

## **Registration and Banking Systems User Guide**

### **Section 5 – Learner registration data load file format**

**Release 5, September 2007**



# Learner registration data load file format

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## QSA contact for technical enquiries

Vendor and technical enquiries in respect of data file formatting should be addressed to [slims@qsa.qld.edu.au](mailto:slims@qsa.qld.edu.au).

## Registration Details (2005 CSV format)

Field	Format Max. characters	Required	Sample - Notes
Learner ID	Alphanumeric 10 characters	Conditional	1234567890 - Learner Unique Identifier (LUI) - Assigned by QSA - Must be present if updating record
Provider Student Number	Alphanumeric 15 characters	Yes	1234 jones23456 - Number must be unique to the Learning Provider - For State Schools this number must be the Learner's EQ ID
Year Level	Alphanumeric 3 characters	No	10 or 11 or 12
Last name	Alphanumeric 40 characters	Yes	Smith
Given names	Alphanumeric 34 characters	Yes	John James Edward
Sex	Alphanumeric 1 character	Yes	- Choice of M (Male) or F (Female)
Date of birth	Alphanumeric 10 characters	Yes	1989-08-15 - Format must be yyyy-mm-dd
Postal Address Line 1	Alphanumeric 36 characters	Yes	117 Wylie Road
Postal Address Line 2	Alphanumeric 36 characters	No	
Postal Suburb/Town	Alphanumeric 36 characters	Yes	Toowong
Post code	Numeric 4 characters	Conditional	4066 - Must be present if country is Australia, otherwise leave blank
State	Alphanumeric 3 characters (Uppercase)	Conditional	QLD - Must be present if country is Australia, otherwise leave blank - All 3 characters must be uppercase (capital letters)
Postal country code	Numeric 4 characters	Yes	1101 ( <i>Australia</i> ) - Numeric code representing country - Follows ABS Standard Australian Classification of Countries (SACC) Code, 1998
Email			No longer accepted by the QSA. This information will not be retained.

## Registration Details (2006 CSV format)

Field	Format Max. characters	Required	Sample - Notes
Learner ID	Alphanumeric 10 characters	Conditional	1234567890 - Learner Unique Identifier (LUI) - Assigned by QSA - Must be present if updating record
Provider Student Number	Alphanumeric 15 characters	Yes	1234 jones23456 - Number must be unique to the Learning Provider - For State Schools this number must be the Learner's EQ ID
Year Level	Alphanumeric 3 characters	No	- 10 or 11 or 12
Last name	Alphanumeric 40 characters	Yes	Smith - Current family name
Given names	Alphanumeric 34 characters	Yes	John James Edward - Current given names
Last name	Alphanumeric 40 characters	No	- First previous family name
Given names	Alphanumeric 34 characters	No	- First previous given names
Last name	Alphanumeric 40 characters	No	- Second previous family name
Given names	Alphanumeric 34 characters	No	- Second previous family name
Last name	Alphanumeric 40 characters	No	- Third previous family name
Given names	Alphanumeric 34 characters	No	- Third previous family name
Sex	Alphanumeric 1 character	Yes	- Choice of M (Male) or F (Female)
Date of birth	Alphanumeric 10 characters	Yes	1989-08-15 - Format must be yyyy-mm-dd
Postal Address Line 1	Alphanumeric 36 characters	Yes	117 Wylie Road Unit 6
Postal Address Line 2	Alphanumeric 36 characters	No	114 Regent Street

Field	Format Max. characters	Required	Sample - Notes
Postal Suburb/Town	Alphanumeric 36 characters	Yes	Toowong
Post code	Numeric 4 characters	Conditional	4066 - Must be present if country is Australia, otherwise leave blank
State	Alphanumeric 3 characters (Uppercase)	Conditional	QLD - Must be present if country is Australia, otherwise leave blank - All 3 characters must be uppercase (capital letters)
Postal country code	Numeric 4 characters	Yes	1101 ( <i>Australia</i> ) - Numeric code representing country - Follows ABS Standard Australian Classification of Countries (SACC) Code, 1998
Home Phone Number	Alphanumeric 20 characters	No	07 33331234 07.3333.1234 - May include the area and/or country code(s)
Mobile Phone Number	Alphanumeric 20 characters	No	0409000000 0409.000000 - May include the area and/or country code(s)
Cease Date	Alphanumeric 10 characters	No	1989-08-15 - Date the Learner ceased enrolment with the Learning Provider - Format must be yyyy-mm-dd
Indigenous Indicator Code	Numeric 1 character	Yes	1, 2, 3, 4 or 9 - Numeric code indicating Aboriginal or Torres Strait Islander origin - Follows MCEETYA Data Implementation manual (see table below)
Birth Country Code	Numeric 4 characters	Yes	1101 ( <i>Australia</i> ) - Numeric code representing country - Follows ABS Standard Australian Classification of Countries (SACC) Code, 1998
Home Language Code	Numeric 4 characters	Yes	7201 ( <i>Japanese</i> ) - Numeric code representing language - Follows ABS Standard Australian Classification of Languages (ASCL) Code, 1997
Full Time flag	Alphanumeric 1 character	Yes	Choice of Y (yes) or N (No) - Is the Learner enrolled on a full time basis?
This column is reserved for future use	Alphanumeric 1 character	Yes	The YPET flag has been retired, and is not needed in a registration data file. Choice of Y (yes) or N (No) - can default to N
Deceased flag	Alphanumeric 1 character	No	Choice of Y (yes) or N (No) - Is the Learner deceased?

## Indigenous Indicator Codes

Code	Description
1	Aboriginal but not Torres Strait Islander origin
2	Torres Strait Islander but not Aboriginal origin
3	Both Aboriginal and Torres Strait Islander origin
4	Neither Aboriginal nor Torres Strait Islander origin
9	Not stated / Unknown