

## Walled Garden training – Data Services

### How to use this training guide

This training guide is designed to assist you when using the Walled Garden Data Services. Not all sections may be relevant, depending on what function you want to perform and what Walled Garden access you have been given.

The easiest way to navigate this guide is to click on the table of contents below to take you to the guidance for a particular Walled Garden function.

If, after referring to this guide, you require further help on Data Services please contact your local office or the EDI team on [EDI@cityandguilds.com](mailto:EDI@cityandguilds.com) or 0844 534 000.

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## Data Services overview

Data Services can be found in the Catalogue/Shop section of the Walled Garden.



1. Log into the Walled Garden and select the 'catalogue/shop' option from the menu.
2. From the next menu below select the 'Data Services' option.

## Electronic Data Interchange (EDI)

EDI is the electronic communication of data between two compatible Management Information Systems (MIS). In this case it is exam related data back and forth between City & Guilds and Centres. Centres make registrations and entries or submit results from their Management Information System (MIS) electronically as an EDI data file which can be sent to us via the Walled Garden.

There are some major benefits to using EDI to administer your City & Guilds examinations:

- Quicker and more reliable than forms both online and offline
- Reduction of errors caused by re-keying data from forms such as spelling of candidates' names, DOB etc
- No more forms to fill in
- Data loaded via the Walled Garden is in the system within the same day
- Less effort required in examinations office for file creation. EDI is ideal for large submissions – 1 EDI file can potentially replace dozens of S Forms
- Data can be returned electronically and downloaded directly back into some MIS
- Base data (awards information for MIS) is available on the Walled Garden
- Walled Garden's up front validation means that the majority of errors can be caught (and then fixed) early

## Management Information System (MIS)

Management Information System (MIS) is an information system that integrates data from all the departments it serves and provides operations and management with the information they require. This can be used to store candidate entries and results.

In order for you to be able to submit entries to us electronically via EDI you will need to find out what MIS you are using. If you do not know, then please contact your IT department and ask them. If you do already use an MIS system, please forward the Base Data to them, so that you can start using EDI. If your centre does not use one, then your IT department may be able to create their own.

The following MIS systems are capable of EDI:

- **Tribal Technology Ltd:** EBS can both send and receive data electronically
- **Unit 4 Software:** QL can both send and receive data electronically
- **CAPITA:** UNIT-e can both send and receive data electronically
- **Corero:** REMS can both send and receive data electronically
- **Compass:** ProSolution can both send and receive data electronically

Some older systems under the Capita umbrella such as DITA, Dolphin and Portfolio cannot do EDI. Users of these systems will be supported by CAPITA in transferring to UNIT-e.

In-house MIS Systems are also potentially capable of EDI uploads. Your IT department will be able to tell you if they can produce files in the formats listed in the [EDI file format specifications](#) section.

Tribal Technology Ltd		Unit 4 Software	
St Mary's Court 55 St Mary's Road Sheffield S2 4AN	T: +44 (0)114 281 6020 F: +44 (0)114 281 6021 E: <a href="mailto:info@tribaltechnology.co.uk">info@tribaltechnology.co.uk</a>	Riverside House Normandy Road Swansea SA1 2JA	T: +44 (0)1792 524524 F: +44 (0)1792524525 E: <a href="mailto:Sales@distinction-systems.co.uk">Sales@distinction-systems.co.uk</a>
Capita Education Services		Corero Systems Ltd	
5 Mercian Close Watermoor Cirencester Gloucestershire	T: +44 (0)1285 647500 F: +44 (0)1285 647599 E: <a href="mailto:salesfhe@capitaes.co.uk">salesfhe@capitaes.co.uk</a>	Corero House 169 High Street Rickmansworth Hertfordshire	T: +44 (0)1923 897333 F: +44 (0)1923 897323 E: <a href="mailto:info@corero.com">info@corero.com</a>

Compass Computer Consultants Ltd	
Rockcliffe Old Chester Road Helsby Frodsham Cheshire WA6 9NW	T: +44 (0)1928 725522 F: +44 (0)1928 723594 E: <a href="http://www.compasscc.com">http://www.compasscc.com</a>

## Base Data Download

Base Data is information on all of City & Guilds qualifications - this is crucial for your system to function, as without the Base Data you will not be able to create EDI files. In order for you to be able to create EDI files you need to download base data from your Walled Garden account and import into your MIS. This base data allows your MIS to create EDI files in the format our system can receive them via the Walled Garden. The section [EDI file format specification](#) gives you the specification of these files.

### Download Base Data Extract

1. Log into the Walled Garden and select the 'catalogue/shop' option from the menu.
2. From the next menu below select the 'Data Services' option.
3. You'll be given a drop down box from which you need to select 'Download Base Data Extract'

1. Catalogue/Shop

2. Data Services

3. Download Base Data Extract

You will have the option to download All Qualifications, All Approved Qualifications or Individual Qualifications. It's completely the customer's choice and you'll be able to use any of these options in conjunction with each other whenever you like.

4. Press Search

4. Press 'search' when you have made your selection from the drop down box
5. A download button will appear on the right side of the screen. Select this button.

5. Press Download

6. You'll then get the option to save the base data file where you wish ready to import into your MIS. You will need to liaise with your MIS supplier for importing.

6. Save Base Data

## Enrolments/Results/Awards Download

If you require your files to be imported back into your MIS, then you can use the 'Download Enrol/Results/Awards'. This will allow you to save and import the data into your MIS. The section [Return Files Specification](#) gives you the specification of these files.

### Download Enrolments/Results/Awards Data

1. Log into the Walled Garden and select the 'catalogue/shop' option from the menu.
2. From the next menu below select the 'Data Services' option.
3. You'll be given a drop down box from which you need to select 'Download Enrol/Results/Awards'

Home Catalogue/Shop Reports User Management

UK Catalogue | Data Services

Data Services

Search

Define the report by using the search criteria below.  
The fields may change depending upon the selections made. Click **Search** to continue.

I want to: Upload EDI Files  
Upload EDI Files  
Track EDI Files  
**Download Enrol/Results/Awards**  
Download Base Data extract  
Upload Supplementary File

1. Catalogue/Shop

2. Data Services

3. Download Enrol/Results/Awards

Depending on if you want to download Enrolments, Results or Awards data follow the instructions below:

### Download Enrolments Data

1. Select the 'Enrolment' radio button highlighted
2. Select the file format you would like to receive data in
3. Select the time period for how far back you want created enrolment numbers listed. You can choose either period or from and to date
4. Click on search. If there is data within those search parameters a download button will appear on the right side of the screen.

I want to: Download Enrol/Results/Awards

Enrolment  
 Result  
 Award

\* One of the following radio buttons must be selected if the Results radio button is selected

Centre-Assessed  GOLLA  
 Multiple choice  Examiner marked  
 All

**File Format**

Standard EDI  CSV file

for period \*  today

or From \*   
To

\* denotes mandatory field

**Search**

1. Select Enrolment

2. Select file format

3. Select time period

4. Press Search

If there is no data within those search parameters 'No data found' will appear on the right side of the screen.

Click the "Download" button to start the file download

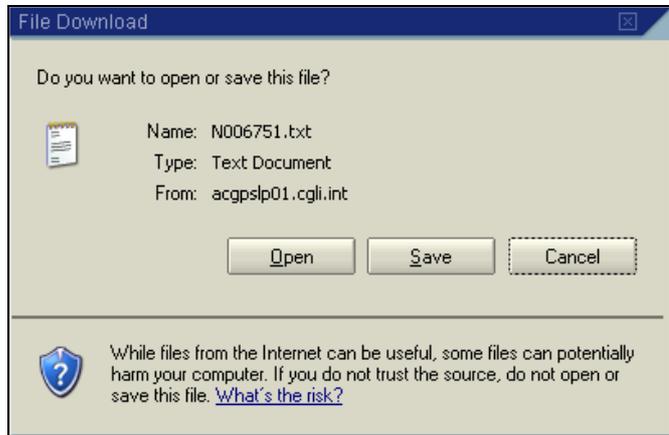
No data found

If there is data within those search parameters a **download** button will appear on the right side of the screen.

5. Click on the download button.



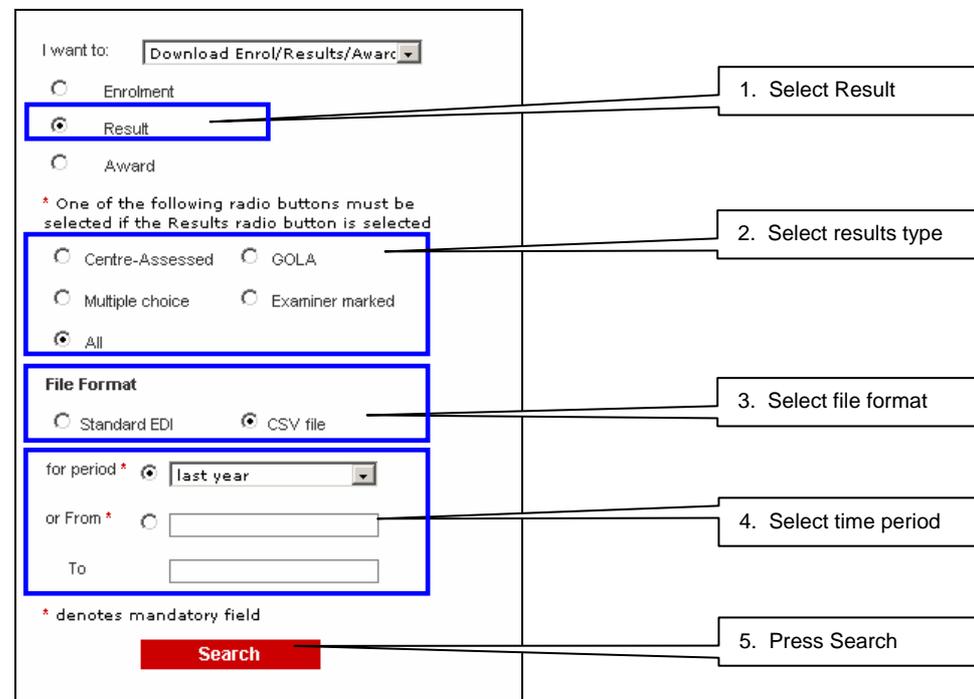
6. You'll then get the option to save the enrolment data file where you wish ready to import into your MIS. You will need to liaise with your MIS supplier for importing.



### Download Results Data

You can download all available results if you want, not just centre assessed results as used to be the case in the past.

1. Select the 'Result' radio button highlighted
2. Select the radio button for the results type you'd like to download. This is unique to the results file data.
3. Select the file format you would like to receive data in
4. Select the time period for how far back you want created enrolment numbers listed. You can choose either period or from and to date
5. Click on search. If there is data within those search parameters a download button will appear on the right side of the screen.

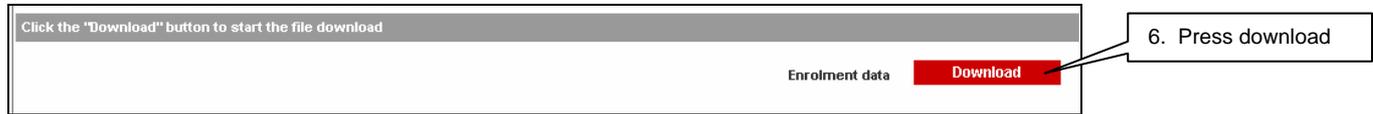


If there is no data within those search parameters '**No data found**' will appear on the right side of the screen.

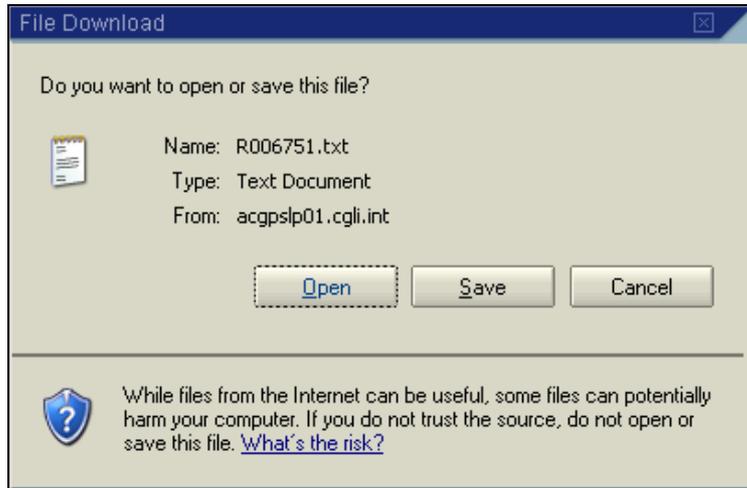


If there is data within those search parameters a **download** button will appear on the right side of the screen.

6. Click on the download button

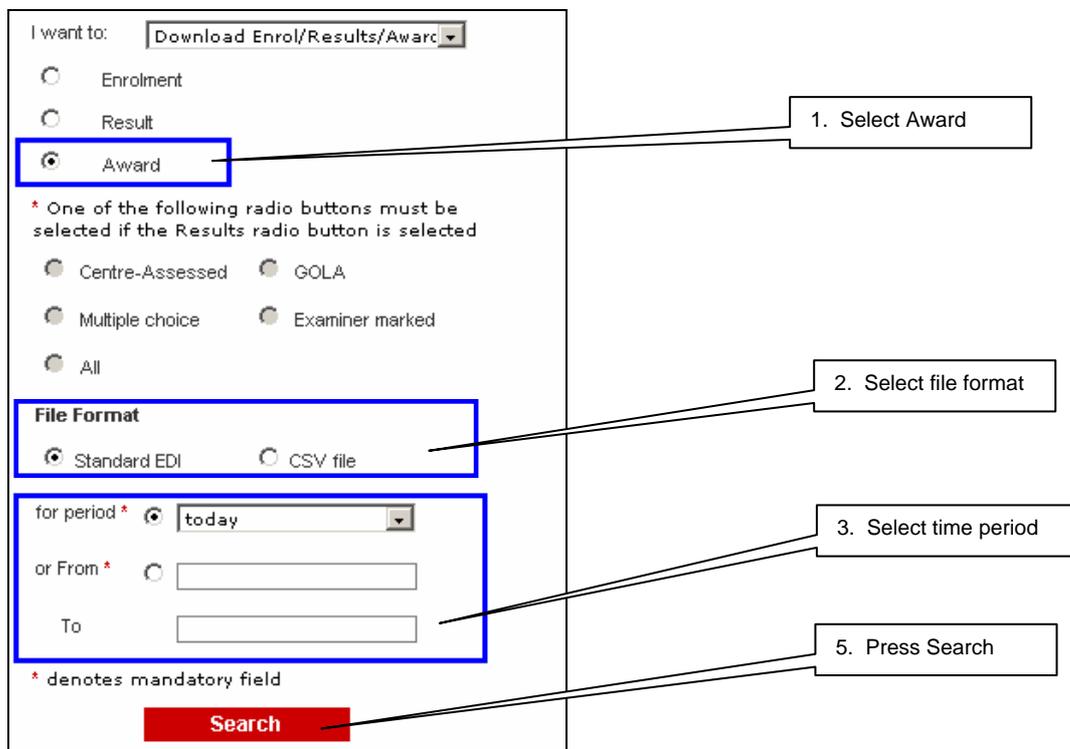


7. You'll then get the option to save the results data file where you wish ready to import into your MIS. You will need to liaise with your MIS supplier for importing.



**Download Awards Data**

1. Select the 'Awards' radio button highlighted
2. Select the file format you would like to receive data in
3. Select the time period for how far back you want created enrolment numbers listed. You can choose either period or from and to date
4. Click on search. If there is data within those search parameters a download button will appear on the right side of the screen.



If there is no data within those search parameters 'No data found' will appear on the right side of the screen.



If there is data within those search parameters a **download** button will appear on the right side of the screen.

5. Click on the download button

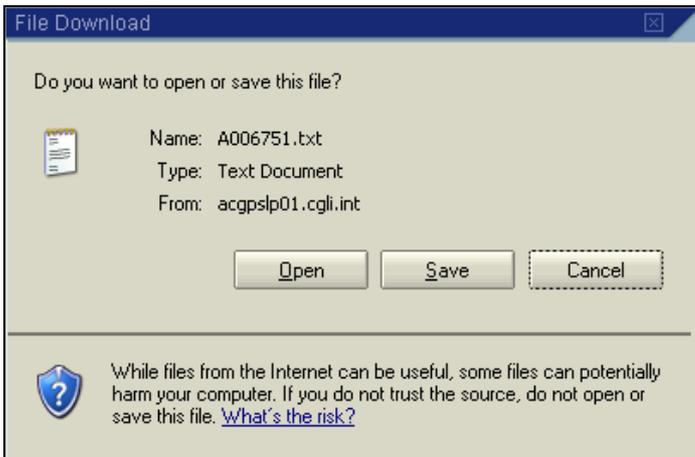
Click the "Download" button to start the file download

Enrolment data

Download

5. Press download

6. You'll then get the option to save the enrolment data file where you wish ready to import into your MIS. You will need to liaise with your MIS supplier for importing.



## EDI file upload

Once you have created and saved an EDI file from your MIS you can upload this onto the Walled Garden.

### Uploading EDI files

1. Log into the Walled Garden and select the 'catalogue/shop' option from the menu
2. From the next menu below select the 'Data Services' option
3. In the search pane on the left side of the screen you'll be given a drop down box from which you need to select 'Upload EDI files'. This is the default when entering the Data Services section

Home Catalogue/Shop Reports User Management

UK Catalogue | Data Services

Data Services

Search

Define the report by using the search criteria below. The fields may change depending upon the selections made. Click **Search** to continue.

I want to: Upload EDI Files

- Upload EDI Files
- Track EDI Files
- Download Enrol/Results/Awards
- Download Base Data Extract
- Upload Supplementary File

1. Catalogue/Shop

2. Data Services

3. Upload EDI files

4. Press on Search. This will bring the file upload page in the right pane
5. Click Browse to search for the EDI file

Home Catalogue/Shop Reports User Management

UK Catalogue | Data Services

Data Services

Search

Define the report by using the search criteria below. The fields may change depending upon the selections made. Click **Search** to continue.

I want to: Upload EDI Files

Search

File upload

Please Note: This file upload facility is for EDI files only. Any attempt to load other file types will fail.

Centre: 011872 City And Guilds External Centre.

Receipt method: Web

Please select the file you wish to upload:

Browse

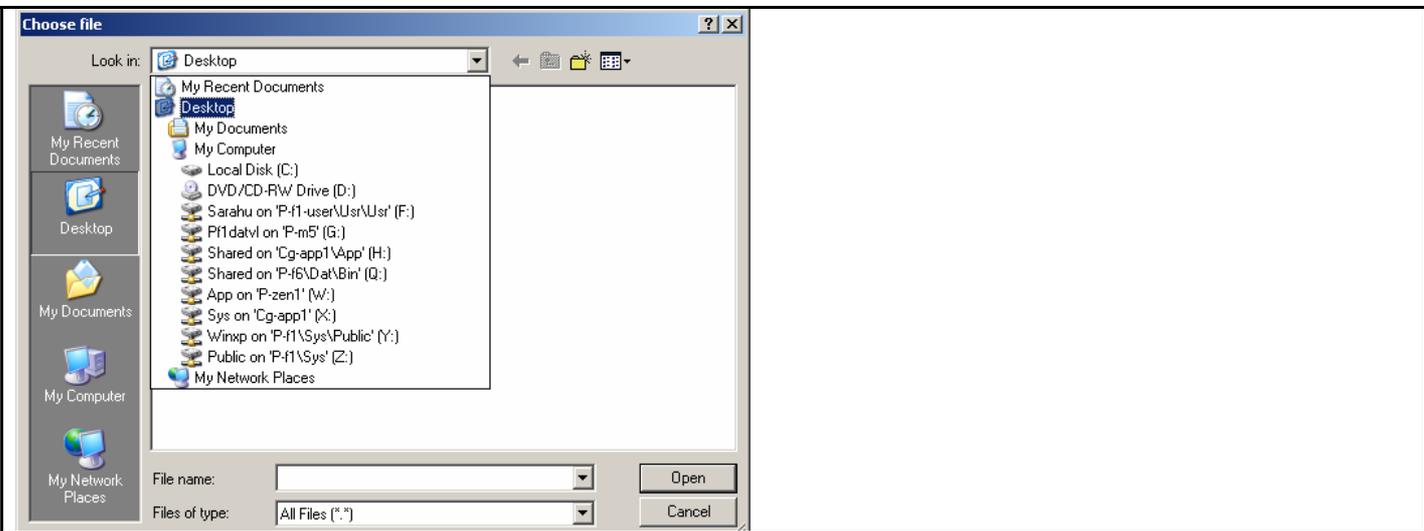
4. Search

5. Browse

We are now able to accept EDI file formats that include Unique Learner Numbers (ULNs). Your Management Information System (MIS) provider/supplier can confirm whether your system supports the capture and output of ULN data.

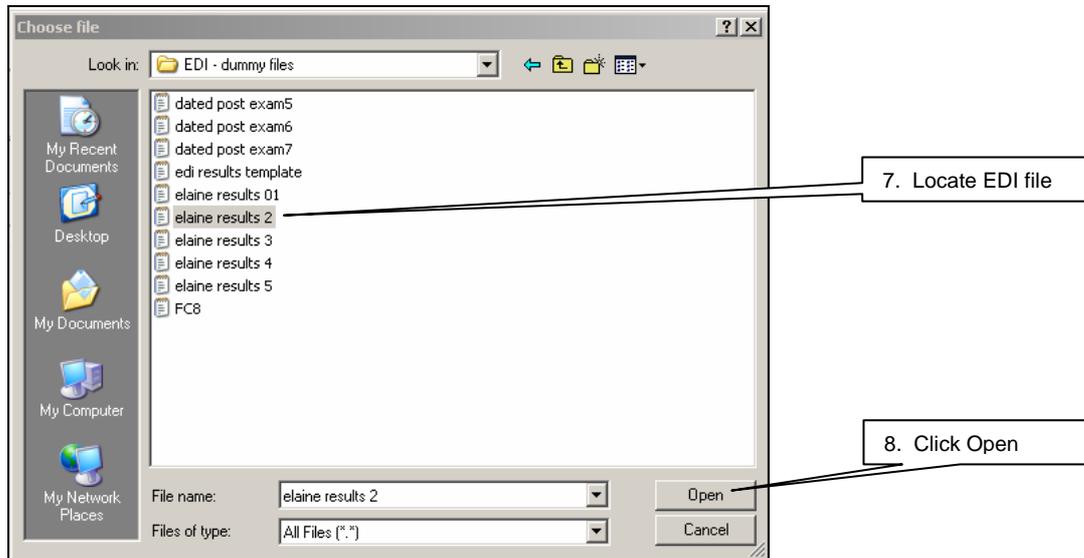
Instructions on how to locate errors in EDI files - click here

6. Locate the folder the file has been saved into

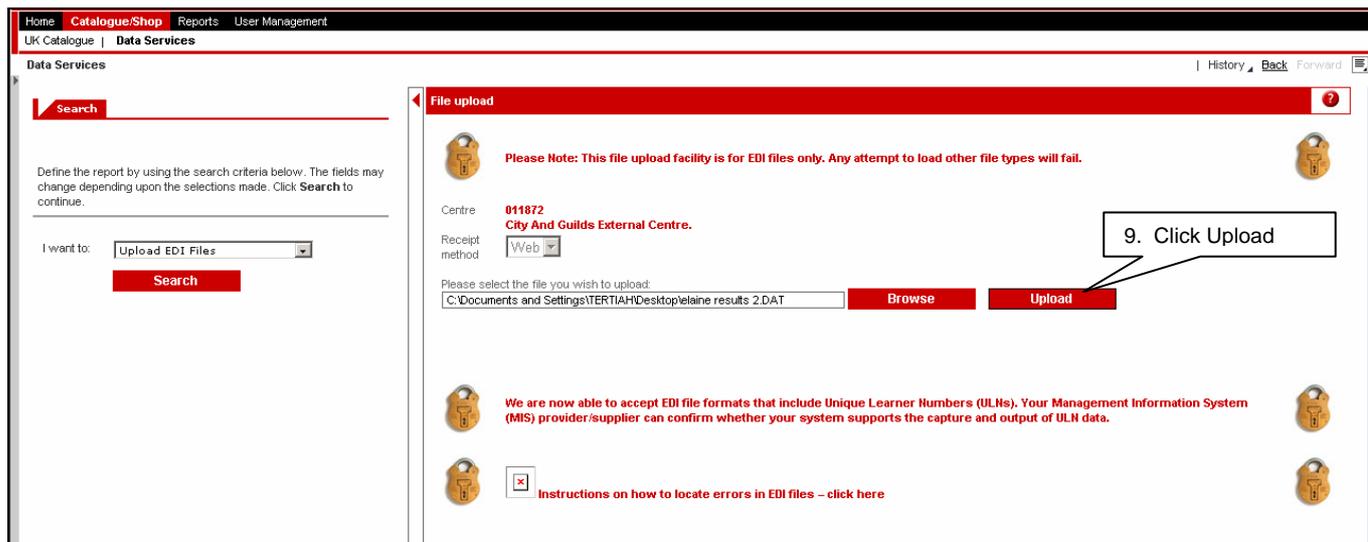


7. Select the correct EDI file

8. Click Open to add it to the EDI upload screen



9. Click Upload



10. Confirmation that the EDI file upload was successful will appear on the screen



File successfully uploaded.

Status will be available in EDI Tracker Report once the file is processed by City & Guilds.

**Exit**

If there are errors on the file this will not be successfully uploaded, the error messages will appear on screen. The errors will need to be corrected and the new corrected file uploaded.

**Error Messages**

<b>Error No</b>	<b>Description</b>	<b>Error Code</b>
00001	Qualification is closed for new registrations	OV0007

## EDI errors and causes

The Walled Garden performs in depth validation of all EDI files that are uploaded, it checks centre, qualification and candidate details against the data currently in the system. If there are any errors in your EDI file the Walled Garden will provide you with an error message. The error message descriptions are fairly self explanatory. The below section shows how to locate the errors in your EDI file using the error messages. You will need to correct them and resubmit the EDI file.

### Locating errors in your EDI file

If you have uploaded an EDI file onto the Walled Garden that contains errors the error messages will show on the screen.

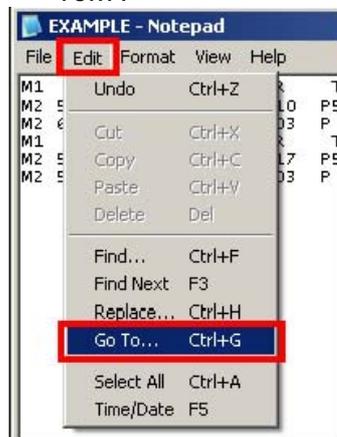
Reason(s) for errors		
Your file upload failed for the following reasons:		
Your Rec. No.	C&G Rec. No.	Error Description
00001	00001	User uploading the file not associated with the centre in the file
00001	00001	Centre number has invalid characters - must be numeric
00001	00001	Incorrect centre number
00004	00011	Candidate date of birth inconsistent with enrolment record

To locate these errors in your physical EDI file:

1. Record number in 'Your Rec. No' column and note error message corresponding to that record.

Reason(s) for errors		
Your file upload failed for the following reasons:		
Your Rec. No.	C&G Rec. No.	Error Description
00001	00001	User uploading the file not associated with the centre in the file
00001	00001	Centre number has invalid characters - must be numeric
00001	00001	Incorrect centre number
00004	00011	Candidate date of birth inconsistent with enrolment record

2. Open up the EDI file you tried to upload in the Notepad text application. From the menu, select 'Edit' and then 'Go To...'



3. A small window appears. Type in the record number you noted from the onscreen errors. Then press 'OK'.



4. The cursor will then appear flashing at the beginning of the line in question so you know which line the onscreen error message refers to.

```

EXAMPLE - Notepad
File Edit Format View Help
M1 Z11872 708209ENR TEST CAND ONE
M2 501 P601 P509 P510 P516 P*
M2 626 P640 P671 P603 P
M1 011872 708209ENR TEST CAND TWO
M2 501 P601 P510 P617 P517 P*
M2 519 P671 P672 P603 P

```

5. Fix the error according to the error message. In this example the centre number was incorrect as can be seen on that particular line.

```

EXAMPLE - Notepad
File Edit Format View Help
M1 Z11872 708209ENR TEST CAND ONE
M2 501 P601 P509 P510 P516 P*
M2 626 P640 P671 P603 P
M1 011872 708209ENR TEST CAND TWO
M2 501 P601 P510 P617 P517 P*
M2 519 P671 P672 P603 P

```

6. Continue steps until all errors have been fixed.

This may prove a particularly beneficial tool when uploading files that have many records. Correction may require deletion of a line so it's important to correct the errors at the bottom of the file first.

## Track EDI files

You can track your EDI files to see if your file has been completely processed by us, if it is awaiting processing or if there are any remaining errors.

### Tracking EDI files

1. Log into the Walled Garden and select the 'catalogue/shop' option from the menu
2. From the next menu below select the 'Data Services' option
3. In the search pane on the left side of the screen you'll be given a drop down box from which you need to select 'Track EDI files'.

The screenshot shows the top navigation bar with 'Home', 'Catalogue/Shop', 'Reports', and 'User Management'. Below it, 'UK Catalogue' and 'Data Services' are visible. A red box highlights 'Catalogue/Shop' with callout 1. Another red box highlights 'Data Services' with callout 2. A third red box highlights the 'Track EDI Files' option in a dropdown menu under 'I want to:' with callout 3.

4. This will bring up additional search selections: Date period to and from, File Status and File ID.

The screenshot shows the search criteria form. Callout 5 points to the 'Date' field. Callout 6 points to the 'File Status' dropdown menu. Callout 7 points to the 'File ID' field. Callout 8 points to the 'Search' button. A separate dropdown menu for 'File Status' is shown with options: 'All Statuses', 'Fully Processed', 'In Process', 'Invalidated', and 'Deleted'.

5. Enter details of dates to search (date the file was loaded onto system). This is a mandatory field.
6. File status: from drop down menu select the status of the file. (To search for all EDI files select 'All Statuses')
7. File ID: Enter the details of the file name. (If file name contains centre number you can search for it using the wildcard i.e. \* 832010A\*. An asterisk (\*) indicates a wildcard and will pull back anything with the wildcard.
8. Click Search
9. All files meeting the search criteria are listed on left hand side of screen beneath the search area

Date	Status	File ID
17.03.2009		ODTEST INT.TXT

Date column – The date the file was uploaded

Status column - Possible results Deleted | Error | In Progress | Fully Processed

File ID column – Name given to specific EDI file

10. To view the tracking information of the file click on the File ID name

File ID
ODTEST INT.TXT

11. File information is displayed on right hand side of screen. You can check the status column for any issues.

Select	File Date	Status	File ID	Total Records	Total To Process	Fully Processed	In Process	Parked	Errors	Deleted
	19.03.2009		CG238210.77X	3	2	2	0	0	0	0

 Deleted - File has been deleted

 Error - File has an Error

 In Progress - File is In Progress

 Fully Processed - The green light here means the file has been accepted and has passed the first level of validation.

**Form BC - Summary of submitted forms**

Field Name	Output Column	Format	Optional / Mandatory / Conditional	Notes
Form ID	1-2	A	M	Always 'BC'
	3	-	-	Blank
Batch No.	4-9	N	M	Always `000000'
Centre's own ref.	10-19	A/N	O	<a href="#">e.g. XYZ/123</a>
Centre No.	20-25	N	M	e.g. 012345
Sub centre Code	26	A	O	

*Form BC should be used with City & Guilds, Single Subject or NVQ qualifications*

**Form BK or BS - Summary of submitted forms**

Field Name	Output Column	Format	Optional / Mandatory / Conditional	Notes
Form ID	1-2	A	M	'BK', or 'BS'
	3	-	-	Blank
Batch No.	4-9	N	M	Always `000000'
Centre's own ref.	10-19	A/N	O	<a href="#">e.g. XYZ/123</a>
Centre No.	20-25	N	M	e.g. 012345
Sub centre Code	26	A	O	
	27-33	-	-	Blank
PGS-Req	34-40	N	C	
No				

*Form 'BK' should be used with `M' records and 'BC' with `D' records Single Subject qualifications only. Form 'BS' should be used with 'BB' records only for City & Guilds Single subject qualifications.*

**Form E - Enrolment**

Field Name	Output Column	Format	Optional / Mandatory / Conditional	Notes
Form ID	1	A/N	M	Always 'E'
	2-3	-	-	Blank
Centre No.	4-9	N	M	e.g. 012345
Sub centre Code	10	A	O	
Candidate Name	11-40	A	M	Forename(s) followed by surname
Sex	41	A	M	`M' (male) or 'F' (Female)
Date of birth	42-47	N	M	DDMMYY (e.g. 250172) or zeros if not entered
Other details	48-49	A	O	e.g. CN – Candidate

Code				Number
Other details text	50-69	A/N	O	Should be completed if you require an enrolment file to import into MIS.
Centre's own Ref.	70-79	A/N	C	Must be filled if no Batch Header record used
Unique Learner Number	80-89	N	O	<u>NOT</u> to be zero-filled if ULN not provided

### Form R - Registration

Field Name	Output Column	Format	Optional / Mandatory / Conditional	Notes
Form ID	1-2	A/N	M	Always 'R1'
	3-7	-	-	Blank
Centre No.	8-13	N	M	e.g. 012345
Sub centre Code	14	A	O	
Complex number	15-20	N	M	e.g. 379301
Candidate Enrolment No.	21-27	A/N	M	May be Enrolment No. AAANNNN(e.g. CDM4791)or'ENR' ( <u>Enrolment No. Requested</u> )
Candidate Name	28-57	A	C	Only required if 21-27 = 'ENR' - otherwise blank
Sex	58	A	M	'M' (male) or'F' (female)
Date of birth	59-64	N	M	DDMMYY (e.g. 250172) or zeros if not entered
	65-76	-	-	Blank
Centre's own ref.	77-86	A/N	C	Must be filled if no Batch Header record used
Ethnicity	87-88	N	O	
Particular requirements	89-91	A/N	O	One digit numeric plus two alpha (can be either/and/or)
L/Tec Code	92-94	N	O	
	95-137	-	-	Blank
Other details code	138-139	A/N	O	CN = Candidate Number
Other details text	140-159	A/N	O	
Unique Learner Number	160-169	N	O	<u>NOT</u> to be zero-filled if ULN not provided

### Form D - Dated entry

Field Name	Output Column	Format	Optional / Mandatory / Conditional	Notes
Form ID	1-2	A/N	M	Always'D1'
=	3	=	=	Blank

<u>Processing Period</u>	<u>4-5</u> 6-7	<u> </u> N	<u> </u> M	<u>Zeros</u> in range 01-12
Centre No.	8-13	N	M	e.g.012345
Subcentre Code	14	A	O	
Complex number	15-20	N	M	e.g. 379301
Candidate Enrolment No.	21-27	A/N	M	May be Enrolment No. AAANNNN (e.g. CDM4791) or'ENR' (Enrolment No. Requested)
Candidate Name	28-57	A	C	Only required if 21-27 = `ENR' - otherwise blank
<u>Sex</u>	<u>58</u>	<u>A</u>	<u>M</u>	<u>`M' (male) or'F' (female)</u>
Date of birth	59-64	N	M	DDMMYY (e.g. 250172) or zeros if not entered
	65-74	-	-	Blank
Syllabus Code	75-76	A	O	e.g.: CC
Centre's own ref.	77-86	A/N	C	Must be filled if no Batch Header record used
Ethnicity	87-88	N	O	One digit numeric plus two alpha (can be either/and/or)
Particular requirements	89-91	A/N	O	
L/Tec Code	92-94	N	O	
	95-114	-	-	Blank
Date of examination	115-120	N	C	DDMMYY (e.g. 250103)
Time of examination	121-125	A/N	C	HH24:MM (e.g. 16:30)
PGS batch number	126-132	N	C	
Serial number	133-137	A/N	O	
Other details code	138-139	A/N	O	CN = Candidate Number
Field Name	Output Column	Format	Optional / Mandatory / Conditional	Notes
Other details text	140-159	A/N	O	
Unique Learner Number	160-169	N	O	<u>NOT</u> to be zero-filled if not provided
<b>Form D - Dated entry: component line</b>				
Field Name	Output Column	Format	Optional / Mandatory /	Notes

Conditional

Form ID	1-2	A/N	M	'D2'
	3	-	-	blank
Components X10	4-6; 7-9 - 31-33	N	O	May be 0 or 10 components. Do not leave blanks between components
Continuation	34	A	O	`*' another'D2' line

**Form M - Results**

Field Name	Output Column	Format	Optional / Mandatory / Conditional	Notes
Form ID	1-2	A/N	M	Always'M1'
	3-7	-	-	Blank
Centre No.	8-13	N	M	e.g. 012345
Subcentre Code	14	A	O	
<u>Complex No.</u>	<u>15-20</u>	<u>N</u>	<u>M</u>	<u>e.g. 379301</u>
Candidate Enrolment No.	21-27	A/N	M	May be Enrolment No. AAANNNN (e.g. CDM 4791) or'ENR' (Enrolment No. Requested)
Candidate Name	28-57	A	C	Only required if 21-27 = `ENR'
Sex	58	A	M	`M' (male) or'F' (Female)
Date of birth	59-64	N	M	DDMMYY (e.g. 250172) or zeros if not entered
	65-76	-	-	Blank
Centre's own ref.	77-86	A/N	C	Must be filled if no Batch Header record used
Ethnicity	87-88	N	O	
Particular requirements	89-91	A/N	O	One digit numeric plus two alpha (can be either/and/or)
L/Tec Code	92-94	N	O	
	95-125	-	-	Blank
	126-132	-	-	Blank
	133-137	-	-	Blank
Other details code	138-139	A/N	O	CN = Candidate Number
Other details text	140-159	A/N	O	
Unique Learner Number	160-169	N	O	<u>NOT</u> to be zero-filled if ULN not provided

**Form M - Results: component line**

Field Name	Output Column	Format	Optional / Mandatory /	Notes
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Conditional

Form ID	1-2	A/N	M	Always'M2'
	3	-	-	Blank
Components x 5	4-6; 10- 12; 16 18; 22 24; 28 30	N	O	May be 1-5 components.
Mark/Grade x 5	9; 15; 21 ; 27	A	O	May be 1-5 marks or grades. Mark-Numeric (leading zeros) Grade Alpha (right justified). Add '*' another'M2' line
Continuation	34 35-54	A -	O -	Blank
Weakness	55-60	A	C	

**Form BB - Block Booking**

Field Name	Output Column	Format	Optional / Mandatory / Conditional	Notes
Form ID	1-2	A/N	M	Always'BB'
	3-7	-	-	Blank
Centre No.	8-13	N	M	e.g. 012345
Sub centre Code	14	A	O	
<u>Complex</u> Component number	<u>15-20</u> 21-23	<u>N</u> N	<u>M</u> M	<u>e.g.</u> 013307
No. of Candidates	24-33	N	M	Right Justified
= Date of <u>examination</u>	<u>34-43</u> 44-49	= N	= M	<u>Blank</u> DDMMYY (e.g. <u>250103</u> )
Time of examination	50-54	A/N	M	HH24:MM (e.g. 16:30)
Serial number	55-59	A/N	O	



## Return files specifications

### Enrolments file

Field Name	Field no.	Length	Position	Additional notes
Centre number	1	7	1-7	
Batch number	2	8	8-15	
Entry date	3	8	16-23	format is ddmmyyyy
Centres Ref	4	10	24-33	Centres own reference
Other text	5	20	34-53	Centres Candidate ID
ENR number	6	7	54-60	City & Guilds Candidate Enrolment number
Candidate name	7	30	61-90	
Gender	8	1	91	M=Male, F = Female
Date of birth	9	8	92-99	format is ddmmyyyy
Unique Learner Number	10	10	100-109	Padded with spaces if not included

### Results file

Field Name	Field no.	Length	Position	Additional notes
Centre number	1	7	1-7	
Scheme no.	2	4	8-11	
Complex no.	3	2	12-13	
Process Period	4	4	14-17	format is yymm
ENR number	5	7	18-24	
Component	6	3	25-27	
Grade	7	1	28	P= Pass, X = Fail
No. of certificates	8	2	29-30	2 digit number
Unique Learner Number	9	10	31-40	Padded with spaces if not included

### Awards file

Field Name	Field no.	Length	Position	Additional notes
Centre number	1	7	1-7	
ENR number	2	7	8-14	City & Guilds Candidate Enrolment number
Unique Learner Number	3	10	15-24	Padded with spaces if not included

Gender	4	1	25	M=Male, F = Female
Date of Birth	5	8	26-33	format is ddmmyyyy
Scheme no.	6	4	34-37	
Complex no.	7	2	38-39	
Internal Qual code	8	10	40-49	NNNNNNANNN e.g. 399003A001 (3990-03A-001)
QAN	9	10	50-59	Format is XXX/XXX/X (e.g. 100/3243/X)
Grade	10	1	60	Always P= Pass
Award date	11	8	61-68	format is ddmmyyyy
Description (Object name)	12	40	69-108	Title of the route achieved