DEPARTMENT OF HIGHER EDUCATION AND TRAINING NOTICE 221 OF 2017

STANDARD FOR THE SPECIFICATIONS FOR LOAD FILES FOR THE SKILLS EDUCATION AND TRAINING MANAGEMENT INFORMATION SYSTEM MONITORING REPORTS (SETMIS-MR)

I, Bonginkosi Emmanuel Nzimande, MP, Minister of Higher Education and Training, in terms of section 41B(1) and (4) of the Continuing Education and Training Act, 2006 (Act No. 16 of 2006); read with section 3 of the Higher Education Act, 1997 (Act No. 101 of 1997); section 8(2)(b) of the National Qualifications Framework Act, 2008 (Act No. 67 of 2008); section 26(f) of the Skills Development Act, 1998 (Act No. 97 of 1998) and the Higher Education and Training Information Policy published in Notice No.832, Government Gazette No.36973 of 01 November 2013, hereby publish standard DHET 013: Specifications for load files for the Skills Education and Training Management Information System Monitoring Reports (SETMIS-MR) Standard as set out in the Schedule. The detailed schedule is available at: https://webapps.dhet.gov.za/TECHNICA.aspx

Dr BE Nzimande, MP

Minister of Higher Education and Training

Date:

_ SETMIS MR File Specifications Version: 1.00

Specifications for load files for the Skills Education and Training Management Information System MR (SETMIS-MR)

Version: 1.00

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1 Purpose

The Skills Education and Training Management Information System (SETMIS) is a unit record based information system that stores and maintains unit records of Skills Education and Training data related to Sector Education and Training Authorities (SETAs) and their providers, employers, assessors, moderators and learners. The data content of SETMIS is primarily maintained and supplied by SETAs. The SETAs create electronic data submission files in standard formats and transmit them to the Department of Higher Education and Training (DHET) to be loaded into SETMIS.

The purpose of this specification is to provide SETAs with a description of the standard layout, content and business rules for the submission of data related to the Monitoring Reports (MR) to SETMIS.

2 Scope and applicability of the standard

This standard applies to all SETAs.

3 General information

3.1 Data submission file formats

The file format for all SETMIS data submission files is fixed length record ASCII files. In other words each record in a file takes up the same amount of space as all of the other records in the same file, regardless of how many characters are in each field. Each record must be terminated by a Microsoft compatible end of line character (CR+LF).

3.2 Frequency of submissions

The requirements in regard to how often the DHET requires SETAs to submit to SETMIS can be found at the following link:

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

3.3 Transmission of submission

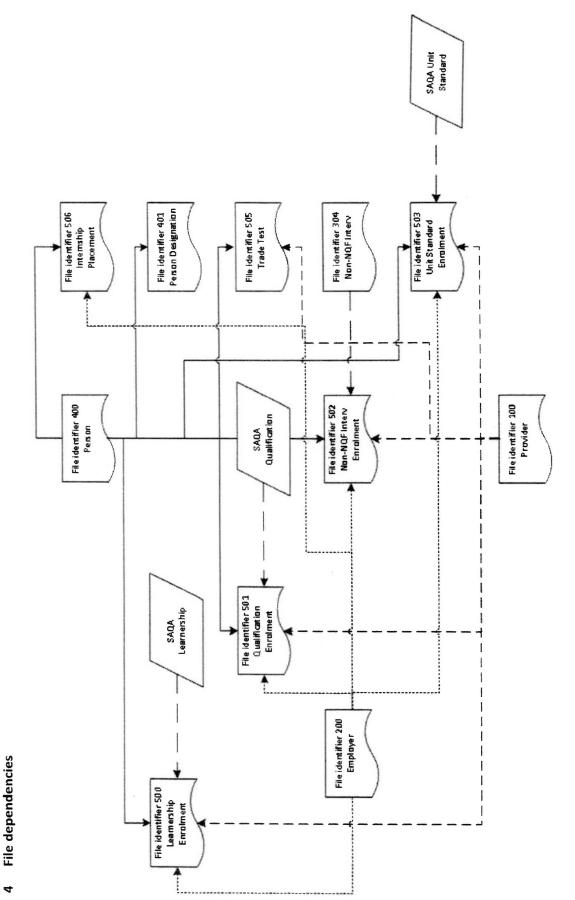
All data submissions must be validated using the data validation utility that is distributed to all SETAs by the Department of Higher Education and Training (DHET). The DHET data validation utility will prepare the data submission in a predetermined format as required for loading into SETMIS if the data submission conforms to the minimum data requirements as defined in this document. Thereafter the data validation utility will allow the user to submit the data submission to SETMIS.

The DHET will not accept any SETMIS data submission that have not been validated and transmitted to SETMIS using the DHET data validation utility.

3.4 Use of the term ETQE

This document makes use of the acronym ETQE (Education and Training Quality Entity), which within the scope of this document replaces the acronym ETQA (Education and Training Quality Assurance body) which is no longer an official acronym (since 2012). The term is used to denote a Quality Council (QC) or its delegates, as recorded on the National Learners' Records Database (NLRD), and it is acknowledged that this is not an official term.

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5 Data submission files

5.1 Provider

File code

100

File naming standard

[Code]_0006_100_v001_YYYYMMDD.dat where:

- [Code] is the submitting ETQE's mnemonic identifier as recorded on the National Learners' Records Database in the format cccc, For example AGRI indicates the Agriculture Sector Education and Training Authority,
- 0006 indicates that the recipient information system to which this data will be submitted is SETMIS.
- v001 indicates that the submission has been extracted in accordance with version 1 of this specification
- YYYYMMDD represents the date on which the data submission was created.
- .dat is the file extension

Description

This file describes providers that have been accredited by the SETA.

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

General information:

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

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

Submission requirements:

Submission of this file is mandatory.

File record length:

The length of each record must be exactly 800.

File fields

Field Name	Provider_	Code		Field	Number 1
Start	Start Position 1 Field Leng		Length	20	
	200		Content Rules		
• This field m	ay not be l	eft blank			
			ne value provided contains lea ue during further validation of		
		, ,	ontain characters 1234567890@#&+() /\:		
		Business I	Rules (compliance required)		
• The combi	nation of Pr	ovider_Code a	and Provider_ETQE_Id must be	unique	
		Busine	ess Rules (informational)		112200
 Not applica 	ble				

Field Name	Provider	_ETQE_Id		Field	Number	2
Start	Position	21		Field Length	10	
		- 17. Jan. 1	Content Rules	AFFERN AK		
This field n	nav not be	left blank				

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Field Name	Provider_ETQE_Id	Field Number	2
spaces will	not start with a space. If the value provi be trimmed from the value during furt only contain whole numbers		_
	Business Rules (compli	ance required)	
 Field must 	contain a valid Provider_ETQE_Id		
	Business Rules (info	rmational)	
 Not applica 	ble		

Field Name	SIC_Code	SIC_Code		Field	Number	3
Start	Position	31	Field	Length	10	
			Content Rules		San Dan	KIM .
This field n	nay be left	blank				
spaces will Uppercase	be trimme value in fi	ed from the value eld may only cont	value provided contains lead during further validation of tain characters 34567890@#&+() /\:`'-			
		Business Ru	les (compliance required)		-17 Mile 1984	
 Field must 	contain a	valid SIC_Code				
		Busines	Rules (informational)			
Not applic	able					

Field Name Provid	er_Name	14.	Field	Number	4
Start Positio	n 41	Field t	ength	70	
		Content Rules	Section 1		
 This field may not 	be left blank				
 Field may not start 	with a space. If th	e value provided contains lead	ding space	ces then a	llieading
spaces will be trim	med from the valu	e during further validation of	the data	value pro	vided
 Uppercase value in 					
ABCDEFGHIJKLMN	OPQRTSUVWXYZ1	234567890@#&+() /\:`'-			
	Business R	ules (compliance required)		T-MELES	
Uppercase value is	field may not con	tain characters %UNKNOWN%	6 or %AS	ABOVE%	or %SOOS
BO% or %DELETE%	or N/A or NA or L	or NONE or GEEN or 0 or TES	Tor %O	NTBREEK%	6 or NIL or - c
-					
 May not contain d 	uplicated values or	nce characters like PTY,LTD,CC	, cc,.,&	,+, AND	
,T/A,BK,LIMITED, (K,_, ,),(have been	stripped from the value			
	Busine	ss Rules (informational)			
 Not applicable 					

Field Name Provid	er_Type_Id	Field	Number 5
Start Positio	n 111	Field Length	10
	Content	Rules	
This field may not	be left blank		
 Field may not start 	with a space. If the value p	rovided contains leading spa	ces then all leading
spaces will be trim	med from the value during	further validation of the data	value provided
	tain whole numbers		
	Business Rules (con	authors voculed d	
	pusitiess knies (con	iphance required)	
 Field must contain 	a valid Provider_Type_Id	ipilance required)	
• Field must contain			

Field Name	Provider	_Postal_Address_1	17 A	ield	Number	6
Start	Position	121	Field Len	gth		

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Field Name	Provider_Postal_Address_1	Field Number	6
 This field in 	nay not be left blank		
	not start with a space. If the value provided o be trimmed from the value during further va		
, ,	value in field may only contain characters AB 90#&()/\:`',	BCDEFGHIJKLMNOPQRTSUVW	XYZ -
	Business Rules (compliance r	equired)	- 71
	value in field may not contain characters %U DELETE% or N/A or NA or U or NONE or GEEN		
 The field r 	nay not contain a value that contains only nur	mbers	
	Business Rules (informati	ional)	
Uppercase	value in field should not contain characters 9	%ZZZ% or %XXX% or %ADDRES	5%

Field Name	Provider	Postal_Address	_2	Field	Number	7	
Start	Start Position 171			d Length	50		
			Content Rules		1525,350		
spaces will	not start w be trimme value in fi	rith a space. If the ed from the valu ield may only cor	e value provided contains le e during further validation ntain characters ABCDEFGH	of the data	a value pro	vided	
		Business R	ules (compliance required)				
			tain characters %UNKNOW or NONE or GEEN or 0 or 1				
 The field n 	nay not co	ntain a value tha	t contains only numbers				
		Busine	ss Rules (informational)				
Uppercase	value in f	ield should not c	ontain characters %ZZZ% o	r %XXX% c	r %ADDRE	S%	

Field Name	Provider	Postal_Address_3	100	Field	Number	8
Star	Position	221	Field	Length	50	
		Co	entent Rules			
• This field r	nay be left	blank				
 Field may 	not start w	ith a space. If the va	alue provided contains lea	ding spa	ces then a	llleading
			uring further validation of	•		
			n characters ABCDEFGHIJ			
12345678						
			s (compliance required)			
 Uppercase 	value in fi	eld may not contain	characters %UNKNOWN	% or %AS	ABOVE%	or %SOOS
BO% or %!	DELETE% o	r N/A or NA or U or	NONE or GEEN or 0 or TE	ST or %O	NTBREEK9	6 or NIL or - c
-						
• The field n	nay not coi	ntain a value that co	ontains only numbers			
 Field may 	not have 4	consecutive number	ers embedded in it			
43.5	21-15 No.		tules (informational)	- Lucillo		187 - YES-
• Uppercase	value in fi	eld should not cont	ain characters %ZZZ% or 9	%XXX% o	r %ADDRE	S%

Field Name Provider	_Postal_Address_Code	Field	Number 9
Start Position	271	Field Length	4
	Content R	ules	
This field may not be	left blank		
 Field may not start w 	ith a space. If the value pro	vided contains leading spa	ces then all leading
spaces will be trimm	ed from the value during fur	ther validation of the data	a value provided
• Uppercase value in f	eld may only contain charac	ters 1234567890	

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Field Name	Provider_Postal_Address_Code	Field Number	9
	Business Rules (compliance re	quired)	
Length of f	ield must be exactly 4 characters		
	Business Rules (informatio	nal)	
Not applica	able		

Field Name	Provider	_Phone_Number		Field	Number	10
Start	Position	275	Field	Length	20	
		Cor	ntent Rules			The second second
 This field m 	nay be left	blank				
 Field may r 	not start w	ith a space. If the val	ue provided contains lea	ding spa	ces then a	ll leading
			ring further validation of			
			characters 1234567890			
			(compliance required)			1994 412
Uppercase	value in fi	eld may not contain	characters %UNKNOWN	% or %A	S ABOVE%	or %SOOS
			NONE or GEEN or 0 or TE			
-						
		Business Ru	ules (informational)			Diff. of refer
 Not applica 	able					

Field Name Provider	_Fax_Number		Field	Number	11
Start Position	295	Field	Length	20	
		Content Rules			
This field may be left	blank				
		value provided contains lead to the contains lead to the contains further validation or			
		tain characters 1234567890			
	Business Ru	iles (compliance required)	Assistant F		TALK S. P.
• Uppercase value in f	ield may not cont	ain characters %UNKNOWN	% or %A	S ABOVE%	or %SOOS
BO% or %DELETE% of	r N/A or NA or U	or NONE or GEEN or 0 or TE	ST or %C	NTBREEK9	6 or NIL or - o
_					
	Busines	s Rules (informational)			
 Not applicable 					

Field Name Provider_Sars_Number		(6)	Field		12		
Start	Position	315	Field	ield Length 20			
		Co	ntent Rules		(1)		
This field n	nay be left	blank					
spaces will	be trimme	ed from the value du	lue provided contains lea Iring further validation of	0 .		_	
		eld may only contair QRTSUVWXYZ12345	n characters 567890@#&+() /\:				
3 - 7 390		Business Rules	(compliance required)			1.44	
 Not applic 	able						
		Business R	ules (informational)			1.1	
 Not applic 	able						

	Field Name	Provider	_Contact_Name	Fie	ld Number	13
	Start	Position	335	Field Length	50	
			Conte	ent Rules		
•	This field n	nay be left	blank			
•	,			e provided contains leading spage further validation of the da		_
•	Uppercase	value in fi	eld may only contain ch	naracters ABCDEFGHIJKLMNO	PORTSUVM	/XYZ`' -

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Field Name	Provider_Contact_Name	Field Number 13			
	Business Rules (compliance	e required)	Jackson .		
Uppercase	value in field may not contain characters %	6UNKNOWN% or %AS ABOVE%	or %SOO		
	ELETE% or N/A or 0 or TEST or %ONTBREE				
	Business Rules (informa	ational)			
Uppercase	value in field should not contain characters	- NA II NONE CEEN			

Field Name	Provider	_Contact_Email_Address	S	Field	Number	14
Start	Position	385	Fie	ld Length	50	
		Conter	nt Rules			
This field n	nay be left	blank				
Field may	not start w	ith a space. If the value	provided contains	eading spa	ces then a	llleading
,		ed from the value during				_
		eld may only contain cha				
		QRTSUVWXYZ12345678				
Language Control	/	Business Rules (co	mpliance required)		A TELL FOR
 Uppercase 	value in fi	eld may not contain cha	racters %UNKNOW	N% or %A	ABOVE%	or %SOOS
BO% or %1	DELETE% o	r N/A or NA or U or NON	NE or GEEN or 0 or	TEST or %C	NTBREEK9	6 or NIL or - c
-						
 Field must 	contain th	e @ character				
		Business Rules	(informational)			
Not applic	able					

Field Name	Provider	_Contact_Phone_Number	Field	Number	15
Start	Position	435	Field Length	20	
	310	Content Rule	es		
This field n	nay be left	blank			
spaces will	be trimme	ith a space. If the value provided from the value during furth	er validation of the data		
• Uppercase	value in fi	eld may only contain characte		ak attentions	
	100	Business Rules (complia	nce required)		
		eld may not contain character r N/A or NA or U or NONE or C			
		Business Rules (info	mational)		
Not application	able				

Field Name	Provider	_Contact_Cell_Number	Fiel	d Number	16
Start	Position	455	Field Length	20	
District and the		Content F	tules		
• This field r	nay be left	blank			
 Field may 	not start w	ith a space. If the value pro	vided contains leading spa	aces then a	II leading
		ed from the value during fu			
 Uppercase 	value in fi	eld may only contain chara	cters 1234567890 ()-		
		Business Rules (comp	liance required)	36-12	
 Uppercase 	value in fi	eld may not contain charac	ters %UNKNOWN% or %A	S ABOVE%	or %SOOS
BO% or %1	DELETE% o	r N/A or NA or U or NONE	or GEEN or 0 or TEST or %0	ONTBREEK?	6 or NIL or - o
_					
		Business Rules (in	formational)	Section 1	
 Not applic 	able				

Field Name	Provider	_Accreditation_Num	Fie	ld Number	17
Start	Position	475	Field Lengt	20	

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Field Name	Provider_Accreditation_Num	Field Number	17
 This field n 	nay be left blank		
spaces will Uppercase	not start with a space. If the value provided cost be trimmed from the value during further vali- value in field may only contain characters IJKLMNOPQRTSUVWXYZ1234567890@#&+()/	idation of the data value pro	_
	Business Rules (compliance re	quired)	
 Not applica 	ble		
	Business Rules (informatio	nal)	
Not applica	able		

Field Name	Provider	_Start_Date		Field	Number	18
Start	Position	495	Field	Length	8	
			Content Rules			
This field r	nay not be	left blank				
			the value provided contains le lue during further validation o			
			in the format YYYYMMDD			
1 12 1 24 1			Rules (compliance required)			
Provider_5	Start_Date	may not be gr	eater than Provider_End_Date	2		
_	-		than today's date			
		Busin	ess Rules (informational)			
The system	n will displ	av the maximu	m number of records with the	e same va	lue for this	field

Field Name	Provider	_End_Date		Field	Number	19
Start	Position	503	Field	Length	8	
H140, 00 E	0.5735		Content Rules		40.25	
This field n	nay be left	blank				
Field may	not start wi	ith a space. If the	value provided contains le	ading spa	ces then a	ll leading
			during further validation o			
			the format YYYYMMDD			
the second		Business Ru	iles (compliance required)		THE STATE OF	
 Not applic 	able					
		Busines	s Rules (informational)		1-19-0	
• The system	a will disple	y the maximum	number of records with the	cameva	lue for this	field

Field Name	Etqe_De	cision_Number	Fiel	d Number	20
Star	Position	511	Field Length	eld Length 20	
		Conter	nt Rules		3
This field n	nay be left	blank			
Field may	not start w	ith a space. If the value	provided contains leading sp	aces then a	ll leading
spaces will	be trimm	ed from the value during	further validation of the dat	a value pro	vided
Uppercase	value in fi	eld may only contain ch	aracters		
ABCDEFGH	IJKLMNOF	QRTSUVWXYZ12345678	390@#&+() /\:		
		Business Rules (co	mpliance required)		
Not applic	able	-			
	W. #5000	Business Rules	(informational)	461432	
 Not applic 	abla				

Field Name	Provider	_Class_Id	Field	Number	21
Start	Position	531	Field Length	d Length 10	
		Con	tent Rules		WE T