

Specifications for Load Files for the

National Learners’ Records Database

Version 2.0

These Specifications are for the use of

*Quality Assurance functionaries* (former ETQAs),

which are required to transmit data to the NLRD.

Education and Training *Providers* should contact their SETAs or other Quality Assurance functionaries for guidance concerning

those bodies’ own requirements for Providers.

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# Overview

The National Learners’ Records Database (NLRD) is a repository to store and maintain records of South African learners and their achievements, as one of its functions as the electronic management information system of the National Qualifications Framework (NQF). The content of this database is supplied and maintained by various data suppliers, primarily Quality Assurance functionaries across South Africa. (Until 2012, these were known as “ETQAs”. The term is still used in this document, although it is acknowledged that this is no longer an official acronym.) These data suppliers create electronic files in standard formats and transmit them to SAQA to be loaded into the NLRD. The purpose of this document is to provide these data suppliers with a description of these standard layouts and how they are to be transmitted to the South African Qualifications Authority.

This document is divided into three main sections:

* ***General Specification***: This section describes the characteristics of load files that are common to all of the formats. Also details are provided as to the various options data suppliers have available to them for transferring data to the NLRD.
* ***Detail Specification – File Layouts***: This section describes in detail the basic format for all of the files that will be loaded into the NLRD. These are the templates that each supplier must use to construct the standard inputs.
* ***Detail Specification – Data Definitions and Acceptable Values***: In the interest of simplicity, the detail specifications only contain a short form description of the required field and some basic information about it such as data type and size. In this section a more detailed description is provided, including all of the acceptable values (and their meanings) for various code values such as gender code.

SAQA and the NLRD development team work closely with data suppliers to modify the formats contained in this document. The specifications are thus based upon both the requirements of the NLRD and the knowledge of external data sources gained through these consultations. As more data has become available during the six years of stable use of NLRD Version 1.4, the changes to the formats required by Version 2 of the NLRD have become apparent, in order to adapt to the information requirements of the NQF, as well as the current databases used by data suppliers. For future NLRD releases, it is anticipated that further enhancements will be made.

For this NLRD release, the batch loading of data into the NLRD is restricted to the following types of data:

* Provider
* Person (was known as Learners/Students for NLRD Version 1)
* Enrolments and Achieved Qualifications/Courses/Unit Standards for Learners
* Existing basic data on courses.
* Existing basic data on qualifications.
* Designations (including Assessors).

The order in which these files appears starts with the file on which there are the most dependencies and ends with the file that most depends on the presence of the other files.

Batch loading of large volumes is an intricate process, and is easily derailed if there are problems with the data. Hence the existence of these load specifications. In addition, SAQA has made it a prerequisite to accepting the data that data suppliers test and submit the data files using Edu.Dex, the testing and feedback tool provided by SAQA.

Data pertaining to ETQAs / some Providers / SAQA structures, their accreditations and members are entered into the system via the NLRD on-line application. This application is accessible locally at SAQA only. All new qualifications and unit standards entered into the system based upon the NQF are also keyed directly into the NLRD through the on-line application, and are available on the SAQA website via a searchable database. They are also available to subscribers via an XML download facility.

# General Specification

This section describes those characteristics of the standard file formats that are common to all layouts and also provides details about how data suppliers can transmit their data files to the NLRD once extraction has been completed.

## File Format & Name

All of the files being transmitted to the NLRD must be fixed length files. Fields must be delimited by size – i.e. the position of the field within the file must be used to map the value to the database column. Each file must be terminated by a carriage return.

Each file being transmitted must adopt the following naming convention:

##### *XXXXNN*YYMMDD.dat

The first four characters, XXXX, represent a four character mnemonic that is associated with each file data supplier (see Appendix C). The two digit NN is a unique identifier associated with each file format. The 6-digit date makes it unique over time and facilitates the management of file transfers. The **.dat** is a standard file extension to denote a data file.

A sample name would thus be: BANK25070820.dat (BANKSETA’s person file, extracted 20 August 2007).

## Header Information

The first record in each transmitted format must contain header information. It must have the same record length as any other standard record in the file, but must contain control information so that the integrity of the file can be verified and to provide some basic identifying characteristics of the file. This header record must have the following format:

|  |  |  |  |
| --- | --- | --- | --- |
| **Field** | **Description** | **Type** | **Position** |
| Header Flag | “HEADER” - A literal used to filter out this record during loading. *Note: must be uppercase.* | TEXT | 1-6 |
| Supplier Identifier | A unique identifier for each supplier – generally an ETQA. | TEXT | 7-10 |
| File Description | A short description of file content – eg. “Person Records” | TEXT | 11-30 |
| Number of Records | A count of the records being sent | NUMBER | 31-40 |
| Filler | Blank space to fill the record out to the fixed record length | TEXT | 40-? |

## Date Formats

Information regarding dates must be transmitted in text format. The standard formats for all dates (which are identified as the DATE data type in the formats) are YYYYMMDD unless otherwise specified by a note in the format specification.

## Transmission Options

All data suppliers have two options for transmitting data to the NLRD. They are as follows:

**External Staging Area** (preferred by SAQA): Each data supplier has its own login and password, and transmits the data via a secure FTP-like service (the procedure is given in a separate document).

**Removable Media (CD / diskette / USB)**: Data suppliers have the option to send input files to SAQA on CD ROM or USB media.

## Latest updates of Edu.Dex, Lookup Tables, etc

The latest updates of Edu.Dex, the NLRD Lookup Tables (Excel version), the list of providers and their ETQAs, the Minimum Standard for data loads, and the Specifications for Load Files for the National Learners’ Records Database (this document) are all available on the URL, www.saqa.org.za/nlrdinfo.php .

# Detail Specifications

## File Layouts

Each file layout provides the format for a fixed length record, delimited by size (position) for loading into the NLRD. Each file format must have a two-digit format identifier that must also be included in the standard file name as described above. New format identifiers are used for NLRD Version 2.

## Key to Abbreviations

In the file layouts, an indicator is provided as to whether a certain value is required or not. It should be noted that all of the requested values in the formats are important for the proper functioning of the NLRD and should be provided wherever possible (whether required fields or not). In other words, the fields marked ‘Y’ (required) represent the minimum information required to be loaded into the NLRD. Where other, non-required information is not supplied, loading can still occur but its usefulness for the NLRD and thus the NQF will be diminished.

Values in the ‘Require’ column (below):

Y Required

N Not Required

C Conditional upon whether or not another value has been input

Values in the ‘Source’ column:

L Lookup table already provided by SAQA; thus always possible to supply the value

T Another file (Table)

## Note on Unique Identifiers

For the loading of records the NLRD relies in many cases upon the unique identifiers employed within the source systems of data suppliers – predominantly ETQAs. This is particularly true for provider, assessor and learner data. In order to facilitate the tracking of changes from one data transfer to the next, the identifiers used by data suppliers must be persistent – i.e. they cannot change from one load to the next. If changes can occur to these values within the systems of the data suppliers, they will need to consult with SAQA to devise a way of ensuring continuity.

The latter identifiers, i.e. those created within the source systems of data suppliers, as well as those in the simple lookup tables (see Appendix A), are known as **Codes** throughout the NLRD (Examples: Provider Code, Qualification Code, Gender Code.) The identifiers **generated by the NLRD** are known as **Ids**. (Examples: Provider Id, Qualification Id.) Some identifiers that are in general business usage are also known as Ids. (Example: National Id.)

## File Formats

### Provider (File 21)

This file format is to be used for the transmission of information about Education and Training Providers.

 ***\*\* Only the ETQA that “owns” (is primarily responsible for) the Provider should submit this data file. \*\****

Format Identifier: **21** for NLRD Version 2 (was 09 for NLRD Version 1)

Points about the Provider file for Version 2:

1. The field Provider\_Location\_Code has been removed from the specification.
2. A new field has been added: Province\_Code, which must have a value other than X if Country\_Code has a value of ZA.
3. A new field has been added: Country\_Code, which must have a value of ZA if Province\_Code does not have a value of X.
4. GPS readings have now been added. General notes concerning GPS readings:
* Ensure that the GPS “datum” (also sometime referred to as the “map datum”) is set to WGS84 or Hartbeeshoek94. A preliminary review shows that commercial navigation GPS units like Garmin and TomTom units are set to WGS84 by default.
* The latitude and longitude values for the GPS coordinate must be supplied in degrees, minutes and seconds (to three decimals if available).
1. Provider Physical Address and Web Address fields have now been added.
2. The record length has changed according to the new additions.

File Layout

| **Note** | **Field Name** | **Type** | **Size** | **New Position** | **Require** | **Source** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Provider\_Code | TEXT | 20 | 1 | Y |  |
| 1 | Etqa\_Id | NUMBER | 10 | 21 | Y | T |
| 2 | Std\_Industry\_Class\_Code | TEXT | 10 | 31 | N | T |
|  | Provider\_Name | TEXT | 128 | 41 | Y |  |
|   | Provider\_Type\_Id | NUMBER | 10 | 169 | Y | L |
|   | Provider\_Address\_1 | TEXT | 50 | 179 | Y |  |
|   | Provider\_Address\_2 | TEXT | 50 | 229 | Y |  |
|   | Provider\_Address\_3 | TEXT | 50 | 279 | N |  |
|   | Provider\_Postal\_Code | TEXT | 4 | 329 | Y |  |
|   | Provider\_Phone\_Number  | TEXT | 20 | 333 | N |  |
|   | Provider\_Fax\_Number  | TEXT | 20 | 353 | N |  |
|   | Provider\_Sars\_Number  | TEXT | 20 | 373 | N |  |
|   | Provider\_Contact\_Name | TEXT | 50 | 393 | N |  |
|   | Provider\_Contact\_Email\_Address | TEXT | 50 | 443 | N |  |
|   | Provider\_Contact\_Phone\_Number  | TEXT | 20 | 493 | N |  |
|   | Provider\_Contact\_Cell\_Number  | TEXT | 20 | 513 | N |  |
|  | Provider\_Accreditation\_Num  | TEXT | 20 | 533 | N |  |
|  5 8 | Provider\_Accredit\_Start\_Date | DATE | 8 | 553 | C |  |
|  6 8 | Provider\_Accredit\_End\_Date  | DATE | 8 | 561 | C |  |
|  | Etqa\_Decision\_Number  | TEXT | 20 | 569 | N |  |
|  3 | Provider\_Class\_Id  | NUMBER | 10 | 589 | Y | L |
|  7 8 | Structure\_Status\_Id  | NUMBER | 10 | 599 | Y | L |
|  4  | Province\_Code | TEXT | 2 | 609 | Y | L |
|  | Country\_Code | TEXT | 4 | 611 | Y | L |
| 9, 10 | Latitude\_Degree | NUMBER | 3 | 615 | C |  |
| 9, 11 | Latitude\_Minutes | NUMBER | 2 | 618 | C |  |
| 9, 12 | Latitude\_Seconds | NUMBER | 6 | 620 | C |  |
| 9, 13 | Longitude\_Degree | NUMBER | 2 | 626 | C |  |
| 9, 11 | Longitude\_Minutes | NUMBER | 2 | 628 | C |  |
| 9, 12 | Longitude\_Seconds | NUMBER | 6 | 630 | C |  |
|  | Provider\_Physical\_Address\_1 | TEXT | 50 | 636 | N |  |
|  | Provider\_Physical\_Address\_2 | TEXT | 50 | 686 | N |  |
|  | Provider\_Physical\_Address\_Town | TEXT | 50 | 736 | N |  |
|  | Provider\_Phys\_Address\_Postcode | TEXT | 4 | 786 | N |  |
|  | Provider\_Web\_Address | TEXT | 50 | 790 | N |  |
|  | Date\_Stamp | DATE | 8 | 840 | Y |  |

1. The Provider Code refers to an internal identifier stored in the systems of individual ETQAs. In combination with the ETQA Id this will serve to uniquely identify a provider record being sent to the NLRD. The latter field is, in fact, the ETQA\_Id of the ETQA that “owns” (is primarily responsible for) the Provider. This is the only ETQA that should submit this data file.
2. For Std\_Industry\_Class\_Code, the **requirement** should be Y if it is a private provider and N if an in-house one. However, it remains N for the present.
3. The value of 6=Interim is for SAQA use only, and will soon fall away.
4. Province\_Code replaces previous Provider\_Location\_Code
5. Minimum: 19900101. Maximum: Now.
6. Minimum: 19900101. Maximum: Now+5 years.
7. The list of allowed values of this field in this file for this file is supplied in the Appendix of Allowed Values. (It is more specific than it was for Version 1.)
8. The rules of combination for when accreditation dates are required or not (depending on the value of Provider Structure Status ID) are supplied in the NLRD Lookup Tables (the Excel version, found on www.saqa.org.za/nlrdinfo.php) in the worksheet, *structure s*.
9. If a value is provided for either one of these fields then a value must be supplied for all of these fields.
10. Must be a negative value (in other words the value must start with the minus (-) sign), may not have a value greater than -22 and may not have a value less than -35 (only applies if Country\_Code is ZA).
11. Must have a length of exactly 2 (i.e. if the value is less than 10 then the value must be denoted as 0n, for example the value 7 must be denoted as 07) and may not have a value greater than 59.
12. Must have a length of exactly 6 in the format nn.nnn (i.e. if the seconds component of the reading is less than 10 then value must be denoted as 0n.nnn, for example the value 7.15" must be denoted as 07.150), the third character must be a decimal point, the first two characters may not be greater than 59 and the last three characters may be set to 000 if no decimal reading is available.
13. May not have a value greater than 33 and may not have a value less than 16 (only applies if Country\_Code is ZA).

### Qualification/Degree (Legacy) (File 22)

The file format is meant for loading information about **qualifications that have been defined outside of the current NQF guidelines**. It is assumed that information in this somewhat simplified format will be required only in the interim and also to support the loading of some historical data.

Legacy qualifications are given unique Qualification IDs by SAQA. The data suppliers are notified of these IDs, and then use them to submit qualification achievements as part of **File 29 (**Qualification Enrolment / Achievement**)**.

Format Identifier: **22** for NLRD Version 2 (was 04 for NLRD Version 1)

Points about the Qualification/Degree file for Version 2:

1. The only change from Version 1 is that the Qualification Type Id is now a required field.

File Layout

| **Note** | **Field Name** | **Type** | **Size** | **Position** | **Require** | **Source** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Qualification\_Code | TEXT | 20 | 1 | Y |  |
|  | Qualification\_Name | TEXT | 100 | 21 | Y |  |
|  | Qualification\_Type\_Id | NUMBER | 15 | 121 | Y | L |
|  | NQF\_Level\_Id | NUMBER | 8 | 136 | Y | L |
|  | Subdomain\_Id | NUMBER | 8 | 144 | Y | L |
|  | Abet\_Band\_Id | NUMBER | 8 | 152 | Y | L |
| 3 4 | Qual\_Registration\_Start\_Date | DATE  | 8 | 160 | Y |  |
| 3 5 | Qual\_Registration\_End\_Date | DATE  | 8 | 168 | Y |  |
| 1 2  | Provider\_Code | TEXT | 20 | 176 | Y |  |
| 1 2  | Provider\_Etqa\_Id | NUMBER | 10 | 196 | Y | T |
|  | Date\_Stamp | DATE | 8 | 206 | Y |  |

1. The Qualification Code will only be a valid unique identifier in conjunction with the Provider Code plus ETQA Id.
2. The Provider Code refers to an internal identifier stored in the systems of individual ETQAs. In combination with the ETQA Id this will serve to uniquely identify a provider record being sent to the NLRD. The latter field is named **Provider**\_ETQA\_Id because it refers to the ETQA\_Id of the ETQA that “owns” (is primarily responsible for) the Provider. This is the only ETQA that should submit this data file. If an ETQA is submitting the qualification in order to allow a Provider that is “owned” by another ETQA to offer it, the ETQA should state, here, its **own** ETQA ID and its own “generic” Provider Code. (If it does not already have such a Provider Code, it should first submit one, using File 21 – see the Provider “MERSETA” with Provider\_Code “MERS” as an example.) Then, using File 24, the ETQA should submit the “accreditations” of all of the providers that it is allowing to offer the qualification.
3. For Legacy qualifications, it is often impossible to know what the registration start and end dates should be. If these are indeed not known in the source data, it is safest to use 19000101 as the start date and 20030630 as the end date.
4. Minimum: 19000101. Maximum: Now.
5. Minimum: 19000101. Maximum: Now+3 years.

### Course (Legacy) (File 23)

This file format is meant to load **“legacy” courses that do not fit into the currently defined NQF unit standards structure**. In general, this file format is for any achievements that can potentially lead up to, but do not themselves constitute, a qualification.

Courses are given unique Unit Standard IDs by SAQA. The data suppliers are notified of these IDs, and then use them to submit course achievements as part of **File 30 (**Unit Standards Enrolment/Achievement**)**.

Format Identifier: **23** for NLRD Version 2 (was 05 for NLRD Version 1)

Points about the Course file for Version 2:

1. No change from Version 1.

File Layout

| **Note** | **Field Name** | **Type** | **Size** | **Position** | **Require** | **Source** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Course\_Code | TEXT | 20 | 1 | Y |  |
|  | Course\_Name | TEXT | 200 | 21 | Y |  |
|  | NQF\_Level\_Id | NUMBER | 8 | 221 | Y | L |
|  | Subdomain\_Id | NUMBER | 8 | 229 | Y | L |
|  | Abet\_Band\_Id | NUMBER | 8 | 237 | Y | L |
| 3 4 | Course\_Registration\_Start\_Date | DATE  | 8 | 245 | Y |  |
| 3 5 | Course\_Registration\_End\_Date | DATE  | 8 | 253 | Y |  |
| 1 2  | Provider\_Code | TEXT | 20 | 261 | Y |  |
| 1 2  | Provider\_Etqa\_Id | NUMBER | 10 | 281 | Y | T |
|  | Date\_Stamp | DATE | 8 | 291 | Y |  |

1. The Course Code will only be a valid unique identifier in conjunction with the Provider Code plus ETQA Id. The Course Code must never vary for a specific course.
2. The Provider Code refers to an internal identifier stored in the systems of individual ETQAs. In combination with the ETQA Id this will serve to uniquely identify a provider record being sent to the NLRD. The latter field is named **Provider**\_ETQA\_Id because it refers to the ETQA\_Id of the ETQA that “owns” (is primarily responsible for) the Provider. This is the only ETQA that should submit this data file. If an ETQA is submitting the course in order to allow a Provider that is “owned” by another ETQA to offer it, the ETQA should state, here, its **own** ETQA ID and its own “generic” Provider Code. (If it does not already have such a Provider Code, it should first submit one, using File 21 – see the Provider “MERSETA” with Provider\_Code “MERS” as an example.) Then, using File 24, the ETQA should submit the “accreditations” of all of the providers that it is allowing to offer the course.
3. For Legacy courses, it is often impossible to know what the registration start and end dates should be. If these are indeed not known in the source data, it is safest to use 19000101 as the start date and 20030630 as the end date.
4. Minimum: 19000101. Maximum: Now.
5. Minimum: 19000101. Maximum: Now+3 years.

### Provider Accreditation (File 24)

This file supports the batch loading of provider accreditation information, i.e. the permission given by each ETQA to specific Providers, allowing them to offer specific learnerships, qualifications and unit standards that are quality-assured by that ETQA. ETQAs must submit the Provider Accreditation data for **all** Providers that they are accrediting to offer learnerships, qualifications or unit standards, whether or not the Providers “belong” to them.

Format Identifier: **24** for NLRD Version 2 (was 10 for NLRD Version 1)

Points about the Provider Accreditation file for Version 2:

1. A new field has been added, Learnership ID. The rules governing its usage are given below.
2. A new field has been added, Provider\_Accred\_Status\_Code. Its values are given in the Lookup Table appendix.
3. The record length has changed accordingly.

File Layout

| **Note** | **Field Name** | **Type** | **Size** | **Position** | **Require** | **Source** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 5 6 | Learnership\_Id | NUMBER | 10 | 1 | C | T |
| 1 6 8 | Qualification\_Id | NUMBER | 10 | 11 | C | T |
| 1 6 | Unit\_Standard\_Id | NUMBER | 10 | 21 | C | T |
| 2 6 | Provider\_Code | TEXT | 20 | 31 | Y |  |
| 2 6 | Provider\_Etqa\_Id | NUMBER | 10 | 51 | Y | T |
|   | Provider\_Accreditation\_Num | TEXT | 20 | 61 | N |  |
| 7 | Provider\_Accredit\_Assessor\_Ind | TEXT | 1 | 81 | N | L |
| 3 | Provider\_Accred\_Start\_Date | DATE | 8 | 82 | Y |  |
| 4 | Provider\_Accred\_End\_Date | DATE | 8 | 90 | Y |  |
|  | Etqa\_Decision\_Number  | TEXT | 20 | 98 | N |  |
|  | Provider\_Accred\_Status\_Code | TEXT | 10 | 118 | Y | L |
|  | Date\_Stamp | DATE | 8 | 128 | Y |  |

1. Each record may contain a combination of:
* Learnership\_ID only (meaning “this provider is accredited for this learnership, as a whole”), or
* Qualification\_ID only (meaning “this provider is accredited for this qualification, as a whole”), or
* Unit\_standard\_ID only (meaning “this provider is accredited for this unit standard as a miscellaneous ‘stand-alone’ ”), or
* Learnership\_ID plus Qualification\_ID (meaning “this provider is accredited for this qualification, towards this learnership”), or
* Learnership\_ID plus Unit\_Standard\_ID (meaning “this provider is accredited for this unit standard, towards this learnership”), or
* Qualification\_ID plus Unit\_Standard\_ID (meaning “this provider is accredited for this unit standard, towards this qualification”).

It is compulsory that at least one of a Learnership ID or a Qualification ID or a Unit Standard ID must be provided for each record.

Each record refers primarily to the lower level of what it mentions (where “level” refers to the “hierarchy” of learnership, qualification and unit standard). Thus, a record containing Qualification\_ID plus Unit\_Standard\_ID refers to the accreditation dates etc for the unit standard, and states that that unit standard is being taken towards that qualification. A second record is required if the Provider is accredited for that qualification in its own right. If the second record has blank Learnership\_ID, this means that the Provider is accredited for the qualification itself, but the qualification is not being taken towards any learnership. If the Learnership\_ID is non-blank, this means that the qualification **is** being taken towards that learnership. If the latter is the case, and the Provider is also accredited for the learnership itself, then a third record is also required, with the Learnership\_ID only.

Given that each record refers primarily to the lower level, and that the mention of two levels means that the lower one is being taken towards the higher one, it would make no sense to have all three levels present in one record, and attempting to do this will thus generate a fatal error.

The reason for this new requirement is that the linkages between the accreditations for certain qualifications and their unit standards are now made explicit instead of being assumed.

(This is different from Version 1, which requested either a Qualification\_ID or a Unit\_Standard\_ID per record.)

1. The Provider Code refers to an internal identifier stored in the systems of individual ETQAs. In combination with the Provider\_ETQA\_Id this will serve to uniquely identify a Provider record being sent to the NLRD. The latter field is named **Provider**\_ETQA\_Id because it refers to the ETQA\_Id of the ETQA that “owns” (is primarily responsible for) the Provider.
2. Minimum: 19900101. Maximum: Now.
3. Minimum: 19900101. Maximum: Now+3 years.
4. The Learnership ID value will be tested in three manners:
* The value must be a valid Learnership ID: an invalid Learnership ID will generate a fatal error.
* The combination of Learnership ID and Qualification ID / Unit Standard ID must be valid: an invalid combination will generate a fatal error.
* The combination of the ETQA that is submitting the record and the Learnership ID will be tested. This rule will trigger a non-fatal error (as with Qualification ID and Unit Standard ID) with the specific Learnership ID in the aggregated reports section of Edu.Dex if triggered.
1. The combination Learnership\_ID, Qualification\_ID, Unit\_Standard\_ID, Provider\_Code and Provider\_ETQA\_ID must be unique.
2. Values: ‘Y’ or ‘N’; thus the field length has been changed from 20 to 1.
3. The Qualification ID must be one for which the ETQA is itself accredited. Thus, it cannot be the ID of a generic qualification, as ETQAs are not accredited for generic qualifications but rather for the learning programmes recorded against them. (Alternatively, it must be a Qualification ID obtained via the submission of File 22.)

### Person Information (File 25)

This file format is designed to transmit basic information about people who are recorded on the NLRD (including learners and students, as well as people who were previously recorded in separate files), independent of items such as qualification/course/unit standard enrolment and achievement data, which is dealt with in the file formats providing achievement data.

Format Identifier: **25** for NLRD Version 2 (was 01 for NLRD Version 1)

File Layout

Points about the Person Information file:

1. The general layout of this file is exactly the same as the old learner/student information file (the very minor changes and additions are stated in the Notes below). All references to “learner” have been changed to “person”.
2. The record length has increased to accommodate the additional fields.
3. The file now records the details of any person that is included in the data submission. This includes learner/student records, assessors and any other designations defined for the NLRD submissions.
4. It must be noted that the unique identifiers for a person must be consistent throughout all of the data submissions related to persons.
5. The lengths of the Person\_Last\_Name and Person\_Middle\_Name have been increased to accommodate data suppliers’ requests. (As before, Person\_Middle\_Name can consist of more than one name and can include spaces.)
6. **All data suppliers *must* meet the 95% Rule: At least 95% of the new Person records in any submission must either have a National ID number or a Passport Number. Submissions that do not meet this criterion will be rejected.**

Records that have been loaded in the past without a National ID number or a Passport Number will continue to be accepted as part of each load, as before. The 95% rule will be applied to Person records that the NLRD system has not seen before.

| **Note** | **Field Name** | **Type** | **Size** | **Position** | **Require** | **Source** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | National\_Id | NUMBER | 15 | 1 | C |  |
| 1 | Person\_Alternate\_Id | TEXT | 20 | 16 | C |  |
| 1 | Alternative\_Id\_Type | NUMBER | 3 | 36 | Y | L |
|  | Equity\_Code | TEXT | 10 | 39 | Y | L |
|  | Nationality\_Code | TEXT | 3 | 49 | Y | L |
|  | Home\_Language\_Code | TEXT | 10 | 52 | Y | L |
|  | Gender\_Code | TEXT | 1 | 62 | Y | L |
|  | Citizen\_Resident\_Status\_Code | TEXT | 10 | 63 | Y | L |
|  | Socioeconomic\_Status\_Code | TEXT | 2 | 73 | Y | L |
| 7 | Disability\_Status\_Code | TEXT | 10 | 75 | Y | L |
|  | Person\_Last\_Name | TEXT | 45 | 85 | Y |  |
|  | Person\_First\_Name | TEXT | 26 | 130 | Y |  |
|  | Person\_Middle\_Name | TEXT | 50 | 156 | N |  |
|  | Person\_Title | TEXT | 10 | 206 | N |  |
| 5 | Person\_Birth\_Date | DATE | 8 | 216 | Y |  |
|  | Person\_Home\_Address\_1 | TEXT | 50 | 224 | N |  |
|  | Person\_Home\_Address\_2 | TEXT | 50 | 274 | N |  |
|  | Person\_Home\_Address\_3 | TEXT | 50 | 324 | N |  |
|  | Person\_Postal\_Address\_1 | TEXT | 50 | 374 | N |  |
|  | Person\_Postal\_Address\_2 | TEXT | 50 | 424 | N |  |
|  | Person\_Postal\_Address\_3 | TEXT | 50 | 474 | N |  |
|  | Person\_Home\_Addr\_Postal\_Code | TEXT | 4 | 524 | N |  |
|  | Person\_Postal\_Addr\_Post\_Code | TEXT | 4 | 528 | N |  |
|  | Person\_Phone\_Number | TEXT | 20 | 532 | N |  |
|  | Person\_Cell\_Phone\_Number | TEXT | 20 | 552 | N |  |
|  | Person\_Fax\_Number | TEXT | 20 | 572 | N |  |
|  | Person\_Email\_Address | TEXT | 50 | 592 | N |  |
|  | Province\_Code | TEXT | 2 | 642 | Y | L |
| 1 3  | Provider\_Code | TEXT | 20 | 644 | C |  |
| 1 3  | Provider\_Etqa\_Id | NUMBER | 10 | 664 | C | T |
| 2 | Person\_Previous\_Lastname | TEXT | 45 | 674 | N |  |
| 6 | Person\_Previous\_Alternate\_Id | TEXT | 20 | 719 | C |  |
| 6 | Person\_Previous\_Alternative\_Id\_Type | NUMBER | 3 | 739 | C |  |
| 6 | Person\_Previous\_Provider\_Code | TEXT | 20 | 742 | C |  |
| 6 | Person\_Previous\_Provider\_Etqa\_Id | NUMBER | 10 | 762 | C | T |
| 7 | Seeing\_Rating\_Id | NUMBER | 2 | 772 | N | L |
| 7 | Hearing\_Rating\_Id | NUMBER | 2 | 774 | N | L |
| 7 | Communicating\_Rating\_Id | NUMBER | 2 | 776 | N | L |
| 7 | Walking\_Rating\_Id | NUMBER | 2 | 778 | N | L |
| 7 | Remembering\_Rating\_Id | NUMBER | 2 | 780 | N | L |
| 7 | Selfcare\_Rating\_Id | NUMBER | 2 | 782 | N | L |
| 4 | Date\_Stamp | DATE | 8 | 784 | Y |  |

1. Data suppliers must provide a unique and persistent identifier for Person records from one load to the next. There are two ways of doing this. This first, and preferred, method is to supply the National Id for a particular Person. If the National Id is not available or the ETQA source system does not track that value, then the data supplier must provide an alternate unique identifier. This value can be any of a number of alternate id types that are defined in the appendix to this document and will generally represent a value that is used in the source database to uniquely identify a Person record. For example, if there is a Person without a National Id but who is uniquely identified in the source system by a student number, the data supplier will place the student number in the alternate id field, identify the alternate id type as being ‘student number’ using the appropriate code looked up in the appendix, and include the provider code associated with that student number. In subsequent loads the student number should also be provided in the alternate id field to permit continuity.

National IDs must be 13 characters long (the provision of 15 spaces in the table is due to the probable national need for this, in the future). National IDs not of 13-character length generate a fatal error. Invalid IDs (even if 13 characters in length) are not accepted. The first 10 digits of the National ID are considered the unique identifier*. If the National ID is unknown, please make it blank rather than zeroes.*

It should be noted that it is acceptable (and welcome) to supply both the National Id and an alternate id (with its alternative id type). The alternative id type is now noted as required. If no alternate ID is being stated, then the value for Alternative ID Type should be 533 (None).

As mentioned above in the example cited, the student number will be unique in conjunction with the Provider Code plus ETQA Id.

It should, furthermore, be noted that each Person should ideally occur only once in the table. Where data suppliers’ systems are unable to prevent Persons from occurring more than once in the table, the Person\_Alternate\_ID **must** be a student number (i.e. with Alternative\_Id\_Type = 537), and the combination of Person\_Alternate\_ID, Provider\_Code and Provider\_ETQA\_Id **must** be unique for every occurrence.

Concerning ETQA Record Numbers (Alternative\_Id\_Type = 561): Where datasets are being migrated from one information system to another (in the case of ETQA mergers or disaggregations, or in the case of a change of service providers), it is best practice either to retain the same ETQA Record Numbers or to utilise a field, within the recipient information system , that maps the new to the old, and to ensure that the NLRD is informed of the mapping as well.

1. If the “maiden name” of the Person is available, this should be supplied here. This will allow the loading program to detect that a change in name does not indicate a new Person, but rather a change in marital status etc of an existing Person.
2. The Provider Code refers to an internal identifier stored in the systems of individual ETQAs. In combination with the ETQA Id this will serve to uniquely identify a provider record being sent to the NLRD. The latter field is named **Provider**\_ETQA\_Id because it refers to the ETQA\_Id of the ETQA that “owns” (is primarily responsible for) the Provider, which is not necessarily the same as the ETQA that is submitting the Person information. Furthermore, the Provider Code that is held in the system of the “owner” ETQA is the one that must be given here. It should be noted that, although both the Provider\_ETQA\_ID and the Provider\_Code are used in uniquely identifying the Person when a Person\_Alternate\_ID that is a student number has been supplied, neither of these is stored in the core biography of each Person. This ensures that the fact that Persons can be simultaneously enrolled at more than one provider does not interfere with the storage of their biographies. (The exception to not storing these is that, for records when the Person\_Alternate\_ID is itself the ETQA Record Number i.e. Alternative\_Id\_Type = 561, the Provider\_ETQA\_ID is stored together with the Person\_Alternate\_ID.)

(Note that the order of these two fields has been swapped since Version 1.)

1. The Date Stamp should be the date on which the record was last **updated**, not the date on which it was extracted. (This will assist in not overwriting more recent biographical Person data if the legacy achievements are received in non-chronological order). Minimum: 19000101. Maximum: Now. This applies throughout all the files.
2. Minimum: 1850. Maximum: Now-15 years.
3. Four new ‘Previous’ items added for Version 2: These fields describe the previous alternate ID of the person (provider code and ETQA ID are included to allow the submission of old student numbers). In order to simplify the validation of these fields, if a value is supplied for any of these fields then a value must be provided for all of these fields.
4. The Health and Functioning Ratings will eventually replace Disability Status. For more information on the mapping of these, refer to the document *How to map Health and Functioning Codes from Disability Codes - 2014 10.xlsx*.

### Person Designation (File 26)

This file replaces Assessor, but is also much broader than Assessor.

Format Identifier: **26**

File Layout

| **Note** | **Field Name** | **Type** | **Size** | **Position** | **Require** | **Source** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 2 | National\_Id | NUMBER | 15 | 1 | C |  |
| 1 2 | Person\_Alternate\_Id | TEXT | 20 | 16 | C |  |
| 1 2 | Alternative\_Id\_Type | NUMBER | 3 | 36 | Y | L |
| 7 2 | Designation\_Id | NUMBER | 5 | 39 | Y | L |
| 7 | Designation\_Registration\_Number | TEXT | 20 | 44 | Y |  |
| 3 | Designation\_ETQA\_Id | NUMBER | 10 | 64 | Y | T |
| 4 9 | Designation\_Start\_Date | DATE | 8 | 74 | C |  |
| 5 9 | Designation\_End\_Date | DATE | 8 | 82 | C |  |
| 8 9 | Structure\_Status\_Id | NUMBER | 10 | 90 | Y | L |
|  | Etqa\_Decision\_Number | TEXT | 20 | 100 | N |  |
| 6 | Provider\_Code | TEXT | 20 | 120 | C |  |
| 6 | Provider\_ETQA\_ID | NUMBER | 10 | 140 | C | T |
|  | Date\_Stamp | DATE | 8 | 150 | Y |  |

1. The combination National\_ID, Person\_Alternate\_Id and Alternative\_Id\_Type (Provider\_Code and Provider\_ETQA\_ID if a student number) must exist in the Person Information file.

National IDs must be 13 characters long (the provision of 15 spaces in the table is due to the probable national need for this, in the future). National IDs not of 13-character length generate a fatal error. Invalid IDs (even if 13 characters in length) are not accepted. The first 10 digits of the National ID are considered the unique identifier*. If the National ID is unknown, please make it blank rather than zeroes.*

1. The combination National\_ID, Person\_Alternate\_Id, Alternative\_Id\_Type (Provider\_Code and Provider\_ETQA\_ID if a student number) and Desigation\_ID must be unique.
2. The value Designation\_ETQA\_ID must be the same as the submitting ETQA’s ID.
3. Minimum: 19900101. Maximum: Now.
4. Minimum: 19900101. Maximum: Now+3 years.
5. The fields Provider\_Code and Provider\_ETQA\_ID are for use with a student number and do not indicate a site-specific registration.
6. The combination of values Designation\_Id and Designation\_Registration\_Number must be unique in the file.
7. The list of allowed values of this field in this file for this file is supplied in the Appendix of Allowed Values. (It is more specific than it was for Version 1.)
8. The rules of combination for when designation[[1]](#footnote-1) dates are required or not (depending on the value of Designation Structure Status ID) are supplied in the NLRD Lookup Tables (the Excel version, found on www.saqa.org.za/nlrdinfo.php) in the worksheet, *structure s*.

### NQF Designation registration (File 27)

This file replaces Assessor Registration, but is also much broader than Assessor Registration. It concerns the registration by ETQAs of Assessors and other professionals, defining their relationships with specific learnerships, qualifications and unit standards that are quality-assured by that ETQA.

Format Identifier: **27**

File Layout

| **Note** | **Field Name** | **Type** | **Size** | **Position** | **Require** | **Source** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 2 | Learnership\_Id | NUMBER | 10 | 1 | C | T |
| 1 2 7 | Qualification\_Id | NUMBER | 10 | 11 | C | T |
| 1 2 | Unit\_Standard\_Id | NUMBER | 10 | 21 | C | T |
| 3 2 | Designation\_Id | NUMBER | 5 | 31 | Y | L |
| 3 2 | Designation\_Registration\_Number | TEXT | 20 | 36 | Y |  |
| 3 2 6 | Designation\_ETQA\_Id | NUMBER | 10 | 56 | Y | T |
| 4 | NQF\_Designation\_Start\_Date | DATE | 8 | 66 | Y |  |
| 5 | NQF\_Designation\_End\_Date | DATE | 8 | 74 | Y |  |
|  | Etqa\_Decision\_Number | TEXT | 20 | 82 | N |  |
|  | NQF\_Desig\_Status\_Code | TEXT | 10 | 102 | Y | L |
|  | Date\_Stamp | DATE | 8 | 112 | Y |  |

1. Each record may contain a combination of:
* Learnership\_ID only (meaning “this designation registration states that this person has this relationship, e.g. as assessor, with this learnership, as a whole”), or
* Qualification\_ID only (meaning “this designation registration states that this person has this relationship, e.g. as assessor, with this qualification, as a whole”), or
* Unit\_standard\_ID only (meaning “this designation registration states that this person has this relationship, e.g. as assessor, with this unit standard as a miscellaneous ‘stand-alone’ ”), or
* Learnership\_ID plus Qualification\_ID (meaning “this designation registration states that this person has this relationship, e.g. as assessor, with this qualification, towards this learnership”), or
* Learnership\_ID plus Unit\_Standard\_ID (meaning “this designation registration states that this person has this relationship, e.g. as assessor, with this unit standard, towards this learnership”), or
* Qualification\_ID plus Unit\_Standard\_ID (meaning “this designation registration states that this person has this relationship, e.g. as assessor, with this unit standard, towards this qualification”).

It is compulsory that at least one of a Learnership ID or a Qualification ID or a Unit Standard ID must be provided for each record.

Each record refers primarily to the lower level of what it mentions (where “level” refers to the “hierarchy” of learnership, qualification and unit standard). Thus, a record containing Qualification\_ID plus Unit\_Standard\_ID refers to the relationship with the unit standard, and states that that unit standard is being taken towards that qualification. A second record is required if the designation relationship, e.g. as assessor, is with that qualification in its own right. If the second record has blank Learnership\_ID, this means that the relationship is with the qualification itself, but the qualification is not being taken towards any learnership. If the Learnership\_ID is non-blank, this means that the qualification **is** being taken towards that learnership. If the latter is the case, and there is also a relationship with the learnership itself, then a third record is also required, with the Learnership\_ID only.

Given that each record refers primarily to the lower level, and that the mention of two levels means that the lower one is being taken towards the higher one, it would make no sense to have all three levels present in one record, and attempting to do this will thus generate a fatal error.

The reason for this new requirement is that the linkages between the registrations for certain qualifications and their unit standards are now made explicit instead of being assumed.

(This is different from Version 1, which requested either a Qualification\_ID or a Unit\_Standard\_ID per record.)

1. The combination Learnership\_Id, Qualification\_Id, Unit\_Standard\_Id, Designation\_Id, Designation\_Registration\_Number and Designation\_ETQA\_Id must be unique.
2. The combination Designation\_Id, Designation\_Registration\_Number and Designation\_ETQA\_Id must exist in the Person Designation file if the Designation\_ETQA\_Id is the same as the submitting ETQA’s ID.
3. Minimum: 19900101. Maximum: Now.
4. Minimum: 19900101. Maximum: Now+3 years.
5. The value Designation\_ETQA\_ID must be the same as the submitting ETQA’s ID.
6. The Qualification ID must be one for which the ETQA is itself accredited. Thus, it cannot be the ID of a generic qualification, as ETQAs are not accredited for generic qualifications but rather for the learning programmes recorded against them. . (Alternatively, it must be a Qualification ID obtained via the submission of File 22.)

### Learnership Enrolment/Achievement (File 28)

This format is designed to load the enrolments and achievements that have been assessed against learnerships. For a record to be loaded a Learnership ID must first be present on the NLRD (this should be obtained from the NLRD). A corresponding record should be loaded using File 29 (or, in the rare instance that the Learnership is based on a unit standard rather than a qualification, using File 30), with Part\_of = 3 to signify that the qualification (or unit standard) is studied towards the Learnership mentioned in File 28.

Format Identifier: **28** (New)

File Layout

| **Note** | **Field Name** | **Type** | **Size** | **Position** | **Require** | **Source** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 2 | National\_Id | NUMBER | 15 | 1 | C |  |
| 1 2 | Person\_Alternate\_Id | TEXT | 20 | 16 | C |  |
| 1 2 | Alternative\_Id\_Type | NUMBER | 3 | 36 | Y | L |
|  2 | Learnership\_Id | NUMBER | 10 | 39 | Y | T |
|  | Learner\_Achievement\_Status\_Id | NUMBER | 3 | 49 | Y | L |
| 3 | Assessor\_Registration\_Number | TEXT | 20 | 52 | N |  |
| 4 | Learner\_Achievement\_Date | DATE | 8 | 72 | C |  |
| 4 | Learner\_Enrolled\_Date | DATE | 8 | 80 | Y |  |
|  | Provider\_Code | TEXT | 20 | 88 | Y |  |
|  | Provider\_Etqa\_Id | NUMBER | 10 | 108 | Y | T |
| 3 | Assessor\_Etqa\_Id | NUMBER | 10 | 118 | Y | T |
| 6 | Certification\_Date | DATE | 8 | 128 | N |  |
| 5 | Date\_Stamp | DATE | 8 | 136 | Y |  |

1. The combination National\_ID, Person\_Alternate\_Id and Alternative\_Id\_Type (Provider\_Code and Provider\_ETQA\_ID if a student number) must exist in the person information file.
2. The combination National\_Id, Person\_Alternate\_Id, Alternative\_Id\_Type and Learnership\_Id must be unique.
3. If an Assessor\_Registration\_Number is provided and the Assessor\_ETQA\_ID is the same as the submitting ETQA’s ID then the Assessor\_Registration\_Number must exist in the Person Designation file with a Designation\_Id that represents Designation = Assessor.
4. Learner\_Achievement\_Date is only required if Learner\_Achievement\_Status\_Id =2 or 29 (i.e. Achieved or Achieved and Not Entitled to Practise). It is not allowed if Learner\_Achievement\_Status\_Id=3 (i.e. Enrolled). For all other statuses, it is optional. If the exact achievement date is not known, 1 December of the particular year is acceptable. See minimum and maximum allowed values for this and for Learner\_Enrolled\_Date under File 29.
5. The Date Stamp should be the date on which the record was last **updated**, not the date on which it was extracted. If, however, this date is not recorded in the source data, please make the Date Stamp equal to the Learner Achievement Date. (This will assist in not overwriting more recent biographical learner data if the legacy achievements are received in non-chronological order.)
6. The certification date is the date on which the learnership was certificated.

### Qualification Enrolment/Achievement (File 29)

This format is meant to address both qualifications that have been achieved under older, “legacy” definitions of qualifications as well as the new NQF qualification definitions. NQF Qualifications are generated by SGBs or Task Teams; the NLRD system allocates valid IDs; the qualifications are registered by SAQA on the NQF and published on the SAQA website. The IDs for “Legacy” qualifications are obtained by submitting File 22.

Format Identifier: **29** for NLRD Version 2 (was 02 for NLRD Version 1)

Points about the Qualification Enrolment/Achievement file for Version 2:

1. All qualification information is ascertained via the Qualification ID; thus Qualification\_Code is no longer utilised.

File Layout

| **Note** | **Field Name** | **Type** | **Size** | **Position** | **Require** | **Source** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 2 | National\_Id | NUMBER | 15 | 1 | C |  |
| 1 2 | Person\_Alternate\_Id | TEXT | 20 | 16 | C |  |
| 1 2 | Alternative\_Id\_Type | NUMBER | 3 | 36 | Y | L |
| 2 9 | Qualification\_Id | NUMBER | 10 | 39 | Y | T |
|  | Learner\_Achievement\_Status\_Id | NUMBER | 3 | 49 | Y | L |
| 3 | Assessor\_Registration\_Number | TEXT | 20 | 52 | N |  |
|  | Learner\_Achievement\_Type\_Id | NUMBER | 3 | 72 | Y | L |
| 6 | Learner\_Achievement\_Date | DATE | 8 | 75 | C |  |
| 8 | Learner\_Enrolled\_Date | DATE | 8 | 83 | Y |  |
|  | Honours\_Classification | NUMBER | 3 | 91 | N | L |
| 4 5 | Part\_of | NUMBER | 2 | 94 | Y | L |
|  5 | Learnership\_Id | NUMBER | 10 | 96 | C | L |
|  | Provider\_Code | TEXT | 20 | 106 | Y |  |
|  | Provider\_Etqa\_Id | NUMBER | 10 | 126 | Y | T |
| 3 | Assessor\_Etqa\_Id | NUMBER | 10 | 136 | Y | T |
| 10 | Certification\_Date | DATE | 8 | 146 | N |  |
| 7 | Date\_Stamp | DATE | 8 | 154 | Y |  |

1. The unique identifier used here must be the same as that used for the person information record to ensure that the two structures can be properly linked together when the data is loaded. In other words, the combination National\_ID, Person\_Alternate\_Id and Alternative\_Id\_Type (Provider\_Code and Provider\_ETQA\_ID if a student number) must exist in the person information file.

See the notes about these identifiers for Person Information.

1. The combination National\_Id, Person\_Alternate\_Id, Alternative\_Id\_Type and Qualification\_Id must be unique.
2. If an Assessor\_Registration\_Number is provided and the Assessor\_ETQA\_ID is the same as the submitting ETQA’s ID then the Assessor\_Registration\_Number must exist in the Person Designation file with a Designation\_Id that represents Designation = Assessor.
3. Part\_of may only have a value of 1 or 3 where:

1 = Miscellanous “stand-alone”

3 = (Part of a) Learnership

1. If Part\_of has a value of 3 then a valid Learnership\_Id must be supplied.
2. Learner\_Achievement\_Date is only required if Learner\_Achievement\_Status\_Id =2 or 29 (i.e. Achieved or Achieved and Not Entitled to Practise). It is not allowed if Learner\_Achievement\_Status\_Id=3 (i.e. Enrolled). For all other statuses, it is optional. If the exact achievement date is not known, 1 December of the particular year is acceptable. Minimum: 19000101. Maximum: Now.
3. The Date Stamp should be the date on which the record was last **updated**, not the date on which it was extracted. If, however, this date is not recorded in the source data, please make the Date Stamp equal to the Learner Achievement Date. (This will assist in not overwriting more recent biographical learner data if the legacy achievements are received in non-chronological order).
4. Minimum: 19000101. Maximum: Now. Must not be greater than Learner\_Achievement\_Date.
5. The Qualification ID must be one for which the ETQA is itself accredited. Thus, it cannot be the ID of a generic qualification, as ETQAs are not accredited for generic qualifications but rather for the learning programmes recorded against them. . (Alternatively, it must be a Qualification ID obtained via the submission of File 22.)
6. The certification date is the date on which the qualification was certificated.

### Unit Standard Enrolment/Achievement (File 30)

This format is designed to load achievements that have been assessed against NQF-compliant unit standards, as well as achievements of courses (which are given unique Unit Standard Ids after the submission of File 23). As with qualifications, both enrolments and achievements are tracked. For a record to be loaded a registered unit standard must first be present on the NLRD, or File 23 must have been submitted previously.

Format Identifier: **30** for NLRD Version 2 (was 07 for NLRD Version 1)

File Layout

| **Note** | **Field Name** | **Type** | **Size** | **Position** | **Require** | **Source** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 2 | National\_Id | NUMBER | 15 | 1 | C |  |
| 1 2 | Person\_Alternate\_Id | TEXT | 20 | 16 | C |  |
| 1 2 | Alternative\_Id\_Type | NUMBER | 3 | 36 | Y | L |
|  2 | Unit\_Standard\_Id | NUMBER | 10 | 39 | Y | T |
|  | Learner\_Achievement\_Status\_Id | NUMBER | 3 | 49 | Y | L |
| 3 | Assessor\_Registration\_Number | TEXT | 20 | 52 | N |  |
|  | Learner\_Achievement\_Type\_Id | NUMBER | 3 | 72 | Y | L |
| 7 | Learner\_Achievement\_Date | DATE | 8 | 75 | C |  |
| 7 | Learner\_Enrolled\_Date | DATE | 8 | 83 | Y |  |
|  | Honours\_Classification | NUMBER | 3 | 91 | N | L |
| 4 | Part\_of | NUMBER | 2 | 94 | Y | L |
| 5 9 | Qualification\_Id | NUMBER | 10 | 96 | N | T |
| 6 | Learnership\_Id | NUMBER | 10 | 106 | N | T |
|  | Provider\_Code | TEXT | 20 | 116 | Y |  |
|  | Provider\_Etqa\_Id | NUMBER | 10 | 136 | Y | T |
| 3 | Assessor\_Etqa\_Id | NUMBER | 10 | 146 | Y | T |
| 10 | Certification\_Date | DATE | 8 | 156 | N |  |
| 8 | Date\_Stamp | DATE | 8 | 164 | Y |  |

1. The unique identifier used here must be the same as that used for the person information record to ensure that the two structures can be properly linked together when the data is loaded. In other words, the combination National\_ID, Person\_Alternate\_Id and Alternative\_Id\_Type (Provider\_Code and Provider\_ETQA\_ID if a student number) must exist in the person information file.

See the notes about these identifiers for Person Information.

1. The combination National\_Id, Person\_Alternate\_Id, Alternative\_Id\_Type and Unit\_Standard\_Id must be unique.
2. If an Assessor\_Registration\_Number is provided and the Assessor\_ETQA\_ID is the same as the submitting ETQA’s ID then the Assessor\_Registration\_Number must exist in the Person Designation file with a Designation\_Id that represents Designation = Assessor.
3. Part\_of may only have a value of 1, 2 or 3 where:

1 = Miscellanous “stand-alone”

2 = (Part of a) Qualification

3 = (Part of a) Learnership

If the unit standard is being taken towards a qualification (including if this is via a skills programme) then Part\_of **must** have a value of 2.

1. If Part\_of has a value of 2 then a valid Qualification\_Id must be supplied.
2. If Part\_of has a value of 3 then a valid Learnership\_Id must be supplied.
3. Learner\_Achievement\_Date is only required if Learner\_Achievement\_Status\_Id =2 or 29 (i.e. Achieved or Achieved and Not Entitled to Practise). It is not allowed if Learner\_Achievement\_Status\_Id=3 (i.e. Enrolled). For all other statuses, it is optional. If the exact achievement date is not known, 1 December of the particular year is acceptable. See minimum and maximum allowed values for this and for Learner\_Enrolled\_Date under File 29.
4. The Date Stamp should be the date on which the record was last **updated**, not the date on which it was extracted. If, however, this date is not recorded in the source data, please make the Date Stamp equal to the Learner Achievement Date. (This will assist in not overwriting more recent biographical learner data if the legacy achievements are received in non-chronological order).
5. The Qualification ID must be one for which the ETQA is itself accredited. Thus, it cannot be the ID of a generic qualification, as ETQAs are not accredited for generic qualifications but rather for the learning programmes recorded against them. . (Alternatively, it must be a Qualification ID obtained via the submission of File 22.)
6. The certification date is the date on which the unit standard was certificated.

# Appendix A: Data Definitions and Acceptable Values

### Part 1: Lookup Tables with their Custodians

(These tables are also available on request in MS Excel format, for data suppliers who wish to load them onto their systems.)

| **Field Name** | **Description** | **List of Values** | **Custodianship** |
| --- | --- | --- | --- |
| Abet Band Id | A unique (system-generated) identifier for an ABET band. |  *To be used in* *conjunction with* *NQF Level/s:*1 Undefined NQF L2 & above2 ABET Level 1 }3 ABET Level 2 }Below Level 14 ABET Level 3 }5 ABET Level 4 NQF Level 1 | SAQA |
| Alternative Id Type | A unique (system generated) identifier for an alternative id type. | 521 SAQA Member Id527 Passport Number or Foreign ID Number529 Driver’s Licence531 Temporary ID number533 None535 Unknown537 Student Number538 Work Permit Number539 Employee Number540 Birth Certificate Number541 HSRC Register No.561 ETQA Record Number565 Refugee Number | SAQA |
| Citizen Resident Status Code | A code indicating the residence status of an individual.***Data suppliers are urged not to use ‘U – Unknown.’*** | U UnknownSA South AfricaO OtherD Dual (SA plus other)PR Permanent Resident | SAQA |
| Country Code | A code identifying the country in which a Provider is located | *This list is too long to reproduce here. Please see the latest version of the Excel lookup tables (on www.saqa.org.za/nlrdinfo.php).* | SAQA |
| Designation Id | A unique (system-generated) identifier for a designation. These are added when designations are registered on the NLRD. | 1 Assessor8 CA(SA) | SAQA |
| Disability Status Code | A code indicating whether or not an individual is disabled. Statistics SA has added, in 2006, the additional qualifier that this should have lasted for six months or more.***As of May 2010, the value ‘U’ (Unknown disability status) is no longer allowed.***Disability Status is about to be discontinued, and will be replaced by Health and Functioning Ratings. | N None01 Sight (even withglasses)02 Hearing (even witha hearing aid)03 Communication(talking, listening)04 Physical(moving, standing, grasping)05 Intellectual(difficulties in learning); retardation06 Emotional(behavioural or psychological)07 Multiple09Disabled butunspecifiedN - was 01[[2]](#footnote-2) None now - was SightN - was 02 None now - was HearingN - was 03 None now - was CommunicN - was 04 None now - was PhysicalN - was 05 None now - was IntellectN - was 06 None now - was EmotionalN - was 07 None now - was MultipleN - was 09 None now - was Disabled US | Statistics SA(Note: the code for “None” is N on the NLRD, but 00 for Stats SA) |
| Equity Code | A code to identify all of the various racial groups that the system will need to track.***Data suppliers are urged not to use ‘U – Unknown.’*** | BA Black AfricanBC ColouredBI Indian/AsianOth OtherU UnknownWh White | Statistics SA |
| Gender Code | A code to describe the gender (sex) of an individual.***As of May 2010, the value ‘U’ (Unknown) is no longer allowed.*** | M Male F Female  | SAQA |
| Health and Functioning Rating ID | Unique (system generated) identifiers for rating the level of functioning on each of the following indicators in turn:* Seeing
* Hearing
* Communicating
* Walking
* Remembering
* Selfcare
 | 1 No difficulty2 Some difficulty3 A lot of difficulty4 Cannot do at all6 Cannot yet be determined60 May be part of multiple difficulties (TBC)70 May have difficulty (TBC)80 Former difficulty - none now | Statistics SA: 1-6SAQA: 60-80 |
| Home Language Code | An acronym reflecting the major official languages in South Africa. Currently it is anticipated that 11 will be captured. ***Data suppliers are urged not to use ‘U – Unknown.’*** | Eng EnglishAfr AfrikaansOth OtherSASL South African Sign LanguageSep sePedi [also known as Northern Sotho / Sesotho sa Lebowa]Ses seSothoSet seTswanaSwa siSwatiTsh tshiVendaU UnknownXho isiXhosaXit xiTsongaZul isiZuluNde isiNdebele | SAQA |
| Honours Classification ID | ‘Cum laude’ etc.This field is now also being used for Senior Certificate achievements. Thus, IDs 23 to 38 and 79 to 84 are for Umalusi only. Any other ETQA wishing to use them should please motivate this to the Director: NLRD.(Further values will be defined in conjunction with data suppliers that capture this information.) | 1 Unknown21 Cum Laude22 Honours23 Higher Grade24 Standard Grade25 Lower Grade26 Ordinary Grade27 N3 Level28 Historical SC29 M5 34 S530 M4 35 S431 M3 36 S332 M2 37 S233 M1 38 S139 Not with Honours[[3]](#footnote-3)59 Not Applicable79 Symbol A: 1680+80 Symbol B: 1470 - 167981 Symbol C: 1260 - 146982 Symbol D: 1050 - 125983 Symbol E: 840 - 104984 Symbol F: 720 - 839 | SAQA |
| Learner Achievement Status Id | A unique identifier for the status of a learner achievement.***As of May 2010, the values of 1 (Unknown) and 6 (Other) are no longer allowed.*** [[4]](#footnote-4) | 2 Achieved3 Enrolled4 De-enrolled5 (not 500) Re-enrolled7 Withheld[[5]](#footnote-5)10 Discontinued[[6]](#footnote-6)14 Achieved - Certification Not Required15 Achieved and Certificated27 Withdrawn[[7]](#footnote-7)28 Reinstated[[8]](#footnote-8)29 Achieved and Not Entitled to Practise[[9]](#footnote-9)31 Waiting for WIL (pre-achievement)32 WIL in progress (pre-achievement)49 Non-Endorsed Enrolment50 Non-Endorsed Achievement69 Enrolled (Provider reversed achievement)70 Enrolled (ETQA/QAB reversed the achievement)89 Handover to Next Provider or Qualification[[10]](#footnote-10) | SAQA |
| Learner Achievement Type Id | A unique (system-generated) identifier for a type of learner achievement.***As of May 2010, the value of 1 (Unknown) is no longer allowed.*** | 2 RPL for Unknown Purpose[[11]](#footnote-11)3 Distance Learning4 Residential Learning (i.e. Contact Mode)5 (not 500) Work Place Learning6 (not 501) Other7 Mixed Mode8 Self-study28 Previous Achievement48 Residential (Contact) at more than one Provider[[12]](#footnote-12)49 Distance Learning at more than one Provider68 RPL for Access to Qualification69 RPL for Credits or Advanced Standing70 RPL for Complete Qualification71 RPL for Designation | SAQA |
| Nationality Code | A code identifying the nationality of an individual. SAQA would prefer data suppliers to note the SADC countries individually, but will not insist on this.Thus, either use SDC, or use the individual codes for NAM … TAN.***Data suppliers are urged not to use ‘U – Unspecified.’***It is unlikely that NOT will be required, but it is included for completeness. | U UnspecifiedSA South Africa SDC SADC except SA (i.e. NAM to ZAI)NAM Namibia BOT Botswana ZIM Zimbabwe ANG Angola MOZ Mozambique LES Lesotho SWA Swaziland MAL Malawi ZAM Zambia MAU Mauritius TAN Tanzania SEY SeychellesZAI ZaireROA Rest of AfricaEUR European countries AIS Asian countries NOR North American countries SOU Central and SouthAmerican countries AUS Australia Oceania countriesOOC Other and rest ofOceaniaNOT N/A: Institution | Statistics SA and SAQA each own aspects of the categories, SAQA owns the codes |
| NQF Desig Status Code | Indicates the current status of the NQF designation, regardless of its end date | A ActiveI InactiveL LegacyV Provisional | SAQA |
| NQF Level Id | A unique (system-generated) identifier for an NQF level.(As per the 8-level listing) | 1 Undefined2 Level 13 Level 24 Level 35 Level 46 Level 57 Level 68 Level 79 Level 8 and above500 Below Level 1501 Level 8502 Above Level 8 | SAQA |
| Part of | Indicates which “pieces” are part of others, e.g. 2 for unit standard enrolment record means that the learner is enrolled on the unit standard towards achieving a specific qualification | 1 Miscellanous “stand-alone”2 (Part of a) Qualification3 (Part of a) Learnership | SAQA |
| Provider Accred Status Code | A code indicating the current status of the accreditation, regardless of its end date | A ActiveI InactiveL LegacyV Provisional | SAQA |
| Provider Accredit Assessor Ind | An indicator as to whether a provider has been delegated the ability to accredit assessors by the ETQA. | Y YesN No | SAQA |
| Provider Class Id | A general classification of providers.***Data suppliers are urged not to use ‘1 – Unknown.’*** | 1 Unknown3 Foreign4 Public5 Private6 Interim (for SAQA use only -  will soon fall away)7 NGO / CBO8 Mixed: Public and Private | SAQA |
| Provider Type Id | A classification of providers used in the NLRD.***As of May 2010, the value of 1 (Unknown) is no longer allowed.*** | 2 Development Enterprise NGO3 Education4 Employer5 Training500 Education and Training | SAQA |
| Province Code | A code referencing a particular South African province.***As of May 2010, the value of 0 (Undefined) is no longer allowed.*** | 1 Western Cape2 Eastern Cape3 Northern Cape4 Free State5 Kwazulu/Natal6 North West7 Gauteng8 Mpumalanga9 LimpopoN SA National (i.e. in SA but  province unspecified)X Outside SA | Statistics SA(Note: the codes for “SA National” and “Outside SA” are SAQA’s, as Stats SA does not have codes for these) |
| Qualification Type Id | A unique (system-generated) identifier for a type of certificate.(Professional Registration has been removed, as it is now covered by Designation.)***Data suppliers are urged not to use ‘1 – Unknown.’*** | 1 Unknown2 National Certificate3 National Diploma4 National First Degree (Min 360)501 Post-doctoral Degree503 Doctoral Degree505 Masters Degree507 Professional Qualification509 Honours Degree511 National Higher Diploma513 National Masters Diploma515 National Higher Certificate532 Further Diploma533 Post Graduate Diploma534 Senior Certificate535 Qual at Nat Sen Cert level554 Apprenticeship / Trade Cert574 Post Grad B Degree (phasing out) e.g. B Ed575 Post Diploma Diploma (phasing out)594 Post-basic Diploma [mainly applies to Nursing]596 Further Ed and Training Cert (FETC)617 National First Degree (Min 480) [[13]](#footnote-13)658 Schl below SenC: not full qual678 Advanced Certificate679 Advanced Diploma680 Higher Certificate721 Occupational Certificate | SAQA |
| Socioeconomic Status Code | A code indicating the (socio)economic status of an individual. | U Unspecified01 Employed02 Unemployed,  looking for work03 Not working – not looking for work04 Home-maker (not working) 06 Scholar/student (not working)07 Pensioner/retired (not working)08 Not working – disabled person09 Not working – not wishing to work10 Not working – Not elsewhere classified97 N/A: Aged <1598 N/A: Institution | Statistics SA(Note: the code for “Unspecified” is U on the NLRD, but 99 for Stats SA) |
| Std Industry Class Code(values are DoL’s Std Activity Class Codes) | Applied per Provider on the NLRD.Adapted by DoL from the Standard Industry Class Code list (which is an international classification scheme to group businesses) | Lookup Table (extensive) supplied by DoL. The list is too large to be printed here. A full list will be provided by SAQA on request | Department of Labour |
| Structure Status Id | Can apply to Providers or to Person Designation including Assessors(also to SGB Members or ETQAs – not applicable to Load Specs)The value is assigned by SAQA.***As of May 2010, the value of 1 (Unknown) is no longer allowed.*** | ***As applied to Providers:***510 Accredited513 Accredited - Provisional512 De-accredited506 Proposed511 Reaccredited501 Registered514 Withdrawn515 Unsuccessful574 Previously used in Interim  process575 Closed (Legacy)***As applied to Person Designation:***503 Deregistered506 Proposed501 Registered505 Reregistered514 Withdrawn515 Unsuccessful580 Deceased594 Exemption - Age595 Exemption - Ill Health596 Exemption - Other597 Exemption - Restricted***Further applications will be added later.******There are also already a few more in existence, added on the basis of specific requests. Please contact the Director: NLRD if the Status required for a data extract is not yet shown here.*** | SAQA |
| Subdomain Id | A unique (system-generated) identifier for a subdomain.Although Subdomain ID is not a required field, data suppliers are encouraged to fill it, as this enhances the quality of the analysis of learner achievements that is then possible. | See Appendix D. | SAQA |

### Part 2: All Other Variables

As noted in the Overview section of this document, SAQA will test all data submissions extensively. This data testing activity will include the identification of “superficial” data values in some fields, including the following:

1. Descriptive text fields (names, addresses, telephone numbers, etc.) that contain words like UNKNOWN, AS ABOVE, NOT APPLICABLE, TEST, etc.
2. Address fields (lines 1 – 3, i.e. except Postal Codes) that contain only numbers.

| **Field Name** | **Description** | List of Values |
| --- | --- | --- |
| Assessor Registration Number | A registration number for an assessor (which is stored in the NLRD as that person’s Designation Registration Number) | N/A |
| Assessor Etqa Id | The ETQA ID of the ETQA that has designated the person in the role of Assessor (which is stored in the NLRD as that person’s Designation ETQA ID) | See Appendix: Unique Identifiers for Data Suppliers |
| Certification Date | The certification date is the date on which the learnership, qualification or unit standard was certificated. | N/A |
| Course Code | The code associated with a course offered by a provider. | Per Provider |
| Course Name | The name that is given to this course. | Associated withCourse Code |
| Course Registration End Date | The expiration date of the course. | N/A |
| Course Registration Start Date | The date from which the course was offered to learners. | N/A |
| Date Stamp | This data element reflects the date upon which a particular record was last updated. The field will be used by the NLRD to compare the date stamp stored on the database to ensure that older versions of records do not overwrite more recent versions.*For this reason, the Date Stamp should be made equal to the Achievement Date when transmitting* ***Legacy*** *achievements.* | N/A |
| Designation End Date | The date upon which a designation of a person in a specific role (e.g. Assessor) will cease to be valid unless it is renewed. Dates that are in the future are permitted where the term is finite and has not yet ended. | N/A |
| Designation ETQA ID | The ETQA ID of the ETQA that has designated the person in a specific role (e.g. Assessor) | See Appendix: Unique Identifiers for Data Suppliers |
| Designation Registration Number | A registration number for a person who is designated in a specific role (e.g. Assessor). | N/A |
| Designation Start Date | The date upon which a person becomes designated in a specific role (e.g. Assessor). | N/A |
| ETQA Decision Number | The decision number corresponds to assessor registration or provider accreditation. (Not all ETQAs use this field.) | N/A |
| Learner Achievement Date | This reflects the date on which a learner achieved a qualification or unit standard or was assessed as achieving the learnership, qualification, unit standard or course. | N/A |
| Learner Enrolled Date | The field stores the date on which an individual enrolled in a learnership, qualification, unit standard or course. | N/A |
| Learnership ID | A unique identifier that is assigned to each Learnership by the NLRD system. (This is not the same as the DoL Learnership ID, which is stored in the NLRD as the DoL\_Registration\_ Number and is not used by ETQAs for their data submissions to the NLRD. | N/A |
| National Id | National ID Number used to uniquely identify individuals in South Africa.*If the National ID is unknown, please make it blank rather than zeroes.* | N/A |
| NQF Designation End Date | The date on which the relationship between a designated person and a learnership, qualification or unit standard ended or ends. | N/A |
| NQF Designation Start Date | The date on which the relationship between a designated person and a learnership, qualification or unit standard began or begins. | N/A |
| Owner Etqa Id | This refers to the SAQA-generated Id for the ETQA that ‘owns’ a particular assessor. In general this will be the ETQA from whose system the data are being extracted. | See Appendix: Unique Identifiers for Data Suppliers |
| Person Alternate Id | This is required for persons who are not citizens of South Africa or who do not have a National Id, and optional (and welcome) for everybody else. The various types of identifiers that might be included here include: Passport id, student number etc. See Alternative Id Type in the Lookup Tables, above. | N/A |
| Person Birth Date | A person's date of birth. | N/A |
| Person Cell Phone Number | A person's cell phone number. | N/A |
| Person Email Address | A person's email address. | N/A |
| Person Fax Number | A person's fax number. | N/A |
| Person First Name | The first name of a person. | N/A |
| Person Home Addr Postal Code | The postal code for a person's permanent address. | N/A |
| Person Home Address 1 | The first part of a person's permanent address. | N/A |
| Person Home Address 2 | The second part of a person's permanent address. | N/A |
| Person Home Address 3 | The third part of a person's permanent address. | N/A |
| Person Last Name | The last name of a person. | N/A |
| Person Middle Name | The middle name of a person. | N/A |
| Person Phone Code | A person's area code. | N/A |
| Person Phone Number | A person's phone number. | N/A |
| Person Postal Addr Post Code | The postal code for a person's mailing address. | N/A |
| Person Postal Address 1 | The first part of a person's mailing address. | N/A |
| Person Postal Address 2 | The second part of a person's mailing address. | N/A |
| Person Postal Address 3 | The third part of a person's mailing address. | N/A |
| Person Title | Examples of titles include Ms Mrs Miss Mr Dr Prof Rev etc. | N/A |
| Provider Accred End Date | The date upon which a provider’s accreditation **for a particular learnership, qualification or unit standard** is scheduled to end or was terminated. | N/A |
| Provider Accred Start Date | The date on which a provider accreditation **for a particular learnership, qualification or unit standard** begins. | N/A |
| Provider Accredit End Date | The date upon which a **provider’s** accreditation ends or has ended. | N/A |
| Provider Accredit Start Date | The date on which a **provider’s** accreditation begins or began. | N/A |
| Provider Accreditation Num | A number assigned by the ETQA for a particular provider accreditation. | N/A |
| Provider Address 1 | The first part of the main business address for a provider. | N/A |
| Provider Address 2 | The second part of the main business address for a provider. | N/A |
| Provider Address 3 | The third part of the main business address for a provider. | N/A |
| Provider Code | An identifier that is used in an ETQA source system for uniquely identifying a provider. In conjunction with the ETQA Id , this will serve to uniquely identify a provider to the NLRD. | N/A |
| Provider Contact Cell Number | The cell phone number of the contact person at the provider. | N/A |
| Provider Contact Email Address | The email address of the contact person at the provider. | N/A |
| Provider Contact Name | The name of the contact person at the provider.. | N/A |
| Provider Contact Phone Number | The phone number of the contact person at the provider.. | N/A |
| Provider Etqa Id | The primary ETQA of the provider. | See Appendix: Unique Identifiers for Data Suppliers |
| Provider Fax Number | A provider's fax number. | N/A |
| Provider Id | A unique identifier that is assigned to each provider by the NLRD system. | N/A |
| Provider Name | The name of the provider. | N/A |
| Provider Phone Number | A provider's phone number. | N/A |
| Provider Physical Address 1 | The first part of the physical address for a provider. | N/A |
| Provider Physical Address 2 | The second part of the physical address for a provider. | N/A |
| Provider Physical Address Town | The third part of the physical address for a provider (town or city). | N/A |
| Provider Phys Address Postcode | The postal code for the physical address of a provider. | N/A |
| Provider Postal Code | The postal code for a provider. | N/A |
| Provider SARS Number | The South African Revenue Services number assigned to certain types of providers. | N/A |
| Provider\_Web\_Address | A provider’s website (URL). | N/A |
| Qual Registration End Date | The date on which a qualification was / will be deemed to be no longer registered.  | N/A |
| Qual Registration Start Date | The date on which a qualification was deemed to have been registered. | N/A |
| Qualification Code | A value used in the source system of the data supplier to uniquely identify a qualification. (This is only applicable to legacy qualifications.) | N/A |
| Qualification Id | A unique identifier that is assigned to each qualification by the NLRD system. | N/A |
| Qualification Name | The title for a given qualification. | Associated with Qualification Code and Id |

#  Appendix B: UNIQUE IDENTIFIERS FOR DATA SUPPLIERS

As mentioned under General Specification (File Format & Name), each data supplier[[14]](#footnote-14) is required to use a unique, unchanging four-character mnemonic as part of its file names. In order to ensure that data suppliers do not duplicate each other’s names, the list is supplied here.

ETQA IDs are also supplied, for use within the files. In addition, if data suppliers so choose, they may use these (with a leading ‘0’) as part of the file names instead of the mnemonics (e.g. UMALUSI uses 0541).

|  |  |  |
| --- | --- | --- |
| **Mnemonic** | **ETQA ID** | **Data supplier (present and future)** |
| AGRI | 694 | AgriSETA - Agriculture Sector Education and Training Authority [PAETA and SETASA merged] |
| BANK | 557 | BANKSETA - Banking Sector Education and Training Authority |
| CATH | 755 | CATHSSETA - Culture, Arts, Tourism, Hospitality and Sports Education and Training Authority [THETA and MAPPP] |
| CETA | 577 | CETA - Construction Education and Training Authority |
| CHED | 621 | CHE - Council on Higher Education |
| CHIE | 559 | CHIETA - Chemical Industries Education and Training Authority |
| CTFL | 561 | CTFL SETA - Clothing, Textiles, Footwear and Leather Sector Education and Training Authority |
| ENER | 583 | ESETA - Energy Sector Education and Training Authority |
| ETDP | 581 | ETDP SETA - Education, Training and Development Practices Sector Education and Training Authority |
| FASS | 585 | FASSET - Financial and Accounting Services SETA |
| FETM | N/A | FETMIS - Further Education and Training Management Information System (Department of Education) |
| FIET | 589 | FIETA - Forest Industries Education and Training Authority |
| FOOD | 587 | FOODBEV - Food and Beverages Manufacturing Industry Sector Education and Training Authority |
| FPMS | 754 | FPMSETA - Fibre Processing and Manufacturing Sector Education and Training Authority [CTFL, FIETA and MAPPP] |
| HWSE | 591 | HW SETA - Health and Welfare Sector Education and Training Authority |
| IEBO | N/A | IEB - Independent Examinations Board |
| INSU | 595 | INSETA - Insurance Sector Education and Training Authority |
| HPCS | 692 | HPCSA - Health Professions Council of South Africa |
| ISET | 593 | ISETT - Information Systems, Electronics and Telecommunication Technologies |
| LGRS | 597 | LG SETA - Local Government and related Services Sector Education and Training Authority |
| MAPP | 601 | MAPPP - Media, Advertising, Publishing, Printing and Packaging |
| MERS | 599 | MERSETA - Manufacturing, Engineering and Related Services Education and Training Authority |
| MICT | 756 | MICT - Media, Information and Communication Technologies Sector Education and Training Authority [ISETT and MAPPP] |
| MQAU | 629 | MQA - Mining Qualifications Authority |
| PABH | 637 | PAB - Professional Accreditation Body for Health and Skin Care |
| PSET | 607 | PSETA - Public Service Sector Education and Training Authority |
| SABP | 639 | SABPP - South African Board for Personnel Practices |
| SAIC | 651 | SAICA - South African Institute for Chartered Accountants |
| SANC | 657 | SANC - South African Nursing Council |
| SAPC | 631 | SAPC - The South African Pharmacy Council |
| SASS | 695 | SAS SETA - Safety and Security Sector Education and Training Authority [POSLEC and DIDTETA] |
| SERV | 611 | SERVICES - Services Sector Education and Training Authority |
| TETA | 615 | TETA - Transport Education and Training Authority |
| THET | 613 | THETA - Tourism and Hospitality Education and Training Authority |
| UMAL | 541 | UMALUSI (was SAFCERT) |
| WRSE | 617 | W&RSETA - Wholesale & Retail Sector Education and Training Authority |

# Appendix C: SUBDOMAINS

| **Subdomain ID** | **Subdomain Description** | **Corresponding Field (for information)** |
| --- | --- | --- |
| 122 | Primary Agriculture | Agriculture and Nature Conservation |
| 123 | Secondary Agriculture | Agriculture and Nature Conservation |
| 124 | Nature Conservation | Agriculture and Nature Conservation |
| 125 | Forestry and Wood Technology | Agriculture and Nature Conservation |
| 126 | Horticulture | Agriculture and Nature Conservation |
| 127 | Design Studies | Culture and Arts |
| 128 | Visual Arts | Culture and Arts |
| 141 | Performing Arts | Culture and Arts |
| 142 | Cultural Studies | Culture and Arts |
| 143 | Music | Culture and Arts |
| 144 | Sport | Culture and Arts |
| 145 | Film Television and Video | Culture and Arts |
| 146 | Finance Economics and Accounting | Business, Commerce and Management Studies |
| 147 | Generic Management | Business, Commerce and Management Studies |
| 148 | Human Resources | Business, Commerce and Management Studies |
| 149 | Marketing | Business, Commerce and Management Studies |
| 150 | Procurement | Business, Commerce and Management Studies |
| 151 | Office Administration | Business, Commerce and Management Studies |
| 152 | Public Administration | Business, Commerce and Management Studies |
| 153 | Project Management | Business, Commerce and Management Studies |
| 154 | Public Relations | Business, Commerce and Management Studies |
| 155 | Communication Studies | Communication Studies and Language |
| 156 | Information Studies | Communication Studies and Language |
| 157 | Language | Communication Studies and Language |
| 158 | Literature | Communication Studies and Language |
| 551 | Media Studies | Communication Studies and Language |
| 137 | Schooling | Education, Training and Development |
| 138 | Higher Education and Training | Education, Training and Development |
| 139 | Early Childhood Development | Education, Training and Development |
| 140 | Adult Learning | Education, Training and Development |
| 159 | Engineering and Related Design | Manufacturing, Engineering and Technology |
| 160 | Manufacturing and Assembly | Manufacturing, Engineering and Technology |
| 161 | Fabrication and Extraction | Manufacturing, Engineering and Technology |
| 162 | Environmental Relations | Human and Social Studies |
| 163 | General Social Science | Human and Social Studies |
| 164 | Industrial & Organizational Governance and HR Development | Human and Social Studies |
| 165 | People/Human Centred Development | Human and Social Studies |
| 166 | Public Policy Politics and Democratic Citizenship | Human and Social Studies |
| 167 | Religious and Ethical Foundations of Society | Human and Social Studies |
| 168 | Rural and Agrarian Studies | Human and Social Studies |
| 169 | Traditions History and Legacies | Human and Social Studies |
| 170 | Urban and Regional Studies | Human and Social Studies |
| 521 | Psychology | Human and Social Studies |
| 171 | Safety in Society | Law, Military Science and Security |
| 172 | Justice in Society | Law, Military Science and Security |
| 173 | Sovereignty of the State | Law, Military Science and Security |
| 129 | Preventative Health | Health Sciences and Social Services |
| 130 | Promotive Health and Developmental Services | Health Sciences and Social Services |
| 131 | Curative Health | Health Sciences and Social Services |
| 132 | Rehabilitative Health/Services | Health Sciences and Social Services |
| 174 | Mathematical Sciences | Physical, Mathematical, Computer and Life Sciences |
| 175 | Physical Sciences | Physical, Mathematical, Computer and Life Sciences |
| 176 | Life Sciences | Physical, Mathematical, Computer and Life Sciences |
| 177 | Information Technology and Computer Sciences | Physical, Mathematical, Computer and Life Sciences |
| 178 | Earth and Space Sciences | Physical, Mathematical, Computer and Life Sciences |
| 179 | Environmental Sciences | Physical, Mathematical, Computer and Life Sciences |
| 180 | Hospitality, Tourism, Travel, Gaming and Leisure | Services |
| 181 | Transport Operations and Logistics | Services |
| 182 | Personal Care | Services |
| 183 | Wholesale and Retail | Services |
| 184 | Consumer Services | Services |
| 531 | Cleaning, Domestic, Hiring, Property and Rescue Services | Services |
| 133 | Physical Planning Design and Management | Physical Planning and Construction |
| 134 | Building Construction | Physical Planning and Construction |
| 135 | Civil Engineering Construction | Physical Planning and Construction |
| 136 | Electrical Infrastructure Construction | Physical Planning and Construction |
| 552 | Generic | Further Education and Training - General[[15]](#footnote-15) |
| 530 | Undefined | Undefined |

# Appendix D: ALLOWED CHARACTERS

##### Disallowed or discouraged characters

The following are not only **disallowed** but will actively trip up the procedures: **“ ” \*** [quotation marks and asterisk]

Others, like **,** [comma] and **:** [colon], are strongly discouraged.

##### Special characters

In order to prevent the accidental corruption of characters which are not supported by differing operating systems and/or database engines, the data values in any data submission may only contain characters with an ASCII decimal value from (and including) 32 to (and including) 126. Special characters like É or é must therefore be recoded to an ASCII character that falls within this range of characters.

The list of recoding required for special characters is as follows:

| **Uppercase** | **Lower case** |
| --- | --- |
| **Special character** | **Recode character** | **Special character** | **Recode character** |
| À | A | à | a |
| Á | A | á | a |
| Â | A | â | a |
| Ã | A | ã | a |
| Ä | A | ä | a |
| Å | A | å | a |
| Æ | AE | æ | ae |
| Ç | C | ç | c |
| È | E | è | e |
| É | E | é | e |
| Ê | E | ê | e |
| Ë | E | ë | e |
| Ì | I | ì | i |
| Í | I | í | i |
| Î | I | î | i |
| Ï | I | ï | i |
| Ð | ETH | ð | eth |
| Ñ | N | ñ | n |
| Ò | O | ò | o |
| Ó | O | ó | o |
| Ô | O | ô | o |
| Õ | O | õ | o |
| Ö | O | ö | o |
| Ø | O | ø | o |
| Ù | U | ù | u |
| Ú | U | ú | u |
| Û | U | û | u |
| Ü | U | ü | u |
| Ý | Y | ý | y |
| Þ | TH | þ | th |
| ß | SS | ÿ | y |

##### Allowed characters

The list of allowed characters per field is as follows:

| Field Name | Good | Strongly discouraged |
| --- | --- | --- |
| National\_IdPerson\_Home\_Addr\_Postal\_CodePerson\_Postal\_Addr\_Post\_CodeProvider\_Postal\_CodeProvider\_Phys\_Address\_Postcode | 1234567890 | Everything else |
| Person\_First\_Name | ABCDEFGHIJKLMNOPQRTSUVWXYZabcdefghijklmnopqrstuvwxyz'- [hyphen]  | Everything else Disallowed: [space][[16]](#footnote-16) |
| Person\_Last\_NamePerson\_Middle\_NamePerson\_TitlePerson\_Previous\_LastnameProvider\_Contact\_Name | ABCDEFGHIJKLMNOPQRTSUVWXYZabcdefghijklmnopqrstuvwxyz' [space]- [hyphen]  | Everything else |
| Person\_Alternate\_Id | ABCDEFGHIJKLMNOPQRTSUVWXYZabcdefghijklmnopqrstuvwxyz1234567890\ @ \_- [hyphen]  | Everything else |
| Person\_Home\_Address\_1Person\_Home\_Address\_2Person\_Home\_Address\_3Person\_Postal\_Address\_1Person\_Postal\_Address\_2Person\_Postal\_Address\_3Provider\_Address\_1Provider\_Address\_2Provider\_Address\_3Provider\_Physical\_Address\_1Provider\_Physical\_Address\_2Provider\_Physical\_Address\_TownProvider\_Web\_Address | ABCDEFGHIJKLMNOPQRTSUVWXYZabcdefghijklmnopqrstuvwxyz1234567890# & ( ) / \ : . \_ , '  [space] - [hyphen]  | Everything else**Disallowed: A data value that contains only numbers** |
| Person\_Email\_AddressProvider\_Contact\_Email\_Address | ABCDEFGHIJKLMNOPQRTSUVWXYZabcdefghijklmnopqrstuvwxyz1234567890\_ . < > - [hyphen] | Everything else**Disallowed: A data value that does NOT contain the @ character** |
| Provider\_CodeDesignation\_Registration\_NumberCourse\_CodeQualification\_CodeAssessor\_Registration\_NumberEtqa\_Decision\_NumberProvider\_Sars\_NumberProvider\_Accreditation\_Num | ABCDEFGHIJKLMNOPQRTSUVWXYZabcdefghijklmnopqrstuvwxyz1234567890 @ # & ( ) / \ : . \_ + [space]- [hyphen] | Everything else |
| Qualification\_NameCourse\_NameProvider\_Name | ABCDEFGHIJKLMNOPQRTSUVWXYZabcdefghijklmnopqrstuvwxyz1234567890 @ # & ( ) / \ : . \_ , ' + [space]- [hyphen] | Everything else |
| Person\_Phone\_NumberPerson\_Fax\_NumberProvider\_Phone\_NumberProvider\_Fax\_NumberProvider\_Contact\_Phone\_Number | 1234567890 ( ) / [space]- [hyphen] | Everything else |
| Person\_Cell\_Phone\_NumberProvider\_Contact\_Cell\_Number | 1234567890 ( )  [space]- [hyphen] | Everything else |

# APPENDIX E: best practice for validating and extracting data

1. Ensuring that fields contain **valid characters only** can be done in one of two manners (the first being preferred):

Method 1:

Define ten different accepted character string arrays on the information system and place a validation rule on each specific data field which confirms that the user is entering a value that only contains characters that are found in the validation array.

The input string must be converted to UPPER case before comparing.

The ten different character strings are as follows (see Appendix D for which strings apply to which fields):

1234567890

ABCDEFGHIJKLMNOPQRTSUVWXYZ`'-

ABCDEFGHIJKLMNOPQRTSUVWXYZ`' -

ABCDEFGHIJKLMNOPQRTSUVWXYZ-1234567890@\_

ABCDEFGHIJKLMNOPQRTSUVWXYZ -1234567890#&()/\:.\_`',

ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890\_.<>-@

ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890@#&+() /\:.\_-

ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890@#&+() /\:.\_,`'-

1234567890 ()/-

1234567890 ()-

Method 2:

The program that extracts data for the NLRD strips any invalid characters from the field in question.

*Whichever method is used, it should be noted that it is unrealistic to expect users of the information system to remember which characters may or may not be used in each of the data fields.*

1. Ensuring that fields contain **valid strings only** can be done in one of two manners (the first being preferred):

Method 1:

Define three different accepted character string arrays on the information system and place a validation rule on each specific data field which confirms that the user is entering a value that does not contain the words found in the array.

The input string must be converted to UPPER case before comparing.

The three different character strings and which fields they relate to are as follows:

| **Character String** | **Related Fields** |
| --- | --- |
| %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 | Person\_Alternate\_IdPerson\_TitlePerson\_Home\_Address\_1Person\_Home\_Address\_2Person\_Home\_Address\_3Person\_Postal\_Address\_1Person\_Postal\_Address\_2Person\_Postal\_Address\_3Person\_Phone\_NumberPerson\_Cell\_Phone\_NumberPerson\_Fax\_NumberPerson\_Email\_AddressProvider\_CodeDesignation\_Registration\_NumberAssessor\_Address\_1Assessor\_Address\_2Assessor\_Address\_3Assessor\_Phone\_NumberAssessor\_Cell\_Phone\_NumberAssessor\_Fax\_NumberAssessor\_Email\_AddressAssessor\_Registration\_NumberQualification\_NameCourse\_CodeCourse\_NameEtqa\_Decision\_NumberEtqa\_Decision\_NumberAssessor\_Registration\_NumProvider\_NameProvider\_Address\_1Provider\_Address\_2Provider\_Address\_3Provider\_Physical\_Address\_1Provider\_Physical\_Address\_2Provider\_Physical\_Address\_TownProvider\_Web\_AddressProvider\_Phone\_NumberProvider\_Fax\_NumberProvider\_Sars\_NumberProvider\_Contact\_Email\_AddressProvider\_Contact\_Phone\_NumberProvider\_Contact\_Cell\_NumberProvider\_Accreditation\_NumEtqa\_Decision\_NumberProvider\_Accreditation\_Num |
| %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or 0 or TEST or %ONTBREEK% or NIL | Person\_Last\_NamePerson\_First\_NamePerson\_Middle\_NamePerson\_Previous\_Lastname |
| %ZZZ% or %XXX% | Person\_Last\_NamePerson\_First\_NamePerson\_Middle\_NamePerson\_TitlePerson\_Previous\_LastnameProvider\_Contact\_Name |

Method 2:

The program that extracts data for the NLRD strips any invalid character strings from the field in question.

*Whichever method is used, it should be noted that it is unrealistic to expect users of the information system to remember which character strings may or may not be used in each of the data fields.*

1. Ensuring that **required fields** are not left blank:

Define *not null* and *not empty* string validations on the information system.

1. Ensuring that **Postal Codes** are always correct can be done in one of two manners:

Method 1:

The information system can have a drop-down list of all valid postal codes. Usage of this method often includes a drill-down functionality when used in conjunction with a Province. Non-South African postal codes are marked as such and treated differently.

Method 2:

The information system can confirm that the length of the South African postal code is exactly 4 characters.

1. Ensuring the integrity of **National ID and Birth Date (and Gender)**:
	1. Any value indicated as being a South African **National ID** should be validated by the information system to ensure all of the following:
		1. The string contains exactly 13 characters.
		2. The allowed characters are covered in item 1 above.
		3. The string does not contain four zeros from position 1 to 4.
		4. The string does not contain four zeros from position 7 to 10.
		5. The string does not contain ten of the same numbers (e.g. 1111111111).
	2. The information system should automatically populate the **date of birth** field by deriving it from the National ID. If the user opts to change the date of birth the system should generate an error. In this case, the user must undertake one of the following actions:
* Indicate that the value input into the National ID field is in fact not a National ID, or
* Change the National ID, or
* Leave the date of birth as is.

The information system should also check the date of birth field to ensure that it is feasible. At present, ETQA systems usually only relate to people of age at least 15, so the information system must not allow a date of birth generating a person age of less than 15.

* 1. The information system should automatically populate the **gender** by deriving it from the National ID. If the user opts to change the gender the system should generate an error. In this case, the user must undertake one of the following actions:
* Indicate that the value input into the National ID field is in fact not a National ID, or
* Change the National ID, or
* Leave the gender as is.

If these requirements cannot be achieved for data capturing, then the program that extracts the data for the NLRD must ensure that the extracted data fields conform to these standards.

1. Ensuring that valid Alternative\_Id\_Type values are used in conjunction with Person\_Alternate\_Id values:

Implement proper logic on the information system (this will be specific to each data supplier).

A typical error is that the Alternative\_Id\_Type is given as “None” (Alternative\_Id\_Type\_ID = 533), yet a Person\_Alternate\_Id is provided.

1. Ensuring the integrity of the **Date Stamp** values:

This field should represent the last date on which a record was updated.

The program that extracts the data for the NLRD must ensure that the correct field is extracted from the information system.

An error that has occurred for some NLRD extractions has been that dates that are at some time in the future have been included. Both the validations and the extract program should ensure that this is not possible.

1. Correct population of the information system’s **drop-down** options:

The NLRD Load Specifications, as well as the Lookup Tables (e.g. *lookup tables 2005.xls*) published by the NLRD, should be utilised to ensure that the correct lookup values are in place in the information system.

All errors that indicate that an invalid Id or Code (e.g. Alternative\_Id\_Type, ETQA\_Id, Provider\_Code, Assessor\_Etqa\_Id, Province\_Code, Honours\_Classification, Unit\_Standard\_Id) has been supplied can thus be eliminated.

*Once again, it is unrealistic to expect users to remember each Id or Code for these types of data fields.*

1. Ensuring that **e-mail address** values are valid:

This is the only field that must contain an @ character. This can be ensured by implementing a validation rule that ensures that the input string contains this character.

1. Ensuring that records are **not duplicated**:

This must be done by implementing correct logic on both the information system and the program that extracts data for the NLRD.

1. There should be no **orphan records** (e.g. when a learner achievement record does not relate to any parent record for the learner or the provider or the qualification).

The existence of orphan records in data extracted for the NLRD is always an indication of a problem with either the information system (probably the relationships within the database) or the method of extraction.

1. Ensuring that the **achievement date** is not greater than today's date:

ETQA information systems usually require an expected achievement date and an actual achievement date; the latter is recorded once the learner has achieved the qualification or unit standard. The information system must be set up to record both values in a logical manner. This includes ensuring that the user cannot define an actual achievement date that is greater than today's date. The NLRD extraction must extract only the actual achievement date value (not the expected achievement date).

1. Ensuring that **learner achievement** status is correctly recorded and that the actual achievement date is only supplied for qualifications or unit standards that have actually been **achieved**:

The extraction errors, where achievement dates are supplied for qualifications or unit standards that have not been achieved, will be eliminated by item 12.

In addition, the important value that must be changed when the qualification or unit standard is achieved is Learner\_Achievement\_Status\_Id. The most common value prior to achievement is 3 (Enrolled) – this is associated with a null learner achievement date. The most common value after achievement is 2 (Achieved), and this is associated with a non-null learner achievement date that is less than today’s date. (See Appendix A for all the other possible values.)

1. Ensuring that **start dates are always before end dates**:

The information system must not allow the user to define a start date that is greater than the end date.

1. Ensuring the **correct** **period** between all start dates and end dates:

The information system must not allow the user to select an end date that is greater than the allowed time period, as per the NLRD load specifications (it is advised that the system actually defaults the end date to the relevant date once the user selects the start date – the user may change this value to an earlier one if required).

1. Ensuring that **date values are feasible**:

The information system should contain appropriate validations, for instance it should not allow the user to select a date before 1900/01/01.

1. Ensuring that extracted fields **do not commence with a space:**

The program that extracts data for the NLRD should left-trim all values.

1. Ensuring that **addresses** contain appropriate values only:

The information system and the program to extract data for the NLRD should include validations such as:

* Values for Address Lines 1, 2 and 3 must not contain numbers only.
* Values for Address Line 3 must not contain four consecutive numbers. If they do, this indicates that postal codes have most likely been included in this field. (The most usual values for Address Line 3 are town / suburb names or null.)

If either or both of these conditions are included in the data extracts to the NLRD, they will generate fatal errors in the NLRD test system, and any address containing them will be made null by SAQA before the data file that had contained that address is loaded onto the NLRD.

*It is, in fact, realistic to expect users of the information system to capture data for these fields correctly.*

1. **Ensuring that the extracted dataset remains constant, that it can be used for audit trails, and that it can be corrected if it contains errors:**

Once a dataset has been extracted for testing and transmission to the NLRD, a copy of it (as it is, prior to Edu.Dex testing) should be retained. This means that it can be referred to again, if needs be. It can also be used to generate reports of what exactly was submitted for loading.

Most importantly, if the feedback from the NLRD indicates that a correction is required, this should be done on the extract (or a copy of it, if the exact original is being retained for the purposes of the audit trail). The creation of a flag in the live system, in parallel, may also be required.

The ability to update the extract and not generate new problems would not otherwise be possible, as most information systems are updated daily. The need to use this method becomes even more pressing if corrections are made a while after the original extract was produced, as the extract should be a snapshot of what was the case in January/February and July/August of each year.

Example:

An achievement already exists on the NLRD for a learner on a particular unit standard, but due to a new enrolment by the same learner on another qualification that utilises the same unit standard, it seems as if the learner has now enrolled again on this unit standard. The ETQA’s information system should flag this “unit standard enrolment” so that it is not extracted again; however, if the original achievement took place via another ETQA, it may not yet be known about. The NLRD feedback gives this information.

The extract must now be corrected so that the row containing this “unit standard enrolment” is removed from the submission. In addition, now that the previous achievement is known about, the new “enrolment” should be flagged in the live system so that it will not be extracted again.

# Appendix F: NLRD MINIMUM STANDARD FOR DATA LOADS

The minimum data standard for ETQA submissions to the NLRD is that

data will be submitted in January/February and July/August of each year,

and will be incorporated into the NLRD

and signed off by 15 February and 15 August respectively.

Notes: Only files generated by Edu.Dex will be accepted. Empty files must not be submitted. Only extracts indicating that an Edu.Dex update was carried out not more than two days before the extract will be accepted.

**The following steps must be followed by each ETQA:**

|  |  |
| --- | --- |
| Step 1 (use Edu.Dex menu item, “Step 1”) – *or confirm in writing that Step 1 is not required [[17]](#footnote-17)*:ETQA submits, from 15 January and 15 July (not before), and by latest 25 January and 25 July or the last working day before that date:* File 21: All Providers in the ETQA’s system for which it is the Primary Focus ETQA[[18]](#footnote-18)
* File 22: All “legacy” qualifications in the ETQA’s system[[19]](#footnote-19)
* File 23: All “legacy” courses in the ETQA’s system[[20]](#footnote-20) (including matric subjects for Umalusi).
 | Step 2:* NLRD supplies, by latest 29 January and 29 July or the last working day before that date, Qualification IDs for the “legacy” qualifications and Unit Standard IDs for the “legacy” courses, to be used in the Learner Achievement Loads
* ETQA obtains Qualification and Unit Standard IDs for non-legacy and non-course records from the SAQA website.
* ETQA obtains Learnership IDs from Edu.Dex.
 |
| Step 3 (use Edu.Dex menu item, “Step 3”):ETQA submits, by latest 4 February and 4 August or the last working day before that date, all records in its system[[21]](#footnote-21), for each of the following:* File 21: Providers[[22]](#footnote-22)
* File 24: Provider Accreditations
* File 25: Person Information
* File 26: Person Designation
* File 27: NQF Designation Registration
* File 28: Learner achievements and enrolments – learnerships
* File 29: Learner achievements and enrolments – qualifications
* File 30: Learner achievements and enrolments – unit standards (includes courses, for which IDs have been obtained using File 23).
 | Step 4:* NLRD confirms acceptance and loading of the Step 3 submission by latest 15 February and 15 August or the last working day before that date.
 |
| Yvonne Shapiro, Director: NLRD, February 2008; updated July 2008 & January 2011 & April 2014 |

# Appendix G: SOLVING DATA CAPTURING ERRORS THAT ARE LISTED IN EDU.DEX REPORTS

**Most common errors made during data capturing**

Whenever data has to be captured on-line, the possibility of errors being made is always present. Edu.Dex, the software program for data testing, assists with identifying and removing these errors.

Depending on the severity of errors encountered using Edu.Dex, the ETQA may or may not be able to complete the testing and upload the data. In either event, log files are generated by Edu.Dex to inform the ETQA about the outcome of the testing. In these log files, the ETQA can look at all the errors that were picked up during the test.

The most common data capturing errors that influence ETQAs’ ability to upload their data, are:

1. Non-fatal errors that have been identified by the NLRD to be eliminated from the batch loads. This happens when a decision is made by SAQA and communicated to the ETQAs (normally during an NLRD Partners Forum Meeting) to eliminate non-fatal errors (which normally do not cause Edu.Dex to stop building a batch file), in order to enhance the data on the NLRD (and to prevent nonsensical information from being loaded).
2. Some of the records in Files 28, 29 and/or 30, that had been submitted in a previous load with an "Achieved" status for certain unit standards or qualifications, are now found with the "Enrolled" status. Because of the seeming attempt to reverse the "Achieved" status of the learner/s, the loading of the data is rejected.
3. The provider accreditation file (File 24) contains references to qualifications that are not quality-assured by the ETQA submitting the data.
4. The NLRD has not yet received the memorandum of understanding with regard to Files 24, 27 and 30 which contain references to unit standards that are not quality-assured by the ETQA (either directly or via qualifications that include them).

Some of the other common errors are explained in tables on the next few pages.

Even with Edu.Dex, not all errors can be eliminated. Certain aspects of the data can only be tested for correctness once it is loaded onto the NLRD. If errors occur at that stage, the ETQA is informed via e-mail of the errors, with an explanation of why they occurred and how to correct them.

**File 21 - Providers**

| **Validation Severity** | **Description** | **Explanation** | **For Action** | **Actions To Be Taken** |
| --- | --- | --- | --- | --- |
| Non-fatal | * Non-CHED [non-CHE] provider records with pattern like %UNIVERSITY% [[23]](#footnote-23) or %UNIVERSITEIT% or %TECHNIKON% or %TEGNIKON% or UNISA or UCT or RAU or WITS or TWR or CUT or UFH or UJ or UKZN or UNIZUL or UNW or UWC or UDW or NMMU or TUT or DIT or UNIVEN or UNITRA or TSA or TUKKIES or UFS or TFS or MEDUNSA or UPE or PE in Provider\_Name.
* Non-UMAL [Non-Umalusi] provider records with pattern like %FURTHER EDUCATION% or %FETC% or % FET% or % SCHOOL% or % SKOOL% or %TECHNICAL COLLEGE% or %TEGNIESE KOLLEGE% or TECHNISA in Provider\_Name
 | The name of the provider contains one or part of one of the words mentioned in the "Description" field. Because these words normally form part of CHE's provider names, the user's attention is drawn to this. | ETQA | The ETQA must ensure the provider name is spelt correctly. |
| Fatal | Records with four consecutive numbers in Provider\_Address\_3 and Provider\_Physical\_Address\_Town - fields possibly contain a postal code or address layouts are incorrect | The last four characters of the field contain numerical values. This is normally associated with a postal code and the user's attention is drawn to it. | ETQA | The ETQA must ensure that this is not a postal code entered into this field. |
| Non-fatal | Structure\_Status\_Id = 1 or Structure\_Status\_Id is NULL | Some of the records have the "Structure\_Status\_Id = 1 or Structure\_Status\_Id = NULL" error. A decision was taken that specified "Using the value that indicated ‘Unknown’ for any variable (e.g. for Structure Status, where ‘Unknown’ has the value of 1) should be the absolute last resort, and the NLRD strongly discourages the use of ‘Unknown’".  | ETQA | Although this is a non-fatal error, it is extremely unlikely that your providers have unknown status and it makes your data nonsensical. The ETQA must ensure that a valid status is entered into this field. |

**File 22 - Legacy Qualifications**

| **Validation Severity** | **Description** | **Explanation** | **For Action** | **Actions To Be Taken** |
| --- | --- | --- | --- | --- |
| Non-fatal | Unable to validate Provider\_Code values. Non-ETQA provider codes supplied - SAQA to confirm provider codes exist on NLRD. | Some of the records have Provider Codes not appearing in File 21, thus not belonging to the uploading ETQA. | ETQA & SAQA | The ETQA must ensure that they have captured the correct Provider Codes.SAQA must confirm that all the codes do have valid Provider IDsThe file "Non-ETQA Providers ..." generated by Edu.Dex gives a list of all non-ETQA Provider Codes. |

**File 23 - Legacy Courses**

| **Validation Severity** | **Description** | **Explanation** | **For Action** | **Actions To Be Taken** |
| --- | --- | --- | --- | --- |
| Fatal | Records that have space as first character for:* Abet\_Band\_Id
* Course\_Code
* Course\_Name
* Course\_Registration\_End\_Date
* Course\_Registration\_Start\_Date
* Date\_Stamp
* NQF\_Level\_Id
* Provider\_Code
* Provider\_Etqa\_Id
* Subdomain\_Id
 | A space is not allowed as the first character in any field. | ETQA | Ensure that no fields commence with spaces.Also, ensure that there are no ‘offset’ problems in the extract. |

**File 24 - Provider Accreditations**

| **Validation Severity** | **Description** | **Explanation** | **For Action** | **Actions To Be Taken** |
| --- | --- | --- | --- | --- |
| Fatal | Records that have space as first character for:* Date\_Stamp
* Etqa\_Decision\_Number
* Learnership\_Id
* Provider\_Accred\_End\_Date
* Provider\_Accred\_Start\_Date
* Provider\_Accred\_Status\_Code
* Provider\_Accredit\_Assessor\_Ind
* Provider\_Accreditation\_Num
* Provider\_Code
* Provider\_Etqa\_Id
* Qualification\_Id
* Unit\_Standard\_Id
 | A space is not allowed as the first character in any field. | ETQA | Ensure that no fields commence with spaces.Also, ensure that there are no ‘offset’ problems in the extract. |
| Non-fatal | Records with generic qualification IDs | The ID of one or more generic qualification/s has/have been used, whereas provider accreditations should be for qualifications (and learning programmes) that are not generics. | ETQA | The generic qualification ID(s) should be replaced with its/their appropriate learning programme ID/s. |

**File 25 - Person Information**

| **Validation Severity** | **Description** | **Explanation** | **For Action** | **Actions To Be Taken** |
| --- | --- | --- | --- | --- |
| Fatal | Records that have space as first character for:* Alternative\_Id\_Type
* Citizen\_Resident\_Status\_Code
* Date\_Stamp
* Disability\_Status\_Code
* Equity\_Code
* Gender\_Code
* Home\_Language\_Code
* Nationality\_Code
* Person\_Alternate\_Id
* Person\_Birth\_Date
* Person\_Cell\_Phone\_Number
* Person\_Email\_Address
* Person\_Fax\_Number
* Person\_First\_Name
* Person\_Home\_Addr\_Postal\_ Code
* Person\_Home\_Address\_1
* Person\_Home\_Address\_2
* Person\_Home\_Address\_3
* Person\_Last\_Name
 | A space is not allowed as the first character in any field. | ETQA | Ensure that no fields commence with spaces.Also, ensure that there are no ‘offset’ problems in the extract. |
| Fatal | Learner records that are not associated with any enrolments or achievements or registrations | A learner record was added in the Person Information file, but there is no association with any qualifications or unit standards for this learner. This error occurs where a person was entered into File 25, but no reference was made to the person in either File 28, 29 or 30. | ETQA | The ETQA must either enter information for this person into File 28, 29 or 30, or remove the person's record from File 25. |

**File 26 - Person Designation**

| **Validation Severity** | **Description** | **Explanation** | **For Action** | **Actions To Be Taken** |
| --- | --- | --- | --- | --- |
| Fatal | Records that have space as first character for:* Alternative\_Id\_Type
* Date\_Stamp
* Designation\_End\_Date
* Designation\_ETQA\_Id
* Designation\_Id
* Designation\_Registration\_Number
* Designation\_Start\_Date
* Designation\_Structure\_Status\_Id
* Etqa\_Decision\_Number
* Person\_Alternate\_Id
* Provider\_Code
* Provider\_ETQA\_ID
 | A space is not allowed as the first character in any field. | ETQA | Ensure that no fields commence with spaces.Also, ensure that there are no ‘offset’ problems in the extract. |

**File 27 - NQF Designation registration**

| **Validation Severity** | **Description** | **Explanation** | **For Action** | **Actions To Be Taken** |
| --- | --- | --- | --- | --- |
| Non-fatal | Records with generic qualification IDs | The ID of one or more generic qualification/s has/have been used, whereas designation registrations should be associated with qualifications (and learning programmes) that are not generics. | ETQA | The generic qualification ID(s) should be replaced with its/their appropriate learning programme ID/s. |

**File 29 - Qualification Enrolment/Achievement**

| **Validation Severity** | **Description** | **Explanation** | **For Action** | **Actions To Be Taken** |
| --- | --- | --- | --- | --- |
| Non-fatal | Records with generic qualification IDs | The ID of one or more generic qualification/s has/have been used, whereas qualification enrolments / achievements should be on qualifications (and learning programmes) that are not generics. | ETQA | The generic qualification ID(s) should be replaced with its/their appropriate learning programme ID/s. |

**File 30 - Unit Standard Enrolment/Achievement**

| **Validation Severity** | **Description** | **Explanation** | **For Action** | **Actions To Be Taken** |
| --- | --- | --- | --- | --- |
| Non-fatal | Records with generic qualification IDs | The ID of one or more generic qualification/s has/have been used, whereas unit standard enrolments / achievements should be on qualifications (and learning programmes) that are not generics. | ETQA | The generic qualification ID(s) should be replaced with its/their appropriate learning programme ID/s. |

# Appendix H: VARIABLES THAT ARE NO LONGER ALLOWED TO BE NULL AND / OR NO LONGER ALLOWED TO BE ‘UNKNOWN’

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| File | Field Name | Required | Values that are no longer allowed | See Note |
| 21 | Provider\_Type\_Id | Y | 1 (unknown) | 1, 2 |
| 21 | Provider\_Address\_1 | Y |   | 1 |
| 21 | Provider\_Address\_2 | Y |   | 1 |
| 21 | Provider\_Postal\_Code | Y |   | 1 |
| 21 | Provider\_Accredit\_Start\_Date | See Note 3 |   | 3 |
| 21 | Provider\_Accredit\_End\_Date | See Note 3 |   | 3 |
| 21 | Provider\_Structure\_Status\_Id | Y | 1 (unknown) | 1, 2 |
| 21 | Province\_Code | Y | 0 (undefined) | 1, 2 |
| 22 | NQF\_Level\_Id | Y |   | 1 |
| 22 | Subdomain\_Id | Y |   | 1 |
| 22 | Abet\_Band\_Id | Y |   | 1 |
| 23 | NQF\_Level\_Id | Y |   | 1 |
| 23 | Subdomain\_Id | Y |   | 1 |
| 23 | Abet\_Band\_Id | Y |   | 1 |
| 25 | Alternative\_Id\_Type | Y |   | 1 |
| 25 | Equity\_Code | Y |   | 1 |
| 25 | Nationality\_Code | Y |   | 1 |
| 25 | Home\_Language\_Code | Y |   | 1 |
| 25 | Gender\_Code | Y | U (unknown) | 1, 2 |
| 25 | Citizen\_Resident\_Status\_Code | Y |   | 1 |
| 25 | Socioeconomic\_Status\_Code | Y |   | 1 |
| 25 | Disability\_Status\_Code | Y | U (unknown) | 1, 2 |
| 25 | Person\_Birth\_Date | Y |   | 1 |
| 25 | Province\_Code | Y | 0 (undefined) | 1, 2 |
| 26 | Alternative\_Id\_Type | Y |   | 1 |
| 26 | Designation\_Start\_Date | See Note 4 |   | 4 |
| 26 | Designation\_End\_Date | See Note 4 |   | 4 |
| 26 | Designation\_Structure\_Status\_Id | Y | 1 (unknown) | 1, 2 |
| 28 | Alternative\_Id\_Type | Y |   | 1 |
| 28 | Learner\_Achievement\_Status\_Id | Y (as before) | 1 (unknown); 6 (other) | 1, 2 |
| 28 | Learner\_Enrolled\_Date | Y |   | 1 |
| 29 | Alternative\_Id\_Type | Y |   | 1 |
| 29 | Learner\_Achievement\_Status\_Id | Y (as before) | 1 (unknown); 6 (other) | 1, 2 |
| 29 | Learner\_Achievement\_Type\_Id | Y | 1 (unknown) | 1, 2 |
| 29 | Learner\_Enrolled\_Date | Y |   | 1 |
| 30 | Alternative\_Id\_Type | Y |   | 1 |
| 30 | Learner\_Achievement\_Status\_Id | Y (as before) | 1 (unknown); 6 (other) | 1, 2 |
| 30 | Learner\_Achievement\_Type\_Id | Y | 1 (unknown) | 1, 2 |
| 30 | Learner\_Enrolled\_Date | Y |   | 1 |

|  |
| --- |
| **Notes:**1. Before the submission of July/August 2010, existing records without a value for this field must be corrected.
2. Before the submission of July/August 2010, existing records with a disallowed value for this field must be corrected.
3. Please see File 21 Rules of combination in the NLRD Lookup Tables (Excel, on www.saqa.org.za/nlrdinfo.php).
4. Please see File 26 Rules of combination in the NLRD Lookup Tables (Excel, on www.saqa.org.za/nlrdinfo.php).
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# Appendix I: DOCUMENT HISTORY

For Version 1 history, see the series of Version 1 documents.

| **Date** | **Editor** | **Filename** | **Description** |
| --- | --- | --- | --- |
| 2007-08-20 | Yvonne Shapiro | loadspecs\_rel2\_ draft 2007 08 20 | Commenced the draft load specifications for NLRD Version 2. |
| 2007-10-09 | Yvonne Shapiro | loadspecs\_rel2\_ draft 2007 10 09 | Second draft |
| 2007-11-14 | Yvonne Shapiro | loadspecs\_rel2\_ draft 2007 11 14 | Third draft |
| 2007-12-11 | Yvonne Shapiro | loadspecs\_rel2\_ draft 2007 12 11 | Corrected the codes and values for NQF\_Desig\_Status\_Code in the Lookup Table |
| 2007-12-20 | Yvonne Shapiro | loadspecs\_rel2 2007 12 20 | Person\_Previous\_Lastname now has length 45, to match Person\_Last\_Name.This affects the position of the subsequent fields in File 25. |
| 2008-02-15 | Yvonne Shapiro | loadspecs\_rel2 2008 02 15 | Minimum Standard dates updated according to latest decision (to make all dates two weeks later). |
| 2008-07-03 and2008-07-09 | Yvonne Shapiro | loadspecs\_rel2 2008 07 03 | 1. Minimum Standard starting dates stipulated (after some data suppliers had attempted to start too early).
2. The list of values for ABET Band Id, in Appendix A, now shows the NQF Levels with which each must be used.
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| 2008-07-24 | Yvonne Shapiro | loadspecs\_rel2 2008 07 24 | Expanded the explanation of ETQA\_ID and Provider\_Code for Files 22 and 23. |
| 2008-12-17 | Yvonne Shapiro | loadspecs\_rel2 2008 12 17 | 1. Further clarification added to the Provider Accreditation format (File 24) on how to ensure the correct relationships between accreditations for learnerships, qualifications and unit standards.
2. The same clarification added to the NQF Designation Registration format (File 27).
3. Introduction added to the Learnership Enrolment and Achievement format (File 28), which also serves as the reminder of how to ensure consistency between learnership enrolments and achievements, and their corresponding qualification (or unit standard) enrolments and achievements. (See *Examples to assist with learner records concerning learnerships 2008 12.xls* as well.)
4. File 28: Note 4 (not Note 6) for Learner\_Achievement\_Date.
5. File 30: Note 7 also applies to Learner\_Enrolled\_Date.
6. All references to “Designation information file” corrected to “Person Designation file”.
7. Item 19 added to Appendix E: “Ensuring that the extracted dataset remains constant, that it can be used for audit trails, and that it can be corrected if it contains errors”.
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| 2009-03-10 | Yvonne Shapiro | loadspecs\_rel2 2009 03 10 | New Appendix: “Solving data capturing errors that are listed in Edu.Dex reports” |
| 2009-05-13 | Yvonne Shapiro | loadspecs\_rel2 2009 05 13 | In Appendix A:1. Further values added for Structure Status ID, as applied to Person Designation.
2. Requests added, throughout, that data suppliers are urged not to use the Codes and IDs that indicate ‘Unknown’ or ‘Undefined’.
3. Some typos regarding cross-references between Files 22, 29, 23 and 30 corrected.
4. New Qualification Type ID and description added: 658 = “School below Senior Certificate: not a full qualification” (abbreviated to “Schl below SenC: not full qual” because the maximum length of this field is 30 characters). This was requested to accommodate organisations / providers wishing to capture this level of education reached by their employees / learners, but is not expected to be widely used.
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| 2010-01-20 | Yvonne Shapiro | loadspecs\_rel2 2010 01 20 | In Appendix A:Further value added for Learner Achievement Type Id: 8 = Self-study |
| 2010-01-29 | Yvonne Shapiro and Johan Smit | loadspecs\_rel2 2010 01 20 | In the notes for each of Files 24, 27, 29 and 30:“The Qualification ID must be one for which the ETQA is itself accredited. Thus, it cannot be the ID of a generic qualification, as ETQAs are not accredited for generic qualifications but rather for the learning programmes recorded against them. (Alternatively, it must be a Qualification ID obtained via the submission of File 22.)”In Appendix G:Explanation of the Edu.Dex message, “Records with generic qualification IDs” (for Files 24, 27, 29 and 30)Also in Appendix G, wherever there are messages concerning fields commencing with spaces:Ensure that no fields commence with spaces.Also, ensure that there are no ‘offset’ problems in the extract. |
| 2010-04-06 | Yvonne Shapiro | loadspecs\_rel2 2010 05 24  | Two new values for Learner Achievement Status and one new value for Learner Achievement Type |
| 2010-05-08 | Yvonne Shapiro | loadspecs\_rel2 2010 05 24  | New values for Disability Status |
| 2010-05-24 | Yvonne Shapiro | loadspecs\_rel2 2010 05 24  | All of the following changes are shown in the newAppendix H, *Variables that are no longer allowed to be null and / or no longer allowed to be ‘Unknown’:*1. The following fields, which were optional before, are now Required:

Abet\_Band\_Id, Alternative\_Id\_Type, Citizen\_Resident\_Status\_Code, Designation\_End\_Date, Designation\_Start\_Date, Designation\_Structure\_Status\_Id, Disability\_Status\_Code, Equity\_Code, Gender\_Code, Home\_Language\_Code, Learner\_Achievement\_Type\_Id, Learner\_Enrolled\_Date, Nationality\_Code, NQF\_Level\_Id, Person\_Birth\_Date, Provider\_Accredit\_End\_Date, Provider\_Accredit\_Start\_Date, Provider\_Address\_1, Provider\_Address\_2, Provider\_Postal\_Code, Provider\_Structure\_Status\_Id, Provider\_Type\_Id, Province\_Code, Socioeconomic\_Status\_Code, Subdomain\_Id,1. Values indicating ‘Unknown’ or ‘Undefined’ or ‘Other’ are no longer allowed for the following fields:

Designation\_Structure\_Status\_Id, Disability\_Status\_Code, Gender\_Code, Learner\_Achievement\_Status\_Id, Learner\_Achievement\_Type\_Id, Provider\_Structure\_Status\_Id, Provider\_Type\_Id and Province\_Code.1. The Excel lookup tables (found on www.saqa.org.za/nlrdinfo.asp), in the worksheet *structure s*, have also been amended, as per these changes.
2. Added, on page 3: “The latest updates of Edu.Dex, the NLRD Lookup Tables (Excel version), the list of providers and their ETQAs, the Minimum Standard for data loads, and the Specifications for Load Files for the National Learners’ Records Database (this document) are all available on the URL, www.saqa.org.za/nlrdinfo.asp.”
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| 2010-07-22 | Yvonne Shapiro | loadspecs\_rel2 2010 07 22 | One new value for Learner Achievement Status and two new values for Learner Achievement Type. |
| 2010-08-16 | Yvonne Shapiro | loadspecs\_rel2 2010 07 22 | Corrected the descriptions for Learner Achievement Status IDs 69 and 70 because they were not reflecting the correct interpretation of the data suppliers' requirements. |
| 2010-08-18  | Yvonne Shapiro | loadspecs\_rel2 2011 03 16 | New value for Learner Achievement Status, and the explanation that it cannot be used within a submission but has to be specifically requested from the NLRD Director. |
| 2011-01-06 | Yvonne Shapiro | loadspecs\_rel2 2011 03 16 | 1. New value for Learner Achievement Status.
2. Minimum Standard:
* Additional clarity re dates and steps
* Removed the footnote (because it is old history, dating from the changeover from having only SAQA running Edu.Dex to all ETQAs running it), “A feedback report from the NLRD is no longer required, as this is generated by the ETQA itself via Edu.Dex, during Step 1”.
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| 2011-03-16 | Yvonne Shapiro | loadspecs\_rel2 2011 03 16 | Note (under the Person file) concerning best practice for ETQA Record Numbers |
| 2011-07-05 | Carina Oelofsen | loadspecs\_rel2 2012 01 03 | In Appendix B: Added the three new SETAs (CATHSSETA, FPMSETA and MICT). |
| 2012-01-03 | Yvonne Shapiro | loadspecs\_rel2 2012 01 03 | 1. Removed the reference to “Standard Occupational Class Code” (which is no longer relevant to these specifications) from Appendix A.
2. Added the contact details of the NLRD Deputy Director.
3. Added the File Number (which is the same as the “Format Identifier”) to each file format, e.g. “Provider **(File 21)**”.
4. Under Provider (File 21): Emphasised “Only the ETQA that “owns” (is primarily responsible for) the Provider should submit this data file”.
5. Under Provider (File 21): Added a note concerning GPS Coordinates.
6. Under Unit Standard Enrolment/Achievement (File 30): Added further clarification concerning Part\_of.
7. Added the “green” request, “Before printing this document, please consider the environment”.
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| 2013-04-25 | Yvonne Shapiro | loadspecs\_rel2 2013 04 25 | 1. Explanation of the use of “Quality Assurance body” and ETQA.
2. Provider File (21):
	1. Added **Country\_Code** (see the Excel lookup table (on www.saqa.org.za/nlrdinfo.asp). The requirement for the relationship between Country\_Code and the already-existing Province\_Code is also explained.
	2. Added all codes for **GPS readings**, together with notes about these.
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| 2013-04-30 | Carina Oelofsen | loadspecs\_rel2 2013 04 30 | 1. Provider File (21): Added **Provider Physical Address** and **Web Address** fields.
2. Appendix A (part 2), Appendix D, Appendix E and Appendix G: Added **Provider Physical Address** and **Web Address** fields, where applicable.
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| 2014-04-01 | Yvonne Shapiro | loadspecs\_rel2 2014 04 01 | 1. Learner Achievement Type:

Recognition of Prior Learning (RPL) now differentiated into 4 categories, with IDs 68 to 71. Original Recognition of Prior Learning, ID 2, now known as “RPL for Unknown Purpose”, with the intention of phasing this out as soon as possible.1. Added “or the last working day before that date” into each of the deadlines in the Minimum Standard for Data Loads.
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| 2014-11-17 | Carina Oelofsen | loadspecs\_rel2 2014 11 17 | 1. Person File (File 25): Added six Health and Functioning rating fields.
2. Appendix A (Part 1):
* Added the values allowed for the six Health and Functioning rating fields.
* Updated the descriptions of Equity Code, and added one.
* Added four Qualification Types.
1. Learnership Enrolment/Achievement (File 28), Qualification Enrolment/Achievement (File 29) and Unit Standard Enrolment/Achievement (File 30): Increased the field sizes of Learner\_Achievement\_Status\_Id and Learner\_Achievement\_Type\_Id
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| 2016-03-31 | Carina Oelofsen | loadspecs\_rel2 2016 03 31 | 1. Provider (File 21): Increased the field size of Provider\_Name.
2. Person Information (File 25): Added a statement about the 95% Rule.
3. Learnership Enrolment/Achievement (File 28), Qualification Enrolment/Achievement (File 29) and Unit Standard Enrolment/Achievement (File 30): Added Certification\_Date.
4. Appendix A (Part 1): The descriptions and / or values of the following were updated (see the Excel lookup tables as well):
* Designation ID.
* Learner Achievement Status (and added six new values).
* Nationality Code.
* Socioeconomic Status Code.
1. Part 2: All Other Variables: Added Certification Date.
2. Changed all references of ‘Quality Assurance bodies’ to ‘Quality Assurance functionaries’.
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1. This initially, incorrectly, said “accreditation dates”. [↑](#footnote-ref-1)
2. All of the “N - was xx” Disability Codes are for use when the person's Disability Status has been recorded as something other than “None”, and must now be recorded as “None”. The reason for the extra codes is that the NLRD data load procedure will ignore attempts to replace a real value with a value of “None”. This way, the incoming dataset has to deliberately state the request to change the value [↑](#footnote-ref-2)
3. Requested by SANC. [↑](#footnote-ref-3)
4. A further status, “Removed - should not exist” (ID 109), accommodates ETQAs that need to correct the situation where they should not have submitted certain records at all. This status cannot be used within a submission: it must be requested from the NLRD Director via a written motivation. [↑](#footnote-ref-4)
5. Due caution will be exercised with respect to this Achievement Status:

In the case of aggregated tables of learner achievements, “Withheld” will usually be grouped with “Achieved”.

In the case of verifications of learner achievements, the querying party will be referred back to the Provider concerned, to ensure fairness in representing the arrangements that may have been made between the Learner and the Provider. [↑](#footnote-ref-5)
6. Applies especially to the termination of Learnership contracts and the discontinuation of the learners' enrolments on the related qualifications and unit standards. [↑](#footnote-ref-6)
7. This applies especially to professional qualifications, e.g. the right to practise as a Chartered Accountant. If status is ‘Withdrawn’, then the NLRD system will calculate the withdrawal date as the date\_stamp, will ensure that the achievement date is null, and will leave the enrolment date untouched. [↑](#footnote-ref-7)
8. This applies especially to professional qualifications, e.g. the right to practise as a Chartered Accountant. [↑](#footnote-ref-8)
9. Requested by SANC. This refers, for example, to foreigners receiving training in SA under inter-governmental agreements. [↑](#footnote-ref-9)
10. Learner Achievement Status ID 89 and Learner Achievement Type IDs 48 and 49 apply in cases where providers or qualifications have been absorbed into, or have handed over to, other providers/qualifications. The appropriate one of these Learner Achievement Types should be included in the record of achievement at the second provider (and also in the record at the first provider if possible). The Learner Achievement Status at the first provider or qualification should be 89, and at the second provider/qualification should be whatever is current at the time of submitting the data (e.g. 3 or 2). [↑](#footnote-ref-10)
11. See Learner Achievement IDs 68 to 71. ID 2 will be phased out as soon as the existing records that utilise it have each been given one of the more specific IDs. ID 2 should not be used for any new RPL records. [↑](#footnote-ref-11)
12. See footnote for Learner Achievement Status ID 89 etc. [↑](#footnote-ref-12)
13. These degrees have a train-out period of (transition+4+2 years) and are usually at NQF Level 7. They are now distinguished from Qualification Type ID 4, which is now National First Degree **(Min 360)** – these have a train-out period of (transition+3+2 years). [↑](#footnote-ref-13)
14. While consultants to ETQAs are sometimes themselves data suppliers, they should use each client’s mnemonic when creating file names. [↑](#footnote-ref-14)
15. Strictly speaking, this is not a Field. The only qualification linked to it is the National Senior Certificate. [↑](#footnote-ref-15)
16. Any names further to the Person\_First\_Name must be included in Person\_Middle\_Name, which does allow spaces. [↑](#footnote-ref-16)
17. If Step 1 is not required, then Step 3 may commence as soon as this confirmation has been sent, and the Step 3 submission will be dealt with whenever there is a gap in Step 1 submissions. [↑](#footnote-ref-17)
18. This is not always required, but Edu.Dex does inform the user when it is. (HEMIS and Umalusi do not submit this file, because their Providers are captured manually, as and when changes or mergers occur.) [↑](#footnote-ref-18)
19. These are qualifications that have been defined outside of the current NQF guidelines. If the ETQA deals with no “legacy” qualifications and / or courses whatsoever, this must be confirmed in writing and acknowledged by SAQA. [↑](#footnote-ref-19)
20. Same as previous note, for courses that have been defined outside of the current NQF guidelines. [↑](#footnote-ref-20)
21. This is the most robust way to operate, as it ensures that all updates are transmitted to the NLRD. If there is no change to a record since the previous submission, the NLRD’s load procedures simply ignore that record. The NLRD does indeed have the capacity to cope with this volume of data. [↑](#footnote-ref-21)
22. This is compulsory (except for HEMIS and Umalusi), even if File 21 was not submitted in Step 1. (Resubmitting the list of Providers ensures that the most up-to-date versions are consistent with the rest of the information in the load.) [↑](#footnote-ref-22)
23. % stands for wildcard (i.e. any set of characters). [↑](#footnote-ref-23)