

Schools Online

Importing and Exporting Guide

Northern Territory

This manual guides school staff in the use of the Importing and Exporting facility in Schools Online system.



Government
of South Australia

SACE
Board of SA

South Australian Certificate of Education

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Data import overview

Schools Online allows you to import data from another administrative system. The files you can import **MUST BE IMPORTED IN THIS ORDER**.

Your import files must use a CSV (comma separated value) format.

- Candidates (SSABSACandidateExport.csv)
- Teachers (SSABSATeacherExport.csv)
- Class Structure (SSABSAClassStructureExport.csv)
- Enrolments (SSABSAEnrolmentExport.csv)
- VET Results (SSABSAVETResultsExport.csv)
- VET Qualifications (SSABSAVETQualificationsExport.csv)

Important import information

- You can only import one file at a time.
- Do not attempt to have two imports running at the same time.
- We strongly recommend that imports should be performed by just one staff member with administrative rights to Schools Online.
- Always import students and teachers before classes and enrolments.
- If your student import file includes a student with a name identical to a student already in the database, the import will fail because the system will assume you are trying to create a duplicate. Remove the student from the import file and try again. If the second student is not a duplicate, you will need to enter that student manually through the **Create Student** screen.
- Make sure your **classes** exist before importing **SACE enrolments**.
- Administrative systems like SAMS will save the file in the **W:\Keys\Integris\Outbox** directory on your hard disk.

Import warnings

If warnings are generated the valid records will be taken on and the invalid records will be rejected, these warnings will be reported via an error message log.

Examples of warnings are:

Students

- A student already exists on the database matching on surname, gender, date of birth and first character of given name.
- The student (identified using the SACE Board Registration number) belongs to another school.
- Student Code already used at the school (unique for school).
- A students given name and/or surname contains non-printable characters.

Teachers

- The teacher for the class does not exist.

You may need to import your teachers before importing SACE classes.

Enrolments

- The student for a SACE enrolment does not exist on the database.

You may need to import your students first.

- The student (identified using the SACE Board Registration number) belongs to another school.
- The status of the enrolment is set to 'C' (Completed).

VET

- The student for a VET enrolment does not exist.

You may need to import your students first.

- The student (identified using the SACE Board Registration number) belongs to another school.

Data import example

There are times when the data you want to import into Schools Online from another administrative system needs to be checked and perhaps modified before importing it. The steps outlined in this section describe how the details of new Year 10 students (for example) can be imported into Schools Online from DUX, MAZE, SAMS or another administrative system and examined in Excel.

Exporting from your administrative system

Data must be first exported from the other system. Each administrative system will have its own way of exporting data. Most often the export routine will create a text file with the individual fields separated by a tab or comma, and sometimes quote marks are used to surround each piece of data.

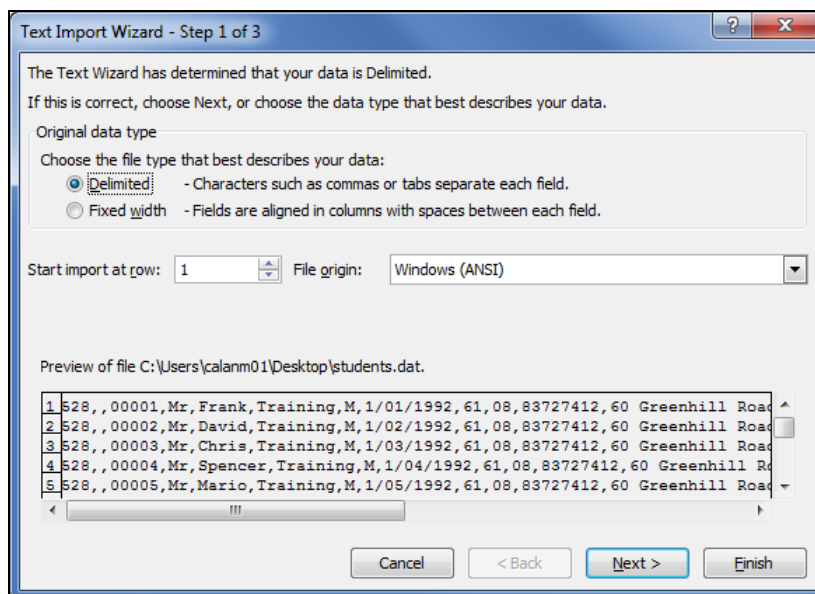
Checking the file format

When your export file has been created, you can open it in **Wordpad** or **Notepad** to check the data format. This can be done by locating the file in **Windows Explorer** and double-clicking the name of the file. It may open directly in your default text editor, or you may be prompted to select a text editor from a list.

You can make changes to individual items in the file through your text editor. Don't forget to save the changes. If the problems can't be fixed easily in your text editor, load **Excel** and open your export text file. Follow the prompts to tell Excel how to interpret the data.

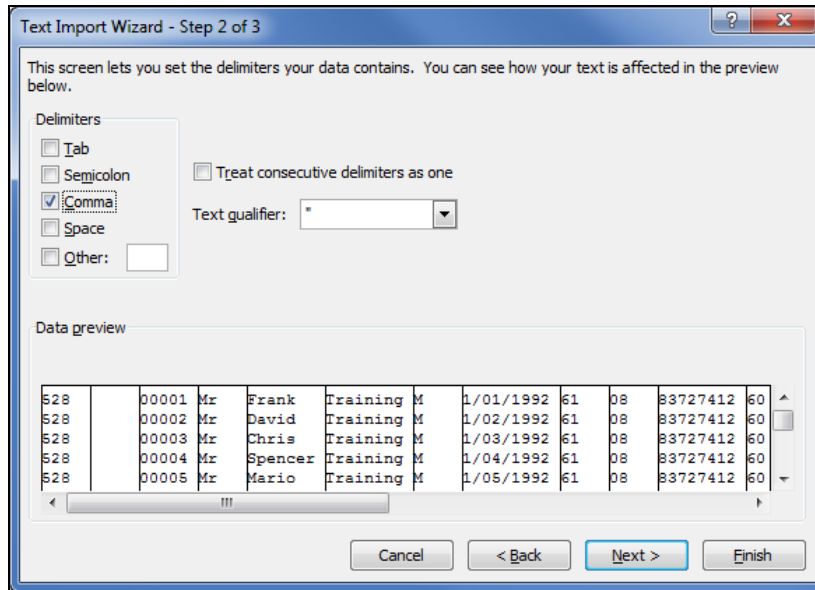
Using the Excel import wizard

1. The first section of the file will be displayed in the window at the bottom of the **Text Import Wizard - Step 1 of 3** screen.



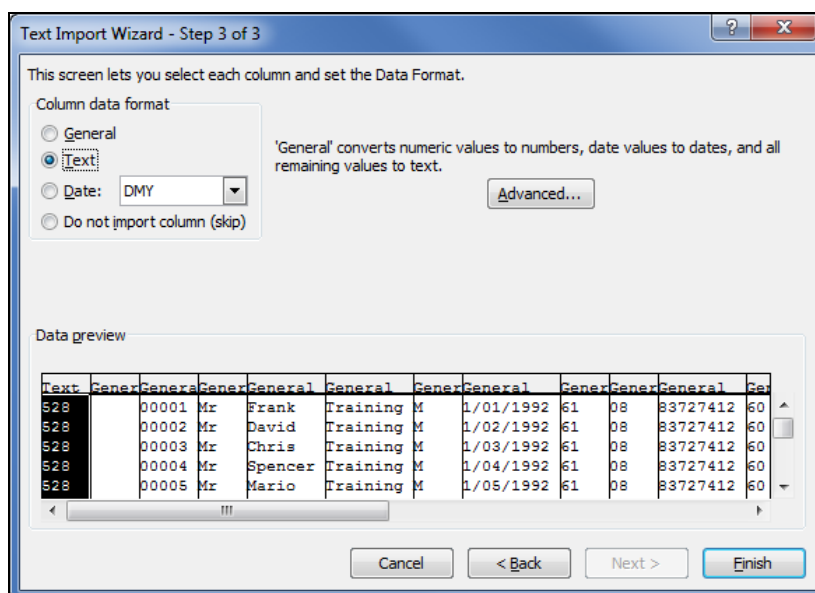
Data Exchange 1 Select Delimited or Fixed Width

2. When you view the section of your import file displayed in the bottom window of the first Import Wizard screen you will see that each piece of information (field) is surrounded by quotes (" ") and separated from the fields on either side by a comma (.). This indicates that the fields are **Delimited** (i.e. separated by commas, spaces, semi-colons, tabs or some other character), not fixed length fields.
3. Choose **Delimited** from the Original data type list and click **Next** to move to the **Text Import Wizard - Step 2 of 3**.



Data Exchange 2 Choose the type of delimiter

4. We have already seen from Data Exchange 2 that the data in the import file is delimited with commas, so select **Comma** from the **Delimiters** list. When you select an appropriate delimiter, lines will appear in the **Data preview** window to indicate how the data will be divided into cells in the spreadsheet.
5. Choose an appropriate text qualifier from the list. (In this example, quotes surround each item of data, so " is chosen from the list.)
6. Click Next to display the **Text Import Wizard - Step 3 of 3 screen**.



Data Exchange 3 Convert Date and Numeric fields to Text format

All columns in the data file are formatted as General. Dates and numeric data with leading zeros MUST be formatted to Text.

7. Highlight the first column containing a date or numeric data and click **Text** in the **Column data format** window at the top of the screen. Continue across the file until all date and numeric columns show **Text** instead of **General** at the top of the column.
8. Click **Finish** to display your data in a Microsoft Excel spreadsheet.

Checking the file format in Excel

You can now view your data in an **Excel spreadsheet**.

	A	B	C	D	E	F	G	H	I	J	K	L
1	528		1 Mr	Frank	Training	M	1/01/1992	61		8	83727412	60 Greenhill F
2	528		2 Mr	David	Training	M	1/02/1992	61		8	83727412	60 Greenhill F
3	528		3 Mr	Chris	Training	M	1/03/1992	61		8	83727412	60 Greenhill F
4	528		4 Mr	Spencer	Training	M	1/04/1992	61		8	83727412	60 Greenhill F
5	528		5 Mr	Mario	Training	M	1/05/1992	61		8	83727412	60 Greenhill F
6	528		6 Mr	Ben	Training	M	1/06/1992	61		8	83727412	60 Greenhill F
7	528		7 Mr	Duane	Training	M	1/07/1992	61		8	83727412	60 Greenhill F
8	528		8 Mr	Dwayne	Training	M	1/08/1992	61		8	83727412	60 Greenhill F
9	528		9 Mr	Monty	Training	M	1/09/1992	61		8	83727412	60 Greenhill F
10	528		10 Mr	Peter	Training	M	1/10/1992	61		8	83727412	60 Greenhill F
11	528		11 Ms	Claire	Training	F	1/01/1992	61		8	83727412	60 Greenhill F
12	528		12 Ms	Clare	Training	F	1/02/1992	61		8	83727412	60 Greenhill F
13	528		13 Ms	Taylor	Training	F	1/03/1992	61		8	83727412	60 Greenhill F
14	528		14 Ms	Alyson	Training	F	1/04/1992	61		8	83727412	60 Greenhill F
15	528		15 Ms	Angie	Training	F	1/05/1992	61		8	83727412	60 Greenhill F
16	528		16 Ms	Angela	Training	F	1/06/1992	61		8	83727412	60 Greenhill F
17	528		17 Ms	Liz	Training	F	1/07/1992	61		8	83727412	60 Greenhill F
18	528		18 Ms	Amy	Training	F	1/08/1992	61		8	83727412	60 Greenhill F
19	528		19 Ms	Amey	Training	F	1/09/1992	61		8	83727412	60 Greenhill F
20	528		20 Ms	Tanya	Training	F	1/10/1992	61		8	83727412	60 Greenhill F
21	528		21 Mr	Andy	Training	M	1/11/1993	61		8	83727412	60 Greenhill F
22	528		22 Ms	Jess	Training	F	2/11/1993	61		8	83727412	60 Greenhill F
23												
24												
25												

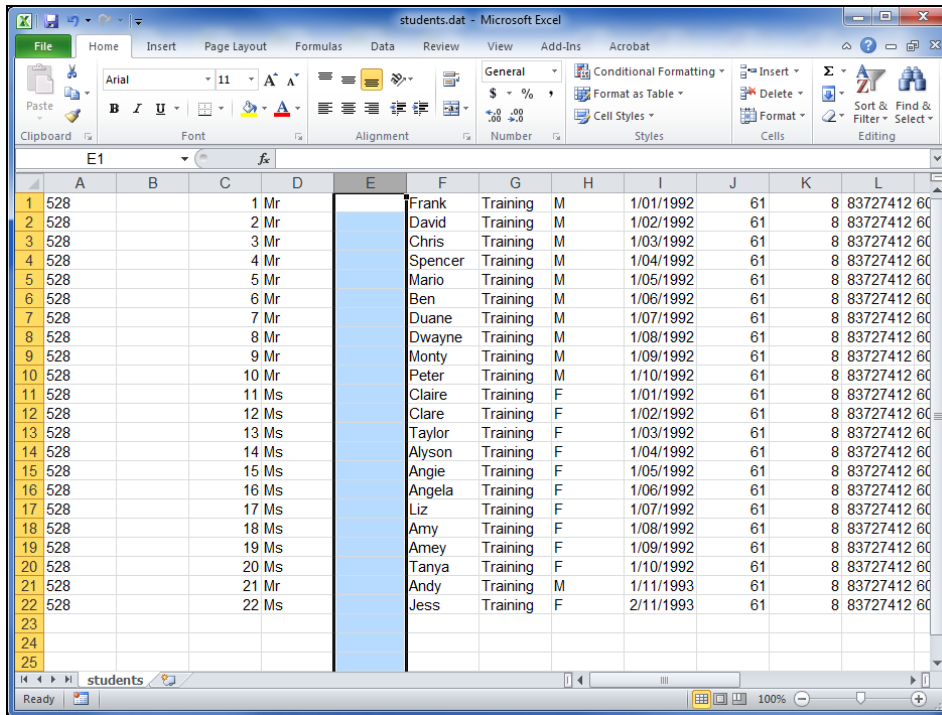
Data Exchange 4 The import data is displayed in an Excel spreadsheet

- It is important that the data in the spreadsheet is arranged in the same order as shown in the student import file format. A complete list of import and export file formats can be found in the Data Exchange section of Schools Online Help.
- Compare the order of the columns with the order of the fields shown in the student import file format list. If your file differs, change the order of the columns to match. (In the “Data Exchange 4” example, Surname (column D) comes before Given Names (column E). These columns need to be reversed.)

Making changes in the file format

To reverse the order of the Surname and Given Names fields:

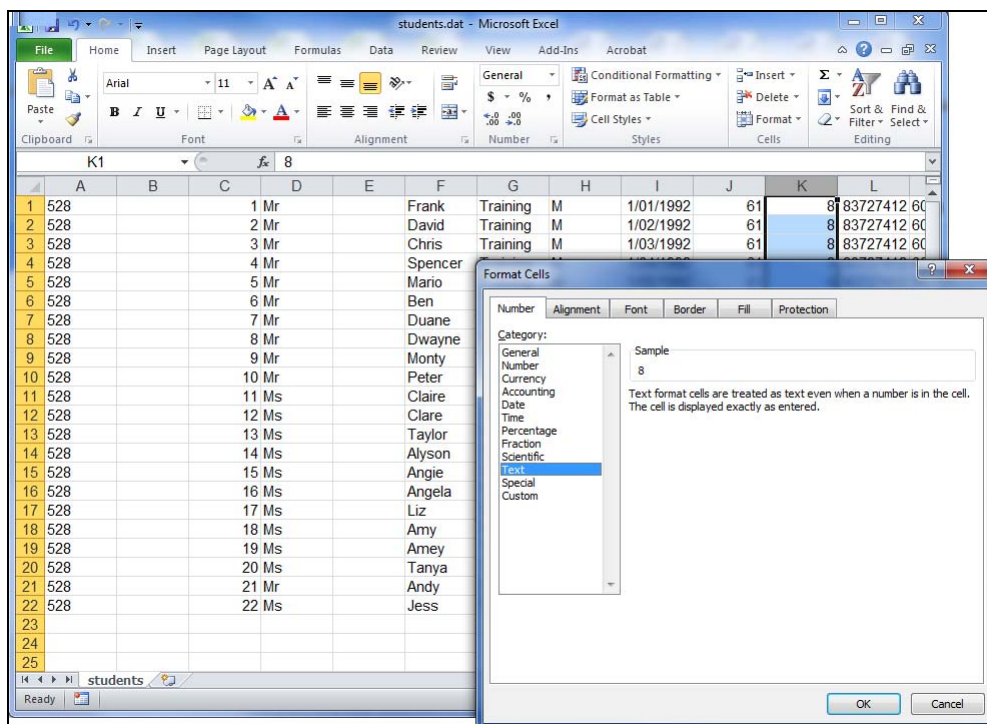
1. Insert a new column before the Surname column. To do this highlight the Surname column by clicking at the top of the column and choose **Insert** then **Column**. This will create a new empty column (column E).



Data Exchange 5 Reversing two columns in the spreadsheet

2. Cut the Given Names column (now column F) and paste the data into the new column (column E) in front of the Surname column (now column G).
3. Delete the column that previously held the Given Names data (column F). Highlight the empty column and choose **Delete** from the **Edit** menu list. The columns are now reversed.

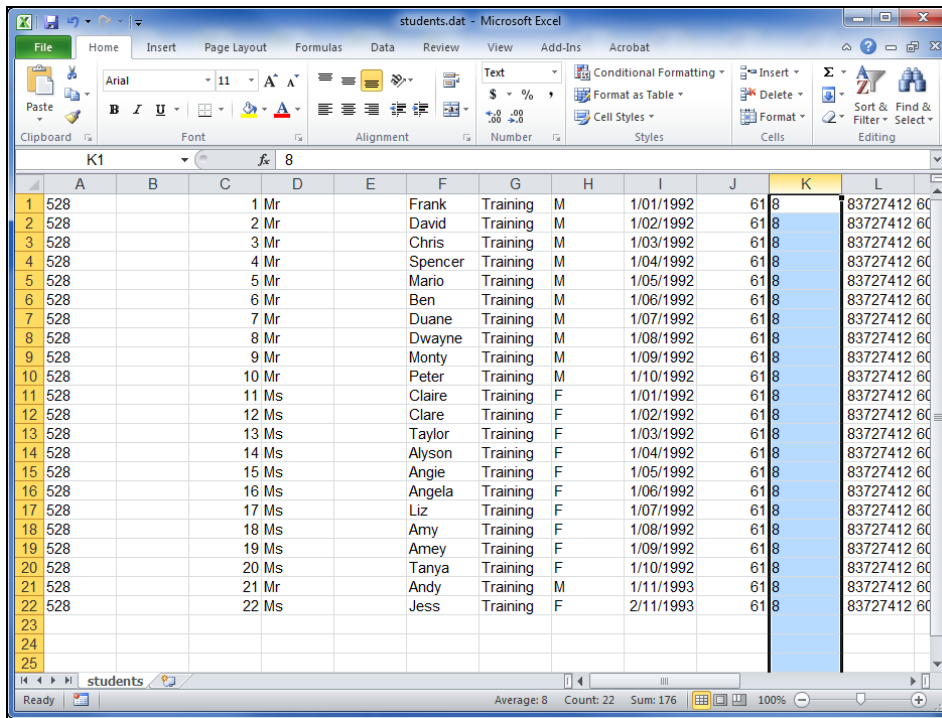
Further along the file I can see that the **State Phone Code** (column I) is shown as **8** (Data Exchange 6). We know it should be **08** so this means that this column was not set to **Text** in the **Excel Import Wizard**.



Data Exchange 6 Editing the format of a column

To set the cell format to 'text' for column I:

1. Highlight the column and choose **Cells** from the **Format** menu list.
2. Select **Text** from the list and click **OK** to apply the changes.



Data Exchange 7 Export file is being prepared

The value **8** has now moved to the left of the column, demonstrating that it has been formatted to **Text**.

The cells having '8' as their value are missing the leading zero required for this text field. Change the first value from **8** to **08**. Press **Enter** to save the change then copy the new value down the whole column.

Further data file considerations

Missing Data

Create empty columns for missing data. If your file does not have some of the fields listed in the Students import file format, create columns to match. If these extra columns are indicated as **Optional (false)**, they may be left blank. If they are indicated as **Mandatory (true)**, they must contain data. Columns after **Year Level** may be omitted if your file does not include data beyond that field.

Data Accuracy

Check the accuracy of the data and make changes as necessary. Errors need to be corrected at this stage.

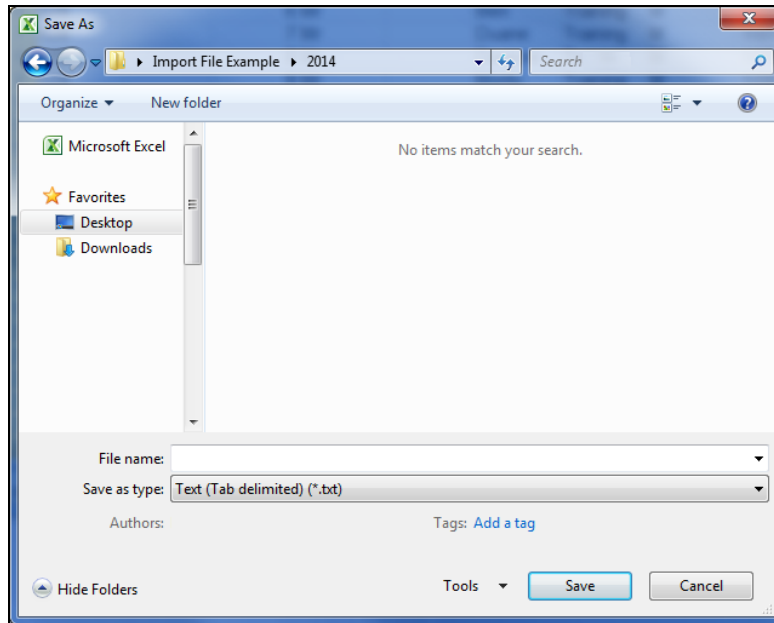
Date of Birth

Check the format of the **Date of Birth** column. If the format is not correct, students will be brought into Schools Online with a birth date of 1/1/1950. The column should be formatted to **Text** and the dates should show in the format **dd/mm/yyyy** (e.g. 02/05/1984).

Saving the file in Excel

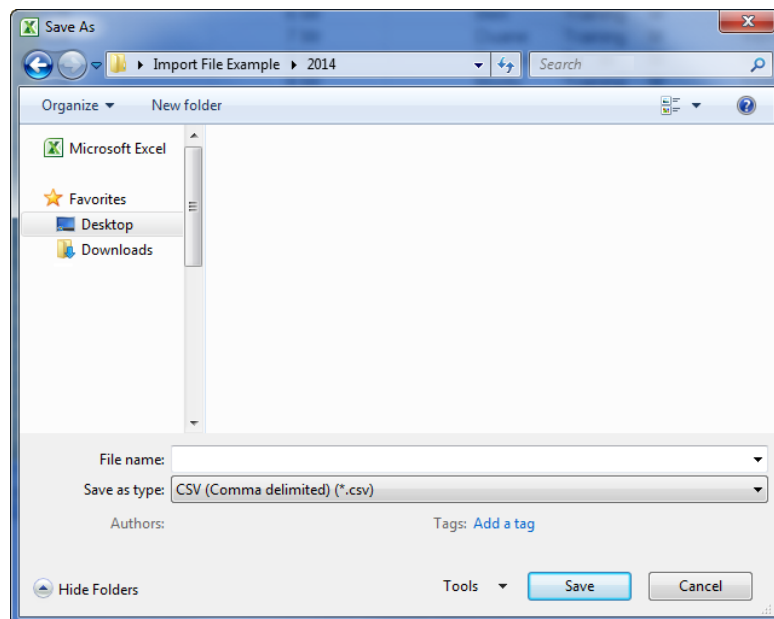
To save the edited data file from Excel:

1. Select **Save As** from the **File** menu to save the file.



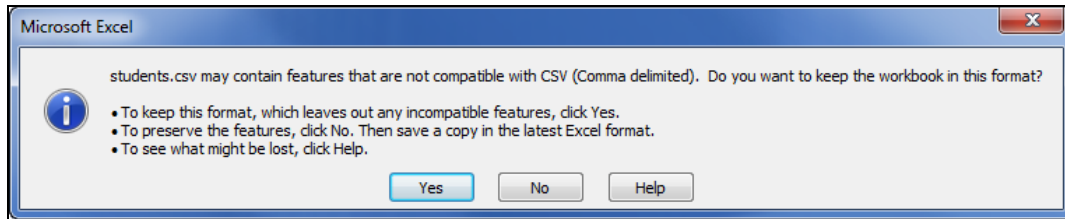
Data Exchange 8 Choose Save As

2. Enter a new file name for this file.
3. Click the down arrow to the right of the **Save as type** field and select **CSV (Comma delimited) (*.csv)** from the list.



Data Exchange 9 Select csv from the list of file types

4. Decide where you want to save the file and choose that location at the top of the screen.
5. Click on the **Save** button. A message will ask whether you want to save the file in **csv** format.



Data Exchange 10 Accept the csv format and save

6. Click on the **Yes** button.

Import file formats

Candidates import file format

The following table (Data Exchange 11) lists the fields, sizes and characteristics of the Candidates import file format for the Northern Territory.

#	NAME	MAX LENGTH	DATA TYPE	REQUIRED OR MANDATORY FIELD	INFORMATION
1	Registration	7	Char	False	SACE Board's student's registration
2	Student Code	20	Char	True	Student identifier, assigned by the school, unique within the school.
3	Contact School	3	Char	True	School number issued by the SACE Board.
4	Title	4	Char	False	For example Mr, Miss, Ms.
5	Given Names	45	Char	True	Mixed case
6	Surname	45	Char	True	Mixed case
7	Gender	1	Char	True	M or F
8	Aboriginal Torres Strait Islander Descent	1	Char	False	Valid values: Blank, N, T, A, or Y
9	Date of Birth	10	Char	True	The student's date of birth. Selectable output formats are: ddmmyyyy, dd/mm/yyyy, mmdyyy, mm/dd/yyyy, yyyymmdd or yyyy/mm/dd.
10	Phone Country Code	3	Char	False	If used, this must be a valid ABS country code (e.g. 061 = Australia).
11	Phone Area Code	4	Char	False	(e.g. 08 = South Australia) All three parts of the phone code must be used, or none.
12	Phone Number	10	Char	False	8-10 digits containing no spaces.
13	Address 1	30	Char	True	Student address for documentation delivery
14	Address 2	30	Char	False	Only to be used if required.
15	Address 3	30	Char	False	Only to be used if required.
16	Address 4	30	Char	False	Only to be used if required.
17	Suburb	45	Char	True	Will be converted to upper case.
18	State	3	Char	True	Use OS for overseas addresses.
19	Post Code	4	Char	True	Use OSOS for overseas addresses.
20	Home Group	8	Char	False	Assigned by student's contact school.
21	Year Level	2	Char	False	8, 9, 10, 11, 12, 13, or valid EDSAS Census Year Level.
22	571 Visa Student	1	Char	False	Valid values: Y, N, - (Not Set), or Blank
23	571 Fees Paid	1	Char	False	Valid values: Y, N, - (Not Set), or Blank
24	HEES Declaration (SATAC)	1	Char	False	Valid values: Y, N, - (Not Set), or Blank
25	Institutions Declaration (School)	1	Char	False	Valid values: Y, N, - (Not Set), or Blank
26	Media Declaration	1	Char	False	Valid values: Y, N, - (Not Set), or Blank
27	EDHO Number	13	Char	False	

#	NAME	MAX LENGTH	DATA TYPE	REQUIRED OR MANDATORY FIELD	INFORMATION
28	Language Spoken at Home	4	Char	False	Valid ABS code or Blank
29	Country of Birth	4	Char	False	Valid ABS code or Blank
30	Email Address	100	Char	False	Students email address (where available)

Data Exchange 11 Candidates import file format

Teachers import file format

The following table (Data Exchange 12) lists the fields, sizes and characteristics of the Teachers import file format for the Northern Territory.

#	NAME	MAX LENGTH	DATA TYPE	REQUIRED OR MANDATORY FIELD	INFORMATION
1	Teacher Code	8	Char	True	Assigned by school, unique within school.
2	Family Name	30	Char	True	The teacher's surname.
3	Initials	4	Char	True	First character of each of the teacher's given names.
4	Title	4	Char	True	The teacher's title.

Data Exchange 12 Teachers import file format

Class Structure import file format

The following table (Data Exchange 13) lists the fields, sizes and characteristics of the Class Structure import file format for the Northern Territory.

#	NAME	MAX LENGTH	DATA TYPE	REQUIRED OR MANDATORY FIELD	INFORMATION
1	Year	4	Integer	True	ccyy (e.g. 2015)
2	Semester	1	Integer	True	1 or 2
3	Stage	1	Integer	True	1 or 2
4	SACE Code	3	Char	True	SACE Board SACE Code (e.g., 'BIG' Alphanumeric).
5	Credits	2	Integer	True	10 or 20
6	Class Number	2	Integer	True	Class number assigned by the teaching school (01 to 98 inclusive)
7	Program Variant	1	Char	False	A - Z or Blank
8	Results Due	1	Char	True	J = June or D =December
9	Teacher Code	8	Char	True	Assigned by school, unique within school
10	School SACE Class Code	10	Char	False	Assigned by school, unique within school
11	Accession Number	8	Char	False	NT999999, where 999999 represents a current 6 digit NT accession number.

Data Exchange 13 Class Structure Import file format

Enrolments import file format

The following table (Data Exchange 14) lists the fields, sizes and characteristics of the Enrolments import file format for the Northern Territory.

#	NAME	MAX LENGTH	DATA TYPE	REQUIRED OR MANDATORY FIELD	INFORMATION
1	Registration	7	Char	True	SACE Board Registration Number.
2	Enrolment Number	2	Integer	False	Positive Integer or Blank.
3	Year	4	Integer	True	Year of Enrolment
4	Semester	1	Integer	True	1 or 2
5	Stage	1	Integer	True	1 or 2
6	SACE Code	3	Char	True	SACE Board SACE Code (e.g., 'BIG' Alphanumeric).
7	Credits	2	Integer	True	10 or 20.
8	Class Number	2	Integer	True	Class number assigned by the teaching school (01 to 98 inclusive)
9	Results Due	1	Char	True	J = June or D = December.
10	Program Variant	1	Char	False	A - Z or Blank
11	Assessment School	3	Char	True	School number issued by the SACE Board.
12	Enrolment Status	1	Char	True	E = Enrolled, W = Withdrawn, D = Deleted, G = Granted, C = Completed. Note: Imported values of G or C will be ignored by Schools Online.
13	Repeat Indicator	1	Char	True	Valid values: Y, N
14	Levelled Result	1	Char	False	V = OA, S = SA, R = RA, N = RNM, Blank if not completed
15	NT Stage 1 Score	2	Integer	False	Integer score out of 20 (Blank if not completed)
16	Stage 1 Grade	1	Char	False	A, B, C, D, E, N, P. This field only applies to SACE Stage 1 enrolments (P=Pending - which will be rolled over automatically to the next semester). Values for non-graded subjects e.g. (PLP-Modified) will interpret C = Completed and N = Not Completed
17	Partial Credits	2	Integer	False	<u>Northern Territory Ignores this field.</u>
18	ED ID	13	Char	False	<u>Northern Territory Ignores this field.</u> Applies to EDSAS and Dux. Null/blank for data from other school administration systems.

Data Exchange 14 Enrolments Import file format

VET Results import file format

The following table (Data Exchange 15) lists the fields, sizes and characteristics of the VET Results AVETMISS Compliance import file format for the Northern Territory.

#	NAME	MAX LENGTH	DATA TYPE	REQUIRED OR MANDATORY FIELD	INFORMATION
1	School Entering Data	3	Char	True	School Code issued by SACE Board
2	Training Organisation Name	100	Char	True	This is the actual RTO that delivered the training in this module/competency. Gets stored in the VET Class table.
3	VET Start Date	10	Char	True	dd/mm/yyyy (e.g. 16/03/2015) Date VET module/competency begun.
4	Enrolment Number	2	Integer	True	Positive integer or blank for new, -1 for standalone
5	VET Module Number	3	Integer	True	
6	VET Module ID	15	Char	True	National or State Competency Code (e.g. CPCCSH3005A)
7	Result	2	Positive Integer	False	Valid AVETMISS Result (e.g. P, O or F)
8	Registration Number	7	Char	True	Unique SACE Board Student Identifier
9	Enrolment Year	4	Positive Integer	False	ccyy (e.g. 2015) Blank if Module is standalone
10	Semester	1	Positive Integer	False	1 or 2 Blank if Module is standalone
11	Stage	1	Positive Integer	False	1 or 2 Blank if Module is standalone
12	SACE Code	3	Char	False	Valid SACE Board SACE Subject Code (e.g. BIG - Alpha-Numeric) Blank if Module is standalone
13	Credits	2	Positive Integer	False	e.g. 10 or 20 Blank if Module is standalone
14	Class Number	2	Positive Integer	False	Positive Integer or Blank Blank if Module is standalone
15	Program Variant	1	Char	False	A - Z or Blank Blank if Module is standalone
16	Class Code	10	Char	False	Blank if Module is standalone
17	Results Due	1	Char	False	J (June) or D (December) Blank if Module is standalone
18	RTO ID	10	Char	True	RTO Code
19	Certificate ID	10	Char	True	Qualification Code
20	School Based New Apprenticeship	1	Char	False	Y or N
21	Training Organisation Delivery Location Identifier	10	Char	True	

Data Exchange 15 VET Results AVETMISS Compliance import file format

VET Qualifications import file format

The following table (Data Exchange 16) lists the fields, sizes and characteristics of the VET Qualifications import file format for the Northern Territory.

#	NAME	MAX LENGTH	DATA TYPE	REQUIRED OR MANDATORY FIELD	INFORMATION
1	School Entering Data	3	Integer	True	School Code issued by SACE Board
2	Registration Number	7	Char	True	Unique SACE Board Student Identifier
3	Course Code	10	Char	True	AVETMISS Course Identifier
4	Completed	1	Char	True	Y or N
5	Year Started	4	Char	True	ccyy (e.g. 2015)
6	Year Completed	4	Char	False	ccyy (e.g. 2015)
7	Issued	1	Char	True	Y or N. If 'Y' in Schools Online, it won't overwrite via an import.

Data Exchange 16 VET Qualifications import file format

Exporting data

Schools Online allows you to export your data and view each data file on screen or save the file to disk. You can then import the data into another administrative software system. The export files you can generate are:

- Enrolments (Enrolments.csv)
- Subjects (Subjects.csv)
- Candidates (Candidates.csv)
- VET Module Reference (VETModuleRef.csv)
- VET Results (VETResults.csv)

Saving an exported file from Schools Online

Schools Online allows you to export your data and view each data file on screen or save the file. You can then import the data into another administrative software system.

This procedure may appear differently on your screen if you are using a browser (and version) other than Microsoft Internet Explorer 10 and Mozilla Firefox.

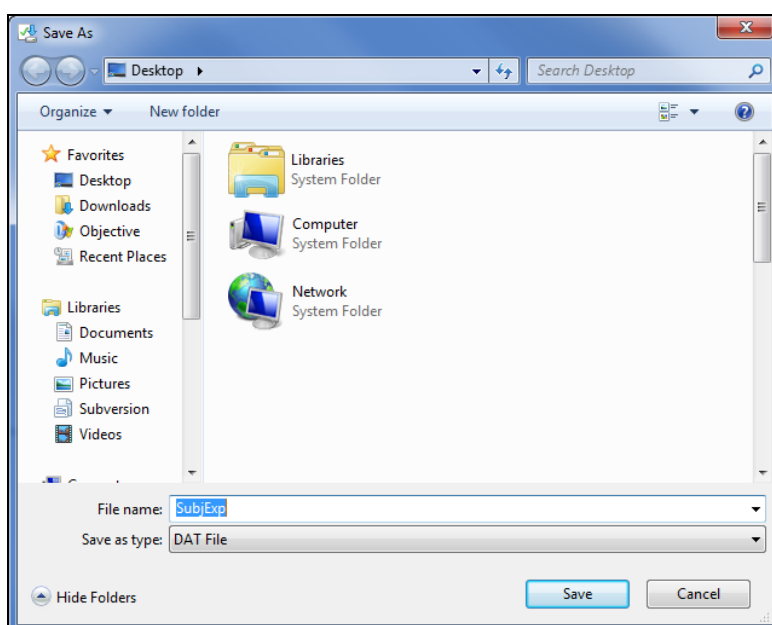
Microsoft Internet Explorer 10

1. When the data has been extracted, you will be prompted Internet Explorer at the bottom of the screen.



Data Exchange 17 Internet Explorer File Download prompt

2. Click the down arrow next to **Save** button
3. From the menu that has now appeared, click on **Save As**.
4. As you chosen to save the file, you will be prompted to select a location for the file.



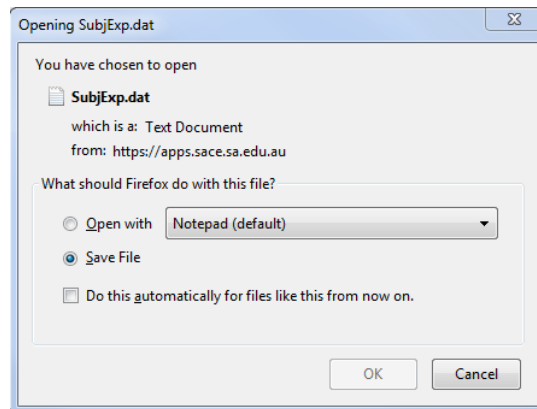
Data Exchange 18 Internet Explorer file download Save As prompt

5. Once you have selected by navigating to the most appropriate location to save the file click **Save**.

The file has now been saved in the location selected and ready to be imported into another administrative system.

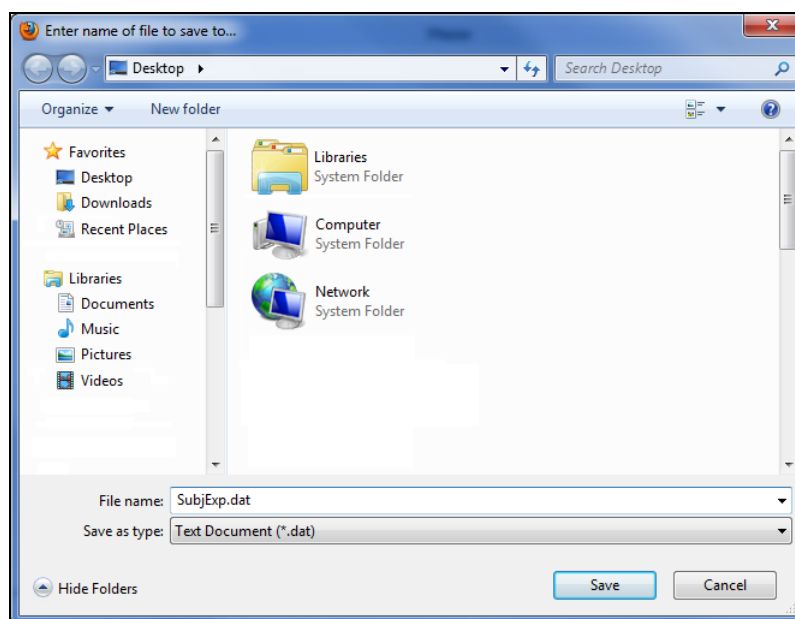
Mozilla Firefox

1. When the data has been extracted, you will be prompted and should choose to **Save File** and then click on **OK**.



Data Exchange 19 Firefox file download prompt

2. As you chosen to save the file, you may be prompted to select a location for the file.



Data Exchange 20 Firefox file download Save to prompt

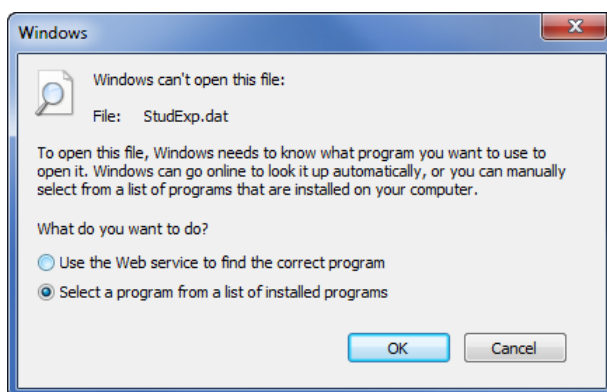
3. Once you have selected by navigating to the most appropriate location to save the file click **Save**.

The file has now been saved in the location selected and ready to be imported into another administrative system.

Opening a 'dat' file exported from Schools online

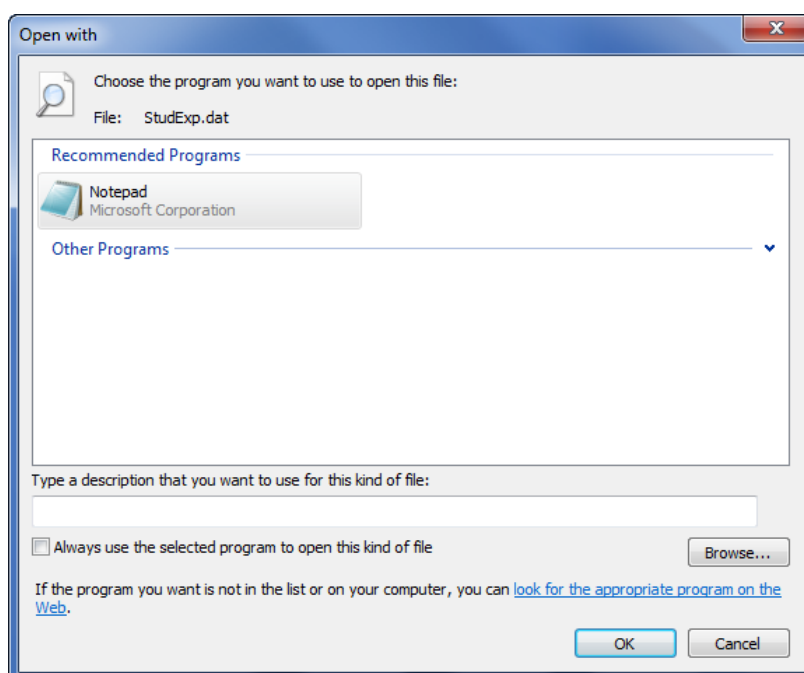
Most computers have file association so when you double click on a '.docx' file it will open **Microsoft Word** and that document will load. Files known as 'dat' file normally have no association and you will need to follow the instructions below to see the contents.

1. Double click on the 'dat' file and it will try to open the file with the associated program but by default 'dat' files have no associated program.



Data Exchange 21 Windows can't open this file

2. Select the option to **Select a program from a list of installed programs** and then click on **OK**. A list of the programs installed on your computer will be displayed in the **Open with** window.



Data Exchange 22 Open With

3. Select a program from the list. It is suggested you use **Notepad**, **WordPad** or **Microsoft Excel** unless you have a reason for choosing another program.

Export file formats

Enrolments export file format

The following table (Data Exchange 23) lists the fields, sizes and characteristics of the Enrolments export file format for the Northern Territory.

#	NAME	MAX LENGTH	VALIDATION	INFORMATION
1	Registration	7	Char	SACE Board Registration Number.
2	Enrolment Number	2	Char	
3	Year	4	Integer	ccyy (e.g. 2015)
4	Semester	1	Integer	1 or 2
5	Stage	1	Integer	1 or 2
6	SACE Code	3	Char	SACE Board Subject Code (e.g., 'BIG' Alphanumeric).
7	Credits	2	Integer	10 or 20.
8	Class Number	2	Integer	Class number assigned by the teaching school (01 to 98 inclusive)
9	Results Due	1	Char	J = June or D = December
10	Program Variant	1	Char	Characters A to Z only or is otherwise blank.
11	Teaching School	3	Char	School Number issued by SACE Board
12	Assessment School	3	Char	School Number issued by SACE Board
13	Enrolment Date	10	Char	Date format: dd/mm/yyyy
14	Enrolment Status	1	Char	E = Enrolled, W = Withdrawn, D = Deleted, G = Granted, C =Completed
15	Levelled Result	1	Char	V = OA, S = SA, R = RA, N = RNM
16	Exam Centre	3	Char	School Number issued by the SACE Board
17	Achievement Score	2	Integer	An integer between 0 and 20. Numeric Result for Enrolment, including NT Stage 1 Score.
18	Speed	4	Integer	Is a numeric with floating precision where - 1 equates to NULL Numeric Result for Typing Speed (eg:40.5).
19	Stage 1 Grade	1	Char	A, B, C, D, E, N or P Only applies to SACE Stage 1 enrolments. (P=Pending and applies only to "completion requirement" subjects for which the enrolment will be rolled over to the next semester).

Data Exchange 23 Enrolments export file format

Subjects export file format

The following table (Data Exchange 24) lists the fields, sizes and characteristics of the Subjects export file format for the Northern Territory.

#	NAME	MAX LENGTH	VALIDATION	INFORMATION
1	Stage	1	Integer	1 or 2
2	SACE Code	3	Char	SACE Board Subject Code (e.g., 'BIG' Alphanumeric).
3	Credits	2	Integer	10 or 20.
4	Expiry Date	10	Date	Date format: dd/mm/yyyy
5	Description	200	Text	Subject Name
6	Descriptor	*	Text	*Extended Description (64k Max, No CR/LFs)
7	Subject Type	1	Char	P (PES), S (SAS), A (PAS)

Data Exchange 24 Subjects export file format

Candidates export file format

The following table (Data Exchange 25) lists the fields, sizes and characteristics of the Candidates export file format for the Northern Territory.

#	NAME	MAX LENGTH	VALIDATION	INFORMATION
1	Registration	7	Char	SACE Board's student's Registration number.
2	Student Code	20	Char	Student identifier, assigned by the school, unique within the school.
3	Surname	45	Char	
4	Givens	45	Char	
5	Title	4	Char	
6	Date of Birth	10	Date	The student's date of birth. Selectable output formats are: ddmmyyyy, dd/mm/yyyy, mmdyyy, mm/dd/yyyy, yyyymmdd or yyyy/mm/dd.
7	Gender	1	Char	M or F
8	Contact School	3	Char	School Number issued by the SACE Board
9	Status	1	Char	E = Enrolled, C = Completed, D = Deleted
10	Date Completed	10	Date	Date format: dd/mm/yyyy. Blank until SACE Board gives the candidate a Completed Status.
11	Date Registered	10	Date	Date format: dd/mm/yyyy. The date the candidate was registered with SACE Board.
12	HEES Declaration (SATAC)	1	Char	Valid values: Y, N
13	Institutions Declaration (Schools)	1	Char	Valid values: Y, N
14	Media Declaration	1	Char	Valid values: Y, N
15	Certificate Printed	1	Char	Valid values: Y, N
16	Certificate Type	1	Char	S (SA), N (NT), or Blank
17	Deceased	1	Char	Valid values: Y, N, or Blank
18	EDHO Number	13	Char	NT Department Student Code (Leading zeros preserved)

Data Exchange 25 Candidates export file format

VET Module Reference export file format

The following table (Data Exchange 26) lists the fields, sizes and characteristics of the VET Module Reference export file format for the Northern Territory.

#	NAME	MAX LENGTH	VALIDATION	INFORMATION
1	Competency Based	1	Char	Valid values: Y, N
2	Curriculum Hours	3	Char	Nominal Hours
3	Vet Module ID	12	Char	National or State Competency Code (e.g. CPCCSH3005A)
4	Module Name	128	Char	National or State Competency Name
5	State Module ID	12	Char	State Competency Code (e.g. CPCCSH3005A)
6	TAFE SA Module ID / Unit of Competency Code	10	Char	TAFE SA Competency Code (e.g. MEMH)
7	Expiry Date	10	Date	Date format: dd/mm/yyyy

Data Exchange 26 VET Module Reference export file format

VET Results export file format

The following table (Data Exchange 27) lists the fields, sizes and characteristics of the VET Results export file format for the Northern Territory.

#	NAME	MAX LENGTH	VALIDATION	INFORMATION
1	School Entering Data	3	Integer	This will come from the vetClass information for this module or competency.
2	Registration Number	7	Char	Unique SACE Student Identifier
3	VET Start Date	10	Date	Date VET module / competency begun. Note that the SAMS system uses this field as part of the primary key for their VET Results. Note also that the Year as stored in the VET Module table will have to be derived from this field for NT VET.
4	Enrolment Number	2	Integer	-1 if standalone
5	VET Module Number	3	Char	VET Module Sequence Number - Blank if new VET Module for student.
6	VET Module ID	12	Char	National or State Competency Code (e.g. CPCCSH3005A)
7	Result	2	Char	Valid AVETMISS Result (e.g. P, O or F)
8	Enrolment Year	4	Integer	Blank if module is standalone cyy (e.g. 2015)
9	Semester	1	Integer	Blank if module is standalone 1 or 2
10	Stage	1	Integer	Blank if module is standalone 1 or 2
11	SACE Code	3	Char	Valid SACE Subject Code (e.g. BIG - Alpha-Numeric) Blank if module is standalone
12	Units	2	Integer	Blank if module is standalone e.g. 10 or 20.
13	Class Number	2	Char	Blank if module is standalone
14	Program Variant	1	Char	Blank if module is standalone A - Z
15	Results Due	1	Char	Blank if module is standalone J (June) or D (December)
16	VET Class Code	8	Char	The VET Class identifier - Note: Different to SACE Class.

Data Exchange 27 VET Results export file format