

**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: 07/02/2017

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

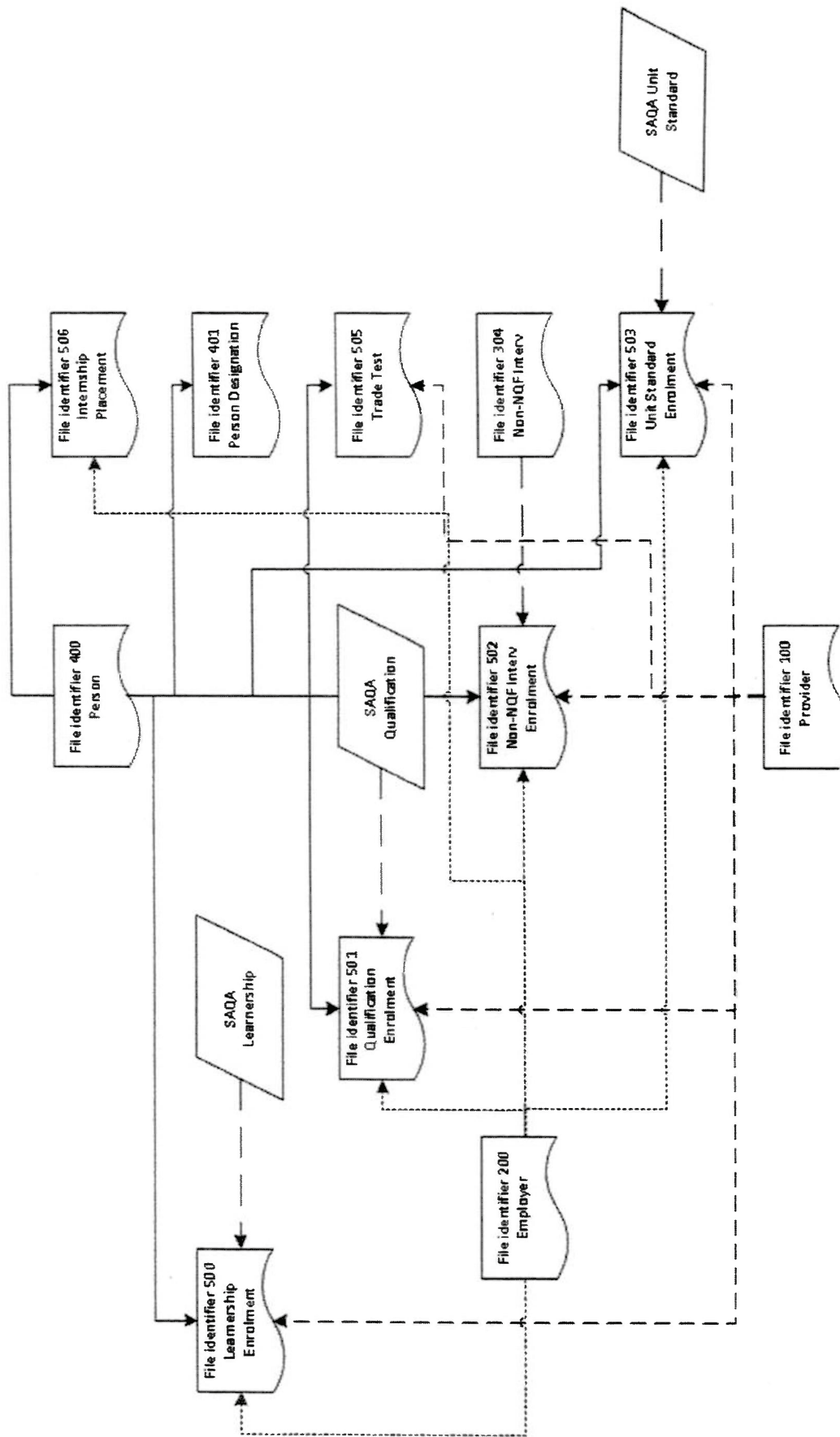
All data submissions must be validated using the data validation utility that is distributed to all SETAs by the Department of Higher Education and Training (DHET). The DHET data validation utility will prepare the data submission in a predetermined format as required for loading into SETMIS if the data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

4 File dependencies



5 Data submission files

5.1 Provider

File code	100
File naming standard	[Code]_0006_100_v001_YYYYMMDD.dat where: <ul style="list-style-type: none"> • [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 Position	1	Field Length	20
Content Rules			
<ul style="list-style-type: none"> • This field may not be left blank • Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided • Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890@#&+() /\:_- 			
Business Rules (compliance required)			
<ul style="list-style-type: none"> • The combination of Provider_Code and Provider_ETQE_Id must be unique 			
Business Rules (informational)			
<ul style="list-style-type: none"> • Not applicable 			

Field Name	Provider_ETQE_Id	Field Number	2
Start Position	21	Field Length	10
Content Rules			
<ul style="list-style-type: none"> • This field may not be left blank 			

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Field Name	Provider_ETQE_Id	Field Number	2
<ul style="list-style-type: none"> Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided Field may only contain whole numbers 			
Business Rules (compliance required)			
<ul style="list-style-type: none"> Field must contain a valid Provider_ETQE_Id 			
Business Rules (informational)			
<ul style="list-style-type: none"> Not applicable 			

Field Name	SIC_Code	Field Number	3
Start Position	31	Field Length	10
Content Rules			
<ul style="list-style-type: none"> This field may be left blank Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890@#&+() \/:;_''- 			
Business Rules (compliance required)			
<ul style="list-style-type: none"> Field must contain a valid SIC_Code 			
Business Rules (informational)			
<ul style="list-style-type: none"> Not applicable 			

Field Name	Provider_Name	Field Number	4
Start Position	41	Field Length	70
Content Rules			
<ul style="list-style-type: none"> This field may not be left blank Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890@#&+() \/:;_''- 			
Business Rules (compliance required)			
<ul style="list-style-type: none"> Uppercase value in field may not contain characters %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 or - or - May not contain duplicated values once characters like PTY,LTD,CC , CC,,&,+ , AND ,T/A,BK,LIMITED, CK,_ ,),(have been stripped from the value 			
Business Rules (informational)			
<ul style="list-style-type: none"> Not applicable 			

Field Name	Provider_Type_Id	Field Number	5
Start Position	111	Field Length	10
Content Rules			
<ul style="list-style-type: none"> This field may not be left blank Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided Field may only contain whole numbers 			
Business Rules (compliance required)			
<ul style="list-style-type: none"> Field must contain a valid Provider_Type_Id 			
Business Rules (informational)			
<ul style="list-style-type: none"> Not applicable 			

Field Name	Provider_Postal_Address_1	Field Number	6
Start Position	121	Field Length	50
Content Rules			

Field Name	Provider_Postal_Address_1	Field Number	6
<ul style="list-style-type: none"> This field may not be left blank Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRSTUVWXYZ - 1234567890#&()/\:_.'", 			
Business Rules (compliance required)			
<ul style="list-style-type: none"> Uppercase value in field may not contain characters %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 or - or - The field may not contain a value that contains only numbers 			
Business Rules (informational)			
<ul style="list-style-type: none"> Uppercase value in field should not contain characters %ZZZ% or %XXX% or %ADDRES% 			

Field Name	Provider_Postal_Address_2	Field Number	7
Start Position	171	Field Length	50
Content Rules			
<ul style="list-style-type: none"> This field may not be left blank Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRSTUVWXYZ - 1234567890#&()/\:_.'", 			
Business Rules (compliance required)			
<ul style="list-style-type: none"> Uppercase value in field may not contain characters %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 or - or - The field may not contain a value that contains only numbers 			
Business Rules (informational)			
<ul style="list-style-type: none"> Uppercase value in field should not contain characters %ZZZ% or %XXX% or %ADDRES% 			

Field Name	Provider_Postal_Address_3	Field Number	8
Start Position	221	Field Length	50
Content Rules			
<ul style="list-style-type: none"> This field may be left blank Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRSTUVWXYZ - 1234567890#&()/\:_.'", 			
Business Rules (compliance required)			
<ul style="list-style-type: none"> Uppercase value in field may not contain characters %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 or - or - The field may not contain a value that contains only numbers Field may not have 4 consecutive numbers embedded in it 			
Business Rules (informational)			
<ul style="list-style-type: none"> Uppercase value in field should not contain characters %ZZZ% or %XXX% or %ADDRES% 			

Field Name	Provider_Postal_Address_Code	Field Number	9
Start Position	271	Field Length	4
Content Rules			
<ul style="list-style-type: none"> This field may not be left blank Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided Uppercase value in field may only contain characters 1234567890 			

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Field Name	Provider_Postal_Address_Code	Field Number	9
Business Rules (compliance required)			
<ul style="list-style-type: none"> Length of field must be exactly 4 characters 			
Business Rules (informational)			
<ul style="list-style-type: none"> Not applicable 			

Field Name	Provider_Phone_Number	Field Number	10
Start Position	275	Field Length	20
Content Rules			
<ul style="list-style-type: none"> This field may be left blank Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided Uppercase value in field may only contain characters 1234567890 ()/- 			
Business Rules (compliance required)			
<ul style="list-style-type: none"> Uppercase value in field may not contain characters %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 or - or - 			
Business Rules (informational)			
<ul style="list-style-type: none"> Not applicable 			

Field Name	Provider_Fax_Number	Field Number	11
Start Position	295	Field Length	20
Content Rules			
<ul style="list-style-type: none"> This field may be left blank Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided Uppercase value in field may only contain characters 1234567890 ()/- 			
Business Rules (compliance required)			
<ul style="list-style-type: none"> Uppercase value in field may not contain characters %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 or - or - 			
Business Rules (informational)			
<ul style="list-style-type: none"> Not applicable 			

Field Name	Provider_Sars_Number	Field Number	12
Start Position	315	Field Length	20
Content Rules			
<ul style="list-style-type: none"> This field may be left blank Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890@#&+() \/:;_- 			
Business Rules (compliance required)			
<ul style="list-style-type: none"> Not applicable 			
Business Rules (informational)			
<ul style="list-style-type: none"> Not applicable 			

Field Name	Provider_Contact_Name	Field Number	13
Start Position	335	Field Length	50
Content Rules			
<ul style="list-style-type: none"> This field may be left blank Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRSTUVWXYZ¹ - 			

Field Name	Provider_Contact_Name	Field Number	13
Business Rules (compliance required)			
<ul style="list-style-type: none"> Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or 0 or TEST or %ONTBREEK% or NIL or - or - 			
Business Rules (informational)			
<ul style="list-style-type: none"> Uppercase value in field should not contain characters NA or U or NONE or GEEN 			

Field Name	Provider_Contact_Email_Address	Field Number	14
Start Position	385	Field Length	50
Content Rules			
<ul style="list-style-type: none"> This field may be left blank Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890_<>-@ 			
Business Rules (compliance required)			
<ul style="list-style-type: none"> Uppercase value in field may not contain characters %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 or - or - Field must contain the @ character 			
Business Rules (informational)			
<ul style="list-style-type: none"> Not applicable 			

Field Name	Provider_Contact_Phone_Number	Field Number	15
Start Position	435	Field Length	20
Content Rules			
<ul style="list-style-type: none"> This field may be left blank Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided Uppercase value in field may only contain characters 1234567890 ()/- 			
Business Rules (compliance required)			
<ul style="list-style-type: none"> Uppercase value in field may not contain characters %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 or - or - 			
Business Rules (informational)			
<ul style="list-style-type: none"> Not applicable 			

Field Name	Provider_Contact_Cell_Number	Field Number	16
Start Position	455	Field Length	20
Content Rules			
<ul style="list-style-type: none"> This field may be left blank Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided Uppercase value in field may only contain characters 1234567890 ()/- 			
Business Rules (compliance required)			
<ul style="list-style-type: none"> Uppercase value in field may not contain characters %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 or - or - 			
Business Rules (informational)			
<ul style="list-style-type: none"> Not applicable 			

Field Name	Provider_Accreditation_Num	Field Number	17
Start Position	475	Field Length	20
Content Rules			

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Field Name	Provider_Accreditation_Num	Field Number	17
<ul style="list-style-type: none"> This field may be left blank Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890@#&+() \/:;_- 			
Business Rules (compliance required)			
<ul style="list-style-type: none"> Not applicable 			
Business Rules (informational)			
<ul style="list-style-type: none"> Not applicable 			

Field Name	Provider_Start_Date	Field Number	18
Start Position	495	Field Length	8
Content Rules			
<ul style="list-style-type: none"> This field may not be left blank Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided Field may only contain a valid date in the format YYYYMMDD 			
Business Rules (compliance required)			
<ul style="list-style-type: none"> Provider_Start_Date may not be greater than Provider_End_Date Field may not have a value greater than today's date 			
Business Rules (informational)			
<ul style="list-style-type: none"> The system will display the maximum number of records with the same value for this field 			

Field Name	Provider_End_Date	Field Number	19
Start Position	503	Field Length	8
Content Rules			
<ul style="list-style-type: none"> This field may be left blank Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided Field may only contain a valid date in the format YYYYMMDD 			
Business Rules (compliance required)			
<ul style="list-style-type: none"> Not applicable 			
Business Rules (informational)			
<ul style="list-style-type: none"> The system will display the maximum number of records with the same value for this field 			

Field Name	Etqe_Decision_Number	Field Number	20
Start Position	511	Field Length	20
Content Rules			
<ul style="list-style-type: none"> This field may be left blank Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890@#&+() \/:;_- 			
Business Rules (compliance required)			
<ul style="list-style-type: none"> Not applicable 			
Business Rules (informational)			
<ul style="list-style-type: none"> Not applicable 			

Field Name	Provider_Class_Id	Field Number	21
Start Position	531	Field Length	10
Content Rules			
<ul style="list-style-type: none"> This field may not be left blank 			