



MQA SETA

BULK UPLOAD TOOL GUIDELINE FOR PROVIDERS

(Version 2: Dated 28 January 2009)

MQA BULK UPLOAD TOOL GUIDELINE FOR PROVIDERS

1. Bulk upload tool for MQA providers

1.1 Introductory notes

This tool is intended to support providers that have preferably more than 50 learners to upload at any one time or have a backlog that needs to be imported into the I-Share system.

All **three** worksheets in the bulk upload tool **spreadsheet** need to be completed as per the guidelines.

Once the data is entered by the provider, it should be sent back to the MQA staff member from whom the provider received the tool. MQA and Deloitte will check the data. Any irregularities might need to be referred back to the providers for correction.

Once correctly captured the spreadsheet will be forwarded to the Deloitte development team for importing onto I-Share. If a rejection report is generated it will mean that the data was not successfully transferred. The rejection report will be sent to the MQA staff member and possibly provider for rectification.

MQA staff members will monitor the import process and advise the provider when an import was completed successfully.

The following works sheets in included in the spreadsheet for completion by providers;

Worksheet 1 – Person Information to be captured within the following fields;

- Surname
- First Name
- Middle Name
- Initial
- Title
- ID Number
- Date of Birth (D.O.B)
- Gender
- Equity
- Nationality
- Home Language
- Citizen Residence
- Disability Status
- Geographical area
- Telephone
- Fax number
- E-mail
- Postal address 1
- Postal address 2
- Postal address 3
- Postal City

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- Postal Code
- Preferred communication
- Date obtained
- Upload type
- Socio economic status
- Alternative ID Number
- Alternative ID Number Type
- Highest education
- Employer SDL number

To assist in capturing certain cells in the work sheet have drop down menus that allow a provider to select the appropriate option.

In addition the table below gives additional information for each field
Please bear in mind that the more information captured and uploaded the more information can be accurately withdrawn from the system when you require it.

FIELD NAME	FIELD DESCRIPTION	REQUIREMENTS	EXAMPLE OF FIELD VALUES	NOTES
Surname	Surname of the learner enrolled in a learning programme.	Compulsory	Paulsen	
First Name	First name of the learner enrolled in a learning programme.	Compulsory	Micheal	Please only add the first name, the middle names should be added in the Middle Name field.
Middle Name	Middle name of the learner enrolled in a learning programme.	Not Compulsory	Sean	
Initials	Initials of the learner e.g BM	Not Compulsory	MS	
Title	Title e.g Mr, MS	Compulsory	Mr	Refer to valid values(learners) spreadsheet for valid values
I.DNo.	South African ID	Compulsory	8604250975087	For Non-SA learners complete only the Alternate ID field and Alternate ID type and indicate non-SA citizenship
D.O.B.	Date of birth of the learner	Compulsory	25/04/1986	The required format for the date -dd/mm/yyyy
Gender	Gender of the learner	Compulsory	Male	Refer to valid values(learners) spreadsheet for valid values
Equity	The equity of the learner	Compulsory	Black: Coloured	Refer to valid values(learners) spreadsheet for valid values
Nationality	The birth country of the learner	Compulsory	SA	Refer to valid values(learners) spreadsheet for

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				valid values
Home Language	Home language of the learner	Compulsory	English	
Citizen Resident Status	Residence status of the learner	Compulsory	SA	Refer to valid values(learners) spreadsheet for valid values
Disability Status	Whether disabled or not	Compulsory	(None)	Refer to valid values(learners) spreadsheet for valid values
Geographical Area	The current residence of the learner.	Compulsory	Gauteng	Refer to valid values(learners) spreadsheet for valid values
Telephone number		Compulsory	(011) 2742256	Only fill in one field of the contact details - MUST be the contact details of the LEARNER
Fax number		Compulsory	(011) 2742256	
E - Mail		Compulsory	michealp@mqa.org.za	
Postal Address1	Address of the learner	Compulsory	P.O. Box 154	
Postal Address2		Compulsory	Randburg	
Postal Address3		Compulsory		
Postal City		Compulsory	JHB	
Postal Code		Compulsory	2169	
Preferred Communication	The telephone number	Compulsory	Telephone	Refer to valid values(learners) spreadsheet for valid values
Date obtained	The date the learner was declared competent	Compulsory (only if the learner has completed)	01/05/2008	The required format for the date - dd/mm/yyyy
Upload Type	The type of uploads i.e. Learner uploads	Compulsory	L	"L"
SocioEcoStatus	The employment status of the learner i.e. employed or unemployed	Compulsory	01	Refer to valid values(learners) spreadsheet for valid values
AlternateIDNo	The passport number of the learner	Compulsory	Passport	Refer to valid values(learners) spreadsheet for

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				valid values
AlternateIDNoType	Type of Alternate ID number e.g. Student number.	Compulsory	RAA7836	Refer to valid values(learners) spreadsheet for valid values
HighestEducation	Highest education that the learner has achieved	Compulsory	Matric	
SDL No	The SDL number of the learner's employer	Compulsory	L510740048	

For the following fields use only SAQA codes provided on the valid values template:

- Nationality
- Citizen Resident Status
- SocioEcoStatus
- AlternateIDNo

Worksheet 2 - Qualifications:

The following fields need to be captured by the stakeholder: Where relevant please copy and paste fields from worksheet one so that no errors occur.

- Surname (Copy and paste from the people sheet)
- First Name (Copy and paste from the people sheet)
- Id Number (Copy and paste from the people sheet)
- Date of Birth (D.O.B) (Copy and paste from the people sheet)
- Qualification Code {SAQA Code}
- Start Date {date when learner starts programme}
- End Date { date when learner should complete programme}
- Status Effective Date {same as Start Date above}

Worksheet 3 - Unit standards or Modules

The following fields need to be captured by the stakeholder:

- ID Number (Copy and paste from the people sheet)
- Unit standard Number or Module Number in the case of Artisan Qualifications
- Unit standard Number or Module Number in the case of Artisan Qualifications
- Etc

NOTE: ALL core, fundamental and elective unit standards codes MUST be added. The inclusion of the Qualification Code in worksheet 2 does not automatically pull through all unit standard or module numbers.

Possibly providers could develop a list of these unit standard numbers or module numbers on a separate spreadsheet and simply copy and paste into the bulk upload tool each time you register a new learner.

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3. Valid Values

Please note the following valid field type values in drop down menus that need to be selected for certain of the fields.

Title	Gender	Equity	Nationality	
				SAQA Code
Adv	Female	Black: African	Angola	(ANG)
Dr	Male	Black: Coloured	Asian countries	(AIS)
Mr	Unknown	Black: Indian/Asian	Australia/New Zealand	(AUS)
Mrs		Unknown	Botswana	(BOT)
Ms		White	Central and South American countries	(SOU)
Prof.			European	(EUR)
			Lesotho	(LES)
			Malawi	(MAL)
			Mauritius	(MAU)
			Mozambique	(MOZ)
			N/A: Institution	(NOT)
			Namibia	(NAM)
			North American countries	(NOR)
			Other and the rest of Ocean	(OOC)
			Rest of Africa	(ROA)
			SADC except SA	(SDC)
			Seychelles	(SEY)
			South African	(SA)
			Swaziland	(SWA)
			Tanzania	(TAN)
			Unspecified	(U)
			Zaire	(ZAI)
			Zambia	(ZAM)
			Zimbabwe	(ZIM)

Home Language	Citizen Resident Status		Disability Status
		SAQA Code	
Afrikaans	Dual (SA plus other)	(D)	(None)
English	Non-Resident		Albinism
German	Other	(O)	Communication (talking, listening)
isiNdebele	Resident	(PR)	Disabled but unspecified
isiXhosa	South African	(SA)	Emotional
isiZulu	Unknown	(U)	Facial disfigurement
Other			Hearing (even with a hearing aid)
SePedi/N Sotho/SeSotho			Intellectual
SeSotho			Multiple
SeTswana			Physical (moving, Standing, grasping)
SiSwati			Psychiatric
tshiVenda			Sight (even with glasses)
Unknown			Unknown disability status
xiTsonga			

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Geographical Area	Preferred Communication		
Eastern Cape	Cellphone		
Freestate	E-mail		
Gauteng	Telephone		
KwaZulu-Natal			
Limpopo			
Mpumalanga			
North West			
Northern Cape			
Outside SA			
SA National (in SA but province unspecified)			
Undefined			
Western Cape			
SocioEcoStatus	AlternatelDNoType		
	SAQA Code		SAQA Code
18.1-Employed	1	Birth certificate number	540
18.2-Unemployed	2	Drivers Licence	529
		Employee Number	539
		ETQA Record number	561
		HSRC Register number	541
		None	533
		Passport	527
		SA Residence Permitt	
		SAQA Member ID	521
		Student No.	537
		Temporary ID No.	531
		Unknown	535
		Work Permit No	538

Please contact the MQA Staff Member allocated to you for support should you require further clarity.