



**TAC Client Qualifications Register**  
**Data File Format**

## Document Change Record

Version	Primary Author	Description of Change	Date
1.0	John Patmore	Release for publication to RTOs	

## Table of Contents

<b>1</b>	<b>INTRODUCTION .....</b>	<b>4</b>
<b>2</b>	<b>DATA FILE .....</b>	<b>5</b>
2.1	FILE LAYOUT .....	5
2.2	FIELD DEFINITIONS .....	6
2.2.1	<i>Student TRS Number</i> .....	6
2.2.2	<i>Provider Student Id</i> .....	6
2.2.3	<i>Student Given Name(s)</i> .....	7
2.2.4	<i>Student Surname</i> .....	7
2.2.5	<i>Student Date of Birth</i> .....	8
2.2.6	<i>Student Gender</i> .....	8
2.2.7	<i>Qualification Code</i> .....	9
2.2.8	<i>Issued Type</i> .....	9
2.2.9	<i>Issued Date</i> .....	10
2.2.10	<i>Parchment No</i> .....	11
2.2.11	<i>Language</i> .....	11
2.2.12	<i>Unit Code(s)</i> .....	12
2.3	VALIDATION .....	13
2.4	BUSINESS RULES .....	13

## 1 INTRODUCTION

The TAC Qualifications Register is a new module which is being developed for STARS and RTONet. This system will be a permanent register of student achievements from Private Registered Training Organisations (RTOs).

RTOs will be required to populate this register. This can be done manually, or by uploading a data file. This document details the specifications and rules for the data file.

## 2 DATA FILE

Each field will be delimited with the tab character.

Each row will end with a carriage return.

The first row of the file will contain a version record. This should be:

[VERSION200]

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### 2.1 File Layout

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Field Name	Position	Data Type	Length
Student TRS Number	1	Text	8
Provider Student Id	2	Text	50
Student Given Name(s)	3	Text	100
Student Surname	4	Text	100
Student Date of Birth	5	Date	10
Student Gender	6	Text	1
Qualification Code	7	Text	20
Issued Type	8	Text	1
Issued Date	9	Date	10
Parchment No	10	Text	50
Language	11	Text	50
Unit Code(s)	12 – n	Text	20

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## 2.2 Field Definitions

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### 2.2.1 Student TRS Number

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#### Description

The TRS number is the number assigned to an apprentice or trainee in RTONet and TRSNet.

#### Format

A single text field with a total of 8 characters, consisting of:

Six digits

A ( for apprentice ) or T ( for trainee )

Single digit.

#### Example

Apprentice TRS Number: 123456A1

Trainee TRS Number: 567899T2

#### Business Rules

This is not a mandatory field.

If this field is provided, it must be a valid number that is registered on TRSNet.

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### 2.2.2 Provider Student Id

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#### Description

This is the provider's unique identifier for the student

#### Format

A text field up to 50 characters in length.

#### Business Rules

This is not a mandatory field.

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### 2.2.3 Student Given Name(s)

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**Description**

The given name(s) of the student

**Format**

A text field up to 100 characters in length containing the students given names. Multiple names should be separated by spaces.

**Business Rules**

This field is not required if a Student TRS Number has been provided, otherwise it must be provided.

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### 2.2.4 Student Surname

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**Description**

The surname or family name of the student.

**Format**

A text field up to 100 characters in length.

**Business Rules**

This field is not required if a Student TRS Number has been provided, otherwise it must be provided.

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### 2.2.5 Student Date of Birth

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#### Description

The date of birth of the student.

#### Format

A date field containing the date of birth as dd/mm/yyyy.

#### Business Rules

This field must be a valid date.

This field is not required if a Student TRS Number has been provided, otherwise it must be provided.

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### 2.2.6 Student Gender

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#### Description

The student's gender.

#### Format

A single character text field containing one of the following codes.

Code	Gender
M	Male
F	Female
@	Not Stated

#### Business Rules

This field is not required if a Student TRS Number has been provided, otherwise it must be provided.

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### 2.2.7 Qualification Code

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#### Description

A Training Package Qualification Code. This is the national code assigned to the Qualification on the NTIS Register.

#### Format

A text field.

Example      BSB10101

#### Business Rules

Must match a Qualification Code on the NTIS Register.

If 'Issued Type' code is 'Q' then this field is required, otherwise it is optional.

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### 2.2.8 Issued Type

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#### Description

This identifies the type of certificate that has been issued.

#### Format

A single character text field containing one of the following codes.

Code	Description
Q	Qualification
S	Statement of Attainment

#### Business Rules

Must be provided when a Statement of Attainment or Qualification has been issued.

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### 2.2.9 Issued Date

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#### **Description**

The date the certificate was issued.

#### **Format**

A date field containing the issued date as dd/mm/yyyy.

#### **Business Rules**

This field must be a valid date.

Must be provided if Issued Type has been provided.

The date cannot be in the future.

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#### 2.2.10 Parchment No

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##### **Description**

The providers parchment number for the issued Qualification or Statement of Attainment.

##### **Format**

A text field up to 50 characters in length.

##### **Business Rules**

Must be provided if Issued Type has been provided

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#### 2.2.11 Language

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##### **Description**

The language the training was delivered in.

##### **Format**

A text field up to 50 characters in length.

##### **Business Rules**

This field is not required.

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## 2.2.12 Unit Code(s)

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### Description

A list of Training Package Unit Codes that the student has achieved. This is the national code assigned to the Unit on the NTIS Register.

### Format

Example.

Single Unit Code: BSBCCO201A

Multiple Unit Codes : BSBCCO201A      BSBCCO401A      BSBCUS402A

### Business Rules

At least one unit code is required. If more than one unit code is provided, they must be separated by the same tab character as the rest of the fields in the file.

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## 2.3 Validation

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When the file is initially uploaded it will be checked to make sure that it is a readable text file and that each row has the correct number of fields.

If this validation fails the file will be rejected, and no data will be uploaded. If it passes the file will be uploaded, and each field on each record will be validated in accordance with the business specified above. Any errors will be presented to the user. The user will then have the opportunity to correct the errors in source file and upload it again, or they can correct the errors on screen.

The data cannot be submitted to the Client Qualifications Register until all errors are corrected.

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## 2.4 Business Rules

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Student achievements can be uploaded to the register more than once. If a record already exists for a student and unit combination, this record will be updated with the new data.

When a Qualification or Statement of Attainment has been issued, all Units the student achieved must be uploaded with the Issued Type, Issued Date, and Parchment No. This must be done even if details of the individual units have been uploaded previously.