QUALITY COUNCIL FOR TRADES AND OCCUPATIONS



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	Туре	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.	Each The f The t 1. no Sl 2. the S	rst character of the pload will be discoped by Accreditation	sociated with a SD he data value mus carded if: Number is supplied Number supplied	P Accreditation Number t be a valid, non-space character d does not match the SDP Accreditation Number

Field Name	Туре	Size	Position	Require			
National Id	Text	15	Column B	Yes - SDP			
	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. 4. 5. 6. 7. Alto 8. 33.	 Ether this field of the Learner Alternate ID- field must contain a value. The first character of the data value must be a valid, non-space character The data supplied must contain numerical values only. The data value must have a length of exactly 13 characters. The data value may not contain four consecutive zeros from characters 7 to 10. The data value may not contain four consecutive zeros from characters 1 to 4. If the data value has four consecutive zeros from characters 7 to 10 then a Learner Alternate ID-value must be provided. The field may not contain data strings like 1111111111111 or 2222222222222222 or 3333333333333333					

Field Name	Type	Size	Position	Require			
Learner Alternate ID	TEXT	20	Column C	Yes - SDP			
	Conditions for	or compliance					
	If a <u>National ID is not available</u> , 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.						
				must be a valid, non-space character			
	•			wed. 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.						
			_	onal ID then alternate ID field should contain data as initially			
	entere	ed and Alternate	וט Type shou	ld reflect code 570			

Field Name	Туре	Size	Position	Require
Alternative Id Type	NUMBER	3	Column D	Yes – SDP
Allowed codes	Conditions for	compliand	<u>se</u>	
 527 = Passport Number o Foreign ID Number 533 = None 565 = Refugee Number 538 = Work Perminal Number 540 = Birth Certificate number 570 = Change from 	If the Na ID Type	tional ID fi field must	eld contains only reflect c	alue must be a valid, non-space character data and the Learner Alternate ID is blank, then the Alternative ode 533. a and the Learner Alternate ID contains data, then 533 is not
Alternate ID to National ID				

Field Name	Туре	Size	Position	Require
Learner Last Name	TEXT	26	Column E	Yes – SDP
	2. The fi 3. The fi DELE 4. The fi 5. The fi 6. Learn identif 7. The d of cha	field must contain rst character of the eld may not contain TE, N/A, 0, TEST eld may not contained at a value may on a racters:	ne data value ain strings like , ONTBREE ain strings like ain strings like aust correspo t. ly contain ch	e NA, U. NONE, or GEEN.

Field Name	Туре	Size	Position	Require
Learner First Name	TEXT	26	Column F	Yes – SDP
	2. The fit 3. The fit DELE 4. The fit 5. The fit 6. Learn docun 7. The da of cha	eld must contain rst character of the eld may not contain TE, N/A, 0, TEST eld may not contain eld may not contain rame/s must conent. ata value may on racters:	ne data value ain strings like , ONTBREE ain strings like ain strings like correspond w	e NA, U. NONE, or GEEN

Field Name	Туре	Size	Position	Require
Learner Middle Name	TEXT	26	Column G	No
	2. The fit 3. The fit ONTE 4. The fit 5. The fit 6. Name 7. Learn 8. The d	s not a required first character of the eld may not contained may not contained may not contained may not contains, if more than Firer name/s must cata value may on	ne data value ain strings like ain strings like ain strings like rst and Seco correspond welly contain ch	e must be a valid, non-space character e UNKNOWN, AS ABOVE, SOOS BO, DELETE, N/A, 0, TEST, e NA, U. NONE, or GEEN. e ZZ or XX. and Names to be separated by space with national ID or official identification document. aracters that exist in the following range of characters: EFGHIJKLMNOPQRTSUVWXYZ' – ^ " ' `

Field Name	Туре	Size	Position	Require			
Learner Title	TEXT	10	Column H	Yes – SDP			
Allowed codes	Conditions for	Conditions for compliance					
Mr Mrs Ms Miss Dr Prof	 This field must contain data The field may only contain allowed codes The learner title codes are case sensitive and need to be in the exact format supplied. 						

Field Name	Туре	Size	Position	Require
Learner Birth Date	DATE	8	Column I	Yes – SDP
	2. Only 3. The state of the sta	field must contain numeric values val	will be accept the data value nent of this va- be less than 1 we a year com found with the ormation hea	e must be a valid, non-space character alue must be the same as the first 6 characters of the National ID 15 years of age. Inponent of less than 1950. It is same value for this field will be recorded in the aggregated report ding.

Field Name	Туре	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	2. The fi 3. Only	 This field must contain data The first character of the data value must be a valid, non-space character Only valid code indicators will be allowed. Please note: The supplied codes are case sensitive and need to be in the exact format as indicated. 				

Field Name		Туре	Size	Position	Require
Nationality C	Code	TEXT	3	Column K	Yes – SDP
		Condit	ions for con	npliance	
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 = Asian countries = North American countries = Central and South American countries = Australia Oceania countries = Other and rest of Oceania = N/A: Institution	1. 2. 3.	This field m	ust contain da aracter of the ode indicators	data value must be a valid, non-space character s will be allowed. Any deviation from this will result in the

Field Name	Туре	Size	Position	Require			
Home Language Code	TEXT	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	2. 3. 4.	The first cha Only valid c	ode indicator	ata data value must be a valid, non-space character. s will be allowed. ed codes are case sensitive and need to be in the exact format			

Field Name	Туре	Size	Position	Require
Gender Code	TEXT	1	Column M	Yes – SDP
Allowed codes M = Male F = Female	2. The firm 3. The Grant Arma be 4. Only was	eld must contain rst character of the sender code must le ID number and ing discarded. Valid code indicate note: The supp	ne data value t meet the ge d Female ger ors will be all	must be a valid, non-space character nder indicator defined in the National ID number. nder code indicator, and versa visa, will result in an upload owed. e case sensitive and need to be in the exact format

Field Name	Туре	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	 This field must contain data The first character of the data value must be a valid, non-space character Only valid code indicators will be allowed. Please note: The supplied codes are case sensitive and need to be in the exact format supplied. 					

Field Name	Туре	Size	Position	Require
Socioeconomic Status Code	TEXT	2	Column O	Yes – SDP
Allowed codes 01 02 =Employed =Unemployed, 03 looking for work =Not working – not looking 04 for work =Home- maker (not working) 06 =Scholar/student (not working) 07 =Pensioner /retired (not working) =Not working – disabled person =Not working – not wishing to work =Not working – Not elsewhere classified 97 =N/A: Aged <15 U =N/A: Institution Unspecified	2. The fir	eld must contain	he data value	e must be a valid, non-space character lowed.

Field	Field Name		Size	Position	Require
Disab	Disability Status Code		10	Column P	Yes – SDP
	<u>d codes</u>	Conditions for	r compliance		
N 01 02 03 04 05 06 07 09	None Sight (even with glasses) Hearing (even with a hearing aid) Communication (talking, listening) Physical (moving, standing, grasping) Intellectual (difficulties in learning); retardation Emotional (behavioural or psychological) Multiple Disabled but unspecified	2. The fir	eld must contain rst character of th ralid code indicat	ne data value	must be a valid, non-space character owed.

Field Name	Туре	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	Conditions for compliance 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	Туре	Size	Position	Require	
Immigrant Status	TEXT	2	Column R	Yes – SDP	
Allowed codes 01 = Immigrant 02 = Refugee 03 = SA Citizen	2. The fir	eld must contain	ne data value	must be a valid, non-space character owed.	

Field Name	Туре	Size	Position	Require
Learner Home Address 1	TEXT	50	Column S	Yes – SDP
	 The ph The fir The fir ONTB The fie The fie The fie The da abcdef 	eld must contain hysical address of st character of the eld may not contain REEK, or NIL. eld may not contain eld may not contain	of the provided the data value the strings like the strings like the strings like the strings like the strings like	r may be used if the home address of the learner is not available. must be a valid, non-space character e UNKNOWN, AS ABOVE, SOOS BO, DELETE, N/A, 0, TEST, e NA, U, NONE, or GEEN. e ZZ or XX. eracters that exist in the following range of characters: EFGHIJKLMNOPQRTSUVWXYZ -

Field Name	Туре	Size	Position	Require
Learner Home Address 2	TEXT	50	Column T	Yes – SDP
	 The ph The fir The fir ONTB The fir The fir The fir The da abcde 	eld must contain nysical address of st character of the eld may not conta REEK, or NIL. eld should not co eld may not conta ata value may on	of the provide the data value ain strings like antain strings like ain strings like ain strings like aly contain cha	r may be used if the home address of the learner is not available. must be a valid, non-space character e UNKNOWN, AS ABOVE, SOOS BO, DELETE, N/A, 0, TEST, like NA, U, NONE, or GEEN. e ZZ or XX. aracters that exist in the following range of characters: EFGHIJKLMNOPQRTSUVWXYZ -

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

Field Name	Туре	Size	Position	Require
Learner Postal Address 1	TEXT	50	Column V	Yes – SDP
	2. The positive availal and availal and availal and availal and a three fields. The field are available and available and available and available	eld must contain ostal address of tole. It character of the eld may not contain REEK, or NIL. It could may not contain at a value may on	he provider note the data value hin strings like the note his strings like his strings like ly contain chains the like ly contain chains the like his strings li	must be a valid, non-space character e UNKNOWN, AS ABOVE, SOOS BO, DELETE, N/A, 0, TEST, like NA, U, NONE, or GEEN. e ZZ or XX. aracters that exist in the following range of characters: EFGHIJKLMNOPQRTSUVWXYZ -1234567890#&()\\hat{\chi}:',

Field Name	Туре	Size	Position	Require
Learner Postal Address 2	TEXT	50	Column W	Yes – SDP
	2. The ph availab 3. The fir 4. The fir ONTB 5. The fir 6. The fir 7. The da	eld must contain hysical address on the st character of the ld may not contain REEK, or NIL. ald should not contain the ld may on	of the provided the data value ain strings like the strings like the strings like the contain cha	r may be used if the home postal address of the learner is not must be a valid, non-space character a UNKNOWN, AS ABOVE, SOOS BO, DELETE, N/A, 0, TEST, like NA, U, NONE, or GEEN. a ZZ or XX. aracters that exist in the following range of characters: EFGHIJKLMNOPQRTSUVWXYZ -1234567890#&()/\:',

Field Name	Туре	Size	Position	Require
Learner Postal Address 3	TEXT	50	Column X	Conditional
	1. This is 2. The part of the	irst character of t field may not con BREEK, or NIL. field should not c field may not con data value may o	of the provide he data value tain strings li ontain strings li tain strings li nly contain cuvwxyzABCE	er may be used if the postal address of the learner is not available. e must be a valid, non-space character ke UNKNOWN, AS ABOVE, SOOS BO, DELETE, N/A, 0, TEST, s like NA, U, NONE, or GEEN. ke ZZ or XX. haracters that exist in the following range of characters: DEFGHIJKLMNOPQRTSUVWXYZ -

Field Name	Туре	Size	Position	Require
Learner Home Address Postal Code	TEXT	4	Column Y	Yes – SDP
	2. The pl not av 3. The fir 4. The da 12345	eld must contain nysical address p ailable. est character of th ata value may on 67890	postal code of ne data value nly contain ch	f the provider may be used if the home address of the learner is must be a valid, non-space character aracters that exist in the following range of characters:

Field Name		Туре	Size	Position	Require
Learner Code Address	Postal Post	TEXT	4	Column Z	Yes – SDP
		2. The po availa 3. The fii 4. The da 12345	eld must contain ostal address pos ble. ost character of the ata value may on 67890	stal code of the ne data value nly contain ch	he provider may be used if the postal address of the learner is not must be a valid, non-space character aracters that exist in the following range of characters:

Field Name	Туре	Size	Position	Require
Learner Phone Number	TEXT	20	Column AA	No
	2. The fit 3. The fit ONTB 4. The fit 5. The fit 6. The date	s a non-required st character of the ld may not contained REEK Column, could may not contained may not	ne data value ain strings like or NIL. ain strings like ain strings like	must be a valid, non-space character e UNKNOWN, AS ABOVE, SOOS BO, DELETE, N/A, 0, TEST, e NA, U, NONE, or GEEN. e ZZ or XX. aracters that exist in the following range of characters:

Field Name		Туре	Size	Position	Require
Learner Number	Cell Phone	TEXT	20	Column AB	No
		 The first The fiese ONTBI The fiese The fiese 	a non-required f st character of th eld may not conta REEK, or NIL. eld may not conta eld may not conta	e data value in strings like in strings like in strings like	must be a valid, non-space character e UNKNOWN, AS ABOVE, SOOS BO, DELETE, N/A, 0, TEST, e NA, U, NONE, or GEEN. e ZZ or XX. eracters that exist in the following range of characters: 1234567890

Field Name	Туре	Size	Position	Require
Learner Fax Number	TEXT	20	Column AC	No
	Conditions for	or compliance		
	2. The fi 3. The fi ONTE 4. The fi 5. The fi	ield may not cont BREEK, or NIL. ield may not cont ield may not cont	he data value ain strings lik ain strings lik ain strings lik	e must be a valid, non-space character e UNKNOWN, AS ABOVE, SOOS BO, DELETE, N/A, 0, TEST, e NA, U, NONE, or GEEN. e ZZ or XX. haracters that exist in the following range of characters: 1234567890

Field Name	Туре	Size	Position	Require
Learner Email Address	TEXT	50	Column AD	No
	1. This is 2. The f 3. The f 4. The f	e-mail address m data value may o	he data value ust contain th nly contain ch	e must be a valid, non-space character ne @ character. naracters that exist in the following range of characters: DEFGHIJKLMNOPQRTSUVWXYZ1234567890<> -@

Field Name	Type	Size	Position	Require
Province Code	TEXT	2	Column AE	Yes – SDP
Allowed codes 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	Conditions for 1. This field 2. The first of 3. Only valid 4. Please no	or compliance must contain date character of the code indicators	ta data value mu will be allowe	ust be a valid, non-space character

Field Name	Туре	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	Туре	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	Туре	Size	Position	Require
POPI Act Date	DATE	8	Column AH	Yes – SDP
	1. This f 2. The f provided 4. The c	must be in the fo late may not hav	he data value ormat YYYYN e a year com	e must be a valid, non-space character 3. The date IMDD and must be a valid date. ponent starting at 1900. (Example 19000101) he POPI Act Date field must be left blank

Field Name	Туре	Size	Position	Require
Skills Programme ID	text	8	Column Al	Yes – SDP
	1. This is a re 2. The first cl 3. The value a. Comply wi	naracter of the dagiven must:	ls Programm	et be a valid, non-space character e ID on Accreditation letter nme

Field Name	Туре	Size	Position	Require
Employment Status	text	8	Column AJ	Yes – SDP
Allowed Codes 01 = Employed 02 = Not employed 03 = Other	1. This field r 2. The first ch	or compliance nust contain data naracter of the da alid code indicato	ata value mus	st be a valid, non-space character owed

Field Name	Туре	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	This is a red 1. The 2. The	quired field. e first charact e date provide	— er of the data	value must be a valid, non-space character e greater than the Learner Achievement Date

Field Name	Туре	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	Туре	Size	Position	Require
Final FISA Result	Text	3	Column AM	Yes –SDP
Allowed Codes 777 – Absent 555 – Competent 999 – Not yet competent		The first of Where the indicate of The first of Code 777	es must be recharacter of the actual mark ompetence a character of the must be use value may or	ecorded to indicate the achievement in the EISA component: ne data value must be a valid, non-space character is not indicated in the assessment then a code of 555 will be used to nd 999 will be used to indicate not yet competent ne data value must be a valid, non-space character d for absenteeism ally contain characters that exist in the following range of characters:

Field Name	Туре	Size	Position	Require
Date submitted to QCTO	Text	8	Column AN	Yes –SDP
	This is a re 1. The contain 3. The contain	ditions for compliance is a required field. 1. The first character of the data value r		MMDD format and must be a valid date. 4. The date may not le 19000101) 5.