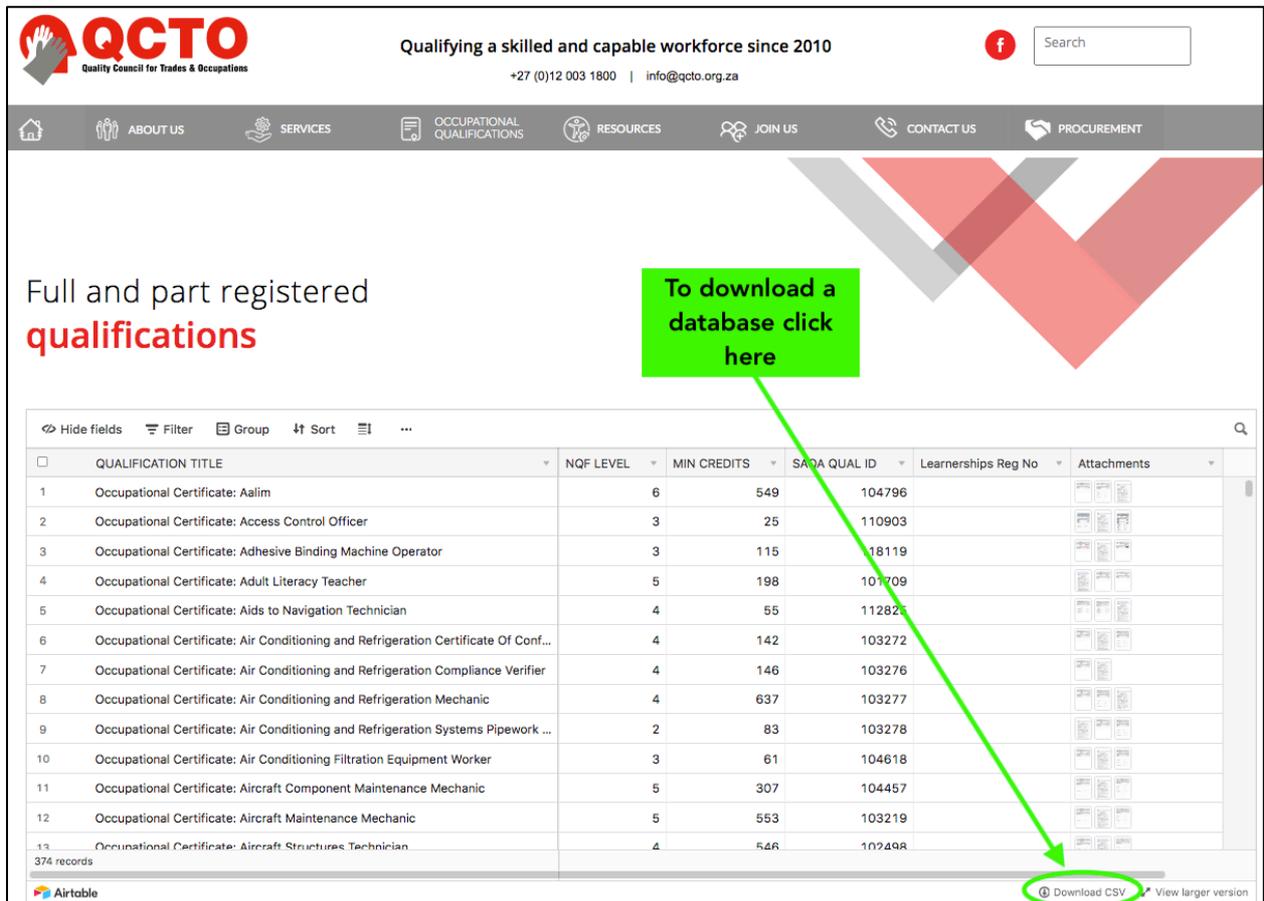


TUTORIAL TO DOWNLOAD AND OPEN QCTO DATABASES FROM THE WEBSITE

A QCTO database is available as a CSV file. See example below.



Qualifying a skilled and capable workforce since 2010
+27 (0)12 003 1800 | info@qcto.org.za

Full and part registered **qualifications**

QUALIFICATION TITLE	NQF LEVEL	MIN CREDITS	SACA QUAL ID	Learnerships Reg No	Attachments
1 Occupational Certificate: Aalim	6	549	104796		
2 Occupational Certificate: Access Control Officer	3	25	110903		
3 Occupational Certificate: Adhesive Binding Machine Operator	3	115	118119		
4 Occupational Certificate: Adult Literacy Teacher	5	198	107709		
5 Occupational Certificate: Aids to Navigation Technician	4	55	112825		
6 Occupational Certificate: Air Conditioning and Refrigeration Certificate Of Conf...	4	142	103272		
7 Occupational Certificate: Air Conditioning and Refrigeration Compliance Verifier	4	146	103276		
8 Occupational Certificate: Air Conditioning and Refrigeration Mechanic	4	637	103277		
9 Occupational Certificate: Air Conditioning and Refrigeration Systems Pipework ...	2	83	103278		
10 Occupational Certificate: Air Conditioning Filtration Equipment Worker	3	61	104618		
11 Occupational Certificate: Aircraft Component Maintenance Mechanic	5	307	104457		
12 Occupational Certificate: Aircraft Maintenance Mechanic	5	553	103219		
13 Occupational Certificate: Aircraft Structures Technician	4	546	102498		

374 records

[Download CSV](#) [View larger version](#)

This CSV file can be opened in Microsoft Excel. Just make sure that you set the field (column) delimiter to a 'comma', so the table displays properly. If you are not used to doing this, here is a simple tutorial.

Depending on your computer's Excel Regional Settings, your default delimiter/separator may be a semicolon (;), a tab or even a space, instead of a comma. If a comma is not used, when you open a CSV in Excel, you may find that the fields are clustered into a single column.

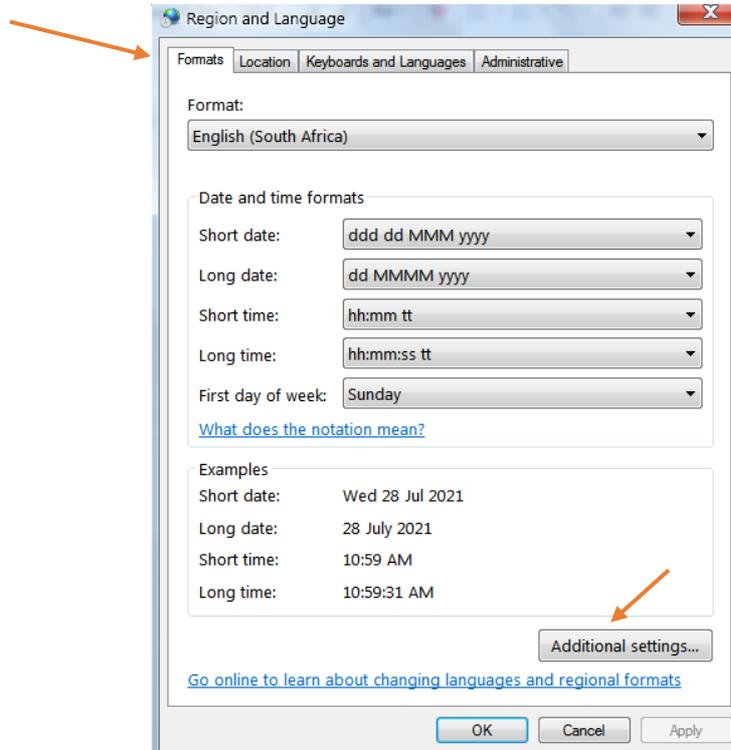
You can do one of two things to resolve this:

Option 1: Change the default regional settings in the Windows Control Panel. This will set the delimiter to a comma for all CSV files you open.

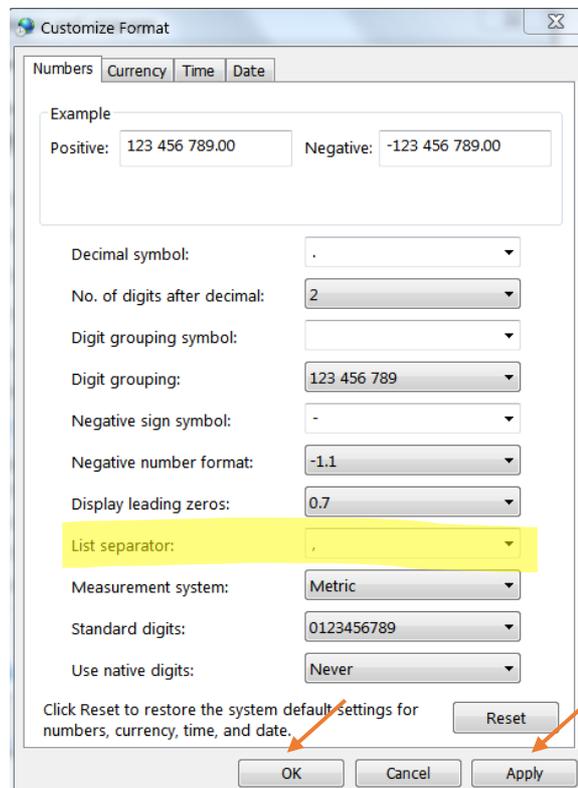
1. Click on the Windows/Start button.
2. Select Control Panel.
3. Select Region and Language.



4. Click on Formats Tab, then on Additional Settings

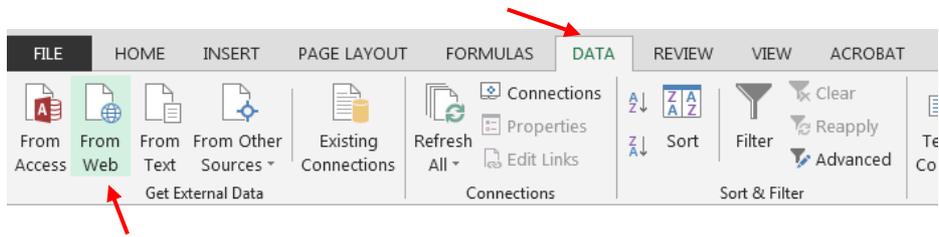


5. Locate the List separator field and change the full stop (.), semi-colon (;) or other character to a comma (,), then click Apply, then OK

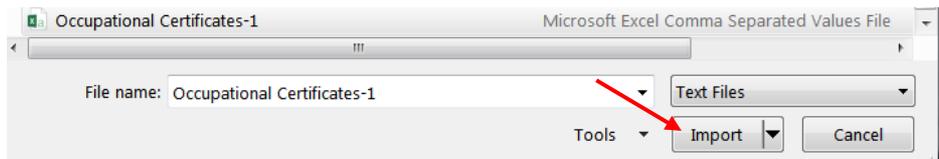


Option 2: Change the way a specific file opens in Excel, using the Data to Text function

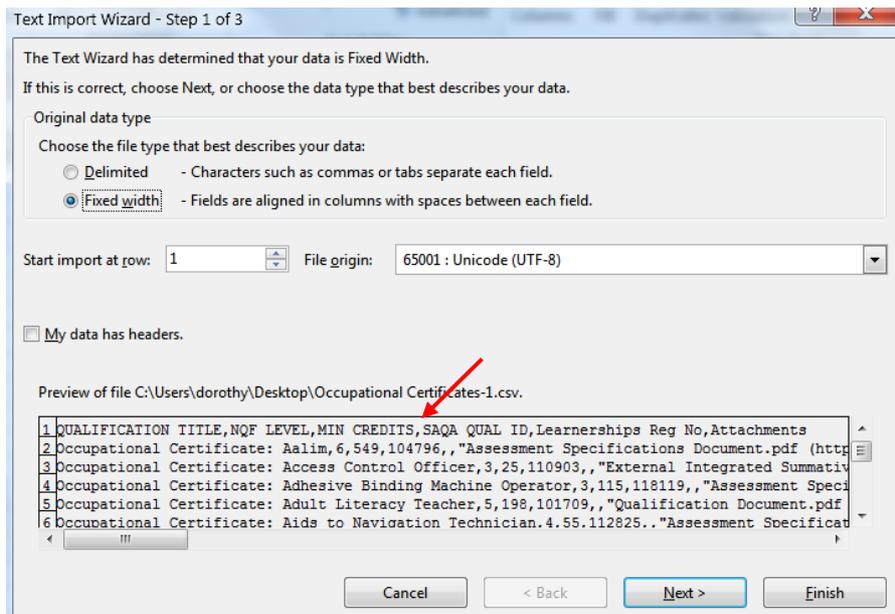
1. Download the CSV file to your computer but do not open it.
2. Open a new worksheet in Excel, click the **Data** tab, then **From Text**.



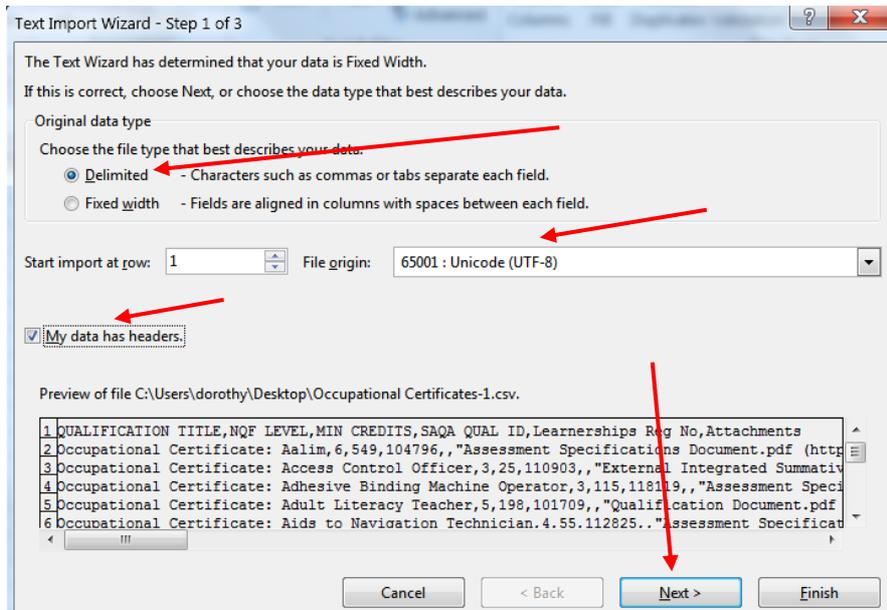
3. Find and select the CSV file then click **Import**



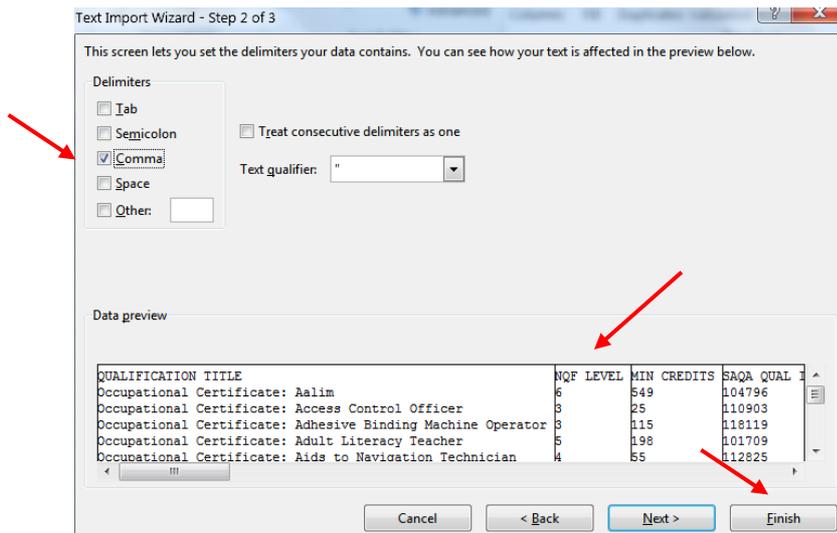
4. The **Excel Wizard** will bring up a screen showing all fields merged into one column.



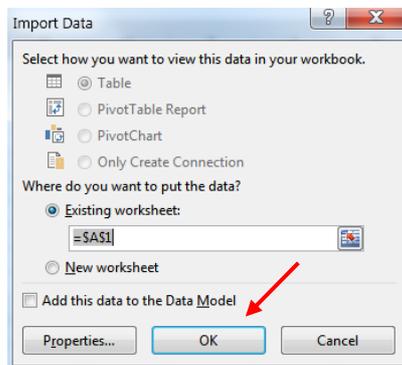
5. Change **Fixed width** to **Delimited**, make sure that the **File Origin** is **Unicode (UTF-8)**, click on **My data** has headers, then click **Next**.



6. Deselect all delimiters except for **Comma** (this must be the only delimiter selection). Don't change anything else – you will see that the fields are now in separate columns.
7. Click **Finish**



8. Don't change anything on the import confirmation screen – just click **OK**.



9. The database is now an Excel spreadsheet separated into columns. **Save the file** as an Excel spreadsheet.