DEPARTMENT OF HIGHER EDUCATION AND TRAINING

NOTICE 57 OF 2018

STANDARD FOR THE SPECIFICATIONS FOR LOAD FILES FOR THE COMMUNITY EDUCATION AND TRAINING MANAGEMENT INFORMATION SYSTEM (CETMIS)

I, Hlengiwe Buhle Mkhize, 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); 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 1 November 2013, hereby publish standard DHET 019: Standard for the Specifications for Load Files for the Community Education and Training Management Information System (CETMIS) as set out in the Schedule. The detailed schedule is available at: https://webapps.dhet.gov.za/COMMUNIS.aspx.

Prof HB Mkhize, MP

Minister of Higher Education and Training

Date: 19/1/2018

Specifications for load files for the Community Education and Training Management Information System (CETMIS)

Version: Draft 20171020

Contents

1 Purpose

The Community Education and Training Management Information System (CETMIS) is a unit record based information system that stores and maintains unit records of Community Education and Training (CET) College data related to centres and their satellites, programmes, subjects, staff, and learners. The data content of CETMIS is primarily maintained and supplied by CET Colleges. The CET Colleges create electronic data submission files in standard formats and transmit them to the Department of Higher Education and Training (DHET) to be loaded into CETMIS.

The purpose of this specification is to provide CET Colleges with a description of the standard layout, content and business rules for the submission of data to CETMIS.

2 Scope and applicability of the standard

This standard applies to all CET Colleges.

3 General Information

3.1 Data submission file formats

The file format for all CETMIS 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 CET Colleges to submit to CETMIS can be found at the following link by clicking on the 'CETMIS submission schedule' link:

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

3.3 Transmission of submission

All data submissions must be validated using the data validation utility that is distributed to all CET Colleges 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 the CETMIS system 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 the CETMIS.

The DHET will not accept any CETMIS data submission that have not been validated and transmitted to CETMIS 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

_____CETMIS File Specifications Version: Draft 20170124
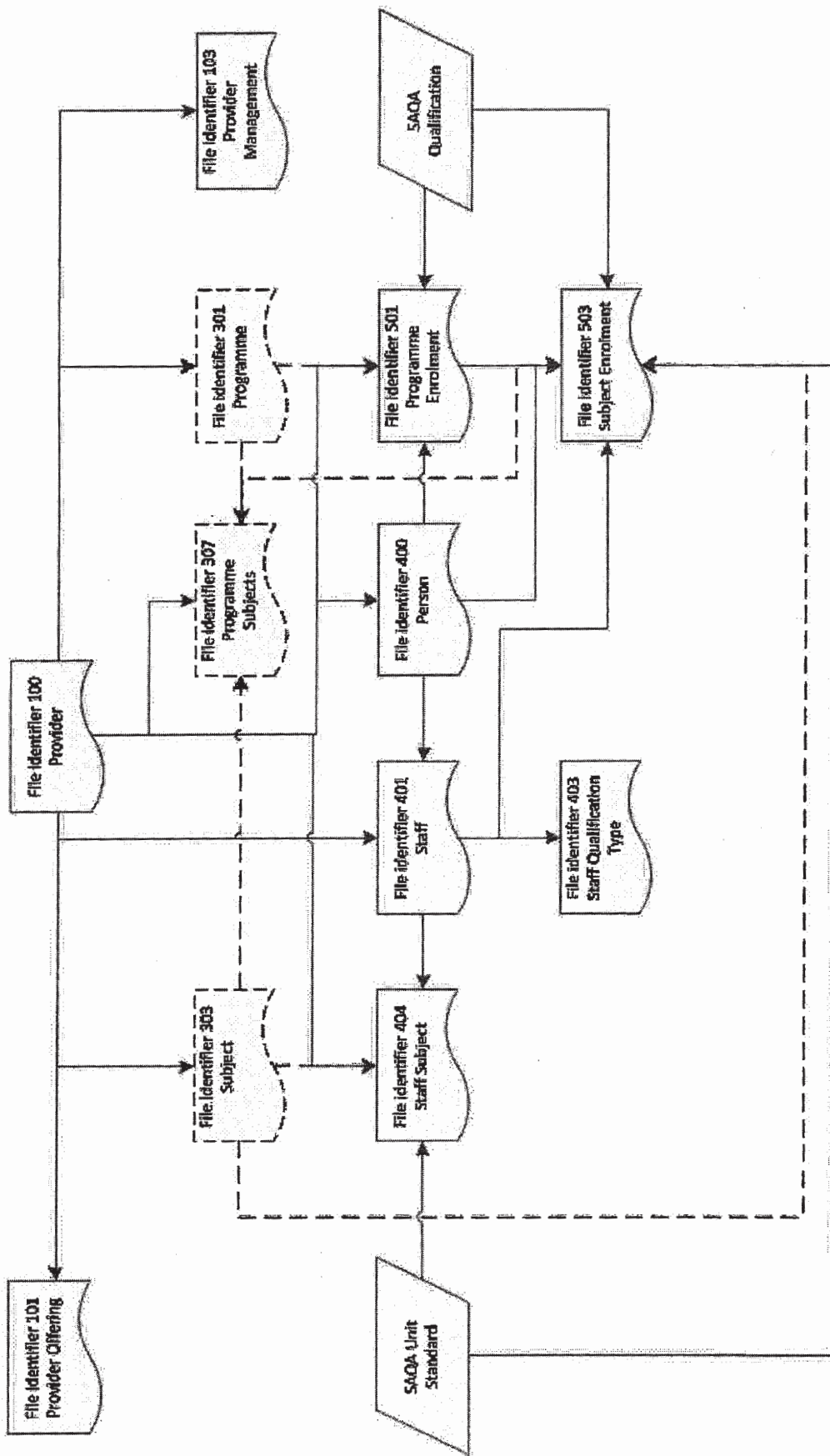
5 Data submission files

5.1 Provider

File code 100

File naming standard [Code]_0005_100_v001_YYYYMMDD.dat where:

- [Code] is a combination of the submitting CET College's Provider Code and ETQE Identifier in the format [Provider_Code]_[ETQE Identifier]. ETQE Identifier for Umalusi for example is UMAL.
- 0005 indicates that the recipient Information system to which this data will be submitted is CETMIS.
- 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 the CET College and the related satellites of the College.

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 904.

File fields

Field Name	Provider_Code			Field Number	1
Start Position	1			Field Length	20
Content Rules					

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

Business Rules (compliance required)					

- The value in this field must be unique
- The combination Provider_Code and Provider_ETQE_Id must be valid. The combination of Provider_Code and Provider_ETQE_Id must be registered on the recipient system and at the relevant Quality Council

Business Rules (informational)					

- Not applicable

Field Name	Provider_ETQE_Id			Field Number	2
Start Position	21			Field Length	10

4