET_Level_Id = 1 AND NQF_Level_Id = 539 b.) AET_L	evel_ld = (2 OR 3 OR 4) AND					
NQF_Level_Id <> 539 c.) AET_Level_Id = 5 AND NQF_Level_Id <> 503.						
Business Rules (informational)						

Field Name	Program	me_Start_Date		Field Number 7		7		
Start	Position	160	Fie	ld Length	8			
	Content Rules							
<ul> <li>This field n</li> </ul>	nay not be	left blank						
<ul> <li>Field may r</li> </ul>	not start w	ith a space. If the valu	e provided contains l	eading spa	ces then a	ll leading		
spaces will	be trimme	ed from the value duri	ng further validation	of the data	a value pro	vided		
<ul> <li>Field may of</li> </ul>	only contai	n a valid date in the fo	rmat YYYYMMDD					
		Business Rules (d	compliance required	)				
<ul> <li>Programm</li> </ul>	e_Start_Da	ate may not be greate	than Programme_E	nd_Date				
<ul> <li>Field may r</li> </ul>	not have a	value greater than too	lay's date					
<ul> <li>Year comp</li> </ul>	Year component of field value may not be less than 1900							
	Business Rules (informational)							
The system	n will displa	ay the maximum numb	per of records with th	ne same va	lue for this	field		

Field Name	Program	me_End_Date	Field Number 8		8	
Start	Position	168	Fie	ld Length	8	
		Cont	ent Rules			
This field n	nay be left	blank				
<ul> <li>Field may r</li> </ul>	Field may not start with a space. If the value provided contains leading spaces then all leading					
spaces will	be trimme	d from the value duri	ng further validation	of the data	value pro	vided
<ul> <li>Field may of</li> </ul>	only contai	n a valid date in the fo	rmat YYYYMMDD			
		Business Rules (c	compliance required	)		
Field may r	Field may not have a value greater than today's date					
	Business Rules (informational)					
The system	will displa	v the maximum numb	per of records with th	ne same val	ue for this	field

Field Name	Provider	_Code		Field	Number	9
Start	Position	176	Fie	ld Length	20	
		Cont	ent Rules			
<ul> <li>This field m</li> </ul>	nay not be	left blank				
<ul> <li>Field may r</li> </ul>	ot start wi	th a space. If the value	e provided contains l	eading spa	ces then a	I leading
spaces will	be trimme	d from the value during	ng further validation	of the data	value pro	vided
<ul> <li>Uppercase</li> </ul>	value in fie	eld may only contain c	haracters			
ABCDEFGH	IJKLMNOP	QRTSUVWXYZ123456	7890@#&+() /\:			
		Business Rules (c	ompliance required	)		
<ul> <li>The combine</li> </ul>	nation Prov	vider_Code and Provid	er_ETQE_Id must be	valid. The	combinati	on of
Provider_C	ode and Pr	ovider_ETQE_Id must	exist on 100 - Provid	der		
<ul> <li>The combine</li> </ul>	nation Prov	vider_Code and Provid	er_ETQE_Id may not	exist in 10	0 - Provide	er as
Parent_Pro	Parent_Provider_Code and Parent_Provider_ETQE_Id					
	Business Rules (informational)					
<ul> <li>Not applica</li> </ul>	Not applicable					

Field Name Provider	_ETQE_Id		Field	Number	10
Start Position	196	Fie	ld Length	10	

Field Name	Provider_ETQE_Id	Field Number	10					
	Content Rules							
<ul> <li>This field m</li> </ul>	nay not be left blank							
	not start with a space. If the value provided contains be trimmed from the value during further validation	• •	-					
<ul> <li>Field may of</li> </ul>	only contain whole numbers							
	Business Rules (compliance required	)						
<ul> <li>Field must</li> </ul>	contain a valid Provider_ETQE_Id							
	Business Rules (informational)							
Not applica	able		·					

Field Name	Program	me_Status_Id	Field Number   11		11	
Start	Position	206	Field Length 10			
		Cont	ent Rules			
<ul> <li>This field m</li> </ul>	nay not be	left blank				
<ul> <li>Field may r</li> </ul>	ot start w	ith a space. If the value	e provided contains l	eading spa	ces then al	ll leading
spaces will	be trimme	ed from the value duri	ng further validation	of the data	value pro	vided
<ul> <li>Field may of</li> </ul>	nly contai	n whole numbers				
		Business Rules (c	compliance required	)		
<ul> <li>Field must</li> </ul>	contain a v	alid Programme_Stat	us_ld			
If Program	me_Status	_Id has a value of 2 th	en Programme_End_	Date may	not be blar	nk
If Programi	If Programme_Status_Id does not have a value of 2 then Programme_End_Date must be blank					: be blank
	Business Rules (informational)					
Not applica	ble					

Field Name	Program	me_Credit	Field Number   12		12	
Start	Position	216	Field Length 10			
		Cont	ent Rules			
This field m	ay not be	left blank				
spaces will	spaces will be trimmed from the value during further validation of the data value provided					
Tield Illay C	nily contai		compliance required	1		
		busiliess Rules (C	compliance required	)		
<ul> <li>Value may</li> </ul>	not be less	s than 40				
<ul> <li>Value may</li> </ul>	Value may not be greater than 480					
	Business Rules (informational)					
<ul> <li>Not applica</li> </ul>	ble					

Field Name Date_Stamp Field Number 13			13			
Start	Position	226	Fie	ld Length	8	
		Cont	ent Rules			
This field m	nay not be	left blank				
<ul> <li>Field may r</li> </ul>	ot start w	ith a space. If the valu	e provided contains l	eading spa	ices then a	ll leading
spaces will	be trimme	ed from the value duri	ng further validation	of the data	a value pro	vided
Field may or	only contai	n a valid date in the fo	rmat YYYYMMDD			
		Business Rules (	compliance required	)		
<ul> <li>Field may r</li> </ul>	not have a	value greater than too	lay's date			
<ul> <li>Year comp</li> </ul>	onent of fi	eld value may not be l	ess than 1900			
	Business Rules (informational)					
The system	will displa	y the maximum numb	er of records with th	ne same va	lue for this	field

### 5.4 Subject

#### File code

#### 303

File naming standard

[Code]\_0004\_303\_v001\_YYYYMMDD.dat where:

- [Code] is a combination of the submitting College's Provider Code and ETQE ID in the format [Provider\_Code]\_[ETQE\_ID].
- 0004 indicates that the recipient information system to which this data will be submitted is TVETMIS.
- v001 indicates that the submission has been extracted in accordance with version 1 of this specification
- YYYYMMDD represents the date on which the data submission was created.
- .dat is the file extension

### Description

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

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

#### **General information:**

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

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

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

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

Field Name	Subject_Co	ode		Field	Number	1
Start	Position 1	1	Fie	ld Length	20	
		Cont	ent Rules			
This field n	nay not be let	ft blank				
<ul> <li>Field may r</li> </ul>	not start with	n a space. If the value	e provided contains l	eading spa	ces then al	l leading
spaces will	be trimmed	from the value duri	ng further validation	of the data	value prov	vided
<ul> <li>Uppercase</li> </ul>	value in field	d may only contain c	haracters			
ABCDEFGH	IJKLMNOPQI	RTSUVWXYZ123456	7890@#&+() /\:			
		Business Rules (c	ompliance required	)		
<ul> <li>Uppercase</li> </ul>	value in field	d may not contain ch	aracters %UNKNOW	N% or %AS	ABOVE%	or %SOOS
BO% or %D	ELETE% or N	N/A or NA or U or NC	NE or GEEN or 0 or 1	TEST or %O	NTBREEK%	or NIL or - or
-	<del>-</del>					
The combine	<ul> <li>The combination of Subject_Code, Provider_Code and Provider_ETQE_Id must be unique</li> </ul>					
		Business Rule	es (informational)			
<ul> <li>Not applica</li> </ul>	able	·	·			

Field Name	Field Name Subject_Name		Field	Number	2	
Start	Position	21	Field Length		200	
Content Rules						
This field m	nay 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_Lev	Field Name NQF_Level_Id Field Number 3			3		
Start Position	221	Fie	ld Length	8		
	Cont	ent Rules				
<ul> <li>This field may not be</li> </ul>	left blank					
spaces will be trimme	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>					
<ul> <li>Field may only contain</li> </ul>	n whole numbers					
	Business Rules (	compliance required	)			
Field must contain a valid NQF_Level_Id						
Business Rules (informational)						

Field Name Subfield	Field Name   Subfield_Id   Field Number   4					
Start Position	229	Fie	ld Length	8		
	Cont	ent Rules				
<ul> <li>This field may not be</li> </ul>	left blank					
·	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>					
<ul> <li>Field may only contain</li> </ul>	n whole numbers					
	Business Rules (d	compliance required	)			
Field must contain a	Field must contain a valid Subfield_Id					
	Business Rule	es (informational)				
<ul> <li>Not applicable</li> </ul>						

Field Name   AET_Lev	el_Id		Field	Number	5
Start Position	237	Field Length 8			
	Cont	ent Rules			
<ul> <li>This field may not be</li> </ul>	left blank				
<ul> <li>Field may not start w</li> </ul>	vith a space. If the valu	e provided contains l	eading spa	ces then a	ll leading
spaces will be trimm	ed from the value duri	ng further validation	of the data	a value pro	vided
<ul> <li>Field may only conta</li> </ul>	in whole numbers				
	Business Rules (	compliance required	)		
<ul> <li>Field must contain a</li> </ul>	valid AET_Level_Id				
<ul> <li>The combination of it</li> </ul>	AET_Level_Id and NQF	_Level_Id must be va	lid. Followi	ng combin	ations are
invalid: a.) AET_Leve	I_Id = 1 AND NQF_Leve	el_Id = 539 b.) AET_L	evel_Id = (2	2 OR 3 OR 4	4) AND
NQF_Level_Id <> 539 c.) AET_Level_Id = 5 AND NQF_Level_Id <> 503.					
	Business Rule	es (informational)			
<ul> <li>Not applicable</li> </ul>					

Field Name Sub	Field Name   Subject_Reg_Start_Date		Field	Number	6		
Start Posi	Start Position 245 Field		ld Length	8			
Content Rules							

Field Name	Subject	Reg	Start	Date

Field Number 6

- 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		7					
Start	Position	253	Fie	ld Length	8		
		Cont	ent Rules				
<ul> <li>This field m</li> </ul>	nay be left	blank					
spaces will							
Field may or	only contai	n a valid date in the fo	rmat YYYYMMDD				
		Business Rules (c	ompliance required	)			
<ul> <li>Field may r</li> </ul>	Field may not have a value greater than today's date						
Business Rules (informational)							
<ul> <li>The system</li> </ul>	n will displa	ay the maximum numb	er of records with th	ne same val	ue for this	field	

Field Name P	rovider_Code		Field	l Number	8				
Start Po	osition 261		Field Length	20					
	Content Rules								
<ul> <li>This field may</li> </ul>	not be left blank								
<ul> <li>Field may not</li> </ul>	start with a space. If t	he value provided contain	is leading spa	ices then al	l leading				
spaces will be	trimmed from the val	lue during further validati	on of the data	a value pro	vided				
<ul> <li>Uppercase val</li> </ul>	lue in field may only co	ontain characters							
ABCDEFGHIJK	LMNOPQRTSUVWXYZ	1234567890@#&+() /\:							
	Business	Rules (compliance requir	ed)						
<ul> <li>The combinat</li> </ul>	ion Provider_Code and	d Provider_ETQE_Id must	be valid. The	combinati	on of				
Provider_Cod	e and Provider_ETQE_	Id must exist on 100 - Pro	vider						
<ul> <li>The combinat</li> </ul>	<ul> <li>The combination Provider_Code and Provider_ETQE_Id may not exist in 100 - Provider as</li> </ul>								
Parent_Provid	Parent_Provider_Code and Parent_Provider_ETQE_Id								
	Busin	ess Rules (informational)							

Field Name	Provider_	_ETQE_Id		Field Number 9					
Start	Position	281	Fie	ld Length	10				
	Content Rules								
This field m	nay not be	left blank							
<ul> <li>Field may r</li> </ul>	Field may not start with a space. If the value provided contains leading spaces then all leading								
spaces will	be trimme	ed from the value durin	ng further validation	of the data	a value pro	vided			
Field may contact the field may contact	only contai	n whole numbers							
		Business Rules (c	ompliance required	)					
Field must	Field must contain a valid Provider_ETQE_Id								
Business Rules (informational)									
<ul> <li>Not applica</li> </ul>	able		•	•		•			

Field Name	Cubicat	Ctatus Id		Field	Number	10
Field Name	Subject_	Status_Id		rieid	Number	10
Start	Position	291	Fie	ld Length	10	

Field Name	Subject_Status_Id	Field Number	10						
	Content Rules								
<ul> <li>This field m</li> </ul>	nay not be left blank								
<ul> <li>Field may r</li> </ul>	not start with a space. If the value provided contains	leading spaces then a	ll leading						
spaces will	spaces will be trimmed from the value during further validation of the data value provided								
<ul> <li>Field may of</li> </ul>	only contain whole numbers								
	Business Rules (compliance required	)							
<ul> <li>Field must</li> </ul>	contain a valid Subject_Status_Id								
<ul> <li>If Subject_S</li> </ul>	<ul> <li>If Subject_Status_Id has a value of 2 then Subject_Reg_End_Date may not be blank</li> </ul>								
<ul> <li>If Subject_S</li> </ul>	<ul> <li>If Subject_Status_Id does not have a value of 2 then Subject_Reg_End_Date must be blank</li> </ul>								
Business Rules (informational)									

Field Name	Field Name Subject_Credit			Field	Number	11	
Start	Position	301	Fie	ld Length	10		
		Cont	ent Rules				
This field m	ay not be	left blank					
spaces will	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
<ul> <li>Field may of</li> </ul>	nly contai	n whole numbers					
		Business Rules (d	compliance required	)			
<ul> <li>Value may</li> </ul>	not be less	than 1					
<ul> <li>Value may</li> </ul>	Value may not be greater than 110						
Business Rules (informational)							
<ul> <li>Not applica</li> </ul>	ıble						

Field Name Date_St	amp		Field	Number	12	
Start Position	311	Fie	ld Length	8		
	Cont	ent Rules				
<ul> <li>This field may not be</li> </ul>	e left blank					
spaces will be trimm						
<ul> <li>Field may only conta</li> </ul>	in a valid date in the fo	ormat YYYYMMDD				
	Business Rules (	compliance required	)			
<ul> <li>Field may not have a</li> </ul>	value greater than too	day's date				
<ul> <li>Year component of f</li> </ul>	ield value may not be l	ess than 1900				
Business Rules (informational)						
The system will disp	ay the maximum numl	per of records with th	ne same val	ue for this	field	

### 5.5 Programme Subjects

#### File code

307

File naming standard

[Code]\_0004\_307\_v001\_YYYYMMDD.dat where:

- [Code] is a combination of the submitting College's Provider Code and ETQE ID in the format [Provider\_Code]\_[ETQE\_ID].
- 0004 indicates that the recipient information system to which this data will be submitted is TVETMIS.
- 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.

Field Name	Field Name   Programme_Code   Field Number   1			1			
Start	Position	1	Fie	ld Length	20		
		Cont	ent Rules				
This field m	ay not be	left blank					
<ul> <li>Field may r</li> </ul>	ot start w	th a space. If the value	e provided contains l	eading spa	ces then al	l leading	
spaces will	be trimme	d from the value duri	ng further validation	of the data	value pro	vided	
<ul> <li>Uppercase</li> </ul>	value in fie	eld may only contain c	haracters				
ABCDEFGH	IJKLMNOP	QRTSUVWXYZ123456	7890@#&+() /\:				
		Business Rules (c	compliance required	)			
The combing	nation of P	rogramme_Code, Sub	ject_Code, Provider_	Code and I	Provider_E	TQE_Id must	
be unique							
The combing	nation of P	rogramme_Code, Prov	vider_Code and Prov	ider_ETQE	_ld must ex	kist in parent	
file 301 - Pr	file 301 - Programme						
Business Rules (informational)							
<ul> <li>Not applica</li> </ul>	ble						

Field Name	Subject_Code		Field	Number	2				
Start	Position	21	Field Length		20				
	Content Rules								
This field m	ay not be	left blank							

Field Name	Subject_Code	Field Number	2			
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> <li>Uppercase value in field may only contain characters         ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890@#&amp;+() /\:     </li> </ul>						
	Business Rules (compliance required					
<ul> <li>The combination of Subject_Code, Provider_Code and Provider_ETQE_Id must exist in parent file 303 - Subject</li> </ul>						
	Business Rules (informational)					

Field Name	Prog_Sub	j_Start_Date		Field	Number	3		
Start	Position	41	Fie	ld Length	8			
		Cont	ent Rules					
<ul> <li>This field m</li> </ul>	nay not be	left blank						
<ul> <li>Field may r</li> </ul>	not start w	ith a space. If the value	e provided contains l	eading spa	ces then a	I leading		
spaces will	be trimme	ed from the value duri	ng further validation	of the data	a value pro	vided		
<ul> <li>Field may of</li> </ul>	only contai	n a valid date in the fo	rmat YYYYMMDD					
		Business Rules (c	compliance required	)				
<ul><li>Prog_Subj_</li></ul>	_Start_Date	e may not be greater t	han Prog_Subj_End_	Date				
<ul> <li>Field may r</li> </ul>	Field may not have a value greater than today's date							
<ul> <li>Year comp</li> </ul>	Year component of field value may not be less than 1900							
Business Rules (informational)								
The system	will displa	y the maximum numb	per of records with th	ne same val	ue for this	field		

Field Name	Field Name Prog_Subj_End_Date			Field	Number	4		
Start	Position	49	Fie	ld Length	8			
		Cont	ent Rules					
<ul> <li>This field m</li> </ul>	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							
<ul> <li>Field may of</li> </ul>	nly contai	n a valid date in the fo	rmat YYYYMMDD					
		Business Rules (c	compliance required	)				
Field may r	Field may not have a value greater than today's date							
	Business Rules (informational)							
<ul> <li>The system</li> </ul>	will displa	av the maximum numb	er of records with th	ne same val	ue for this	field		

Field Name Pro	ovider_Code		Field	Number	5		
Start Pos	sition 57	Fie	ld Length	20			
		Content Rules					
<ul> <li>This field may n</li> </ul>	not be left blank						
spaces will be to	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
l · · ·	• •	34567890@#&+() /\:.  -					
		les (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)							
<ul> <li>Not applicable</li> </ul>							

Field Name Provider_ETQE_Id			Field	Number	6			
Start Position	77	Field Length 1		10				
Content Rules								

Field Name	Provider_ETQE_Id	Field Number	6							
This field m	This field may not be left blank									
<ul> <li>Field may n</li> </ul>	Field may not start with a space. If the value provided contains leading spaces then all leading									
spaces will	spaces will be trimmed from the value during further validation of the data value provided									
<ul> <li>Field may of</li> </ul>	Field may only contain whole numbers									
	Business Rules (compliance required	)								
<ul> <li>Field must</li> </ul>	Field must contain a valid Provider_ETQE_Id									
Business Rules (informational)										
Not applica	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											
•	ricia may motorare man a space in the railed provided contains reading spaces men an ieuamig										
1	lue during further validation of the data value provided										
, , ,	contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ-										
1234567890@_											
Business	Rules (compliance required)										
<ul> <li>Field must contain a valid Prog_Sub</li> </ul>	oj_Status_Id										
<ul> <li>If Prog_Subj_Status_Id has a value of</li> </ul>	<ul> <li>If Prog_Subj_Status_Id has a value of 2 then Prog_Subj_End_Date may not be blank</li> </ul>										
<ul> <li>If Prog_Subj_Status_Id does not have a value of 2 then Prog_Subj_End_Date must be blank</li> </ul>											
Busin	Business Rules (informational)										
Not applicable	Not applicable										

Field Name	Prog_Sub	j_Credit		Field	Number	8			
Start	Position	97	Fie	ld Length	10				
		Cont	ent Rules						
<ul> <li>This field m</li> </ul>	ay not be	left blank							
spaces will	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>								
Field may or	nly contai	n whole numbers							
		Business Rules (	compliance required	)					
<ul> <li>Value may</li> </ul>	not be less	than 1							
<ul> <li>Value may</li> </ul>	Value may not be greater than 110								
	Business Rules (informational)								
<ul> <li>Not applica</li> </ul>	ıble					·			

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

Field Name	Field Name Date_Stamp		Field Number		10				
Start	Position	117	Field Length		8				
	Content Rules								

Field Name	Date_Stamp	Field Number	10								
<ul> <li>This field m</li> </ul>	This field may not be left blank										
<ul> <li>Field may r</li> </ul>	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading</li> </ul>										
spaces will	be trimmed from the value during further validation	of the data value pro	vided								
<ul> <li>Field may of</li> </ul>	Field may only contain a valid date in the format YYYYMMDD										
	Business Rules (compliance required	)									
<ul> <li>Field may r</li> </ul>	not have a value greater than today's date										
<ul> <li>Year comp</li> </ul>	Year component of field value may not be less than 1900										
Business Rules (informational)											
The system	n will display the maximum number of records with the	ne same value for this	field								

#### 5.6 Person

#### File code

#### 400

#### File naming standard

[Code]\_0004\_400\_v001\_YYYYMMDD.dat where:

- [Code] is a combination of the submitting College's Provider Code and ETQE ID in the format [Provider\_Code]\_[ETQE\_ID].
- 0004 indicates that the recipient information system to which this data will be submitted is TVETMIS.
- v001 indicates that the submission has been extracted in accordance with version 1 of this specification
- YYYYMMDD represents the date on which the data submission was created.
- .dat is the file extension

### Description

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

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

#### **General information:**

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

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

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

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

#### File fields

Field Name	National	_ld		Field	Number	1				
Start	Position	1	Fie	ld Length	15					
Content Rules										
<ul> <li>This field m</li> </ul>	nay be left	blank								
<ul> <li>Field may r</li> </ul>	ot start w	ith a space. If the valu	e provided contains l	eading spa	ces then a	ll leading				
spaces will	be trimme	ed from the value duri	ng further validation	of the data	a value pro	vided				
<ul> <li>Uppercase</li> </ul>	value in fi	eld may only contain o	haracters 123456789	90						
		Business Rules (d	compliance required	)						
<ul> <li>Both Natio</li> </ul>	nal_Id and	Person_Alternate_Id	may not be blank							
<ul> <li>Value must</li> </ul>	: have a ler	ngth of exactly 13								
<ul> <li>Field value</li> </ul>	may not h	ave characters 0000 f	rom characters 7 to 1	10						
<ul> <li>Field may r</li> </ul>	not have ch	naracters 0000 from ch	naracters 1 to 4							
<ul> <li>Uppercase</li> </ul>	value in fi	eld may not contain ch	naracters 111111111	1111 or 22	22222222	222 or				
33333333333 or 4444444444444 or 555555555555 or 666666666666 or 777777777777 or										
8888888888 or 99999999999										
<ul> <li>Field must</li> </ul>	be blank if	POPI_Act_Status_ID I	nas a value of 2							
		Rusiness Rule	es (informational)							

Field Name	Person_A	lternate_Id		Field	Number	2	
Start P	Position	16	Fie	ld Length	20		
Content Bulgs							

- 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	e_Id_Type_Id		Field	Number	3	
Start	Position	36	Fie	ld Length	3		
	Content Pules						

- 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_C	ode		Field	Number	4
Start Position	39	Field Ler	ngth	10	
	Cont	ent Rules			

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

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

Field must contain a valid Equity Code

Field Name	Equity_Code		Field Number	4
		Business Rules (informational)		
Not applica	ble			

Field Name	Field Name Nationality_Code Field Number 5				5	
Start	Start Position 49 Field Length 3					
Content Rules						
This field may not be left blank						
spaces will	spaces will be trimmed from the value during further validation of the data value provided					
• •		eld may only contain c				
ABCDEFGH	IJKLIVINOP	QRTSUVWXYZ123456	- "· · · <u>-</u>			
		Business Rules (c	ompliance required	)		
<ul> <li>Field must</li> </ul>	Field must contain a valid Nationality_Code					
	Business Rules (informational)					
Not applica	ble				•	

Field Name	Field Name         Home_Language_Code         Field Number         6				6	
Start	Start Position 52 Field Length 10					
Content Rules						
This field m	This field may not be left blank					
<ul> <li>Field may r</li> </ul>	Field may not start with a space. If the value provided contains leading spaces then all leading					
spaces will	be trimme	ed from the value durir	ng further validation	of the data	a value pro	vided
<ul> <li>Uppercase</li> </ul>	value in fi	eld may only contain c	haracters			
ABCDEFGH	IJKLMNOP	QRTSUVWXYZ123456	7890@#&+() /\:,`'-			
		Business Rules (c	ompliance required	)		
<ul> <li>Field must</li> </ul>	Field must contain a valid Home Language Code					
	Business Rules (informational)					
Not applica	able					

Field Name	Gender_	Code		Field	Number	7
Start	tart Position 62 Field Length 1					
		Cont	ent Rules			
This field m	This field may not be left blank					
<ul> <li>Field may r</li> </ul>	not start w	ith a space. If the valu	e provided contains l	eading spa	ces then al	l leading
spaces will	be trimme	ed from the value duri	ng further validation	of the data	value pro	vided
<ul> <li>Uppercase</li> </ul>	Uppercase value in field may only contain characters					
ABCDEFGH	IJKLMNOP	QRTSUVWXYZ123456	7890@#&+() /\:,`'-			
		Business Rules (c	ompliance required	)		
<ul> <li>Field must</li> </ul>	contain a	valid Gender_Code				
<ul> <li>If National</li> </ul>	_ld is not b	lank then Gender_Coo	de must match gende	er characte	r of Nation	al_Id. The 7th
character o	character of a SA National ID indicates a gender of female when less than 5 and male when greater					
than 4.	than 4.					
		Business Rule	es (informational)			
<ul> <li>Not applica</li> </ul>	able					

Field NameCitizen_Resident_Status_CodeField Number8				8		
Start Position 63 Field Length 10						
Content Rules						
This field may not be left blank						
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
<ul> <li>Uppercase value in field may only contain characters</li> <li>ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890@#&amp;+() /\:. ,`'-</li> </ul>						

Field Name	Citizen_Resident_Status_Code	Field Number	8				
	Business Rules (compliance required	)					
<ul> <li>Field must</li> </ul>	Field must contain a valid Citizen_Resident_Status_Code						
	Business Rules (informational)						
Not applica	able						

Field Name	Field Name   Filler01   Field Number   9					9	
Start	Position	73	Field Length 2				
	Content Rules						
Not applicable							
		Business Rules (d	compliance required	)			
This is a fill	er field an	d must be left blank					
Business Rules (informational)							
Not applica	ble						

Field Name	Field Name Disability_Status_Code				Number	10	
Start P	Start Position 75 Field Length 10						
	Content Rules						
<ul> <li>This field ma</li> </ul>	y not be	left blank					
spaces will b  Uppercase vi	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
		Business Rules (c	ompliance required	)			
Field must co	Field must contain a valid Disability_Status_Code						
	Business Rules (informational)						
<ul> <li>Not applicab</li> </ul>	ole						

Field Name	Person_I	_ast_Name		Field	Number	11	
Start	Start Position 85 Field Length 45						
	Content Rules						
<ul> <li>This field m</li> </ul>	This field may be left blank						
<ul> <li>Field may r</li> </ul>	not start w	ith a space. If the valu	e provided contains l	eading spa	ces then a	ll leading	
spaces will	be trimme	ed from the value duri	ng further validation	of the data	value pro	vided	
<ul> <li>Uppercase</li> </ul>	Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ`' -						
	Business Rules (compliance required)						
<ul> <li>Uppercase</li> </ul>	value in fi	eld may not contain cl	naracters %UNKNOW	'N% or %AS	ABOVE%	or %SOOS	
BO% or %D	ELETE% o	r N/A or 0 or TEST or $\%$	6ONTBREEK% or NIL	or - or –			
<ul> <li>Field must</li> </ul>	be blank i	f POPI_Act_Status_ID	nas a value of 2				
<ul> <li>Value must</li> </ul>	be provid	led if POPI_Act_Status	_ID does not have a	value of 2			
Business Rules (informational)							
<ul> <li>Uppercase</li> </ul>	value in fi	eld should not contain	characters NA or U	or NONE or	GEEN		
Person_Las	st_Name s	hould not have the sa	me value as Person_F	irst_Name			

Field Name   Person_First_Name   Field Number   12				12		
Start Position	130	Field Length 26				
Content Rules						
This field may be left blank						
spaces will be trimme	Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided					
Business Rules (compliance required)						

Field NamePerson\_First\_NameField Number12

- 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	Field Name   Person_Middle_Name		Field	Number	13		
Start	Start Position 156 Field Length 50						
	Content Rules						
<ul> <li>This field m</li> </ul>	nay be left	blank					
spaces will	be trimme	ith a space. If the value during the contract of the contract	ng further validation	of the data	a value pro	vided	
<ul> <li>Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ`' -</li> </ul>							
Business Rules (compliance required)							
<ul> <li>Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or 0 or TEST or %ONTBREEK% or NIL or - or –</li> </ul>							
Field must be blank if POPI_Act_Status_ID has a value of 2							
Business Rules (informational)							
<ul> <li>Uppercase</li> </ul>	Uppercase value in field should not contain characters NA or U or NONE or GEEN						

Field Name   Person_Title			d Number	14			
Start Position	206	Field Length	10				
Content Rules							

Person Middle Name should not have the same value as Person Last Name

- 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	Person_Birth_Date		Field	Number	15		
Start Position 216		Fie	ld Length	8			
Content Rules							

- This field may not be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Field may only contain 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 Number 18

Field Name	e Person_Home_Address_1			Field	Number	16	
Start	Position	224	4 Field Ler		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	Field Name   Person_Home_Address_2		Field	Number	17		
Start	Position	274	Field Length		50		
Content Rules							
This field m	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.							
	<ul> <li>Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ - 1234567890#&amp;()/\:`',</li> </ul>						
Business Rules (compliance required)							
<ul> <li>Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or - or</li> </ul>							
<ul> <li>The field may not contain a value that contains only numbers</li> <li>Field must be blank if POPI_Act_Status_ID has a value of 2</li> </ul>							
Business Rules (informational)							

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

		<u> </u>					
	Start Position	324	Field	d Length	50		
	Content Rules						
•	This field may be left blank						
•							
•	<ul> <li>Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ - 1234567890#&amp;()/\:. `',</li> </ul>						
	Business Rules (compliance required)						
•	• •	eld may not contain ch r N/A or NA or U or NC			S ABOVE% or %SOOS NTBREEK% or NIL or - or		
•	The field may not cor	ntain a value that cont	ains only numbers				
•	Field may not have 4	consecutive numbers	embedded in it				
•	Field must be blank it	f POPI_Act_Status_ID	nas a value of 2				

Field Name	me Person_Postal_Address_1		Field Number		19	
Start Position		374	Fie	ld Length	50	

Business Rules (informational)
Uppercase value in field should not contain characters %ZZZ% or %XXX% or %ADDRES%

Field Name | Person\_Home\_Address\_3

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	d Length	50			
	Cont	ent Rules					
<ul> <li>This field may be left</li> </ul>	blank						
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> <li>Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ - 1234567890#&amp;()/\:\:\_\',</li> </ul>							
	Business Rules (	compliance required)					
!!							
<ul> <li>The field may not co</li> </ul>	The field may not contain a value that contains only numbers						
<ul> <li>Field must be blank if POPI_Act_Status_ID has a value of 2</li> </ul>							
	Business Rule	es (informational)					

Field Name	Person_F	Postal_Address_3		Field	Number	21	
Start Position 474		Fie	ld Length	50			
Content Bules							

### Content Rules

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

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

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

- Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or - or
- The field may not contain a value that contains only numbers
- Field may not have 4 consecutive numbers embedded in it
- 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 I	Position	524	Field Length		4		
Content Rules							

Field Name	Person_Home_Addr_Postal_Code	Field Number	22						
This field may be left blank									
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>									
<ul> <li>Uppercase</li> </ul>	value in field may only contain characters 123456789	90							
	Business Rules (compliance required)								
<ul> <li>Length of f</li> </ul>	ield must be exactly 4 characters								
	Business Rules (informational)								
<ul> <li>Not applica</li> </ul>	able								

Field Name	Person_F	Postal_Addr_Post_Code	e	Field Number 23				
Start	Position	528	Fie	ld Length	4			
		Conte	ent Rules					
<ul> <li>This field m</li> </ul>	nay be left	blank						
spaces will	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>							
<ul> <li>Uppercase</li> </ul>	value in fi	eld may only contain c	haracters 123456789	90				
		Business Rules (c	ompliance required	)				
<ul> <li>Length of f</li> </ul>	Length of field must be exactly 4 characters							
Business Rules (informational)								
<ul> <li>Not applica</li> </ul>	able							

Field Name	Field Name   Person_Phone_Number			Field	Number	24
Start	Position	532	Fie	ld Length	20	
		Cont	ent Rules			
<ul> <li>This field m</li> </ul>	nay be left	blank				
<ul> <li>Field may r</li> </ul>	ot start w	ith a space. If the valu	e provided contains l	eading spa	ces then a	ll leading
spaces will	be trimme	ed from the value duri	ng further validation	of the data	a value pro	vided
<ul> <li>Uppercase</li> </ul>	value in fi	eld may only contain c	haracters 123456789	90 ()/-		
		Business Rules (d	compliance required	)		
<ul> <li>Uppercase</li> </ul>	value in fi	eld may not contain ch	naracters %UNKNOW	N% or %AS	ABOVE%	or %SOOS
BO% or %D	ELETE% o	r N/A or NA or U or NC	ONE or GEEN or 0 or 1	ΓEST or %O	NTBREEK%	or NIL or - or
_						
<ul> <li>Field must be blank if POPI_Act_Status_ID has a value of 2</li> </ul>						
Business Rules (informational)						
Not applica	able					

Field Name   Person_Cell_Phone_Number			Field	Number	25	
Start Position	552	Field Length 20				
	Cont	ent Rules				
This field may be left	t blank					
<ul> <li>Field may not start v</li> </ul>	vith a space. If the valu	e provided contains l	eading spa	ces then al	ll leading	
spaces will be trimm	ed from the value duri	ng further validation	of the data	value pro	vided	
<ul> <li>Uppercase value in f</li> </ul>	ield may only contain o	haracters 123456789	90 ()-			
	Business Rules (d	compliance required	)			
<ul> <li>Uppercase value in f</li> </ul>	ield may not contain ch	naracters %UNKNOW	'N% or %AS	ABOVE%	or %SOOS	
BO% or %DELETE% o	or N/A or NA or U or NC	ONE or GEEN or 0 or 1	TEST or %O	NTBREEK%	or NIL or - or	
_						
Field must be blank	<ul> <li>Field must be blank if POPI_Act_Status_ID has a value of 2</li> </ul>					
Business Rules (informational)						
<ul> <li>Not applicable</li> </ul>						

Field Name   Person_Fax_Number			Field	Number	26
Start Position	572	Fie	ld Length	20	

Field Name	Person_Fax_Number	Field Number 26							
	Content Rules								
<ul> <li>This field</li> </ul>	may be left blank								
spaces wi	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>								
Uppercase value in field may only contain characters 1234567890 ()/-      Business Rules (compliance required)									
	•	ers %UNKNOWN% or %AS ABOVE% or %SOOS GEEN or 0 or TEST or %ONTBREEK% or NIL or - or	r						

Field must be blank if POPI\_Act\_Status\_ID has a value of 2

# **Business Rules (informational)**

Not applicable

Not applicable

Field Name	Person_E	Email_Address		Field	Number	27	
Start	Position	592	Fie	ld Length	50		
		Cont	ent Rules				
This field m	ay be left	blank					
<ul> <li>Field may r</li> </ul>	ot start w	ith a space. If the value	e provided contains l	eading spa	ces then a	I leading	
spaces will	be trimme	ed from the value durin	ng further validation	of the data	a value pro	vided	
<ul> <li>Uppercase</li> </ul>	value in fi	eld may only contain c	haracters				
ABCDEFGH	IJKLMNOP	QRTSUVWXYZ123456	7890<>-@				
		Business Rules (c	ompliance required	)			
<ul> <li>Uppercase</li> </ul>	value in fi	eld may not contain ch	aracters %UNKNOW	'N% or %A9	S ABOVE%	or %SOOS	
BO% or %D	ELETE% o	r N/A or NA or U or NC	NE or GEEN or 0 or 1	TEST or %O	NTBREEK%	or NIL or - or	
_							
<ul> <li>Field must</li> </ul>	Field must contain the @ character						
<ul> <li>Field must be blank if POPI_Act_Status_ID has a value of 2</li> </ul>							
		Business Rule	s (informational)				

Field Name Province_Code Field Number 28				28			
Start Position	642	Fie	ld Length	2			
	Cont	ent Rules					
<ul> <li>This field may not be</li> </ul>	left blank						
Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided							
<ul> <li>Uppercase value in file</li> </ul>	eld may only contain c	haracters					
ABCDEFGHIJKLMNOP	QRTSUVWXYZ123456	7890@#&+() /\:,`'-					
	Business Rules (c	ompliance required	)				
<ul> <li>Field must contain a</li> </ul>	Field must contain a valid Province_Code						
Business Rules (informational)							
<ul> <li>Not applicable</li> </ul>							

Field Name	Provider	Code		Field Number		29
Start	Position	644	Fie	ld Length	20	
		Cont	ent Rules			
This field ma	ay be left	blank				
•		th a space. If the value d from the value durin				_
• •		eld may only contain c QRTSUVWXYZ123456				

Field Name	Provider_Code	Field Number	29
	value in field may not contain characters %UNKNOW ELETE% or N/A or NA or U or NONE or GEEN or 0 or 1		
	nation Provider_Code and Provider_ETQE_Id must be ode and Provider_ETQE_Id must exist on 100 - Provider		on of
	Business Rules (informational)		
<ul> <li>Not applica</li> </ul>	ble		

Field Name	ield Name   Provider_ETQE_Id			Field	Number	30				
Start	Position	664	Fie	ld Length	10					
	Content Rules									
This field ma	ay be left	blank								
•	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>									
<ul> <li>Field may or</li> </ul>	nly contai	n whole numbers								
		Business Rules (c	ompliance required	)						
Field must of	contain a v	valid Provider_ETQE_I	k							
	Business Rules (informational)									
<ul> <li>Not applica</li> </ul>	ble									

Field Name	Person_I	Previous_Lastname		Field	Number	31				
Start	Start Position 674 Field Length 45									
	Content Rules									
<ul> <li>This field m</li> </ul>	nay be left	blank								
spaces will										
<ul> <li>Uppercase</li> </ul>	value in fi	eld may only contain c			QRTSUVW	'XYZ`' -				
		Business Rules (c	ompliance required	)						
· ·		eld may not contain ch r N/A or 0 or TEST or %			ABOVE%	or %SOOS				
<ul> <li>Field must</li> </ul>	<ul> <li>Field must be blank if POPI_Act_Status_ID has a value of 2</li> </ul>									
	Business Rules (informational)									
<ul> <li>Uppercase</li> </ul>	value in fi	eld should not contain	characters NA or U	or NONE or	GEEN					

Field Name	Person_F	Previous_Alternate_Id		Field Number 32		
Start	Position	719	Field Length 20			
		Cont	ent Rules			
spaces will	ot start w be trimme	blank ith a space. If the value ed from the value durinel eld may only contain c	ng further validation	of the data	value pro	vided

- 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)

Field Name	Person_Previous_Alternate_Id	Field Number	32
Not applica	ble		

Field Name	Field Name   Person_Previous_Alternate_Id_Type_Id				Number	33	
Start	Start Position 739 Field Length 3						
		Conte	ent Rules				
<ul> <li>This field n</li> </ul>	nay be left	blank					
<ul> <li>Field may i</li> </ul>	not start w	ith a space. If the value	e provided contains l	eading spa	ces then al	I leading	
spaces will	be trimme	ed from the value durir	g further validation	of the data	value pro	vided	
<ul> <li>Field may of</li> </ul>	only contai	n whole numbers					
		Business Rules (c	ompliance required)				
<ul> <li>Field must</li> </ul>	Field must contain a valid Alternate_Id_Type_Id						
Business Rules (informational)							
Not application	Not applicable						

Field Name	Person_F	Previous_Provider_Cod	е	Field	Number	34			
Start	Start Position 742 Field Length 20								
Content Rules									
<ul> <li>This field n</li> </ul>	nay be left	blank							
•		ith a space. If the value ed from the value	•			_			
<ul> <li>Uppercase</li> </ul>	value in fi	eld may only contain c QRTSUVWXYZ1234567	haracters	or the data	r value pro	vided			
		Business Rules (c	ompliance required	)					
<ul> <li>Uppercase</li> </ul>	value in fi	eld may not contain ch	aracters %UNKNOW	N% or %AS	ABOVE%	or %SOOS			
BO% or %D	DELETE% o	N/A or NA or U or NO	NE or GEEN or 0 or 1	TEST or %O	NTBREEK%	or NIL or - or			
_									
The combi	nation Per	son_Previous_Provider	_Code and Person_F	Previous_P	rovider_ET	QE_Id must			
be valid. Th	ne combina	ation of Person_Previo	us_Provider_Code a	nd					
Person_Pre	Person_Previous_Provider_ETQE_Id must exist on 100 - Provider								
	Business Rules (informational)								
Not application	able								

Field Name   Person_P	revious_Provider_ETQ	E_Id	Field	Number	35				
Start Position 762 Field Length 10									
Content Rules									
<ul> <li>This field may be left</li> </ul>	blank								
	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>								
<ul> <li>Field may only contain</li> </ul>	n whole numbers								
	Business Rules (c	ompliance required							
<ul> <li>Field must contain a v</li> </ul>	Field must contain a valid Provider_ETQE_Id								
Business Rules (informational)									
<ul> <li>Not applicable</li> </ul>	· · · · · · · · · · · · · · · · · · ·								

Field Name	Field Name   Seeing_Rating_Id		Field	Number	36			
Start	Position	772	Fie	ld Length	2			
	Content Rules							
This field n	nay not be	left blank						
Field may	not start w	ith a space. If the value	e provided contains l	eading spa	ces then al	l leading		
spaces will	be trimme	ed from the value duri	ng further validation	of the data	a value pro	vided		
Field may	only contai	n whole numbers						
Business Rules (compliance required)								
<ul> <li>Field must</li> </ul>	Field must contain a valid Seeing_Rating_Id							

Field Name	Seeing_Rating_Id	Field Number	36						
	Business Rules (informational)								
<ul> <li>Not applica</li> </ul>	ble								

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

Field Name Wa	alking_Rating_Id		Field Number 38				
Start Pos	sition 776	Fie	Field Length 2				
Content Rules							
<ul> <li>This field may r</li> </ul>	This field may not be left blank						
spaces will be t							
<ul> <li>Field may only</li> </ul>	contain whole numbers						
	Business Rules	(compliance required	)				
Field must confi	tain a valid Walking_Ratin	g_ld	•	•			
Business Rules (informational)							
Not applicable			•	•			

Field Name	Rememb	ering_Rating_Id		Field Number 39		39	
Start	Position	778	Field Length 2				
Content Rules							
<ul> <li>This field m</li> </ul>	This field may not be left blank						
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>							
<ul> <li>Field may of</li> </ul>	only contai	n whole numbers					
		Business Rules (c	ompliance required	)			
<ul> <li>Field must</li> </ul>	contain a v	valid Remembering_Ra	ating_Id				
	Business Rules (informational)						
Not applica	able	_	_	•	•		

Field Name	Field Name         Communicating_Rating_Id         Field Number         40			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	spaces will be trimmed from the value during further validation of the data value provided						
Field may or	nly contai	n whole numbers					
		Business Rules (c	compliance required	)			
<ul> <li>Field must</li> </ul>	contain a v	valid Communicating_	Rating_Id				
Business Rules (informational)							
Not applica	ble			•	•		

Field Name	Field Name   Self_Care_Rating_Id   Field Number   41				41		
Start	Position	782	Field Length 2				
Content Rules							
This field m	This field may not be left blank						
spaces will	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
<ul> <li>Field may c</li> </ul>	nly contai	n whole numbers					
		Business Rules (c	ompliance required	)			
<ul> <li>Field must</li> </ul>	contain a v	alid Self_Care_Rating	_ld				
	Business Rules (informational)						
Not applica	ıble		_				

Field Name	Field Name         POPI_Act_Status_ID         Field Number         42				42		
Start	Position	784	Fie	ld Length	2		
Content Rules							
<ul> <li>This field m</li> </ul>	This field may not be left blank						
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>							
<ul> <li>Field may of</li> </ul>	nly contai	n whole numbers					
	Business Rules (compliance required)						
<ul> <li>Field must</li> </ul>	contain a v	alid POPI_Act_Status_	_ID				
Business Rules (informational)							
Not applica	ble		_	•			

Field Name	POPI_Act	t_Status_Date		Field	Number	43
Start	Position	786	Fie	ld Length	8	
Content Rules						
This field m	nay be left	blank				
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
Field may company to the field may compan	only contai	n a valid date in the fo	rmat YYYYMMDD		·	
		Business Rules (c	compliance required	)		
<ul> <li>Field may r</li> </ul>	not have a	value greater than too	lay's date			
<ul> <li>Value must</li> </ul>	<ul> <li>Value must be provided if POPI_Act_Status_ID has a value of 1 or 2</li> </ul>					
<ul> <li>Field must</li> </ul>	Field must be blank if POPI_Act_Status_ID does not have a value of 1 or 2					
		Business Rule	es (informational)			
Not applica	able					

Field Name	Date_Stamp			Field	Number	44	
Start P	Position 794		Fie	ld Length	8		
	Content Rules						
This field ma	This field may not be left blank						
<ul> <li>Field may no</li> </ul>							
spaces will b	spaces will be trimmed from the value during further validation of the data value provided						
<ul> <li>Field may on</li> </ul>	nly contain a valid o	date in the for	mat YYYYMMDD				
	Busi	ness Rules (co	ompliance required	)			
Field may no	ot have a value grea	ater than toda	ay's date				
<ul> <li>Year compor</li> </ul>	Year component of field value may not be less than 1900						
	Business Rules (informational)						
The system v	will display the ma	ximum numbe	er of records with th	ne same val	ue for this	field	

### 5.7 Staff

### File code

#### 401

File naming standard

[Code]\_0004\_401\_v001\_YYYYMMDD.dat where:

- [Code] is a combination of the submitting College's Provider Code and ETQE ID in the format [Provider\_Code]\_[ETQE\_ID].
- 0004 indicates that the recipient information system to which this data will be submitted is TVETMIS.
- v001 indicates that the submission has been extracted in accordance with version 1 of this specification
- YYYYMMDD represents the date on which the data submission was created.
- .dat is the file extension

# Description

This file describes the staff members of a College.

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

### **General information:**

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

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

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

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

Field Name	National	_ld		Field Number 1			
Start	Start Position 1 Field Length 15						
Content Rules							
This field m	nay be left	blank					
<ul> <li>Field may r</li> </ul>	Field may not start with a space. If the value provided contains leading spaces then all leading						
spaces will	spaces will be trimmed from the value during further validation of the data value provided						
<ul> <li>Uppercase</li> </ul>	value in fi	eld may only contain o	characters 12345678	90			
		Business Rules (	compliance required	)			
The combine	nation of N	lational_Id, Person_Al	ternate_Id, Alternate	e_Id_Type_	Id, Staff_T	ype_Id,	
Provider_C	Provider_Code and Provider_ETQE_Id must be unique						
	Business Rules (informational)						
Not applica	able						

Field Name	Person_ <i>A</i>	Alternate_Id		Field	l Number	2	
Start	Position	16	Fie	20			
	Content Rules						
This field m	nav 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 applica	Not applicable							
Business Rules (informational)								
Not applica	able							

Field Name						3	
						3	
Start	Position	36	Fie	ld Length	3		
	Content Rules						
<ul> <li>This field m</li> </ul>	ay not be	left blank					
<ul> <li>Field may r</li> </ul>	ot start w	ith a space. If the value	e provided contains l	eading spa	ces then a	ll leading	
spaces will	spaces will be trimmed from the value during further validation of the data value provided						
<ul> <li>Field may of</li> </ul>	nly contai	n whole numbers					
		Business Rules (c	ompliance required				
<ul> <li>Field must</li> </ul>	contain a v	alid Alternate_Id_Typ	e_ld				
<ul> <li>Field may r</li> </ul>	ot equal 5	37					
<ul> <li>If Alternate</li> </ul>	_ld_Type_	_Id <> 537 then the co	mbination of Alterna	te_Id_Type	e_Id,		
Person_Alt	Person_Alternate_Id and National_Id must exist in parent file 400 - Person						
		Business Rule	es (informational)				
<ul> <li>Not applica</li> </ul>	ble	<u>-</u>		·		·	

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

Field Name	Staff_Nu	mber		Field	Number	5				
Start	Position	44	Fie	ld Length	20					
	Content Rules									
This field m	This field may not be left blank									
<ul> <li>Field may r</li> </ul>	ot start w	ith a space. If the value	e provided contains l	eading spa	ces then al	ll leading				
spaces will	be trimme	ed from the value duri	ng further validation	of the data	value pro	vided				
<ul> <li>Uppercase</li> </ul>	value in fie	eld may only contain c	haracters							
ABCDEFGH	IJKLMNOP	QRTSUVWXYZ123456	7890@#&+() /\:							
		Business Rules (c	ompliance required	)						
<ul> <li>Uppercase</li> </ul>	value in fi	eld may not contain ch	aracters %UNKNOW	'N% or %AS	ABOVE%	or %SOOS				
BO% or %D	ELETE% or	N/A or NA or U or NC	NE or GEEN or 0 or 1	TEST or %O	NTBREEK%	or NIL or - or				
-										
The combine	nation of S	taff_Number, Provide	_Code and Provider	_ETQE_Id r	nay only b	e allocated to				
one combi	nation of N	lational_Id, Person_Al	ternate_Id, Alternate	e_Id_Type_	Id, Provide	er_Code and				
Provider_E	Provider_ETQE_Id									
Business Rules (informational)										
<ul> <li>Not applica</li> </ul>	ble									

Field Name Filler01			Field	Number	6
Start Position	64	64 Field		10	
	Cont	ent Rules			

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

Field Name	Field Name   Appointment_Date   Field Number   7				7				
Start	Position	74	Fie	ld Length	8				
	Content Rules								
This field m	nay not be	left blank							
<ul> <li>Field may r</li> </ul>	not start w	ith a space. If the value	e provided contains l	eading spa	ces then a	ll leading			
spaces will	be trimme	ed from the value duri	ng further validation	of the data	a value pro	vided			
<ul> <li>Field may of</li> </ul>	only contai	n a valid date in the fo	rmat YYYYMMDD						
		Business Rules (c	compliance required	)					
<ul> <li>Appointme</li> </ul>	nt_Date n	nay not be greater tha	n Termination_Date						
<ul> <li>Field may r</li> </ul>	not have a	value greater than too	lay's date						
Year comp	Year component of field value may not be less than 1900								
	Business Rules (informational)								
The system	will displa	y the maximum numb	er of records with th	ne same va	lue for this	field			

Field Name	Terminat	ion_Date	Field Number 8			8		
Start	Position	82	Field Length 8					
	Content Rules							
<ul> <li>This field m</li> </ul>	ay be left	blank						
<ul> <li>Field may r</li> </ul>	ot start w	ith a space. If the value	e provided contains l	eading spa	ces then al	l leading		
spaces will	be trimme	ed from the value duri	ng further validation	of the data	value pro	vided		
<ul> <li>Field may of</li> </ul>	nly contai	n a valid date in the fo	rmat YYYYMMDD					
		Business Rules (c	compliance required	)				
<ul> <li>Field may r</li> </ul>	ot have a	value greater than too	lay's date					
Year component of field value may not be less than 1900								
Business Rules (informational)								
The system	will displa	The system will display the maximum number of records with the same value for this field						

Field Name   Employr	nent_Status_Id		Field	Number	9				
Start Position	90	Field Length 10							
Content Rules									
<ul> <li>This field may not be</li> </ul>	This field may not be left blank								
<ul> <li>Field may not start w</li> </ul>	vith a space. If the valu	e provided contains le	eading spa	ces then al	I leading				
spaces will be trimm	ed from the value duri	ng further validation	of the data	value pro	vided				
<ul> <li>Field may only conta</li> </ul>	in whole numbers								
	Business Rules (	compliance required)							
<ul> <li>Field must contain a</li> </ul>	valid Employment_Sta	tus_Id							
<ul> <li>If Employment_Statu</li> </ul>	ıs_Id has a value of 2 t	hen Termination_Dat	e may not	be blank					
<ul> <li>If Employment_Statu</li> </ul>	<ul> <li>If Employment_Status_Id does not have a value of 2 then Termination_Date must be blank</li> </ul>								
	Business Rules (informational)								
<ul> <li>Not applicable</li> </ul>									

Field Name	Persal_N	umber			Field	Number	10
Start	Position	100		Fie	20		
			Cont	ent Rules			
This field m	ay be left	blank			•		

Field Name	Persal_Number	Field Number	10						
<ul> <li>Field may r</li> </ul>	Field may not start with a space. If the value provided contains leading spaces then all leading								
spaces will	spaces will be trimmed from the value during further validation of the data value provided								
Field may or	only contain whole numbers								
	Business Rules (compliance required)								
<ul> <li>Value must</li> </ul>	thave a length of no greater than 8								
The combi	nation of Persal_Number, Provider_Code and Provide	er_ETQE_Id must be u	nique						
Business Rules (informational)									
Not application	Not applicable								

Field Name Provider	Field NameProvider_CodeField Number11							
Start Position	120	Fie	ld Length	20				
	Cont	ent Rules						
<ul> <li>This field may not be</li> </ul>	left blank							
spaces will be trimme  Uppercase value in fi	spaces will be trimmed from the value during further validation of the data value provided							
	Business Rules (c	ompliance 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)							
<ul> <li>Not applicable</li> </ul>								

Field Name Provider	Field Name   Provider_ETQE_Id				12				
Start Position	140	Fie	ld Length	10					
	Content Rules								
<ul> <li>This field may not be</li> </ul>	left blank								
spaces will be trimme	ith a space. If the value of from the value during the value of a sure base.	•			•				
Field may only conta									
	Business Rules (c	ompliance required	)						
<ul> <li>Field must contain a</li> </ul>	valid Provider_ETQE_Id	b							
	Business Rules (informational)								
Not applicable	_	_	•						

Field Name	ne   Appointment_Nature_Id		Field Number 13						
Start	Position	150	Field Length 10						
Content Rules									
<ul> <li>This field m</li> </ul>	This field may not be left blank								
spaces will	spaces will be trimmed from the value during further validation of the data value provided								
,	my contain		compliance required	)					
Field must									
	Business Rules (informational)								
<ul> <li>Not applica</li> </ul>	Not applicable								

Field Name   Appointment_Type_Id   Field Number		14					
Start Position	160	Field	l Length	10			
Content Rules							
This field may not be	left blank						
•							

Field Name	ame   Appointment_Type_Id   Field Number   14							
Field may only contain whole numbers								
Business Rules (compliance required)								
<ul> <li>Field must</li> </ul>	contain a valid Appointment_Type_Id							
Business Rules (informational)								
Not applicable								

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

Field Name	Field Name   Date_Stamp   Field Number   16				16			
Start	Position	180	Fie	ld Length	8			
Content Rules								
<ul> <li>This field m</li> </ul>	nay not be	left blank						
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> <li>Field may only contain a valid date in the format YYYYMMDD</li> </ul>								
Tield may e	my contai		compliance required	)				
Field may r	ot have a	value greater than too	lay's date					
<ul> <li>Year compe</li> </ul>								
Business Rules (informational)								
The system								

### 5.8 Staff Qualification Type

### File code

403

File naming standard

[Code]\_0004\_403\_v001\_YYYYMMDD.dat where:

- [Code] is a combination of the submitting College's Provider Code and ETQE ID in the format [Provider\_Code]\_[ETQE\_ID].
- 0004 indicates that the recipient information system to which this data will be submitted is TVETMIS.
- 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.

Field Name Staff	Field Name Staff_Number 1									
Start Positi	ion 1	Fie	ld Length	20						
	Content Rules									
This field may not	This field may not be left blank									
<ul> <li>Field may not sta</li> </ul>	irt with a space. If the valu	e provided contains l	eading spa	ces then al	ll leading					
spaces will be trir	mmed from the value duri	ng further validation	of the data	value pro	vided					
<ul> <li>Uppercase value</li> </ul>	in field may only contain of	characters								
ABCDEFGHIJKLM	NOPQRTSUVWXYZ123456	7890@#&+() /\:								
	Business Rules (	compliance required	)							
The combination	of Staff_Number, Provide	r_Code and Provider	_ETQE_Id r	nust exist i	n parent file					
401 - Staff										
<ul> <li>The combination</li> </ul>	of Staff_Number, Staff_Q	ualification_Type_Id,	Achieveme	ent_Year, F	Provider_Code					
and Provider_ETC	and Provider_ETQE_Id must be unique									
Business Rules (informational)										
<ul> <li>Not applicable</li> </ul>										

Field Name   Staff_Qualification_Type_Id			Field	Number	2		
Start Position 21 Fie				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 Name         Staff_Qualification_Type_Id         Field Number         2								
Field may only contain whole numbers								
Business Rules (compliance required)								
<ul> <li>Field must</li> </ul>	contain a valid Staff_Qualification_Type_Id							
Business Rules (informational)								
Not applic	able	_						

Field Name	ne Achievement_Year			Field	l Number	3			
Start	Start Position 31 Field Length 4								
Content Rules									
This field m	This field may not be left blank								
spaces will	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>								
		Business Rules (d	ompliance required	)					
Year compo	onent of fi	eld value may not be l	ess than 1900						
	Business Rules (informational)								
Not applica	Not applicable								

Field Name	Field Name Provider_Code Field Number 4								
Start	Position	35	Fie	ld Length	20				
Content Rules									
<ul> <li>This field m</li> </ul>	This field may not be left blank								
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> <li>Uppercase value in field may only contain characters         ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890@#&amp;+() /\:     </li> </ul>									
		Business Rules (c	ompliance required	)					
<ul> <li>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</li> </ul>									
Business Rules (informational)									
Not applica	able								

Field Name	Field Name   Provider_ETQE_Id   Field Number   5			5					
Start	Position	55	Fie	ld Length	10				
Content Rules									
This field m	This field may not be left blank								
<ul> <li>Field may r</li> </ul>	ot start w	ith a space. If the value	e provided contains l	eading spa	ces then a	ll leading			
spaces will	be trimme	ed from the value duri	ng further validation	of the data	a value pro	vided			
Field may company company	nly contai	n whole numbers							
		Business Rules (c	ompliance required	)					
<ul> <li>Field must</li> </ul>	Field must contain a valid Provider ETQE Id								
Business Rules (informational)									
Not applica	Not applicable								

Field Name	Field Name Date_Stamp			Field	Number	6			
Start	Start Position 65 Field Length 8								
Content Rules									
This field m	This field may not be left blank								
•									
<ul> <li>Field may o</li> </ul>	<ul> <li>Field may only contain a valid date in the format YYYYMMDD</li> </ul>								
Business Rules (compliance required)									

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

### 5.9 Staff Subject

### File code

#### 404

## File naming standard

[Code]\_0004\_404\_v001\_YYYYMMDD.dat where:

- [Code] is a combination of the submitting College's Provider Code and ETQE ID in the format [Provider\_Code]\_[ETQE\_ID].
- 0004 indicates that the recipient information system to which this data will be submitted is TVETMIS.
- 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	Field Name Staff_Number 1									
Start	Position	1	Fie	ld Length	20					
	Content Rules									
<ul> <li>This field m</li> </ul>	nay not be	left blank								
<ul> <li>Field may r</li> </ul>	ot start wi	th a space. If the value	e provided contains l	leading spa	ces then a	ll leading				
spaces will	be trimme	d from the value duri	ng further validation	of the data	a value pro	vided				
<ul> <li>Uppercase</li> </ul>	value in fie	eld may only contain o	haracters							
ABCDEFGH	IJKLMNOP	QRTSUVWXYZ123456	7890@#&+() /\:							
		Business Rules (c	compliance required	)						
The combine	nation of S	taff_Number, Provide	r_Code and Provider	_ETQE_Id r	nust exist i	n parent file				
401 - Staff										
The combine	<ul> <li>The combination of Staff Number, Unit Standard Id, Subject Code, Provider Code and</li> </ul>									
Provider_E	Provider_ETQE_Id must be unique									
		Business Rule	es (informational)							

Field Name Unit_Star	Field Name Unit_Standard_Id		Field	Number	2	
Start Position	Start Position 21 Field Length			10		
	Content Rules					
This field may be left	blank					
<ul> <li>Field may not start w</li> </ul>	Field may not start with a space. If the value provided contains leading spaces then all leading					
spaces will be trimme	spaces will be trimmed from the value during further validation of the data value provided					

Not applicable

Field Name	Unit_Standard_Id	Field Number	2					
<ul> <li>Field may</li> </ul>	Field may only contain whole numbers							
	Business Rules (compliance required	)						
registered • Both Unit_	contain a valid Unit_Standard_Id. Must contain a val on the National Qualifications Framework (NQF) Standard_Id and Subject_Code may not have a value Standard Id and Subject Code may not have a value	of blank	d ID as					
	Business Rules (informational)							
Not applic	able	_						

Field Name	Field Name   Subject_Code   Field Number   3				3		
Start	Position	31	Fie	ld Length	20		
		Cont	ent Rules				
This field m	ay be left	blank					
spaces will l	spaces will be trimmed from the value during further validation of the data value provided						
		Business Rules (c	ompliance required	)			
	The combination of Subject_Code, Provider_Code and Provider_ETQE_Id must exist in parent file 303 - Subject						
	Business Rules (informational)						
Not applica	ble		_	•	•		

Field Name	Years_Te	aching_Experience	Field Number 4				
Start	Start Position 51 Field Length 3						
		Cont	ent Rules				
This field n	nay be left	blank					
Field may	not start w	ith a space. If the value	e provided contains l	eading spa	ces then al	l leading	
spaces will	be trimme	ed from the value during	ng further validation	of the data	value pro	vided	
Field may	only contai	n whole numbers					
		Business Rules (c	ompliance required	)			
<ul> <li>Both Years</li> </ul>	_Teaching	_Experience and Years	_Formal_Training ma	ay not be b	lank		
<ul> <li>Value may</li> </ul>	not be less	s than 1					
<ul> <li>Value may</li> </ul>	not be gre	ater than 70					
Years_Tea	<ul> <li>Years_Teaching_Experience may not be greater than the person's age - 15 years</li> </ul>						
	Business Rules (informational)						
<ul> <li>Not application</li> </ul>	Not applicable						

Field Name	Field Name Years_Formal_Training Field Number 5				5	
Start	Start Position 54 Field Length 3					
		Cont	ent Rules			
<ul> <li>This field m</li> </ul>	nay be left	blank				
<ul> <li>Field may r</li> </ul>	not start w	ith a space. If the value	e provided contains l	leading spa	ces then a	ll leading
spaces will	be trimme	ed from the value duri	ng further validation	of the data	a value pro	vided
Field may or	only contai	n whole numbers				
		Business Rules (c	compliance required	)		
<ul> <li>Value may</li> </ul>	not be less	s than 1				
<ul> <li>Value may</li> </ul>	not be gre	ater than 70				
Years_Forn	<ul> <li>Years_Formal_Training may not be greater than the person's age - 15 years</li> </ul>					
Business Rules (informational)						
Not application	able					

Field Name P	Field Name   Provider_Code		Field	Number	6	
Start Po	Start Position 57 Fiel		ld Length	20		
	Content Rules					

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

 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	Field Name Provider_ETQE_Id Field Num			Number	7		
Start	Position	77	Fie	ld Length	10		
		Cont	ent Rules				
<ul> <li>This field m</li> </ul>	nay not be	left blank					
•		ith a space. If the valued from the value during	•	• .		_	
<ul> <li>Field may of</li> </ul>	nly contai	n whole numbers					
		Business Rules (c	ompliance required	)			
<ul> <li>Field must</li> </ul>	Field must contain a valid Provider ETQE Id						
Business Rules (informational)							
Not applica	Not applicable						

Field Name	Date_Sta	ımp		Field Number 8		8			
Start	Position	87	Field Length 8						
	Content Rules								
This field m	nay not be	left blank							
•	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>								
Field may contact the second contact the secon	nly contai	n a valid date in the fo	rmat YYYYMMDD						
		Business Rules (	compliance required	)					
<ul> <li>Field may r</li> </ul>	not have a	value greater than too	day's date						
Year comp	<ul> <li>Year component of field value may not be less than 1900</li> </ul>								
	Business Rules (informational)								
The system	The system will display the maximum number of records with the same value for this field								

### 5.10 Staff Classes

### File code

### 405

## File naming standard

[Code]\_0004\_405\_v001\_YYYYMMDD.dat where:

- [Code] is a combination of the submitting College's Provider Code and ETQE ID in the format [Provider\_Code]\_[ETQE\_ID].
- 0004 indicates that the recipient information system to which this data will be submitted is TVETMIS.
- 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.

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

Field Name Staff_	Field Name Staff_Number 1				1	
Start Positio	า 1	Fie	ld Length	20		
	Cont	ent Rules				
<ul> <li>This field may not</li> </ul>	e left blank					
<ul> <li>Field may not start</li> </ul>	with a space. If the valu	e provided contains l	eading spa	ces then al	l leading	
spaces will be trim	ned from the value duri	ng further validation	of the data	value pro	vided	
<ul> <li>Uppercase value ir</li> </ul>	field may only contain of	haracters				
ABCDEFGHIJKLMN	DPQRTSUVWXYZ123456	7890@#&+() /\:				
	Business Rules (	compliance required	)			
<ul> <li>The combination of</li> </ul>	Staff_Number, Provide	r_Code and Provider	_ETQE_Id n	nust exist i	n parent file	
401 - Staff						
<ul> <li>The combination of</li> </ul>	<ul> <li>The combination of Staff_Number, Unit_Standard_Id, Subject_Code, Year_Week_Id,</li> </ul>					
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		10				
	Content Rules					
This field may be left	blank					
<ul> <li>Field may not start w</li> </ul>	Field may not start with a space. If the value provided contains leading spaces then all leading					
spaces will be trimme	spaces will be trimmed from the value during further validation of the data value provided					

Field Name	Unit_Standard_Id	Field Number	2					
Field may contained.	Field may only contain whole numbers							
	Business Rules (compliance required							
<ul> <li>Field must</li> </ul>	contain a valid Unit_Standard_Id. Must contain a vali	d SAQA Unit Standard	l ID as					
registered	on the National Qualifications Framework (NQF)							
<ul> <li>Both Unit_</li> </ul>	Standard_Id and Subject_Code may not have a value	of blank						
<ul> <li>Both Unit_</li> </ul>	Standard_Id and Subject_Code may not have a value	S						
	Business Rules (informational)							
Not applica	able							

Field Name	Field Name   Subject_Code   Field Number   3				3	
Start	Start Position 31 Field Length 20					
		Cont	ent Rules			
This field m	nay be left	blank				
spaces will	be trimme	ith a space. If the value of from the value durine ald may only contain c	ng further validation	0 1		U
		QRTSUVWXYZ123456				
		Business Rules (c	ompliance required	)		
	<ul> <li>The combination of Subject_Code, Provider_Code and Provider_ETQE_Id must exist in parent file 303 - Subject</li> </ul>					
Business Rules (informational)						
<ul> <li>Not applica</li> </ul>	able					_

Field Name Yea	Field Name Year_Week_Id Field Number 4				4		
Start Pos	sition 51	Field Length 6					
	Content Rules						
<ul> <li>This field may n</li> </ul>	not be left blank						
spaces will be t	spaces will be trimmed from the value during further validation of the data value provided						
	Business Rules (c	ompliance required)					
<ul> <li>Field must cont</li> </ul>	tain a valid Year_Week_Id						
<ul><li>Year_Week_Id</li></ul>							
	Business Rule	s (informational)					
<ul> <li>Not applicable</li> </ul>	!						

Field Name	Teaching	ng_Hours Field Number 5				5	
Start	Position	57	Field Length 2				
	Content Rules						
<ul> <li>This field m</li> </ul>	ay not be	left blank					
spaces will	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
<ul> <li>Field may c</li> </ul>	only contai	n whole numbers					
		Business Rules (c	compliance required	)			
<ul> <li>Value may</li> </ul>	Value may not be less than 1						
	Business Rules (informational)						
<ul> <li>Not applica</li> </ul>	Not applicable						

Field Name	Provider	Provider_Code		Field	Number	6
Start	Position	59	Fie	ld Length	20	
		Cont	ent Rules			
This field m	nay not be	left blank		•		

	Field Name	Provider_Code	Field Number	6
•	Field may n	ot start with a space. If the value provided contains	eading spaces then al	l leading
	spaces will	be trimmed from the value during further validation	of the data value prov	vided

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		7
Start	Position	79	Field Length 10			
		Cont	ent Rules			
This field m	nay not be	left blank				
spaces will	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>					_
<ul> <li>Field may of</li> </ul>	only contai	n whole numbers				
		Business Rules (c	compliance required	)		
<ul> <li>Field must</li> </ul>	Field must contain a valid Provider_ETQE_Id					
	Business Rules (informational)					
Not applica	able					_

Field Name	Parte_Stamp Field Number 8		8			
Start	Start Position 89 Field Length 8					
	Content Rules					
This field m	nay not be	left blank				
spaces will	spaces will be trimmed from the value during further validation of the data value provided					
• Held Illay C	only contai		compliance required	)		
Field may r	not have a	value greater than too	-	,		
Year compo	Year component of field value may not be less than 1900					
	Business Rules (informational)					
The system	will displa	y the maximum numb	per of records with th	ne same va	lue for this	field

### 5.11 Staff WBE

### File code

### 406

### File naming standard

[Code]\_0004\_406\_v001\_YYYYMMDD.dat where:

- [Code] is a combination of the submitting College's Provider Code and ETQE ID in the format [Provider\_Code]\_[ETQE\_ID].
- 0004 indicates that the recipient information system to which this data will be submitted is TVETMIS.
- 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 work based experience interventions that staff have participated in.

### **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 115.

Field Name	Staff_Nu	mber		Field	Number	1
Start	Start Position 1 Field Length 20					
	Content Rules					
<ul> <li>This field m</li> </ul>	nay not be	left blank				
<ul> <li>Field may r</li> </ul>	ot start w	th a space. If the value	e provided contains	leading spa	ces then al	l leading
spaces will	be trimme	d from the value duri	ng further validation	of the data	value pro	vided
<ul> <li>Uppercase</li> </ul>	value in fie	eld may only contain o	haracters			
ABCDEFGH	IJKLMNOP	QRTSUVWXYZ123456	7890@#&+() /\:			
		Business Rules (c	ompliance required	)		
The combine	nation of S	taff_Number, Provide	r_Code and Provider	_ETQE_Id r	nust exist i	n parent file
401 - Staff						
The time p	eriod betw	een Start_Date and E	nd_Date may not ove	erlap with a	nother red	ord for the
same comb	same combination of Staff_Number, Provider_Code and Provider_ETQE_Id					
		Business Rule	es (informational)			
<ul> <li>Not applica</li> </ul>	ble					

Field Name Unit_Standard_Id			Field	Number	2	
Start Position	21	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 trimme	ed from the value duri	ng further validation of	f the data	value pro	vided	

Field Name	Field Number	2	
Field may contains	only contain whole numbers		
	Business Rules (compliance required	)	
<ul> <li>Field must</li> </ul>	contain a valid Unit_Standard_Id. Must contain a vali	d SAQA Unit Standard	l ID as
registered	on the National Qualifications Framework (NQF)		
<ul> <li>Both Unit_</li> </ul>	Standard_Id and Subject_Code may not have a value	of blank	
Both Unit_	Standard_Id and Subject_Code may not have a value		
	Business Rules (informational)		
Not applica	able		

Field Name	Subject_	Code		Field	Number	3	
Start	Start Position 31 Field Length 20						
		Cont	ent Rules				
This field m	nay be left	blank					
spaces will	spaces will be trimmed from the value during further validation of the data value provided						
		QRTSUVWXYZ123456					
		Business Rules (c	ompliance required	)			
	Business Rules (informational)						
<ul> <li>Not applica</li> </ul>	able						

Field Name	SDL_No		Field Number 4					
Start	Position	51	Field Length 10					
		Cont	ent Rules					
<ul> <li>This field m</li> </ul>	nay not be	left blank						
·								
<ul> <li>Value in fie</li> </ul>	ld may on	ly contain characters L	.0123456789 OR N01	.23456789				
		Business Rules (d	compliance required	)				
Value must	have a ler	ngth of exactly 10						
Value must company)	Value must start with 'L' followed by 9 digits or must be N000000000 (indicating a non-levy paying)							
		Business Rule	es (informational)					
Not applica	ble							

Field Name	Field Name Start_Date Field Number 5				5		
Start	Position	61	Fie	ld Length	8		
	Content Rules						
<ul> <li>This field m</li> </ul>	nay not be	left blank					
<ul> <li>Field may r</li> </ul>	not start w	ith a space. If the valu	e provided contains l	eading spa	ces then a	ll leading	
spaces will	be trimme	ed from the value duri	ng further validation	of the data	a value pro	vided	
<ul> <li>Field may of</li> </ul>	only contai	n a valid date in the fo	ormat YYYYMMDD				
		Business Rules (	compliance required	)			
<ul> <li>Start_Date</li> </ul>	may not b	e greater than End_D	ate				
<ul> <li>Field may r</li> </ul>	not have a	value greater than too	lay's date				
<ul> <li>Year comp</li> </ul>	Year component of field value may not be less than 1900						
		Business Rule	es (informational)				
<ul> <li>The system</li> </ul>	n will displa	y the maximum numb	oer of records with th	ne same va	lue for this	field	

Field Name End_D				Number	6
Start Position	69	Fie	ld Length	8	

Field Name	End_Date	Field Number	6					
	Content Rules							
This field m	This field may not be left blank							
spaces will	spaces will be trimmed from the value during further validation of the data value provided							
	Business Rules (compliance required	)						
Year comp	onent of field value may not be less than 1900	_	_					
Business Rules (informational)								
The system	n will display the maximum number of records with th	ne same value for this	field					

Field Name	Field Name Provider_Code Field Numb		l Number	7			
Start	Position	77	Fie	ld Length	20		
	Content Rules						
This field m	ay not be	left blank					
spaces will  Uppercase	spaces will be trimmed from the value during further validation of the data value provided						
		Business Rules (c	ompliance required	)			
The combin	nation Prov	vider_Code and Provid	er_ETQE_Id must be	valid. The	combination	on of	
Provider_C	Provider_Code and Provider_ETQE_Id must exist on 100 - Provider						
Business Rules (informational)							
Not applicable							

Field Name	Field Name Provider_ETQE_Id Field Number 8		8			
Start	Position	97	Fie	ld Length	10	
Content Rules						
This field may not be left blank						
	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>					
<ul> <li>Field may of</li> </ul>	only contai	n whole numbers				
		Business Rules (c	compliance required	)		
Field must	contain a v	alid Provider_ETQE_I	t	•	•	
Business Rules (informational)						
Not applicable						

Field Name	Field Name Date_Stamp		Field	Number	9		
Start	Start Position 107 Field Length 8						
Content Rules							
This field m	This field may not be left blank						
<ul> <li>Field may r</li> </ul>	Field may not start with a space. If the value provided contains leading spaces then all leading						
spaces will	be trimme	ed from the value duri	ng further validation	of the data	a value pro	vided	
Field may company to the field may compan	only contai	n a valid date in the fo	rmat YYYYMMDD				
		Business Rules (c	ompliance required	)			
Field may r	not have a	value greater than too	lay's date				
Year comp	Year component of field value may not be less than 1900						
Business Rules (informational)							
The system	The system will display the maximum number of records with the same value for this field						

### 5.12 Programme Enrolment

### File code

501

File naming standard

[Code]\_0004\_501\_v001\_YYYYMMDD.dat where:

- [Code] is a combination of the submitting College's Provider Code and ETQE ID in the format [Provider\_Code]\_[ETQE\_ID].
- 0004 indicates that the recipient information system to which this data will be submitted is TVETMIS.
- 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.

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

### **General information:**

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

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

**Submission requirements:** 

Submission of this file is mandatory if the submission contains data

related to active campuses.

File record length:

The length of each record must be exactly 286.

Field Name	Field Name National_Id Field Number 1		1			
Start	Position	1	Fie	ld Length	15	
Content Rules						
This field m	This field may be left blank					
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> <li>Uppercase value in field may only contain characters 1234567890</li> </ul>						
		Business Rules (	compliance required			
	<ul> <li>The combination of National_Id, Person_Alternate_Id, Alternate_Id_Type_Id, Qualification_Id,</li> <li>Provider_Code, Provider_ETQE_Id and Programme_Code must be unique</li> </ul>					
Business Rules (informational)						
Not applicable						

Field Name P	Person_ <i>P</i>	Alternate_Id		Field	Number	2
Start Po	osition	16	Field Length 20			
Content Rules						
<ul> <li>This field may</li> </ul>	y 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	Field Number	2					
<ul> <li>Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ- 1234567890@_</li> </ul>							
	Business Rules (compliance required)						
Not applica	able						
Business Rules (informational)							
<ul> <li>Not applica</li> </ul>	able						

Field Name	Field Name   Alternate_Id_Type_Id			Field	Number	3	
Start	Position	36	Fie	ld Length	3		
	Content Rules						
<ul> <li>This field m</li> </ul>	nay not be	left blank					
<ul> <li>Field may r</li> </ul>	not start w	ith a space. If the value	e provided contains l	eading spa	ces then al	ll leading	
spaces will	spaces will be trimmed from the value during further validation of the data value provided						
<ul> <li>Field may of</li> </ul>	only contai	n whole numbers					
		Business Rules (c	ompliance required	)			
<ul> <li>Field must</li> </ul>	contain a v	valid Alternate_Id_Typ	e_Id				
<ul> <li>If Alternate</li> </ul>	e_Id_Type_	_Id = 537 then the com	bination of Alternate	e_Id_Type_	_Id, Person	_Alternate_Id,	
National_Id	d, Provider	_Code and Provider_E	TQE_Id must exist in	parent file	400 - Pers	son	
<ul> <li>If Alternate</li> </ul>	e_Id_Type_	_ld <> 537 then the co	mbination of Alterna	te_Id_Type	e_Id, Natio	nal_Id and	
Person_Alt	Person_Alternate_Id must exist in parent file 400 - Person						
	Business Rules (informational)						
<ul> <li>Not applica</li> </ul>	able						

Field Name Qualification_Id Field Number 4				4		
Start	Position	39	Fie	ld Length	10	
		Cont	ent Rules			
<ul> <li>This field ma</li> </ul>	ay be left	blank				
<ul> <li>Field may no</li> </ul>	ot start wi	ith a space. If the valu	e provided contains l	eading spa	ces then al	l leading
spaces will b	spaces will be trimmed from the value during further validation of the data value provided					
<ul> <li>Field may or</li> </ul>	nly contai	n whole numbers				
		Business Rules (d	compliance required	)		
<ul> <li>Both Qualifi</li> </ul>	cation_Id	and Programme_Cod	e may not have a val	ue of blank		
<ul> <li>Both Qualifi</li> </ul>	cation_Id	and Programme_Cod	e may not have a val	ues		
<ul> <li>Field must of</li> </ul>	contain a v	alid Qualification_Id.	Must contain a valid	SAQA Qual	ification ID	as registered
on the Natio	onal Quali	fications Framework (	NQF)			
Business Rules (informational)						
A 12 1						

Not applicable						
Field Name	Enrolme	nt_Status_Id		Field	Number	5

Field Name	Enrolmer	nt_Status_Id		Field	Number	5
Start	Position	49	Fie	ld Length	3	
		Cont	ent Rules			

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

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

Field Number 8

Field Name	Enrolment_Status_Id	Field Number	5				
<ul> <li>If Enrolment_Status_Id = 50 then a value for Certificate_Number must be provided</li> </ul>							
Business Rules (informational)							
Not applica	ible						

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

Field Name	Enrolment_Type_Id		Field Number 7			7			
Start	Position	72	Fie	ld Length	3				
	Content Rules								
<ul> <li>This field m</li> </ul>	ay not be	left blank							
•	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>								
<ul> <li>Field may of</li> </ul>	nly contai	n whole numbers							
		Business Rules (c	ompliance required	)					
<ul> <li>Field must</li> </ul>	Field must contain a valid Enrolment_Type_Id					_			
	Business Rules (informational)								
<ul> <li>Not applica</li> </ul>	ıble	•	•						

Start Position	75	Field Length	8						
Content Rules									
<ul> <li>This field may not be</li> </ul>	This field may not be left blank								
<ul> <li>Field may not start w</li> </ul>	Field may not start with a space. If the value provided contains leading spaces then all leading								
spaces will be trimme	spaces will be trimmed from the value during further validation of the data value provided								
<ul> <li>Field may only contain</li> </ul>	n a valid date in the fo	rmat YYYYMMDD							
	Business Rules (c	ompliance required)							
<ul> <li>Field may not have a</li> </ul>	value greater than too	lay's date							
<ul> <li>Year component of fi</li> </ul>									
	Business Rules (informational)								
The system will display	The system will display the maximum number of records with the same value for this field								

Field Name	Field Name		Field	Number	9				
Start	Position	83	Fie	ld Length	8				
	Content Rules								
<ul> <li>This field n</li> </ul>	nay not be	left blank							
<ul> <li>Field may r</li> </ul>	not start w	ith a space. If the valu	e provided contains l	eading spa	ces then a	ll leading			
spaces will	be trimme	ed from the value duri	ng further validation	of the data	a value pro	vided			
<ul> <li>Field may of</li> </ul>	only contai	n a valid date in the fo	rmat YYYYMMDD						
		Business Rules (d	compliance required	)					
<ul> <li>Enrolment</li> </ul>	_Date may	not be greater than N	/lost_Recent_Registra	ation_Date					
<ul> <li>Enrolment</li> </ul>	_Date may	not be greater than E	nrolment_Status_Da	te					
<ul> <li>Field may r</li> </ul>	not have a	value greater than too	lay's date						
<ul> <li>Year comp</li> </ul>	V								
	Business Rules (informational)								
The system	ملمده ثلم الثنيي	y the maximum numb			منطلا سيك مييا	£: _ I _ I			

Field Name | Enrolment\_Status\_Date

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

Field Name	Part_Of_	Id		Field Number 11					
Start	Position	94	Fie	ld Length	2				
	Content Rules								
This field m	ay not be	left blank							
•	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>								
<ul> <li>Field may of</li> </ul>	nly contai	n whole numbers							
		Business Rules (d	compliance required	)					
Field must	contain a	valid Part_Of_Id							
<ul> <li>Field may of</li> </ul>	Field may only contain values 1,3,4								
	Business Rules (informational)								
Not applica	ıble		•	•		•			

Field Name   Learnership_Id	Field Numl	per   12							
Start Position 96	Field Length 10								
Content Rules									
<ul> <li>This field may be left blank</li> </ul>	This field may be left blank								
<ul> <li>Field may not start with a space. If the valu</li> </ul>	e provided contains leading spaces th	en all leading							
spaces will be trimmed from the value duri	ng further validation of the data value	provided							
<ul> <li>Field may only contain whole numbers</li> </ul>									
Business Rules (	ompliance required)								
<ul> <li>Field must contain a valid Learnership_Id</li> </ul>									
<ul> <li>Field must have a value if Part_Of_Id = 3</li> </ul>									
<ul> <li>The combination Learnership_Id and Qualit</li> </ul>	ication_Id must be valid								
<ul> <li>Field may not have a value if Part_Of_Id &lt;&gt;</li> </ul>	<ul> <li>Field may not have a value if Part_Of_Id &lt;&gt; 3</li> </ul>								
Business Rule	s (informational)								
Not applicable		·							

Field Name	Provider	_Code		Field	Number	13				
Start	Position	106	Fie	ld Length	20					
	Content Rules									
<ul> <li>This field m</li> </ul>	This field may not be left blank									
<ul> <li>Field may r</li> </ul>	ot start w	ith a space. If the value	e provided contains l	leading spa	ces then a	ll leading				
spaces will	be trimme	ed from the value duri	ng further validation	of the data	a value pro	vided				
<ul> <li>Uppercase</li> </ul>	value in fi	eld may only contain c	haracters							
ABCDEFGH	IJKLMNOP	QRTSUVWXYZ123456	7890@#&+() /\:							
		Business Rules (c	ompliance required	)						
The combine	nation Pro	vider_Code and Provid	er_ETQE_Id must be	valid. The	combinati	on of				
Provider_C	ode and P	rovider_ETQE_Id must	exist on 100 - Provid	der						
The combine	nation Pro	vider_Code and Provid	er_ETQE_Id may not	t exist in 10	00 - Provide	er as				
Parent_Pro	Parent_Provider_Code and Parent_Provider_ETQE_Id									
	Business Rules (informational)									
<ul> <li>Not applica</li> </ul>	ble									

Field Name	Provider	_ETQE_Id	Field Number 14			14			
Start	Position	126	Fie	ld Length	10				
	Content Rules								
<ul> <li>This field m</li> </ul>	nay not be	left blank							
•	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>								
<ul> <li>Field may of</li> </ul>	nly contai	n whole numbers							
		Business Rules (c	ompliance required	)					
<ul> <li>Field must</li> </ul>	Field must contain a valid Provider ETQE Id								
	Business Rules (informational)								
Not applica	able								

Field Name Filler03		Field	Number	15				
Start Position	136	Fiel	ld Length	10				
	Content Rules							
Not applicable								
	Business Rules (c	compliance required)						
This is a filler field an	d must be left blank							
Business Rules (informational)								
Not applicable								

Field Name	Field Name   Programme_Code   Field N			Number	16				
Start	Position	146	Fie	ld Length	20				
	Content Rules								
This field m	nay be left	blank							
spaces will  Uppercase	spaces will be trimmed from the value during further validation of the data value provided								
		Business Rules (c	ompliance required	)					
	The combination of Programme_Code, Provider_Code and Provider_ETQE_Id must exist in parent file 301 - Programme								
	Business Rules (informational)								
Not applica	able								

Field Name	Enrolmer	nt_Status_Reason_Id		Field Number 17			
Start	Position	166	Fie	ld Length	10		
Content Rules							
This field n	nay be left	blank					
· ·	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
Field may of	only contai	n whole numbers					
		Business Rules (c	ompliance required	)			
<ul> <li>Field must</li> </ul>	contain a v	valid Enrolment_Status	s_Reason_Id				
	Business Rules (informational)						
Not application	Not applicable						

Field Name   Most_Recent_Registration_Date		Field	Number	18		
Start	Position	176	Fie	ld Length	8	
Content Rules						
This field m	nay not be	left blank				
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading</li> </ul>						
spaces will	be trimme	ed from the value durir	ng further validation	of the data	value pro	vided

F	ield Name	Most_Recent_Registration_Date	Field Number	18					
•	Field may only contain a valid date in the format YYYYMMDD								
		Business Rules (compliance required							
•	Most_Rece	ent_Registration_Date may not be greater than Enrole	ment_Status_Date						
•	Field may i	not have a value greater than today's date							
•	Year comp	onent of field value may not be less than 1900							
	Business Rules (informational)								
•	The system will display the maximum number of records with the same value for this field								

Field Name	Field NameCertificate_NumberField Number19				19		
Start	Start Position   184   Field Length   30						
Content Rules							
This field m	ay be left	blank					
spaces will  Uppercase	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
		Business Rules (c	ompliance required	)			
<ul> <li>Not applica</li> </ul>	ble						
	Business Rules (informational)						
Not applica	Not applicable						

Field Name Instution	nal_Housing_FTE	Field Number 20			20			
Start Position	Start Position 214 Field Length 4							
	Content Rules							
<ul> <li>This field may not be</li> </ul>	This field may not be left blank							
spaces will be trimm	spaces will be trimmed from the value during further validation of the data value provided							
Uppercase value in f	eld may only contain c							
	Business Rules (c	compliance required	)					
<ul> <li>Value must have a le</li> </ul>	ngth of exactly 4 (n.nn	) and may not be gre	ater than 1	.00				
	Business Rules (informational)							
<ul> <li>Not applicable</li> </ul>	·							

Field Name Entrance	Field Name   Entrance_Category_Id							
Start Position	218	Fie	ld Length	10				
	Content Rules							
<ul> <li>This field may not be</li> </ul>	left blank							
1	Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided							
<ul> <li>Field may only conta</li> </ul>	in whole numbers							
	Business Rules (	compliance required	)					
<ul> <li>Field must contain a</li> </ul>	valid Entrance_Catego	ry_ld						
<ul> <li>If Entrance_Category</li> </ul>	_Id has a value of 1,2	then Previous_Activit	:y_Id may r	ot be blan	k			
<ul> <li>If Entrance_Category</li> </ul>	<ul> <li>If Entrance_Category_Id does not have a value of 1,2 then Previous_Activity_Id must be blank</li> </ul>							
	Business Rules (informational)							
<ul> <li>Not applicable</li> </ul>	Not applicable							

Field Name	Field Name   Previous_Activity_Id		Field	Number	22	
Start	Position	228	Field Length		10	
		Co	ntent Rules			
This field m	ay be left	blank				

Field Name	Previous_Activity_Id	Field Number	22						
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading</li> </ul>									
spaces will	spaces will be trimmed from the value during further validation of the data value provided								
Field may or	only contain whole numbers								
	Business Rules (compliance required	)							
<ul> <li>Field must</li> </ul>	contain a valid Previous_Activity_Id								
	Business Rules (informational)								
Not applica	Not applicable								

Field Name	Field Name Enrolment_Mode_Id			Field	Number	23	
Start	Position	238	Fie	ld Length	10		
Content Rules							
This field m	nay not be	left blank					
<ul> <li>Field may r</li> </ul>	Field may not start with a space. If the value provided contains leading spaces then all leading						
spaces will	be trimme	ed from the value duri	ng further validation	of the data	a value pro	vided	
Field may company company	nly contai	n whole numbers					
		Business Rules (c	ompliance required	)			
Field must	contain a v	/alid Enrolment_Mode	e_ld				
	Business Rules (informational)						
Not applica	Not applicable						

Field Name	Field Name   Economic_Status_Id			Field	Number	24	
Start	Position	248 Field Length 10					
Content Rules							
<ul> <li>This field m</li> </ul>	nay not be	left blank					
•							
<ul> <li>Field may of</li> </ul>	only contai	n whole numbers					
		Business Rules (c	ompliance required	)			
<ul> <li>Field must</li> </ul>	Field must contain a valid Economic Status Id						
Business Rules (informational)							
Not applica	Not applicable						

Field Name	d Name Partnership_Id			Field	Number	25	
Start	Start Position 258 Field Length 10						
Content Rules							
This field m	ay not be	left blank					
<ul> <li>Field may r</li> </ul>	ot start w	ith a space. If the valu	e provided contains	leading spa	ces then a	ll leading	
spaces will	be trimme	ed from the value duri	ng further validation	of the data	a value pro	vided	
<ul> <li>Field may of</li> </ul>	nly contai	n whole numbers					
		Business Rules (d	ompliance required	)			
Field must	Field must contain a valid Partnership_Id						
	Business Rules (informational)						
Not applica	Not applicable						

Field Name   SDL_No	Field Name SDL_No			l Number	26		
Start Position	268	Field Length 10					
Content Rules							
This field may be left	This field may be left blank						
spaces will be trimme	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>						
<ul> <li>Value in field may only contain characters L0123456789 OR N0123456789</li> <li>Business Rules (compliance required)</li> </ul>							
spaces will be trimme	ed from the value duri ly contain characters L	ng further validation .0123456789 OR N01	of the data 123456789		_		

Field Name	SDL_No	Field Number	26
<ul> <li>Value must</li> </ul>	have a length of exactly 10		
<ul> <li>Value must company)</li> </ul>	start with 'L' followed by 9 digits or must be N00000	00000 (indicating a no	n-levy paying
<ul> <li>Value must</li> </ul>	be provided if Enrolment_Status_Id has a value of 3	2	
	Business Rules (informational)		
Not applica	ble		

Field Name	Field Name   Date_Stamp   Field Number   27		27			
Start	Start Position 278 Field Length 8					
		Cont	ent Rules			
This field m	nay not be	left blank				
spaces will	spaces will be trimmed from the value during further validation of the data value provided					
,	,		compliance required	)		
Field may r	not have a	value greater than too	lay's date			
Year compo	Year component of field value may not be less than 1900					
	Business Rules (informational)					
<ul> <li>The system</li> </ul>	The system will display the maximum number of records with the same value for this field					

## 5.13 Subject Enrolment

### File code

### 503

### File naming standard

[Code]\_0004\_503\_v001\_YYYYMMDD.dat where:

- [Code] is a combination of the submitting College's Provider Code and ETQE ID in the format [Provider\_Code]\_[ETQE\_ID].
- 0004 indicates that the recipient information system to which this data will be submitted is TVETMIS.
- 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.

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

### **General information:**

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

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

**Submission requirements:** 

Submission of this file is mandatory if the submission contains data

related to active campuses.

File record length:

The length of each record must be exactly 232.

Field Name	Field Name   National_Id   Field Number   1			1			
Start	Start Position 1 Field Length 15						
	Content Rules						
<ul> <li>This field m</li> </ul>	ay be left	blank					
spaces will	spaces will be trimmed from the value during further validation of the data value provided						
		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)							
<ul> <li>Not applica</li> </ul>	ble						

Field Name   Person_Alternate_Id   Field Number			Number	2		
Start	Position	16	Fie	ld Length	20	
	Content Rules					
This field m	ay be left	blank				
<ul> <li>Field may r</li> </ul>	Field may not start with a space. If the value provided contains leading spaces then all leading					
spaces will	spaces will be trimmed from the value during further validation of the data value provided					

Field Name   Person_Alternate_Id   Field Number   2								
<ul> <li>Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ- 1234567890@_</li> </ul>								
	Business Rules (compliance required	)						
Not applica	able							
	Business Rules (informational)							
<ul> <li>Not applica</li> </ul>	able							

Field Name	Alternate	e_Id_Type_Id		Field	Number	3		
Start	Position	36	Fie	ld Length	3			
	Content Rules							
This field m	nay not be	left blank						
<ul> <li>Field may r</li> </ul>	not start w	ith a space. If the value	e provided contains l	eading spa	ces then a	ll leading		
spaces will	be trimme	ed from the value duri	ng further validation	of the data	value pro	vided		
Field may contained.	only contai	n whole numbers						
		Business Rules (c	ompliance required	)				
<ul> <li>Field must</li> </ul>	contain a v	valid Alternate_Id_Typ	e_Id					
If Alternate	e_Id_Type_	_Id = 537 then the com	bination of Alternate	e_Id_Type_	_Id, Person	_Alternate_Id,		
National_Id	d, Provider	_Code and Provider_E	TQE_Id must exist in	parent file	400 - Pers	son		
<ul> <li>If Alternate</li> </ul>	e_Id_Type_	_ld <> 537 then the co	mbination of Alterna	te_Id_Type	e_Id, Natio	nal_Id and		
Person_Alt	Person_Alternate_Id must exist in parent file 400 - Person							
	Business Rules (informational)							
<ul> <li>Not applica</li> </ul>	able							

Field Name	Unit_Sta	ndard_Id		Field	Number	4	
Start	Start Position 39 Field Length 10						
		Cont	ent Rules				
<ul> <li>This field m</li> </ul>	nay be left	blank					
<ul> <li>Field may r</li> </ul>	not start w	ith a space. If the valu	e provided contains l	eading spa	ces then al	ll leading	
spaces will	be trimme	ed from the value duri	ng further validation	of the data	a value pro	vided	
<ul> <li>Field may of</li> </ul>	nly contai	n whole numbers					
		Business Rules (d	compliance required	)			
<ul> <li>Both Unit_</li> </ul>	Standard_	ld and Subject_Code r	nay not be blank				
<ul> <li>Field must</li> </ul>	contain a v	alid Unit_Standard_Id	d. Must contain a vali	d SAQA Un	it Standard	d ID as	
registered	on the Nat	ional Qualifications Fr	amework (NQF)				
Both Unit_	<ul> <li>Both Unit_Standard_Id and Subject_Code may not have a values</li> </ul>						
	Business Rules (informational)						
<ul> <li>Not applica</li> </ul>	able						

Field Name	Enrolmen	it_Status_Id		Field	l Number	5
Start Position 49		Fie	ld Length	3		
Content Rules						

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

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

Field Name	Enrolment_Status_Id	Field Number	5					
Business Rules (informational)								
<ul> <li>Not applica</li> </ul>	ble							

Field Name	Field Name   Staff_Number   Field Number   6				6			
Start	Position	52	Field Length 20					
		Cont	ent Rules					
<ul> <li>This field m</li> </ul>	nay be left	blank						
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> <li>Uppercase value in field may only contain characters         ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890@#&amp;+() /\:     </li> </ul>								
		Business Rules (d	compliance required	)				
<ul> <li>The combination of Staff_Number, Provider_Code and Provider_ETQE_Id must exist in parent file 401 - Staff</li> </ul>								
Business Rules (informational)								
Not applica	able							

Field Name	Field Name   Enrolment_Type_Id   Field Number   7				7		
Start	Position	72	Field Length 3				
		Cont	ent Rules				
<ul> <li>This field m</li> </ul>	ay not be	left blank					
<ul> <li>Field may r</li> </ul>	Field may not start with a space. If the value provided contains leading spaces then all leading						
spaces will	be trimme	ed from the value duri	ng further validation	of the data	a value pro	vided	
<ul> <li>Field may of</li> </ul>	nly contai	n whole numbers					
		Business Rules (c	ompliance required	)			
<ul> <li>Field must</li> </ul>	Field must contain a valid Enrolment_Type_Id						
Business Rules (informational)							
Not applica	ıble		_				

Field Name	Field Name   Enrolment_Status_Date   Field Number   8			8				
Start	Position	75	Fie	ld Length	8			
	Content Rules							
This field m	nay not be	left blank						
spaces will	spaces will be trimmed from the value during further validation of the data value provided							
		Business Rules (c	ompliance required	)				
<ul> <li>Field may r</li> </ul>	not have a	value greater than tod	lay's date					
<ul> <li>Year comp</li> </ul>								
	Business Rules (informational)							
<ul> <li>The system</li> </ul>	The system will display the maximum number of records with the same value for this field							

Field Name	Enrolmei	olment_Date		Field Number 9		9	
Start	Position	83	Fie	Field Length 8			
Content Rules							
<ul> <li>This field m</li> </ul>	This field may not be left blank						
<ul> <li>Field may r</li> </ul>	Field may not start with a space. If the value provided contains leading spaces then all leading						
spaces will	be trimme	ed from the value duri	ng further validation	of the data	a value pro	vided	
<ul> <li>Field may of</li> </ul>	only contai	n a valid date in the fo	rmat YYYYMMDD				
		Business Rules (d	ompliance required	)			
<ul> <li>Enrolment</li> </ul>	_Date may	not be greater than N	1ost_Recent_Registra	ation_Date			
<ul> <li>Enrolment</li> </ul>	_Date may	not be greater than E	nrolment_Status_Da	te			
Field may r	not have a	value greater than too	lav's date				

Field Name   Enrolment_Date		Field Number	9			
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	ne same value for this	field			

Field Name	Filler01			Field Number		10
Start	Position	91	Field Length 3			
Content Rules						
Not applica	Not applicable					
		Business Rules (d	compliance required	)		
This is a fill	er field an	d must be left blank				
Business Rules (informational)						
Not applica	ıble	_	_			

Field Name Part Of	Id		Field Number 11				
Start Position	94	Fie	ield Length 2				
Content Rules							
<ul> <li>This field may not be</li> </ul>	left blank						
spaces will be trimm	spaces will be trimmed from the value during further validation of the data value provided						
	Business Rules (	compliance required	)				
<ul> <li>Field must contain a</li> </ul>	valid Part_Of_Id						
<ul> <li>Field may only conta</li> </ul>	<ul> <li>Field may only contain values found in 1, 2, 3, 4</li> </ul>						
	Business Rules (informational)						
<ul> <li>Not applicable</li> </ul>							

Field Name	Qualifica	tion_Id		Field	Number	12	
Start	Position	96	Field Length 10				
	Content Rules						
<ul> <li>This field m</li> </ul>	nay be left	blank					
<ul> <li>Field may r</li> </ul>	not start w	ith a space. If the valu	e provided contains l	eading spa	ces then a	ll leading	
spaces will	spaces will be trimmed from the value during further validation of the data value provided						
<ul> <li>Field may of</li> </ul>	only contai	n whole numbers					
		Business Rules (	compliance required	)			
<ul> <li>Field must</li> </ul>	contain a v	valid Qualification_Id.	Must contain a valid	SAQA Qua	lification ID	as registered	
on the Nat	ional Quali	ifications Framework (	NQF)				
<ul> <li>Field may r</li> </ul>	not have a	value if Part_Of_Id <>	2				
<ul> <li>Either Qua</li> </ul>	<ul> <li>Either Qualification_Id or Programme_Code must have a value if Part_Of_Id = 2</li> </ul>						
		Business Rule	es (informational)				
Not applica	able						

Field Name	Learners	hip_ld		Field	Number	13
Start	Position	106	Fie	ld Length	10	
	Content Rules					
This field m	nay be left	blank				
•		th a space. If the valued from the value	•			-
<ul> <li>Field may of</li> </ul>	nly contai	n whole numbers				
	Business Rules (compliance required)					
<ul> <li>Field must</li> </ul>	contain a v	alid Learnership_Id	_			_
<ul> <li>Field must</li> </ul>	have a val	ue if Part_Of_Id = 3				

• Field may not have a value if Part\_Of\_Id <> 3

Field Name	Learnership_Id		Field Number	13
		Business Rules (informational)		
<ul> <li>Not applica</li> </ul>	ble			

Field Name	Provider	Code		Field	Number	14		
Start	Position	116	Fie	ld Length	20			
	Content Rules							
This field m	nay not be	left blank						
<ul> <li>Field may r</li> </ul>	not start wi	th a space. If the value	e provided contains l	eading spa	ces then al	ll leading		
spaces will	be trimme	d from the value during	ng further validation	of the data	value pro	vided		
<ul> <li>Uppercase</li> </ul>	Uppercase value in field may only contain characters							
ABCDEFGH	IJKLMNOP	QRTSUVWXYZ123456	7890@#&+() /\:					
		Business Rules (c	ompliance required	)				
The combine	nation Prov	vider_Code and Provid	er_ETQE_Id must be	valid. The	combinati	on of		
Provider_C	ode and Pi	ovider_ETQE_Id must	exist on 100 - Provio	der				
The combine	The combination Provider_Code and Provider_ETQE_Id may not exist in 100 - Provider as					er as		
Parent_Pro	Parent_Provider_Code and Parent_Provider_ETQE_Id							
		Business Rule	s (informational)					
Not applica	ble							

Field Name	Field Name   Provider_ETQE_Id		Field	Number	15		
Start I	Position	136	Fie	ld Length	10		
	Content Rules						
This field ma	ay not be	left blank					
spaces will b	spaces will be trimmed from the value during further validation of the data value provided						
	•		ompliance required	)			
Field must c	ontain a v	alid Provider_ETQE_I	t e		•		
	Business Rules (informational)						
<ul> <li>Not applical</li> </ul>	ble	<u>-</u>					

Field Name	Filler02		Field Number		16	
Start	Position	146	Fie	ld Length	10	
	Content Rules					
Not applica	Not applicable					
		Business Rules (c	compliance required	)		
This is a fill	er field an	d must be left blank				
Business Rules (informational)						
Not applica	ble					

Field Name	Field Name   Subject_Code   Field Number   17		17				
Start	Position	156	Fie	ld Length	20		
	Content Rules						
This field m	ay be left	blank					
Field may r	ot start w	ith a space. If the value	e provided contains	leading spa	ces then a	ll leading	
spaces will	spaces will be trimmed from the value during further validation of the data value provided						
<ul> <li>Uppercase</li> </ul>	value in fi	eld may only contain c	haracters				
ABCDEFGH	IJKLMNOP	QRTSUVWXYZ123456	7890@#&+() /\:				
		Business Rules (c	compliance required	)			
The combine	nation of S	ubject_Code, Provider	_Code and Provider	_ETQE_Id n	nust exist i	n parent file	
303 - Subje	303 - Subject						
	Business Rules (informational)						
Not applica	ble					•	

Field Name	Program	Programme_Code		Field	Number	18
Start Position 176		Fie	ld Length	20		
	Content Rules					

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

- The combination of 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	Enrolmer	nt_Status_Reason_Id		Field	Number	19	
Start	Position	196	Field Length 10				
	Content Rules						
This field n	This field may be left blank						
<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>							
Field may only contain whole numbers							
Business Rules (compliance required)							
Field must contain a valid Enrolment_Status_Reason_Id							
Business Rules (informational)							
Not application	able	<u> </u>	<u>-</u>				

Field Name   Most_R	ecent_Registration_Dat	:e	Field	Number	20		
Start Position 206 Field			ld Length	8			
Content Rules							
This field may not be left blank							
Field may not start with a space. If the value provided contains leading spaces then all leading							
spaces will be trimmed from the value during further validation of the data value provided							
Field may only contain a valid date in the format YYYYMMDD							
Business Rules (compliance required)							
<ul> <li>Most_Recent_Registration_Date may not be greater than Enrolment_Status_Date</li> </ul>							
<ul> <li>Field may not have a value greater than today's date</li> </ul>							
<ul> <li>Year component of field value may not be less than 1900</li> </ul>							
Business Rules (informational)							

Field Name	Enrolment_Mode_Id			Field	Number	21
Start Position 214		214	Field Length 10			
Content Rules						

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

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

# **Business Rules (compliance required)**

• Field must contain a valid Enrolment\_Mode\_Id

Field Name	Enrolment_Mode_Id	Field Number	21			
Business Rules (informational)						
Not applicable						

Field Name	eld Name Date_Stamp		Field	Number	22		
Start	Start Position 224 Field Length			ld Length	8		
Content Rules							
<ul> <li>This field m</li> </ul>	This field may not be left blank						
<ul> <li>Field may r</li> </ul>	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading</li> </ul>						
spaces will be trimmed from the value during further validation of the data value provided							
<ul> <li>Field may of</li> </ul>	Field may only contain a valid date in the format YYYYMMDD						
Business Rules (compliance required)							
Field may not have a value greater than today's date							
<ul> <li>Year component of field value may not be less than 1900</li> </ul>							
Business Rules (informational)							
<ul> <li>The system will display the maximum number of records with the same value for this field</li> </ul>							

## 6 Lookup codes

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

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

### 7 Revision History

2015/06/01

2014/08/04 Version 001 of specification released.

2015/01/07 Enrolment\_Status\_Id and Enrolment\_Type\_Id field lengths changed from 2 to 3 in

accordance with the latest release of the NLRD file load specifications.

Implemented POPI Status Id and POPI Status Date data fields

Implemented new business rules related to POPI\_Status\_Id value on the following data fields in the Person file:

National Id

Person\_Last\_Name
Person\_First\_Name
Person\_Middle\_Name
Person\_Home\_Address\_1
Person\_Home\_Address\_2
Person\_Home\_Address\_3

Person\_Postal\_Address\_1 Person\_Postal\_Address\_2 Person\_Postal\_Address\_3

Person\_Phone\_Number Person\_Cell\_Phone\_Number

Person\_Fax\_Number
Person\_Email\_Address
Person Previous Lastname

2015/01/21 The reference to ETQE\_ID in the file naming convention has been changed to ETQE

Identifier with an example provided.

2015/05/01 The combination rule between Employment Status Id and Termination Date

corrected to exclude Appointment\_Nature\_Id.

The permissible characters for Person Alternate Id corrected in the Staff file.

The business rule 'Field may not have a value greater than today's date' added to

the following fields: Programme\_End\_Date, Subject\_Reg\_End\_Date, Prog\_Subj\_End\_Date, Termination\_Date and POPI\_Act\_Status\_Date.

The business rule 'This field may not be left blank' added to the following fields in

the Staff file (File 401): Provider Code and Provider ETQE Id.

The business rule 'Years\_Teaching\_Experience may not be greater than the person's age - 15 years' added to the following fields: Years\_Teaching\_Experience and Years Formal Training.

The business rule 'Year\_Week\_Id must fall between Appointment\_Date and Termination\_Date' added to Year\_Week\_Id.

The business rule 'If combination Provider\_Code and Provider\_ETQE\_Id exist in 100 - Provider as Parent\_Provider\_Code and Parent\_Provider\_ETQE\_Id then value may not be 4' removed from the field Staff\_Type\_Id.

The business rule 'If Alternate\_Id\_Type\_Id = 537 then combination of

Alternate\_Id\_Type\_Id, National\_Id, Provider\_Code and Provider\_ETQE\_Id must be unique' has been amended to include the text '(note only first 10 characters of National ID are used)' on the Person file (File 400).

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The business rule 'If Alternate Id Type Id <> 537 then combination of Alternate Id Type Id and National Id must be unique' has been amended to include the text '(note only first 10 characters of National ID are used)' on the Person file (File 400).

The business rule 'Field may not have a value if Part Of Id <> 2' has been amended to the field Programme Code on the Subject Enrolment file (File 503).

Removed Project file (File 003) and Financial Report file (File 102) and updated the

file dependencies diagram.

2015/10/05 Changed mandatory requirements of Staff Subject (File 404) and Staff Classes. 2016/01/19 Changed mandatory requirements for the following fields in Provider (File 100):

> Latitude Degree Latitude Minutes Latitude Seconds Longitude Degree Longitude Minutes Longitude Seconds

And the following fields in Person (File 400):

Seeing Rating Id Hearing\_Rating\_Id Walking Rating Id Remembering Rating Id Communicating Rating Id Self\_Care\_Rating\_Id

2016/03/15 Business rule requiring that the sum of Teaching Hours for combination of

Staff Number, Year Week Id, Provider Code and Provider ETQE Id may not be

greater than 27 in File 405 has been removed.

2017/02/07 The business rule "The combination of Staff Number, Provider Code and

> Provider\_ETQE\_Id must be unique", has been changed to "The 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" in File 401.

File 404 and 405 are mandatory.

ISO 8601 has been implemented for determining the start and end dates for a week.

This applies to the business rule "Year\_Week\_Id must fall between

Appointment\_Date and Termination\_Date" in file 405.

The business rule "Field must contain a valid Unit Standard Id. Must contain a valid SAQA Unit Standard ID as registered on the National Qualifications Framework

(NQF)" has been included on the Unit Standard Id field on File 406.

2015/09/16