



Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID-AFRIKA

Vol. 596

Pretoria, 13 February 2015
Februarie

No. 38458

N.B. The Government Printing Works will not be held responsible for the quality of "Hard Copies" or "Electronic Files" submitted for publication purposes



9771682584003



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For purposes of reference, all Proclamations, Government Notices, General Notices and Board Notices published are included in the following table of contents which thus forms a weekly index. Let yourself be guided by the Gazette numbers in the righthand column:

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IMPORTANT ANNOUNCEMENT

Closing times **PRIOR TO PUBLIC HOLIDAYS** for
**GOVERNMENT NOTICES, GENERAL NOTICES,
 REGULATION NOTICES AND PROCLAMATIONS** **2015**

The closing time is 15:00 sharp on the following days:

- ▶ **26 March**, Thursday, for the issue of Thursday **2 April 2015**
- ▶ **31 March**, Tuesday, for the issue of Friday **10 April 2015**
- ▶ **22 April**, Wednesday, for the issue of Thursday **30 April 2015**
- ▶ **30 April**, Thursday, for the issue of Friday **8 May 2015**
- ▶ **11 June**, Thursday, for the issue of Friday **19 June 2015**
- ▶ **6 August**, Thursday, for the issue of Friday **14 August 2015**
- ▶ **17 September**, Thursday, for the issue of Friday **25 September 2015**
- ▶ **10 December**, Thursday, for the issue of Friday **18 December 2015**
- ▶ **15 December**, Tuesday, for the issue of Thursday **24 December 2015**
- ▶ **22 December**, Tuesday, for the issue of Thursday **31 December 2015**
- ▶ **30 December**, Wednesday, for the issue of Friday **8 January 2016**

Late notices will be published in the subsequent issue, if under special circumstances, a late notice is accepted, a double tariff will be charged

The copy for a SEPARATE *Government Gazette* must be handed in not later than three calendar weeks before date of publication

BELANGRIKE AANKONDIGING

Sluitingstye **VOOR VAKANSIEDAE** vir
**GOEWERMENTS-, ALGEMENE- & REGULASIE-
 KENNISGEWINGS ASOOK PROKLAMASIES** **2015**

Die sluitingstyd is stiptelik 15:00 op die volgende dae:

- ▶ **26 Maart**, Donderdag, vir die uitgawe van Donderdag **2 April 2015**
- ▶ **31 Maart**, Dinsdag, vir die uitgawe van Vrydag **10 April 2015**
- ▶ **22 April**, Woensdag, vir die uitgawe van Donderdag **30 April 2015**
- ▶ **30 April**, Donderdag, vir die uitgawe van Vrydag **8 Mei 2015**
- ▶ **11 Junie**, Donderdag, vir die uitgawe van Vrydag **19 Junie 2015**
- ▶ **6 Augustus**, Donderdag, vir die uitgawe van Vrydag **14 Augustus 2015**
- ▶ **17 September**, Donderdag, vir die uitgawe van Vrydag **25 September 2015**
- ▶ **10 Desember**, Donderdag, vir die uitgawe van Vrydag **18 Desember 2015**
- ▶ **15 Desember**, Dinsdag, vir die uitgawe van Donderdag **24 Desember 2015**
- ▶ **22 Desember**, Dinsdag, vir die uitgawe van Donderdag **31 Desember 2015**
- ▶ **30 Desember**, Woensdag, vir die uitgawe van Vrydag **8 Januarie 2016**

Laat kennisgewings sal in die daaropvolgende uitgawe geplaas word. Indien 'n laat kennisgewing wel, onder spesiale omstandighede, aanvaar word, sal 'n dubbeltarief gehef word

Wanneer 'n APARTE *Staatskoerant* verlang word moet die kopie drie kalenderweke voor publikasie ingedien word

GOVERNMENT NOTICES
GOEWERMENTSKENNISGEWINGS

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
DEPARTEMENT VAN HOËR ONDERWYS EN OPLEIDING

No. 83

13 February 2015

HIGHER EDUCATION AND TRAINING INFORMATION STANDARD

DHET 008

**STANDARD FOR THE SPECIFICATIONS FOR LOAD FILES FOR THE
TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING MANAGEMENT
INFORMATION SYSTEM (TVETMIS)**

November 2014



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Information Systems Coordination
Department of Higher Education and Training
Private Bag X174
0001 PRETORIA

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GENERAL NOTICE**DEPARTMENT OF HIGHER EDUCATION AND TRAINING****STANDARD FOR THE SPECIFICATIONS FOR LOAD FILES FOR THE
TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING MANAGEMENT
INFORMATION SYSTEM (TVETMIS)**

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) and section 25B of the Adult Education and Training Act, 2000 (Act No. 52 of 2000); 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 5(1)(a)(i) 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 DHET008: Specifications for Load Files for the Technical and Vocational Education and Training Management Information System (TVETMIS) 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: 12/12/14

**Specifications for load files for the Technical and Vocational
Education and Training Management Information System
(TVETMIS)
Version 001**

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1 Purpose

The Technical and Vocational Education and Training Management Information System (TVETMIS) is a unit record based information system that stores and maintains unit records of Technical and Vocational Education and Training College (TVET) data related to colleges and their campuses, programmes, subjects, staff, and students. The data content of TVETMIS is primarily maintained and supplied by TVET Colleges. The TVET 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 TVETMIS.

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

2 Scope and applicability of the standard

This standard applies to all TVET Colleges.

3 General information

3.1 Data submission file formats

The file format for all TVETMIS 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 TVET Colleges to submit to TVETMIS can be found at the following link:

<https://webapps.dhet.gov.za/TECHNICA.aspx>

3.3 Transmission of submission

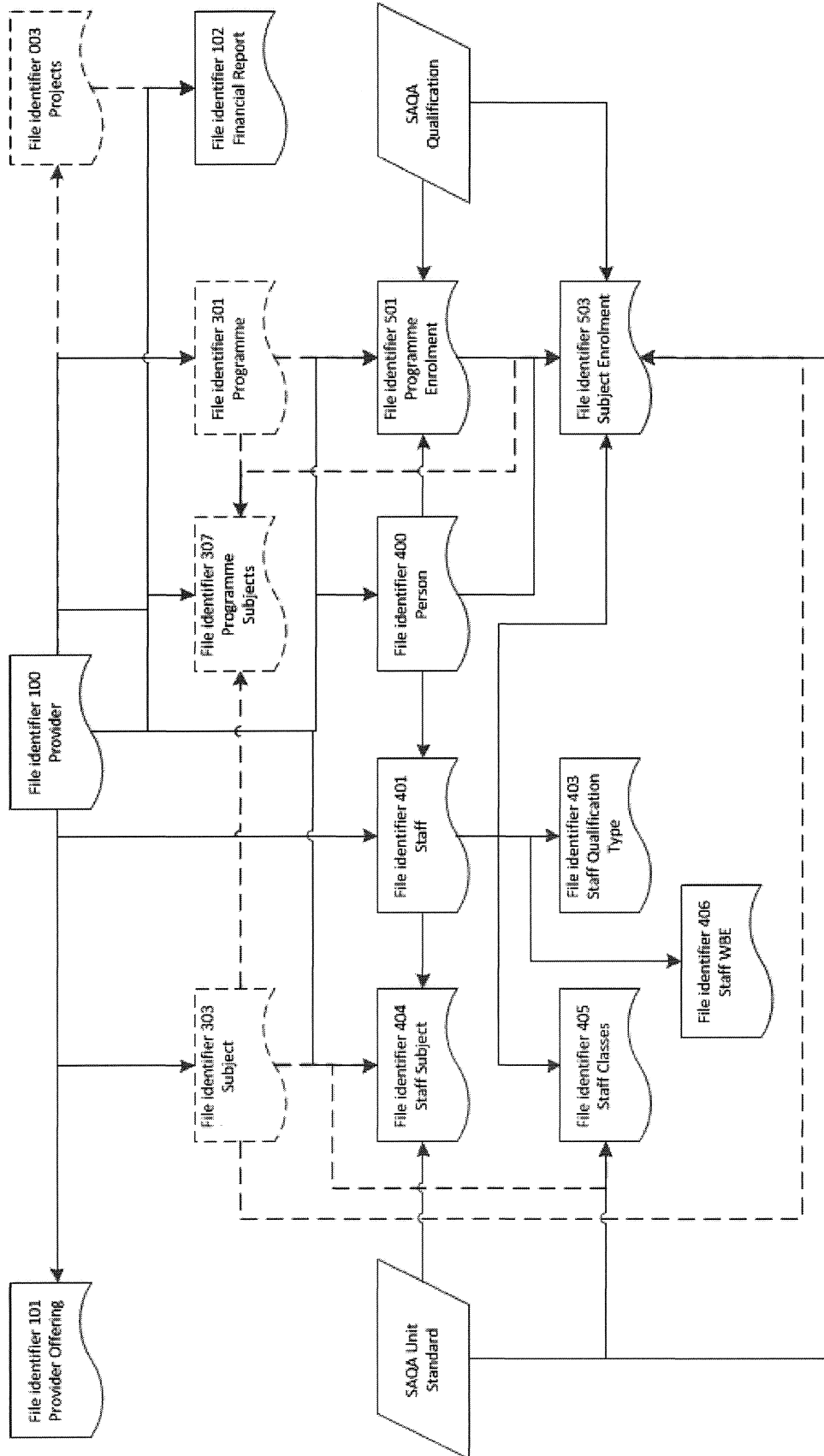
All data submissions must be validated using the data validation utility that is distributed to all TVET Colleges by the Department of Higher Education and Training (DHET). The DHET data validation utility will prepare the data submission in a predetermined format as required for loading into the TVETMIS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

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

File code	003
File naming standard	[Code]_0004_003_v001_YYYYMMDD.dat where: <ul style="list-style-type: none"> [Code] is a combination of the submitting College's Provider Code and ETQE Mnemonic in the format [Provider_Code]_[ETQE_Mnemonic]. 0004 indicates that the recipient information system to which this data will be submitted is TVETMIS. v001 indicates that the submission has been extracted in accordance with version 001 of this specification YYYYMMDD represents the date on which the data submission was created. .dat is the file extension

Description

This file describes earmarked projects as reported on in the Financial Report file.

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 optional.
File record length:	The length of each record must be exactly 169.

File fields

Field Name	Project_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"> 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 O or TEST or %ONTBREEK% or NIL or - or – The combination of Project_Code, Provider_Code and Provider_ETQE_Id must be unique 			
Business Rules (informational)			
<ul style="list-style-type: none"> Not applicable 			

Field Name	Project_Name	Field Number	2
Start Position	21	Field Length	100
Content Rules			
<ul style="list-style-type: none"> This field may not be left blank 			

Field Name	Project_Name	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 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 - 			
Business Rules (informational)			
<ul style="list-style-type: none"> Not applicable 			

Field Name	Financial_Item_Id	Field Number	3
Start Position	121	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 Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890_<>-@ 			
Business Rules (compliance required)			
<ul style="list-style-type: none"> Field must contain a valid Financial_Item_Id Value must start with PROJ- 			
Business Rules (informational)			
<ul style="list-style-type: none"> Not applicable 			

Field Name	Provider_Code	Field Number	4
Start Position	131	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 Provider_Code and Provider_ETQE_Id must be valid. The combination of Provider_Code and Provider_ETQE_Id must exist on 100 - Provider 			
Business Rules (informational)			
<ul style="list-style-type: none"> Not applicable 			

Field Name	Provider_ETQE_Id	Field Number	5
Start Position	151	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_ETQE_Id 			
Business Rules (informational)			
<ul style="list-style-type: none"> Not applicable 			

Field Name	Date_Stamp	Field Number	6
Start Position	161	Field Length	8
Content Rules			

TVETMIS File Specifications Version: Version 001 (2014/08/04)

Field Name	Date_Stamp	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• Field may only contain a valid date in the format YYYYMMDD		
Business Rules (compliance required)			
	<ul style="list-style-type: none">• Field may not have a value greater than today's date• Year component of field value may not be less than 1900		
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		

5.2 Provider

File code 100

File naming standard

[Code]_0004_100_v001_YYYYMMDD.dat where:

- [Code] is a combination of the submitting College's Provider Code and ETQE Mnemonic in the format [Provider_Code]_[ETQE_Mnemonic].
- 0004 indicates that the recipient information system to which this data will be submitted is TVETMIS.
- v001 indicates that the submission has been extracted in accordance with version 001 of this specification
- YYYYMMDD represents the date on which the data submission was created.
- .dat is the file extension

Description

This file describes the central office and the related campuses of the College.

This file is a modified version of the National Learner's 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 833.

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 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)			
<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 • Field may not start with a space. If the value provided contains leading spaces then all leading spaces 			

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Field Name	Provider_ETQE_Id	Field Number	2
will be trimmed from the value during further validation of the data value provided			
<ul style="list-style-type: none"> 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	Filler01	Field Number	3
Start Position	31	Field Length	10
Content Rules			
<ul style="list-style-type: none"> Not applicable 			
Business Rules (compliance required)			
<ul style="list-style-type: none"> This is a filler field and must be left blank 			
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			
<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)			

Field Name	Provider_Postal_Address_1	Field Number	6
<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 			
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 			

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Field Name	Provider_Phone_Number	Field Number	10
<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 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	Filler02	Field Number	12
Start Position	315	Field Length	20
Content Rules			
<ul style="list-style-type: none"> Not applicable 			
Business Rules (compliance required)			
<ul style="list-style-type: none"> This is a filler field and must be left blank 			
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 ABCDEFGHIJKLMNOPQRSTUVWXYZ - 			
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)			