

Approved Training Partners criteria

Appendix 1

Appendix 1 - Delegates Data File

Mandatory Field Descriptions

Field Name	Detailed Description
ST_ATP_ID	The unique identification number assigned to your organisation by the CQI when your Training Partner Approval was granted.
ST_COURSE_ID	The unique identification number assigned to this course by the CQI when Course Approval was granted.
ST_START_DATE	The first day for this particular course. For distance learning courses, this should be the first date the course is available to the delegate.
ST_END_DATE	The end date for this particular course. For one day courses, this date will be the same as the Start Date. For distance learning courses, this is the date by when the course needs to be completed.
ST_TUTOR_NAME	The full name of the tutor who delivered this course or the majority of the course.
ST_DELIVERY_METHOD	The method of delivery of the course, please use the following: CL- classroom based/part time DL- distance learning/e-learning BL- blended learning (combination of CL and DL)
ST_COURSE_COUNTRY	The country in which this course was delivered. Must be a valid ISO 3166-1 alpha 2 country code. For distance learning courses this is the country of the candidate's residence.
ST_PREFIX	The prefix of the Student, e.g. Mr, Mrs, Ms, Dr
ST_FIRST_NAME	The First/Given name of the Student
ST_LAST_NAME	The Last/Surname/Family name of the Student
ST_EMAIL	The Student's e-mail address. Must be a valid e-mail address.
ST_CQI_DELEGATE_ID	<p>The unique delegate number (UDN) assigned by the CQI.</p> <p>If this is the first time you are submitting data for a specific course and this is the first time this delegate has attended one of your courses, this field should be set to zero.</p> <p>When the file is returned to the ATP, this field will be set to the unique delegate number assigned to this delegate by the CQI.</p> <p>The UDN should be stored in your Learning Management System and be included in all future submissions for this delegate, e.g. when the results for this course are submitted or when this delegate attends another of your courses.</p> <p>The UDN must appear on the certificate awarded to the delegate on successful completion of the course.</p>
ST_RESULT	<p>The result achieved by this student. Valid values are PASS, FAIL and DNA</p> <p>Please use DNA if the student booked and paid for the course, but either failed to attend or withdrew from the course.</p>
ST_MARK_SCORE	The mark or score achieved by this student. Leave blank if the result is DNA or WITH
ST_RESIT	Has this student taken this exam before – Y(Yes) or N(No)