

Bulk Uploading Data Items (BUDI) Training Data

March 2017
Version 3

Introduction

The training file can be used to create or update the data of the training's the worker has attended. This file is optional but if using it the mandatory fields must be included to enable the system to create/update the record. If this file is not included within your bulk upload it will be assumed that any data already held for training will be deleted.

PLEASE NOTE: On your worker training record each individual training record must be on a separate row per worker i.e. if worker A has four incidents of training then worker A must appear four times on separate rows within your CSV file.

LOCALESTID	Maximum 50 characters	Mandatory for all users			
The LOCALESTID is set at establishment level and this column must match your organisational file. It is this entry that determines which establishment the worker record sits with.					
UNIQUEWORKERID	Maximum 50 characters Must be unique	Mandatory for all users			
This is a unique identifier that you set for each of your workers. Initially this is set in the system for you and to change this number you must log into your account and edit the identifiers on the relevant screen.					
CATEGORY	Must be a number 1 – 23 from the list below	Mandatory for all users			
01 – Control and restraint		09 – Health and Safety		17 – Palliative Care	
02 – Dementia		10 – Infection Control		18 – Physical Disability	
03 – Dignity and Equality (No longer in use)		11 – Leadership and Management		19 – Positive Behaviour and support	
04 – Early learning and childcare		12 – Learning disability		20 – Safeguarding Adults	
05 – Emergency Aid awareness		13 – Medication safe handling and awareness		22 – Dignity, Respect, Person Centred Care	
06 – Fire Safety		14 – Mental capacity and deprivation of liberty		23 - Equality, Diversity and Human Rights training	
07 – First Aid		15 – Moving and handling		24 – Safeguarding Children	
08 – Food safety and catering		16 – Nutrition		21 – Any other not in the above categories	

DESCRIPTION	Maximum 1000 characters	Mandatory for all users			
Enter a description of the training					
DATECOMPLETED	Must be in date format dd/mm/yyyy				
This is the date the training was completed and cannot be in the future or before the workers 14 th birthday. If you do not know the exact day of the month set it to the 1 st .					
EXPIRYDATE	Must be in date format dd/mm/yyyy				
This is the date the training will expire, if the exact day of the month is unknown set it to the 1 st .					
ACCREDITED	Must be either 0 or 1				
Is the training accredited? 0 = Not accredited 1 = Accredited					