

NETD DATA REQUIREMENT GUIDE

June 6, 2017

This guide will help users understand the data required to be uploaded. For reference purposes, the data dictionary in this document contains the fields, definition and formatting.



ACHIEVEMENT DATA

Represent Enrolment achievement including detail data such as Students bio data, Programmes information, student enrolment status.

PROJECTION/TARGET DATA

Represent Expected/projected Enrolment achievement including detail data such, Planned Enrolment and Completion by programmes.

ACHIEVEMENT DATA

Represent Enrolment achievement including detail data such as Students bio data, Programmes information, student enrolment status.

Generated from MOE school census code listing

FIELD NAME	TYPE ¹	DESCRIPTION
SCHOOL NAME	S	Name of the school
PARISH	S	Indicate parish address of the provider/institution
SCHOOL TYPE	S	Indicate the education level associated with the institution e.g. Tertiary, Teachers College, Community Colleges
SCHOOL CODE	S	A unique school code generated by MOE to identify location
ACADEMIC YEAR	S	Academic year (YYYY-YY, 2017-18)
PROGRAMME NAME/COURSE OF STUDY	S	Indicate the student programme/course of study name or title e.g. Accounting or Animation or Computer Science
PROGRAMME DESCRIPTION	S	Brief description on what the programme is about. Example - Target group, Qualification received at the end, intention of programme, etc.....
PROGRAMME STATUS	S	Indicate whether the programme is Full-Time or Part-Time.
PROGRAMME START	S	Start date of programme (MM-YYYY)
PROGRAMME END	S	End date of programme (MM-YYYY)
DEGREE/AWARD TITLE	S	Indicate the degree or award title for programme i.e. Graduate Degree (Masters, PHD...), Post Graduate Diploma, Undergraduate- (Diploma, Certificate and Bachelor Degree).
SCHOOL/FACULTY/DEPARTMENT	S	If available, faculty or department to which the student programme/course of study is aligned e.g. Science and Technology or Department Of Management Studies or College of Business and Management
LOCATION/CAMPUS/BRANCH	S	If available, location the student is attending e.g. Open Campus, UWI-Cave Hill, VTDI- Mandeville, UTECH- Montego Bay
STUDENT FIRST NAME	S	Student first name
STUDENT MIDDLE NAME	S	If Available, Student middle name
STUDENT LAST NAME	S	Student last name
STUDENT ALIAS	S	If Available, Student alias or nickname
STUDENT UNIQUE IDENTIFIER	S	Student national ID or passport number or student ID number which was provided by the institution after registration.
STUDENT TRN	N	If Available, Student tax registration number
STUDENT NIS	S	If Available, Student National insurance number
STUDENT BIRTH CERTIFICATE NUMBER	S	If Available, Student birth certificate number
STUDENT DATE OF BIRTH	S	Student date of birth (DD-MM-YYYY)
STUDENT GENDER	S	Student gender (M-MALE, F-FEMALE)
STUDENT NATIONALITY	S	Student nationality (JAMAICAN, CANADIAN, ...)
STUDENT PARISH OF RESIDENCE	S	Student Parish Address (outside of Jamaica country is required).
STUDENT CONTACT NUMBER	S	If Available, Student contact numbers
STUDENT EMAIL	S	If Available, Student email address
STUDENT QUALIFICATION	S	If Available, Student qualification (multiple qualification is separated by a comma) e.g. CXC English A (Grade 1), CAPE Physics (Grade V)
STUDENT ENROLMENT STATUS	S	Last enrolment or current enrolment status of Student (Enrolled ² , Disenrolled ³ , Deferred ⁴ , Dropout ⁵ , Completed ⁶)
STUDENT COMPLETION DATE	S	Indicate the programme student completed education or training programme.
STUDENT AREA OF SPECIALIZATION (MAJOR)	S	If available, the major associated with the student's enrolment record.
STUDENT AREA OF SPECIALIZATION (MINOR)	S	If available, the minor associated with the student's enrolment record.

¹ The type codes in this document are "S" string, "N" numeric.

² Student in training or actively engaged in an education or training programme.

³ Cancellation of a student's enrolment in an education or training programme.

⁴ Student with approved leave of absence from an education or training programme.

⁵ Student who withdraw/discontinue an education or training programme before its completion.

⁶ Student who has successfully completed an education or training programme.

PROJECTION/TARGET DATA

Represent Expected/projected Enrolment achievement including detail data such, Planned Enrolment and Completion by programmes.

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SCHOOL NAME	S	Name of the school
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SCHOOL TYPE	S	Indicate the education level associated with the institution e.g. Tertiary, Teachers College, Community Colleges
SCHOOL CODE	S	A unique school code generated by MOE to identify location
ACADEMIC YEAR	S	Academic year (YYYY-YY, 2017-18)
PROGRAMME NAME/COURSE OF STUDY	S	Indicate the student programme/course of study name or title e.g. Accounting or Animation or Computer Science
EXPECTED PROGRAMME START	S	Expected start date of programmes/courses (MM-YYYY)
EXPECTED PROGRAMME END	S	Expected end date of programmes/courses (MM-YYYY)
DEGREE/AWARD TITLE	S	Indicate the degree or award title for programme i.e. Graduate Degree (Masters, PHD...), Post Graduate Diploma, Undergraduate- (Diploma, Certificate and Bachelor Degree).
FACULTY/DEPARTMENT	S	If available, faculty or department to which programmes/courses are aligned e.g. Science and Technology or Department Of Management Studies or College of Business and Management
LOCATION/CAMPUS/BRANCH	S	If available, location programme/course is offered e.g. Open Campus, UWI-Cave Hill, VTDI- Mandeville and UTECH- Montego Bay.
EXPECTED ENROLMENT	N	Expected enrolment in programmes/courses
EXPECTED COMPLETION	N	Expected graduate output from programmes/courses

⁷ The type codes in this document are "S" string, "N" numeric.
National Education and Training Database®

:: IMPORTANT ::

If you need assistance, contact us at

**Policy Analysis, Research and Statistics Unit
Ministry of Education
2 National Heroes Circle
Kingston 4
Tel: 612-5840**

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