2. Enrolment & Approvals

DataFromEnrolmentForm

Purpose: Contains raw Google Form applications for enrolment. Form Approvals addon sets Overall Status here; Google Sheets script automation creates/updates the Student record when status is "Complete".

Critical Workflow Fields:

Field	Type	Purpose
Timestamp	DateTime	When the form was submitted
Email Address	Email	Applicant's contact email; used to match existing records
Overall Status	Status	Set by Form Approvals add-on (e.g., "Complete"); triggers automation
Processed	Yes/No	Flag indicating row has been applied to Student table
Processed Timestamp	DateTime	When the automation processed this record
Request #	Text	Tracking number for the enrolment request

Personal Information Fields:

Field	Type	Purpose
Profile photo	File	Applicant's photograph
Person Title	Text	Title (Mr, Ms, Dr, etc.)
First name	Text	Given name
Middle name(s)	Text	Middle names if any
Maiden Name	Text	Previous surname if applicable
Surname	Text	Family name
Names preferred on certificate	Text	How the student wants their name to appear on certificates

Gender	Text	Gender identity
Date of birth	Date	Birth date for age verification and records

Identification Fields:

Field	Type	Purpose
RSA identification number	Text	South African ID number
Alternative ID type	Text	Type of non-RSA identification
Alternative identification number	Text	Non-RSA ID number
Certified copy of ID	URL	Uploaded identification document (stored on Google Drive)
Country of origin	Text	Birth country
Citizenship	Text	Current citizenship
Citizen status	Status	Legal status (citizen, permanent resident, etc.)
Type of visa	Text	Visa category if applicable
Race	Text	For equity reporting
Home language	Text	First language

Accessibility & Health Fields:

Field	Type	Purpose
Disability	Text	Whether applicant has disabilities
Type and extent of disability [Eyesight]	Text	Visual impairment details
Type and extent of disability [Hearing]	Text	Hearing impairment details
Type and extent of disability [Walking]	Text	Mobility impairment details
Type and extent of disability [Memory]	Text	Cognitive impairment details

Type and extent of disability [Communicating]	Text	Communication impairment details
Type and extent of disability [Self care]	Text	Self-care impairment details
Medical aid name	Text	Health insurance provider
Medical aid membership number	Text	Insurance policy number
Special dietary requirements	Text	Catering requirements

Contact Information Fields:

Field	Type	Purpose
Marital status	Text	Marital status
Phone number (home)	Phone	Home contact number
Phone number (work)	Phone	Work contact number
Phone number (WhatsApp)	Phone	WhatsApp number for quick communication
Email address (home)	Email	Personal email
Email address (work)	Email	Work email
Preferred method of communication	Text	How student prefers to be contacted

Physical Address Fields:

Field	Type	Purpose
Delivery address - post office box number	Text	PO Box if applicable
Delivery address - building name	Text	Building/complex name
Delivery address - building unit number	Text	Flat/unit number
Delivery address - street name	Text	Street name

Delivery address - street number	Text	Street number
Delivery address - suburb	Text	Suburb/area
Delivery address - city	Text	City/town
Delivery address - province	Text	Province
Delivery address - country	Text	Country
Delivery address - postal code	Text	Postal code

Emergency Contact Fields:

Field	Type	Purpose
Name of emergency contact	Text	Emergency contact person's name
Relationship with emergency contact	Text	Relationship to student
Emergency contact number	Phone	Emergency contact's phone

Financial & Employment Fields:

Field	Type	Purpose
Purchase order number or reference	Text	Billing reference
Name of person who arranges payment for training	Text	Financial contact name
Contact number of person who arranges payment for training	Phone	Financial contact phone
Postal address for original invoice	LongText	Billing address
Name of immediate supervisor	Text	Current supervisor's name

Contact number of immediate supervisor	Phone	Supervisor's contact number
Email address of immediate supervisor	Email	Supervisor's email
Company Name	Text	Current employer
Position	Text	Current job title
Years worked in position	Text	Tenure in current role
Confirmation letter from employer	URL	Employment verification document (stored on Google Drive)
Are you happy with your current job role?	Text	Job satisfaction indicator
Career goal	Text	Student's career aspirations
How much time can you get off from work to study? - Weekends	Text	Study time availability

Social Media & Professional Networks:

Field	Type	Purpose
Facebook profile link	URL	Facebook profile
LinkedIn profile link	URL	LinkedIn profile
LinkedIn email address	Email	Email used for LinkedIn

Academic Background Fields:

Field	Type	Purpose
Socioeconomic status	Status	For equity reporting and support services
Have you obtained a national matric exemption pass or equivalent?	Text	Matric qualification status
School leaving transcript / National Benchmarking	URL	Academic records upload (stored on Google Drive)

Test results / National Trade Certificate results		
Final matric English result or NBT English result	Text	English proficiency score
Final matric math result or NBT math result	Text	Mathematics proficiency score
Final matric physical science result	Text	Physical Science score
Qualification(s) attained	Text	List of previous qualifications
Highest academic qualification	Text	Highest level of education completed

Consent & Legal Fields:

Field	Type	Purpose
Processing of personal information for enrolment & administration	Yes/No	POPI Act consent for essential processing
Use of personal information for marketing	Yes/No	Optional marketing consent
Use of photographs for marketing	Yes/No	Optional photo use consent