QUALITY COUNCIL FOR TRADES AND OCCUPATIONS

DATA LOAD SPECIFICATIONS

FOR

Skills Programme Enrolments

This Data load specification provides a guideline for SDP's to complete Sheet 3 on the Skills Programme Learner Enrolment Form

Field Name	Type	Size	Position	Require
SDP Accreditation Number	TEXT	20	Column A	Yes – SDP
SDP Accreditation Number refers to the accreditation number given to the provider (SDP) where the learner was/is enrolled at.	<u>Conditions for compliance</u> Each record will be associated with a SDP Accreditation Number The first character of the data value must be a valid, non-space character The upload will be discarded if: 1. no SDP Accreditation Number is supplied 2. the SDP Accreditation Number supplied does not match the SDP Accreditation Number on record by the QCTO			

Field Name	Type	Size	Position	Require
National Id	Text	15	Column B	Yes - SDP

<table>
<tr><td></td><td colspan="4">Conditions for compliance

1. Either this field or the Learner Alternate ID- field must contain a value.
2. The first character of the data value must be a valid, non-space character
3. The data supplied must contain numerical values only.
4. The data value must have a length of exactly 13 characters.
5. The data value may not contain four consecutive zeros from characters 7 to 10.
6. The data value may not contain four consecutive zeros from characters 1 to 4.
7. If the data value has four consecutive zeros from characters 7 to 10 then a Learner Alternate ID-value must be provided.
8. The field may not contain data strings like 1111111111111 or 2222222222222 or 3333333333333 or 4444444444444 or 5555555555555 or 6666666666666 or 7777777777777 or 8888888888888 or 9999999999999.</td></tr>
</table>

Field Name	Type	Size	Position	Require
Learner Alternate ID	TEXT	20	Column C	Yes - SDP
	Conditions for compliance If a National ID is not available, the provider must provide an Alternate ID such as a passport number which, together with the Learner Last Name will form the unique identifier. 1. Either this field or the National ID field must contain a value. 2. The first character of the data value must be a valid, non-space character 3. Only valid code indicators will be allowed. Please refer to these at the back of this document. Any deviation from this will result in the upload being discarded. 4. Please note: The alternate ID-type supplied codes are case sensitive and need to be in the exact format as supplied in the list. 5. Where alternate ID changes to National ID then alternate ID field should contain data as initially entered and Alternate ID Type should reflect code **570**				

Field Name	Type	Size	Position	Require
Alternative Id Type	NUMBER	3	Column D	Yes – SDP

Allowed codes	Conditions for compliance
527 = Passport Number o Foreign ID Number. **533** = None **565** = Refugee Number **538** = Work Permi Number **540** = Birth Certificate number **570** = Change from Alternate ID to National ID	1. The first character of the data value must be a valid, non-space character 2. If the National ID field contains data and the Learner Alternate ID is blank, then the Alternative ID Type field must only reflect code 533. 3. If the National ID field is blank and the Learner Alternate ID contains data, then 533 is not allowed.

Field Name	Type	Size	Position	Require
Learner Last Name	TEXT	26	Column E	Yes – SDP

<table>
<tr><td colspan="5">

<u>Conditions for compliance</u>

1. This field must contain data
2. The first character of the data value must be a valid, non-space character
3. The field may not contain strings like UNKNOWN, AS ABOVE, SOOS BO, DELETE, N/A, 0, TEST, ONTBREEK, or NIL.
4. The field may not contain strings like NA, U. ~~NONE, or GEEN.~~
5. The field may not contain strings like ZZ or XX.
6. Learner Last name/s must correspond with national ID or official identification document.
7. The data value may only contain characters that exist in the following range of characters:
abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRTSUVWXYZ' – ^ " ' `

</td></tr>
</table>

Field Name	Type	Size	Position	Require
Learner First Name	TEXT	26	Column F	Yes – SDP
	<u>Conditions for compliance</u> 1. This field must contain data 2. The first character of the data value must be a valid, non-space character 3. The field may not contain strings like UNKNOWN, AS ABOVE, SOOS BO, DELETE, N/A, 0, TEST, ONTBREEK, or NIL. 4. The field may not contain strings like NA, U. ~~NONE, or GEEN~~ 5. The field may not contain strings like ZZ or XX. 6. Learner name/s must correspond with national ID or official identification document. 7. The data value may only contain characters that exist in the following range of characters: abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRTSUVWXYZ' – ^ " ' `				

Field Name	Type	Size	Position	Require
Learner Middle Name	TEXT	26	Column G	No

<table>
<tr><td colspan="5">

Conditions for compliance

1. This is not a required field
2. The first character of the data value must be a valid, non-space character
3. The field may not contain strings like UNKNOWN, AS ABOVE, SOOS BO, DELETE, N/A, 0,   TEST, ONTBREEK, or NIL.
4. The field may not contain strings like NA, U. NONE, or GEEN.
5. The field may not contain strings like ZZ or XX.
6. Names, if more than First and Second Names to be separated by space
7. Learner name/s must correspond with national ID or official identification document.
8. The data value may only contain characters that exist in the following range of characters: abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRTSUVWXYZ' – ^ " ' `

</td></tr>
</table>

Field Name	Type	Size	Position	Require
Learner Title	TEXT	10	Column H	Yes – SDP

Allowed codes	Conditions for compliance
Mr Mrs Ms Miss Dr Prof	1. This field must contain data 2. The field may only contain allowed codes 3. The learner title codes are case sensitive and need to be in the exact format supplied.

Field Name	Type	Size	Position	Require
Learner Birth Date	DATE	8	Column I	Yes – SDP
	Conditions for compliance 1. This field must contain data 2. Only numeric values will be accepted. 3. The first character of the data value must be a valid, non-space character 4. The **yymmdd** component of this value must be the same as the first 6 characters of the National ID value. 5. The learner may not be less than 15 years of age. 6. The date may not have a year component of less than 1950. 7. The count of records found with the same value for this field will be recorded in the aggregated report under the General information heading. 8. Date format must be **YYYYMMDD**				

Field Name	Type	Size	Position	Require
Equity Code	TEXT	10	Column J	Yes – SDP

Allowed codes	Conditions for compliance
BA = Black African BC = Coloured BI = Indian/Asian Oth = Other U = Unknown Wh = White	1. This field must contain data 2. The first character of the data value must be a valid, non-space character 3. Only valid code indicators will be allowed. 4. Please note: The supplied codes are case sensitive and need to be in the exact format as indicated.

Field Name	Type	Size	Position	Require
Nationality Code	TEXT	3	Column K	Yes – SDP

	Conditions for compliance

U
 SA
 SDC
 	
NAM
BOT
ZIM
ANG
MOZ
LES
SWA
MAL
ZAM
MAU
TAN
SEY
ZAI
ROA
EUR
AIS NOR
 	
SOU
 	
AUS
 	
OOC
 	
NOT
	= Unspecified
	= South Africa
	= SADC except SA
	 (i.e. NAM to ZAI)
	= Namibia
	= Botswana
	= Zimbabwe
	= Angola
	= Mozambique
	= Lesotho
	= Swaziland
	= Malawi
	= Zambia
	= Mauritius
	= Tanzania
	= Seychelles
	= Zaire
	= Rest of Africa
	= European countries
	= Asian countries =
	North American
	countries
	= Central and South
	American countries =
	Australia Oceania
	countries
	= Other and rest of
	Oceania
	 = N/A: Institution
		Conditions for compliance
		
		  1. This field must contain data
		  2. The first character of the data value must be a valid, non-space character
		  3. Only valid code indicators will be allowed. Any deviation from this will result in the upload being discarded.

Field Name	Type	Size	Position	Require
Home Language Code	TEXT	10	Column L	Yes – SDP

Allowed codes	Conditions for compliance
Eng = English Afr = Afrikaans Oth = Other SASL = South African Sign Language Sep = sePedi [also known as Northern Sotho / Sesotho sa Lebowa] Ses = seSotho Set = seTswana Swa = siSwati Tsh = tshiVenda Xho = isiXhosa Xit = xiTsonga Zul = isiZulu Nde = isiNdebele	1. This field must contain data 2. The first character of the data value must be a valid, non-space character. 3. Only valid code indicators will be allowed. 4. Please note: The supplied codes are case sensitive and need to be in the exact format supplied

Field Name	Type	Size	Position	Require
Gender Code	TEXT	1	Column M	Yes – SDP

Allowed codes	Conditions for compliance
M = Male F = Female	1. This field must contain data 2. The first character of the data value must be a valid, non-space character 3. The Gender code must meet the gender indicator defined in the National ID number. A male ID number and Female gender code indicator, and versa visa, will result in an upload being discarded. 4. Only valid code indicators will be allowed. 5. Please note: The supplied codes are case sensitive and need to be in the exact format supplied.

Field Name	Type	Size	Position	Require
Citizen Resident Status Code	TEXT	10	Column N	Yes – SDP

Allowed codes	Conditions for compliance
SA = South Africa O = Other D = Dual (SA plus other) PR = Permanent Resident U = Unknown	1. This field must contain data 2. The first character of the data value must be a valid, non-space character 3. Only valid code indicators will be allowed. 4. Please note: The supplied codes are case sensitive and need to be in the exact format supplied.

Field Name	Type	Size	Position	Require
Socioeconomic Status Code	TEXT	2	Column O	Yes – SDP
Allowed codes 01 02 03 04 06 07 08 09 10 97 98 U =Employed =Unemployed, looking for work =Not working – not looking for work =Home-maker (not working) =Scholar/student (not working) =Pensioner /retired (not working) =Not working – disabled person =Not working – not wishing to work =Not working – Not elsewhere classified =N/A: Aged <15 =N/A: Institution Unspecified	<u>Conditions for compliance</u> 1. This field must contain data 2. The first character of the data value must be a valid, non-space character 3. Only valid code indicators will be allowed.			

Field Name		Type	Size	Position	Require
Disability Status Code		TEXT	10	Column P	Yes – SDP

d codes		Conditions for compliance
N	None	1. This field must contain data
01	Sight (even with glasses)	2. The first character of the data value must be a valid, non-space character
02	Hearing (even with a hearing aid)	3. Only valid code indicators will be allowed.
03	Communication (talking, listening)	
04	Physical (moving, standing, grasping)	
05	Intellectual (difficulties in learning); retardation	
06	Emotional (behavioural or psychological)	
07	Multiple	
09	Disabled but unspecified	

Field Name	Type	Size	Position	Require
Disability Rating	TEXT	10	Column Q	Yes – SDP
Allowed codes 01 = No difficulty 02 = Some difficulty 03 = A lot of difficulty 04 = Cannot do at all 06 = Cannot yet be determined 60 = May be part of multiple difficulties (TBC) 70 = May have difficulty (TBC) 80 = Former difficulty - none now	<u>Conditions for compliance</u> 1. This field must contain data if code 01 to 09 is selected in the Disability Status Code field 2. The first character of the data value must be a valid, non-space character 3. Only valid code indicators will be allowed.			

Field Name	Type	Size	Position	Require
Immigrant Status	TEXT	2	Column R	Yes – SDP
Allowed codes 01 = Immigrant 02 = Refugee 03 = SA Citizen	<u>Conditions for compliance</u> 1. This field must contain data 2. The first character of the data value must be a valid, non-space character 3. Only valid code indicators will be allowed.			

Field Name	Type	Size	Position	Require
Learner Home Address 1	TEXT	50	Column S	Yes – SDP

<table>
<tr><td colspan="5">

Conditions for compliance

1. This field must contain data
2. The physical address of the provider may be used if the home address of the learner is not available.
3. The first character of the data value must be a valid, non-space character
4. The field may not contain strings like UNKNOWN, AS ABOVE, SOOS BO, DELETE, N/A, 0, TEST, ONTBREEK, or NIL.
5. The field may not contain strings like NA, U, NONE, or GEEN.
6. The field may not contain strings like ZZ or XX.
7. The data value may only contain characters that exist in the following range of characters: abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRTSUVWXYZ - 1234567890#&()/\:._',

</td></tr>
</table>

Field Name	Type	Size	Position	Require
Learner Home Address 2	TEXT	50	Column T	Yes – SDP
	Conditions for compliance 1. This field must contain data 2. The physical address of the provider may be used if the home address of the learner is not available. 3. The first character of the data value must be a valid, non-space character 4. The field may not contain strings like UNKNOWN, AS ABOVE, SOOS BO, DELETE, N/A, 0, TEST, ONTBREEK, or NIL. 5. The field should not contain strings like NA, U, NONE, or GEEN. 6. The field may not contain strings like ZZ or XX. 7. The data value may only contain characters that exist in the following range of characters: abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRTSUVWXYZ - 1234567890#&()/\:._',				

Field Name	Type	Size	Position	Require
Learner Home Address 3	TEXT	50	Column U	Conditional – SDP

<table>
<tr><td colspan="5">

<u>Conditions for compliance</u>

1. This is a non-required field
2. The physical address of the provider may be used if the home address of the learner is not available.
3. The first character of the data value must be a valid, non-space character
4. The field may not contain strings like UNKNOWN, AS ABOVE, SOOS BO, DELETE, N/A, 0, TEST, ONTBREEK, or NIL.
5. The field should not contain strings like NA, U, NONE, or GEEN.
6. The field may not contain strings like ZZ or XX.
7. The data value may only contain characters that exist in the following range of characters:
   abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRTSUVWXYZ -
   1234567890#&()/\:._',

</td></tr>
</table>

Field Name	Type	Size	Position	Require
Learner Postal Address 1	TEXT	50	Column V	Yes – SDP
	Conditions for compliance 1. This field must contain data 2. The postal address of the provider may be used if the ~~home~~ postal address of the learner is not available. 3. The first character of the data value must be a valid, non-space character 4. The field may not contain strings like UNKNOWN, AS ABOVE, SOOS BO, DELETE, N/A, 0, TEST, ONTBREEK, or NIL. 5. The field should not contain strings like NA, U, NONE, or GEEN. 6. The field may not contain strings like ZZ or XX. 7. The data value may only contain characters that exist in the following range of characters: abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRTSUVWXYZ -1234567890#&()/\:._',				

Field Name	Type	Size	Position	Require
Learner Postal Address 2	TEXT	50	Column W	Yes – SDP
	Conditions for compliance 1. This field must contain data 2. The physical address of the provider may be used if the ~~home~~ postal address of the learner is not available. 3. The first character of the data value must be a valid, non-space character 4. The field may not contain strings like UNKNOWN, AS ABOVE, SOOS BO, DELETE, N/A, 0, TEST, ONTBREEK, or NIL. 5. The field should not contain strings like NA, U, NONE, or GEEN. 6. The field may not contain strings like ZZ or XX. 7. The data value may only contain characters that exist in the following range of characters: abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRTSUVWXYZ -1234567890#&()/\:._',				

Field Name	Type	Size	Position	Require
Learner Postal Address 3	TEXT	50	Column X	Conditional
	Conditions for compliance 1. This is a non-required field 2. The physical address of the provider may be used if the postal address of the learner is not available. 3. The first character of the data value must be a valid, non-space character 4. The field may not contain strings like UNKNOWN, AS ABOVE, SOOS BO, DELETE, N/A, 0, TEST, ONTBREEK, or NIL. 5. The field should not contain strings like NA, U, NONE, or GEEN. 6. The field may not contain strings like ZZ or XX. 7. The data value may only contain characters that exist in the following range of characters: abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRTSUVWXYZ - 1234567890#&()/\:._',				

Field Name	Type	Size	Position	Require
Learner Home Address Postal Code	TEXT	4	Column Y	Yes – SDP
	Conditions for compliance 1. This field must contain data 2. The physical address postal code of the provider may be used if the home address of the learner is not available. 3. The first character of the data value must be a valid, non-space character 4. The data value may only contain characters that exist in the following range of characters: 1234567890 5. If Home address is outside SA, then code verification differs				

Field Name	Type	Size	Position	Require
Learner Postal Post Code Address	TEXT	4	Column Z	Yes – SDP
	Conditions for compliance 1. This field must contain data 2. The postal address postal code of the provider may be used if the postal address of the learner is not available. 3. The first character of the data value must be a valid, non-space character 4. The data value may only contain characters that exist in the following range of characters: 1234567890 6. If Postal address is outside SA, then code verification differs				

Field Name	Type	Size	Position	Require
Learner Phone Number	TEXT	20	Column AA	No
	Conditions for compliance 1. This is a non-required field 2. The first character of the data value must be a valid, non-space character 3. The field may not contain strings like UNKNOWN, AS ABOVE, SOOS BO, DELETE, N/A, 0, TEST, ONTBREEK Column, or NIL. 4. The field may not contain strings like NA, U, NONE, or GEEN. 5. The field may not contain strings like ZZ or XX. 6. The data value may only contain characters that exist in the following range of characters: 1234567890				

Field Name	Type	Size	Position	Require
Learner Cell Phone Number	TEXT	20	Column AB	No
	Conditions for compliance 1. This is a non-required field 2. The first character of the data value must be a valid, non-space character 3. The field may not contain strings like UNKNOWN, AS ABOVE, SOOS BO, DELETE, N/A, 0, TEST, ONTBREEK, or NIL. 4. The field may not contain strings like NA, U, NONE, or GEEN. 5. The field may not contain strings like ZZ or XX. 6. The data value may only contain characters that exist in the following range of characters: 1234567890				

Field Name	Type	Size	Position	Require
Learner Fax Number	TEXT	20	Column AC	No
	Conditions for compliance 1. This is a non-required field 2. The first character of the data value must be a valid, non-space character 3. The field may not contain strings like UNKNOWN, AS ABOVE, SOOS BO, DELETE, N/A, 0, TEST, ONTBREEK, or NIL. 4. The field may not contain strings like NA, U, NONE, or GEEN. 5. The field may not contain strings like ZZ or XX. 6. The data value may only contain characters that exist in the following range of characters: 1234567890				

Field Name	Type	Size	Position	Require
Learner Email Address	TEXT	50	Column AD	No

	Conditions for compliance
	1. This is a non-required field 2. The first character of the data value must be a valid, non-space character 3. The e-mail address must contain the @ character. 4. The data value may only contain characters that exist in the following range of characters: abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890_.<> -@

Field Name	Type	Size	Position	Require
Province Code	TEXT	2	Column AE	Yes – SDP

Allowed codes	Conditions for compliance
1 =Western Cape 2 =Eastern Cape 3 =Northern Cape 4 =Free State 5 =Kwazulu Natal 6 =North West 7 =Gauteng 8 =Mpumalanga 9 =Limpopo N =SA National (i.e. in SA but province unspecified) X =Outside SA	1. This field must contain data 2. The first character of the data value must be a valid, non-space character 3. Only valid code indicators will be allowed. 4. Please note: The supplied codes are case sensitive and need to be in the exact format supplied.

Field Name	Type	Size	Position	Require
STATSSA Area Code	Text	20	Column AF	Yes – SDP
	Conditions for compliance 1. This field must contain data 2. The first character of the data value must be a valid, non-space character 3. The code must be selected from the code list provided by STATSSA			

Field Name	Type	Size	Position	Require
POPI Act Agree	Text	3	Column AG	Yes – SDP
Yes No	Conditions for compliance 1. This field must contain data 2. The first character of the data value must be a valid, non-space character			

Field Name	Type	Size	Position	Require
POPI Act Date	DATE	8	Column AH	Yes – SDP

Conditions for compliance

1. This field must contain data
2. The first character of the data value must be a valid, non-space character   3. The date provided must be in the format **YYYYMMDD** and must be a valid date.
4. The date may not have a year component starting at **1900**. (Example 19000101)
5. If POPI Act Agree indicator is No, the POPI Act Date field must be left blank

Field Name	Type	Size	Position	Require
Skills Programme ID	text	8	Column AI	Yes – SDP

Conditions for compliance

1. This is a required field
2. The first character of the data value must be a valid, non-space character
3. The value given must:
a. Comply with the actual Skills Programme ID on Accreditation letter
b. Must be active, registered Skills Programme

Field Name	Type	Size	Position	Require
Employment Status	text	8	Column AJ	Yes – SDP
Allowed Codes 01 = Employed 02 = Not employed 03 = Other	Conditions for compliance 1. This field must contain data 2. The first character of the data value must be a valid, non-space character 3. Only valid code indicators will be allowed			

Field Name	Type	Size	Position	Require
Learner Enrolled Date	DATE	8	Column AK	Yes – SDP
This date refers to the learner enrolled for the qualification at the SDP	Conditions for compliance. This is a required field. 1. The first character of the data value must be a valid, non-space character 2. The date provided may not be greater than the Learner Achievement Date 3. Date format must be **YYYYMMDD**			

Field Name	Type	Size	Position	Require
Date of FISA	Text	8	Column AL	Yes - SDP
The date/ last date of the FISA	Conditions for compliance This is a required field. 1. The first character of the data value must be a valid, non-space character 2. The date provided must coincide with the live span of the qualification. 3. Date format must be **YYYYMMDD**			

Field Name	Type	Size	Position	Require
Final FISA Result	Text	3	Column AM	Yes –SDP
Allowed Codes **777** – Absent **555** – Competent **999** – Not yet competent	<u>Conditions for compliance</u> One of the following values must be recorded to indicate the achievement in the EISA component: 1. The first character of the data value must be a valid, non-space character 2. Where the actual mark is not indicated in the assessment then a code of 555 will be used to indicate competence and 999 will be used to indicate not yet competent 3. The first character of the data value must be a valid, non-space character 4. Code 777 must be used for absenteeism 5. The data value may only contain characters that exist in the following range of characters: 1234567890			

Field Name	Type	Size	Position	Require
Date submitted to QCTO	Text	8	Column AN	Yes –SDP

	<u>Conditions for compliance</u>
	
	This is a required field.
	    1. The first character of the data value must be a valid, non-space character
	    2. The date format must be in an **YYYYMMDD** format and must be a valid date. 4. The date may not contain a leading cycle of 1900 (example 19000101) 5.
	    3. The date must be provided when the learner achieved the qualification.
	    4. Last date if more than one day				