

TblActivities

TblActivities: allows colleges to bulk add Activities to Navigate.

Column Name	Data Type	Length	Required	Notes
LearnerUserName	varchar	150	1	The learner's username as stored in Navigate (tblUsers), must be valid otherwise row will fail.
ActivitySubType	varchar	255	1	The activity sub type, must match a valid sub type on your site otherwise row will fail.
ActivityName	varchar	255	1	The activity title/name.
ActivityDescription	varchar	Unlimited	NO	The activity details/description.
EmployerActivity	bit		1	Specifies the activity type, if TRUE then employer activity else enrichment.
Location	varchar	100	NO	The name of the location where the activity took place.
TownCity	varchar	50	NO	The town or city name where the activity took place.
ActivityDate	date		1	The date of the activity.
HoursSpent	int		NO	The number of hours spent doing the activity.
DateAdded	datetime		NO	Defaults to current date & time.
DateUpdated	datetime		NO	Typically customer would set if they update an existing record.
DateProcessed	datetime		NO	Needs to be NULL for records to be picked up.
DateFailed	datetime		NO	Set by import routine if row fails, needs to be NULL for record to be re-processed.
ErrorMessage	varchar	Unlimited	NO	Set by import routine if row fails.
ImportID	int		NO	Identity column, automatically generated.
ActivityID	uniqueidentifier		NO	The unique identifier for the activity record.
DeleteActivity	bit		NO	Set to 1 (TRUE) to logically delete the activity record.

tblEmployers

TblEmployers: allows colleges to bulk add Employers to Navigate.

Column Name	Data Type	Length	Required	Notes
EmployerName	varchar	255	YES	
AddressLine1	varchar	255	NO	
AddressLine2	varchar	255	NO	
AddressLine3	varchar	255	NO	
TownOrCity	varchar	100	NO	
County	varchar	100	NO	
Postcode	varchar	20	NO	
Telephone	varchar	50	NO	
EmailAddress	varchar	255	NO	
Compliant	bit		YES	0 = FALSE, 1 = TRUE.
ComplianceExpiryDate	date		NO	
ComplianceApprovalDate	date		NO	
HealthAndSafetyExpiryDate	date		NO	
HealthAndSafetyApprovalDate	date		NO	
HealthAndSafetyNotes	varchar	MAX	NO	
NavigateEmployerID	uniqueidentifier		NO	The Navigate EmployerID to update if you have it. If not, we'll attempt to match on EmployerName & Postcode. We'll write the EmployerID back to this column once processed.
InternalEmployerReference	varchar	50	NO	Their internal employer reference.
ContactTitle	varchar	50	NO	
ContactFirstName	varchar	100	NO	
ContactSurname	varchar	100	NO	
ContactJobTitle	varchar	100	NO	
ContactEmail	varchar	255	NO	
ContactTelephone	varchar	50	NO	

Active	bit		YES	0 = FALSE, 1 = TRUE.
DateAdded	datetime		NO	Auto populated on insert.
DateUpdated	datetime		NO	Typically set to GETDATE() by you when the record is updated.
DateProcessed	datetime		NO	Must be NULL for the record to be processed.
ImportID	int		NO	Auto populated (identity column).
NavigateEmployerContactID	uniqueidentifier		NO	The Navigate Employer Contact ID.
DateFailed	datetime		NO	Set by import routine if row fails.
ErrorMessage	varchar	Unlimited	NO	Set by import routine if row fails.
InternalEmployerContactReference	varchar	50	NO	An internal reference for the employer contact.

tblStudentGroups

TblStudentGroups: allows colleges to create student groups. This is useful when you have students that need to be attached to multiple groups.

Column Name	Data Type	Length	Required	Notes
StudentGroupName	varchar	255	YES	College generates.
GroupOwnerUsername	varchar	255	YES	Ensure this aligns with the username format in your system.
StudentUsername	varchar		YES	Ensure this matches the username format in the student table.
AddOrRemove	bit		YES	Takes values A (Add) or R (Remove).
DateAdded	datetime		NO	Auto populate on insert with the current timestamp.
DateUpdated	datetime		NO	Auto-update on record modification.
DateProcessed	datetime		NO	Must be NULL for the record to be processed.
Outcome	varchar		NO	Any errors will be reported here.
ImportID	int		NO	Auto populated (identity column).
DeleteStudentGroup	bit		YES	Set to 1 (TRUE) to logically delete the entire student group record.

TblUsers

TblUser: This table lists every learner that has a Navigate account, including their attributes 1-6.

This table is where MIS teams add/remove learners and edit existing learner records to be updated on Navigate.

Example attributes = department, course, level, gender, ethnicity, SEND etc.

Column Name	Data Type	Length	Required	Notes
StudentNumber	varchar	225	YES	Unique student identifier used across Navigate and imports.
StudentFirstName	varchar	225	YES	Student's given/first name.
StudentSurname	varchar	225	YES	Student's family/last name.
StudentEmail	varchar	225	YES	College email address.
StudentUsername	varchar	225	YES	Must match email address - this will be used for the SSO.
TutorFirstName	varchar	225	NO	Primary tutor's first name. Can not be NULL.
TutorSurname	varchar	225	NO	Primary tutor's last name. Can not be NULL.
TutorEmail	varchar	225	NO	Primary tutor's email address. Can not be NULL.
Attribute1	varchar	225	NO	Custom attribute field (site-defined).
Attribute1Code	varchar	225	NO	Code corresponding to Attribute1.
Attribute2	varchar	225	NO	Custom attribute field (site-defined).
Attribute2Code	varchar	225	NO	Code corresponding to Attribute2.
Attribute3	varchar	225	NO	Custom attribute field (site-defined).
Attribute3Code	varchar	225	NO	Code corresponding to Attribute3.
Attribute4	varchar	225	NO	Custom attribute field (site-defined).
Attribute4Code	varchar	225	NO	Code corresponding to Attribute4.
Attribute5	varchar	225	NO	Custom attribute field (site-defined).
Attribute5Code	varchar	225	NO	Code corresponding to Attribute5.
Attribute6	varchar	225	NO	Custom attribute field (site-defined).
Attribute6Code	varchar	225	NO	Code corresponding to Attribute6.
ExternalID	varchar	225	NO	External reference to link a record back to your system.

DateAdded	datetime		NO	Defaults to current date/time when record created.
DateUpdated	datetime		NO	Updated when record modified.
DateProcessed	datetime		NO	Set = NULL to be processed. This will be populated once the record has been picked up and processed.
Active	bit		YES	1 = Active, 0 = Inactive.
ImportID	int		NO	Auto-populated identity column on import.
EHCPStatus	varchar	225	NO	Indicates if student has an Education, Health & Care Plan. Needs to be either ACTIVE, CLOSED or left as NULL (no action).
DateFailed	datetime		NO	Populated if an import attempt failed.
ErrorMessage	varchar	Unlimited	NO	Populated if import fails, containing error details.

tblPlacements

TblPlacements: allows colleges to bulk add Placements to Navigate.

Column Name	Data Type	Length	Required	Notes
PlacementID	uniqueidentifier		YES	College generates.
StudentUsername	varchar	150	YES	
CoordinatorUsername	varchar	150	YES	
EmployerID	uniqueidentifier		YES	The EmployerID can be found in TblEmployerDetails.
EmployerContactID	uniqueidentifier		NO	The unique identifier for the employer contact person.
PlacementType	varchar	150	YES	The placement type, must match a valid type on your site otherwise row will fail.
PlacementStatus	varchar	150	YES	Accepted Values: 'awaiting details', 'placement request awaiting approval', 'placement approved and pending', 'placement live', 'placement completed – awaiting internal sign off', 'placement completed', 'completed placement requires more information', 'completed placement rejected'.
PlacementDescription	varchar	MAX	NO	
PlacementObjectives	varchar	MAX	NO	
LocationType	varchar	150	YES	Accepted Values: 'In person – working at the employer's premises', 'Virtual – never working at the employer's premises', 'Combined – working at the employer's premises and working virtually'.
SendEmailsToEmployer	bit		YES	0 = FALSE, 1 = TRUE.
SendEmailToWEXPCoordinator	bit		YES	0 = FALSE, 1 = TRUE.
PlannedHours	decimal	(10,2)	NO	

BreaktimeMinutes	int		NO	
TravelTimeMinutes	int		NO	
ApprovedByEmployer	bit		YES	0 = FALSE, 1 = TRUE.
ApprovedInternally	bit		YES	0 = FALSE, 1 = TRUE.
ImportID	int		NO	Auto populated (identity column).
DateProcessed	datetime		NO	Must be NULL for the record to be processed.
DateAdded	datetime		NO	Auto populated on insert.
DateFailed	datetime		NO	Set by import routine if row fails.
ErrorMessage	varchar	Unlimited	NO	Set by import routine if row fails.

TblPlacementDays

TblPlacementDays: allows colleges to add schedule placement days against placements created via the TblPlacements.

Column Name	Data Type	Length	Required	Notes
PlacementID	uniqueidentifier		YES	Must be the same as the PlacementID of the relevant placement from the TblPlacements.
StartDateTime	datetime		YES	
EndDateTime	datetime		YES	
AttendedStatusFromEmployer	varchar	100	NO	
AttendedMinutesFromEmployer	int		NO	
ImportID	int		NO	Auto populated (identity column).
DateProcessed	datetime		NO	Must be NULL for the record to be processed.
DateAdded	datetime		NO	Auto populated on insert.