

## Electronic Data Interchange (EDI)

### Downloadable MIS files

#### Naming convention

Field Name	Length	Additional notes
File ID	1	'N' for enrolments; 'R' for results; 'A' for Awards
Centre Number	7	Not padded if sub centre missing. E.g. '011872' or 011872E'
Extension	4	Always '.txt'

E.g. N011872.txt, R011872.txt or A011872.txt

#### 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	NNNNNNNANNN 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

<b>Field Name</b>	<b>Field no.</b>	<b>Length</b>	<b>Position</b>	<b>Additional notes</b>
Award date	11	8	61-68	format is ddmmyyy
Description (Object name)	12	40	69-108	Title of the route achieved