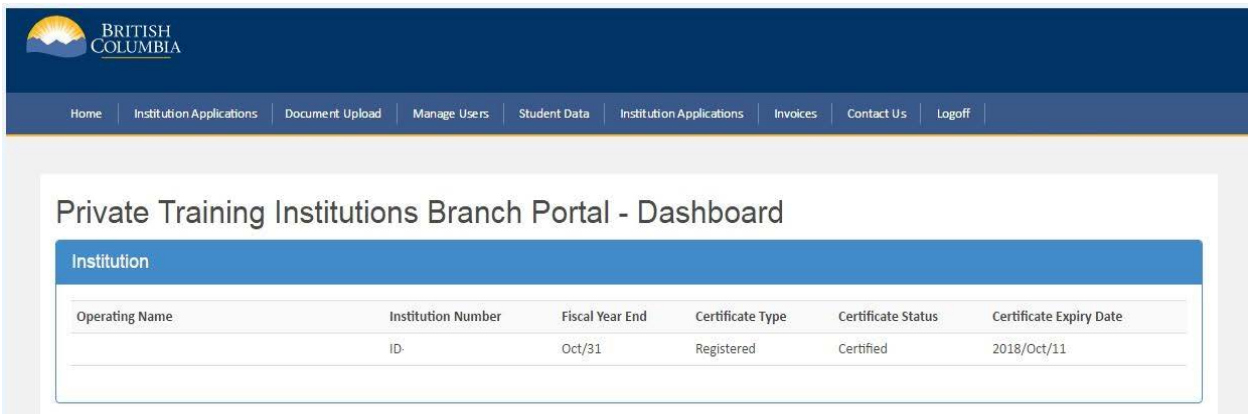


REFERENCE GUIDE FOR STUDENT DATA REPORT

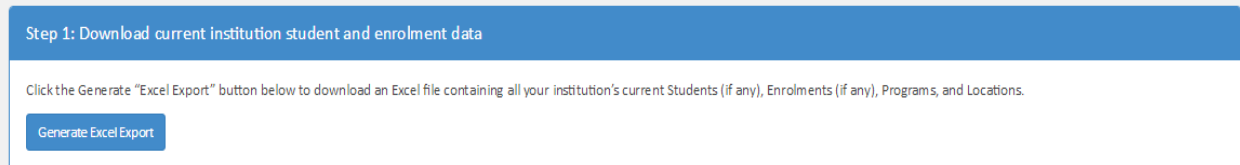
Institutions can access their student data report by logging into the [Private Training Institutions Branch Portal](#). Under the Student Data tab, you will find the portal section to download and upload your student data report. Only the administrator can view the Student Data tab of the portal to generate and submit.

Notes: If you are using a version of Excel from 2007 or older, you may experience issues with the dropdown menus of the student data report. You can download a free update that is available. Another option is to copy and paste the data as is in the student data report tabs (i.e. Programs, Locations, etc.) to the Student and Enrollment tabs.



Step 1: Click on Generate Excel Export to download the student data report.

Student Data



Your student data report will be generated with the following tabs:

Tab	Content	Purpose
About	General Instructions	Reference only
Context	Institution Information	Reference only
Student	Student Information	To be completed
Enrollment	Enrollment Events (Start, End and Graduate Follow Up)	To be completed
Programs	Approved programs	Reference only

Locations	Approved Locations	Reference only
Program Location	Approved Program Locations	Reference only
Lookups	References for list of values	Reference only

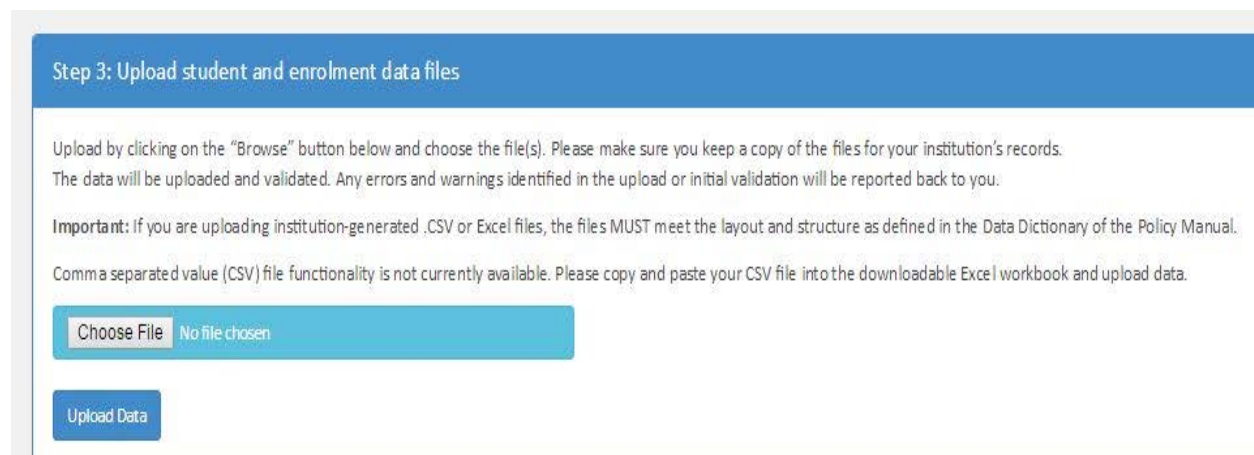
“Reference only” tabs of the report may not be altered. If you notice discrepancies between the information in the report and your current programs and locations, please contact your Regulation Administrator or Reception at PTI@gov.bc.ca for assistance.

Step 2: Complete your student data report.



Student data can be completed in Microsoft Excel format. Comma separated value (.CSV) file functionality is not currently available.

Step 3: Upload your student data report. Click on Choose File to upload the document from your computer.



- If there are any errors identified in the report, you will be unable to successfully upload the report. You will need to correct the errors and upload the file again.
- If there are issues (warnings) identified with the data, you will receive a warning message. You will be prompted to review your data. You do not have to make any changes and may continue with the upload after you have reviewed your submission. If you choose to continue, any

changes you made will be merged processed with any previous submissions you may have uploaded.

Upon successful upload of the report, a data upload summary table will display the total number of rows for each Student and Enrolment tab.

What to Include

All certified institutions must provide data for students that:

- was enrolled in an approved program in the previous fiscal year of the institution (Start Date)
- has completed an approved program in the previous fiscal year established by the institution (End Date).

Designated and Interim Designated institutions must also include in the student data report, for each student in a class A or B approved program who:

- have been contacted for follow up within 6 months after being granted a credential (Graduate Follow Up Date) in the previous fiscal year.

Certificate Type	Programs	Student	Student Start Date	Student End Date	6 Month Follow Up Date
Registered	Approved Programs Only	Y	Y	Y	N/A
Designated	Approved Programs Only	Y	Y	Y	Class A & B Program only
Interim Designated	Approved Programs Only	Y	Y	Y	Class A & B Program only

In the Excel version of the student data report, there are two tabs in the report to complete.

Student

The Student tab represents a unique student in an institution. The Student ID Number is a unique identifier used by PTIB and the Institution to identify the individual student. A student's information need only be included in the first submission. Subsequent submissions can include changes to the student information. This will overwrite that student's previous information based on the Student ID Number.

Enrollment

The Enrollment tab represents one or more of the above mentioned events, (i.e. Start, End or Graduate Follow Up events). Depending on the institution's certificate expiry date or fiscal year, a student event may span multiple student data report submissions or institution fiscal years. For example, in the first

fiscal year, the enrollment start event may occur. In the second fiscal year, the graduation/credential (end) event may occur. In the third year, the post-graduation follow up may occur. In this example, an institution would provide a record with all the known event information each fiscal year's student data report.

Notes

- If you do not see your Location & Program in the Enrollment tab column A drop down list, please contact your institution's Regulation Administrator or Reception at PTI@gov.bc.ca.
- For students enrolled in distance education, the data should be reported under the main location.
- If a given program had no student enrolments or graduates within the reporting period, do not include any enrollment information. PTIB will assume any unreported locations and programs to have no student activity of any kind during the reporting period.
- If an exam for a registered, licensed, certified program has not been scheduled within the 6 month follow up period, choose Exam Pending in both the Follow Up Type and in the Registered, Licensed, Certified columns.
- If the student has graduated and can be hired to work in the career-related field prior to writing the exam, choose Employment in Career under the Follow Up Type column and N under Registered, Licensed, Certified Column.
- If a student was enrolled at your institution then chose to enroll in a different program at your institution, select the Withdrawal option from the Program Achievement Type drop down list. If a student withdrew from your institution and enrolled in a program at another institution, it would also be considered a Withdrawal.
- If a student takes a leave of absence, leave the record incomplete until there is an actual 'end date' (i.e. withdrawal, dismissal or certificate granted). PTIB assumes you have a policy concerning leaves of absence and may validate that the policy is being applied appropriately.
- For multi-year programs, there is no need to provide a program achievement status or an end date as long as the student is in progress. The end date and program achievement status will only be required for the student's final year of the multi-year program.

Managing Data Accuracy

Key fields

Key fields have been included in both Student and Enrollment tabs. These fields will be used to help you link records together such as Student and Enrollment as well as identify the key fields/indexes used in the PTIB Student Data database.

Tab	Key Fields
Student	Institution ID + Student ID
Enrollment	Institution ID + (Location + Program) + Student ID

Updating/ Adding Data

If you need to update existing data and/or add new data:

- Click on Generate Excel Export to download your institution's report previously submitted.
- Update the previously uploaded/new data.
- Upload the report.

When you upload your student data report, the updated/added data will be merged to existing data in PTIB records.

Deleting Data

If for any reason, you need to delete data previously submitted:

- Click on Generate Excel Export to download your institution's report previously submitted.
- In the Student tab, select Y for yes under column AA (Delete Flag).
- In the Enrollment tab, select Y for yes under column K (Delete Flag).
- Upload the report.

When you upload your student data report, the rows with the delete columns marked as Y will be removed from our records. Note that a student data report with data selected as delete(s) must be uploaded separately from a report to update existing/adding new data.

Institution Data Fields

All data fields are defined in the student and enrolment tables below.

Each table in this section is described with the following attributes:

Column	The name of the table and column defined.
Type	The column data types, as follows: <ul style="list-style-type: none"> • Char (n) - Character, maximum size specified by n. For example, C (100) allows for text up to 100 characters. • N(s,p) - Numeric, maximum total number of digits including those to the right of the decimal (scale) specified by s, with p digits to the right of the decimal. For example, N(5,2) allows a maximum number of 999.99. • Date - Date. Must be a valid combination of year, month and day.
Value	The allowable values that the referenced column may contain.
Definition	Additional information about the column values including a brief description of the element.
Version	The latest version where this element was introduced or has been changed.

Purpose	<p>The intended purpose of this element.</p> <ul style="list-style-type: none">• PTIB means that the element is to be used for PTIB or Ministry reporting.• PSIS means that the element is needed for Statistics Canada's Post Secondary Information System (PSIS) reporting. Where PSIS is specified, the PSIS element reference has been noted.• PTA Leg means that the element is to be used to support PTA Legislative requirements.
---------	--

TABLE: Student

STUDENT					
Information about a student					
Column	Type	Values	Definition	Latest Version	Purpose
Student ID Number	Char (100)	Required Text	A unique student identifier used to identify the student.	Fall 2016	PTIB
PEN	Char (9)	Optional Valid PEN, NULL	Personal Education Number.	Fall 2016	PTA Leg
Usual First Name	Char (25)	Optional	Student's commonly used first name.	Fall 2016	PTA Leg
First Name	Char (25)	Required	Student's first (given) name	Fall 2016	PTA Leg
Middle Name	Char (25)	Optional	Middle name(s) and/or initials of the student.	Fall 2016	PTA Leg
Last Name	Char (25)	Required	Student's surname (last name)	Fall 2016	PTA Leg
Birth Date	Date	Required Valid Date format YYYY-MM-DD	The student's date of birth.	Fall 2016	PTA Leg
Gender	Char (1)	Required M, F or Null	The student's gender. Gender <ul style="list-style-type: none"> • M Male • F Female • <Blank> or Null Blank 	Fall 2016	PTA Leg
Immigration Status	Char (2)	Required 00, 01, 02, 03, UN, NULL or	A Code indicating the immigration status of a student as of the enrolment date. <ul style="list-style-type: none"> • 00 	Fall 2016	PTA Leg

		Blank	<p>Canadian Citizen, including Inuit, North American Indian, Metis and naturalized Canadian.</p> <ul style="list-style-type: none"> • 01 Permanent Resident, (formerly called landed immigrant) with permanent resident card or letter from Citizenship and Immigration Canada. • 02 Student Visa: a permit obtained by a student to enter Canada for the sole purpose of attending an educational institution, international student, incoming exchange student. • 03 Other Visa or Permit, including students who are in Canada on diplomatic, trade or other missions, refugee claimants, visitor visas, international short stay (holiday), work permit other than Live In Caregiver (see 07). • UN Not Canadian, Not Permanent Resident, No Visa, No Permit • <Blank> or Null if the Immigration_Status is unknown. 		
Citizenship Code	Char (2)	AF, AX, AL, DZ, AS, ... see link for full list	<p>The student's citizenship as of the session start date. Required if Immigration Status = 02 or 03 Please refer to the Statistics Canada Country Alpha-2 Codes at http://www.statcan.gc.ca/eng/subjects/standard/sccai/2011/scountry-desc</p>	Fall 2016	PTA Leg
Disability Indicator	Char (1)	Optional Y, N, NULL or Blank	<p>An indication of the student's self-declaration of their disability status to the institution.</p> <ul style="list-style-type: none"> • Y Student has self-declared himself or herself as having a disability. • N Student has self-declared himself or herself as not having a disability. 	Fall 2016	PSIS

			<ul style="list-style-type: none"> • <Blank> or Null Student has not answered the question on the admissions form or has not reported their disability status to the institution. 		
Aboriginal Indicator	Char (1)	Optional Y, N, NULL or Blank	<p>An indication of the student's self-declaration of their Aboriginal identity to the institution.</p> <ul style="list-style-type: none"> • Y Student has declared self as an aboriginal identify individual. • N Student has declared self as not an aboriginal identity individual • <Blank> or Null Student has not answered the question or has not reported their Aboriginal identity. 	Fall 2016	PSIS
First Nations Indicator	Char (1)	Optional Y, N, NULL or Blank	<p>An indication of the student's self-declaration of their First Nations identity to the institution.</p> <ul style="list-style-type: none"> • Y Student has declared self as a First Nations individual. • N Student has declared self as not a First Nations individual. • <Blank> or Null - The student has not declared self as a First Nations individual. 	Fall 2016	PSIS
Metis Indicator	Char (1)	Optional Y, N, NULL or Blank	<p>An indication of the student's self-declaration of their Métis identity to the institution. If Aboriginal Indicator = Y</p> <ul style="list-style-type: none"> • Y Student has declared self as a Metis individual. • N Student has declared self as not a Metis individual. • <Blank> or Null - The student has not declared self as a Metis individual. 	Fall 2016	PSIS
Inuit Indicator	Char (1)	Optional Y, N, NULL or	<p>An indication of the student's self-declaration of their Inuit identity to the institution.</p>	Fall 2016	PSIS

		Blank	<p>If Aboriginal Indicator = Y</p> <ul style="list-style-type: none"> • Y Student has declared self as an Inuit individual. • N Student has declared self as not an Inuit individual. • <Blank> or Null - The student has not declared self as an Inuit individual. 		
Perm Address Line 1	Char (254)	Required	Line 1 of the permanent address reported by the student on their application for admission or the most appropriate address maintained by the institution for follow-up surveys of students after graduation. Ensure that city/town, province, country and postal or zip code is reported in elements provided, and not included in this element or the subsequent address lines.	Fall 2016	PTA Leg
Perm Address Line 2	Char (254)	Optional	Line 2 of the permanent address reported by the student on their application for admission or the most appropriate address maintained by the institution for follow-up surveys of students after graduation. Ensure that city/town, county, province, country and postal or zip code is reported in elements provided, and not included in this element or the subsequent address lines.	Fall 2016	PTA Leg
City	Char (100)	Required	City or town of the student's permanent address.	Fall 2016	PTA Leg
Province	Char (2)	Required Province Validation	Province or state of the permanent address. Assign ZY (Not applicable) for addresses outside Canada and the U.S. codes can be found at https://www.ups.com/worldshiphelp/WS12/ENU/AppHelp/Codes/State_Province_Codes.htm	Fall 2016	PTA Leg
Country	Char (2)	Required AF, AX, AL, DZ, AS, ... see link for full list	Country of the permanent address. Assign ZY (Not applicable) for addresses outside Canada and the U.S. Please refer to the Statistics Canada Country Alpha-2 Codes at http://www.statcan.gc.ca/eng/subjects/standard/sccai/2011/scountry-desc	Fall 2016	PTA Leg
Postal Code	Char (10)	Required	Postal or zip code of the permanent address.	Fall 2016	PTA Leg
Current Phone Number	Char (20)	Required	Student's current phone number.	Fall 2016	PTA Leg

Perm Address Phone Number	Char (20)	Optional	Telephone number at the permanent address. Include the area code.	Fall 2016	PSIS
Email address	Char (100)	Required	The student's e-mail address while enrolled in the program or course(s).	Fall 2016	PTA Leg
Email address 2	Char (100)	Optional	The student's alternate e-mail address while enrolled in the program or course(s).	Fall 2016	PSIS
Email address 3	Char (100)	Optional	The student's additional optional e-mail address while enrolled in the program or course(s).	Fall 2016	PSIS
Delete Flag	Char (1)	Optional Y, Blank or NULL	Logically delete / remove the student record that may previously been uploaded in this reporting period. <ul style="list-style-type: none"> • Y • <Blank> or Null 	Fall 2016	PTIB

TABLE: Enrollment

STUDENT ENROLLMENT					
Information about a student enrollment start, end and post education employment.					
Column	Type	Values	Definition	Latest Version	Purpose
Location Name + Program Title	Char (200)	Required Must be a valid location as well as Location / Program approved by PTIB.	Location Name + “[” + Location Code + “] :: ”” + Program Title + “[” + Program Code + “]” Only required for programs that need approval during the reporting period. For multi-year programs greater than 18 months, include the program with the year indicator, not the parent. For .CSV files, institutions will need to look up in the XL report and format location and program as well as location code and program code as per above specifications. Note .CSV functionality is currently not available.	Fall 2016	PTIB
Student ID Number	Char (9)	Required Text	A unique student identifier used to identify the student.	Fall 2016	PTIB
Student Name	Char(25)	Display	Last Name, First Name display This field is included in the XL report format and is intended for display purposes only. Field to be included in .CSV. This field will not be uploaded or validated.	Fall 2016	PTIB
Full Time Flag		Required Y, N	Flag to indicate if student is full time. Not Full time is less than 20 hours/ week. <ul style="list-style-type: none"> • Y Full Time • N Not Full Time 	Fall 2016	PTA Leg
Student Start Date	Date	Required Valid Date	The start date of the program of instruction set out in the student enrolment contract.	Fall 2016	PTA Leg

		format YYYY-MM-DD			
Student End Date	Date	Valid Date format YYYY-MM-DD Optional <ul style="list-style-type: none"> Must not be less than start date 	Date student ended the program. If no Student End Date and no Achievement Status are provided, it will be assumed that student will be 'In Progress' at Reporting Year End. For multi-year programs, a Student End Date is required only for the final End Event, not for every program year.	Fall 2016	PTA Leg
Program Achievement Status	Char (15)	Complete, Credential, Dismissed, Withdrawal, Incomplete, In Progress, NULL or Blank	The student's achievement at the end of the program reporting period end. <ul style="list-style-type: none"> Complete Student has completed their program requirements; the student may have passed or failed the section (if there is an evaluative component) but has not been granted a credential Credential Student has received the program credential Dismissed Student has been dismissed from the program by the institution. Withdrawal Student has withdrawn from the course after the stable enrollment date; the student will (typically) receive a withdrawal status on their transcript. Incomplete Student has not completed the program requirements, and has not withdrawn (e.g., did not sit the final exam); the student will (typically) receive an incomplete status on their transcript In Progress Student is in progress in the program. This is usually associated for programs that span fiscal year ends. No End Date is required for In Progress. <Blank> or Null 	Fall 2016	PTA Leg
Graduate	Date	Valid Date	Follow Up is required for institutions that hold a Designation or	Fall	PTA Leg

Follow Up Date		format YYYY-MM-DD Must be greater than or equal to end date	Interim Designation Certificate for Class A and Class B programs within 6 months of being granted a credential.	2016	
Follow Up Type	Char (30)	Employment in career, Employment not in career, Enrolled in further training, International student returned to country of citizenship, International student employed in non-origin country, No possible contact after 3 attempts	Follow Up is required for institutions that hold a Designation or Interim Designation Certificate for Class A and Class B programs within 6 months of being granted a credential. Type of follow up within 6 months of being granted a credential. <ul style="list-style-type: none"> • Employment in career Student obtained employment in career occupation related to the credential • Employment not in career Student obtained employment in career occupation not related to the credential • Enrolled in further training Student is enrolled in further training or a post-sec institution • International student returned to country of citizenship Student returned to the student's country of citizenship • International student employed in non-origin country Student obtained employment in country other than the student's country of citizenship • Not employed Student is not employed • Exam pending Student is waiting for third party exam date. • No possible contact after 3 attempts Institution is not able to contact student. 3 attempts have been made, last contact date used. 	Fall 2016	PTA Leg
Registered, Licensed, certified	Char (1)	If answer to Follow Up Type = "Employment in Career", must provide answer	Student is registered, licenced, certified or otherwise recognised by the federal regulator or health regulatory body within 6 months of being granted credential <ul style="list-style-type: none"> • Y Student is registered, licenced, certified or otherwise 	Fall 2016	PTA Leg

		If answer to Follow Up Type not = "Employment in Career", Blank or NULL	<p>recognised by the federal regulator or health regulatory body within 6 months of being granted credential</p> <ul style="list-style-type: none"> • N Student is NOT registered, licenced, certified or otherwise recognised by the federal regulator or health regulatory body within 6 months of being granted credential • U Unknown registration status • E Third Party Exam Pending, Student is waiting for exam date and/or results. 		
Delete Flag	Char (1)	Optional Y, Blank or NULL	<p>Delete an enrolment record that may previously been uploaded in this reporting period.</p> <ul style="list-style-type: none"> • Y • <Blank> or Null 	Fall 2016	PTIB

Sample

In the following example, institution ACME School of Cinematography has a fiscal year end of September 30th. These examples show individual submissions of typical events over time.

- 2017-Jan submission includes fiscal year events for 2015-10-01 to 2016-09-30
- 2018-Jan submission includes fiscal year events for 2016-10-01 to 2017-09-30
- 2019-Jan submission includes fiscal year events for 2017-10-01 to 2018-09-30

All enrollment submissions are cumulative and will override previous submissions for specific institution, program, location and Student ID Number.

Program Location & Title	Student ID Number	Full Time Flag (Y/N)	Student Start Date (YYYY-MM-DD)	Student End Date (YYYY-MM-DD)	Program Achievement Status	Graduate Follow Up Date (YYYY-MM-DD)	Follow Up Type	Registered, Licensed, certified	Delete Flag (Y/N)	Submitted	Scenario
ACME School of Cinematography - Kelowna::Film Production	S1	Y	2015-09-05							2017-Jan	Student Enrolled
ACME School of Cinematography - Kelowna::Film Production	S1	Y	2015-09-05	2016-06-30	Complete					2018-Jan	Student Completed no credential
ACME School of Cinematography - Kelowna::Film Production	S2	Y	2015-01-05	2015-08-31	Credential					2017-Jan	Student Enrolled same reporting year
ACME School of Cinematography - Kelowna::Film Production	S3	Y	2015-09-05							2017-Jan	Student Enrolled
ACME School of Cinematography - Kelowna::Film Production	S3	Y	2015-09-05	2016-06-30	Credential					2018-Jan	Student Completed with Credentials
ACME School of Cinematography - Kelowna::Film Production	S4	Y	2015-01-05	2015-02-03	Dismissed					2017-Jan	Student Dismissed
ACME School of Cinematography - Kelowna::Film Production	S5	Y	2015-09-05							2017-Jan	Student Enrolled
ACME School of Cinematography - Kelowna::Film Production	S5	Y	2015-09-05	2015-10-30	Withdrawal					2018-Jan	Student Withdraws
ACME School of Cinematography - Vancouver::Classical Animation - Year 1	S6	Y	2015-09-05							2017-Jan	Student Enrolled
ACME School of Cinematography - Vancouver::Classical Animation - Year 2	S6	Y	2016-09-05	2017-06-30	Complete					2018-Jan	Student Completed no credential
ACME School of Cinematography - Vancouver::Classical Animation - Year 2	S6	Y	2016-09-05	2017-12-15	Credential					2019-Jan	Student Completed with credentials
ACME School of Cinematography - Vancouver::Classical Animation - Year 1	S7	Y	2015-09-05							2017-Jan	Student Enrolled
ACME School of Cinematography - Vancouver::Classical Animation - Year 2	S7	Y	2016-09-05	2017-06-30	Complete					2018-Jan	Student Completed no credential
ACME School of Cinematography - Vancouver::Classical Animation - Year 2	S7	Y	2016-09-05	2017-12-15	Credential	2018-03-31	Employment in career			2019-Jan	Credentials and follow-up completed
ACME School of Cinematography - Vancouver::Classical Animation - Year 1	S7	Y	2015-09-05							2017-Jan	Student Enrolled
ACME School of Cinematography - Vancouver::Classical Animation - Year 1	S7	Y	2015-09-05	2016-06-30	Withdrawal					2018-Jan	Student did not continue to Year 2 of program