Contruction Training Register Bulk Upload Schema

Field Position	Field Name	Required Level	Field Type	Field Length	Field Format	Example
ACHIEVEMENT FIELDS						
1	Training Provider	Mandatory	String	250	None	"School of Woodcraft and Joinery"
2	Course Code	Mandatory	String	255	TTTNNNN	"GET0025"
3	CITB Levy Registration Number	Optional	String	100	NNNNNNN	"1234567"
4	Achievement Award Date	Mandatory	Date	N/A	DD/MM/YYYY	"01/04/2018"
5	Achievement Expiry Date	Optional - Hidden	Date	N/A	DD/MM/YYYY	"01/04/2022"
6	LEAVE BLANK 2	Optional - Hidden	String	N/A		""
7	LEAVE BLANK 3	Optional - Hidden	String	N/A		""
LEARNER FIELDS						
8	Unique Learner Number	Optional - Hidden	String	100		"1234567"
9	PhoenixID	Mandatory *(At least one out of these 2 fields must be populated.)*	String	100	Up to 7 N	"123456"
10	National Insurance Number		String	100	TTNNNNNNT	"NI123456A"
11	NCID	Optional - Hidden	Number	N/A		"123456789"
12	First Name	Mandatory	String	50	None	"John"
13	Last Name	Mandatory	String	50	None	"Joiner"
14	Email	Optional	String - Email Format	100	Must have "@"	"john@jjoinerandsons.co.uk"
15	Mobile Phone	Optional	String - Phone Format	50	Numbers only	"07777 777777"
16	DOB	Mandatory	Date	N/A	DD/MM/YYYY	"15/06/1989"
17	Street 1	Mandatory	String	250	None	"113"
18	Street 2	Optional - Hidden	String	250		"Example Street"
19	Street 3	Optional - Hidden	String	250		"Example Village"
20	City	Optional - Hidden	String	80		"Example City"
21	County	Optional - Hidden	String	50		"Example County"
22	Postcode	Mandatory	String	10	No longer than 8 characters must have 1 N	"AB12 3CD"
23	Country	Optional - Hidden	String	80		"United Kingdom"
24	LEAVE BLANK 4	Optional - Hidden	String	N/A		""
ACHIEVEMENT FIELDS						
25	Notes	Optional	String	500	None	"This is a note"

PLEASE READ IMPORTANT FLAT FILE SCHEMA NOTES ABOUT THE FILE FORMAT EXPECTED

• The supplied ongoing integration files should be in Comma Seperated Values (CSV) format. I.e. It is expected files will contain multiple records (one per line), and each field is seperated by a comma.

• All files created should contain a datetime in the filename and all files produced should always have a unique filename. E.g. "CITBAchievements_2018-04-01-01-00-54-444.csv"

• All fields within the file should have double quotes around them regardless of data type e.g. "Mr","CITB","Learner","15/06/2018"

• The first line of the file must include a header with a list of the column names in the file. The header list must be formated in the same way as the rest of the file & column names should have double quotes around them

• Each record within the file should be located on a separate line, delimited by a line break (CRLF)

• The last record in the file should not be followed with a line break (CRLF)

• Each line should contain the same number of fields throughout the file

• The last field in the record must not be followed by a comma

• Spaces are considered part of a field and should not be ignored

• Double-quotes should not be included within fields, within outlined quotes

• NULL fields should be formatted as ,, e.g. "Mr",,"CITB",,"Learner" (in this example with 5 seperate field values, fields numbers 2 & 4 are NULL)