

SASSETA INDICIUM
Training Manual
ETQA and Learning
Programme

SASSETA
SAFETY & SECURITY

Contents

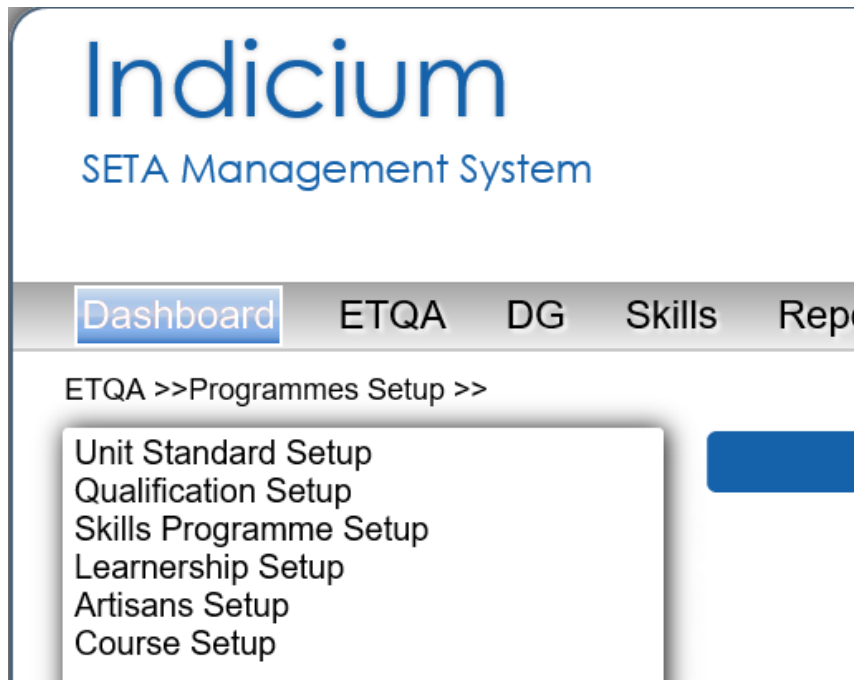
1. Programme Setup	5
2. Unit standards	5
2.1 Search for Unit standard	5
2.2 Adding Unit Standard.....	6
2.3 Editing a Unit standard	6
3. Qualifications	7
3.1 Search for Qualification.....	7
3.2 Adding Qualification	8
3.3 Editing a Qualification.....	10
4. Skills Programmes	11
4.1 Search for Skills Programme	11
4.2 Adding Skills Programme	11
4.3 Editing Skills Programme	13
5. Learnership	14
5.1 Search for Learnership	14
5.2 Adding Learnerships.....	15
5.3 Editing a Learnership	16
6. Artisans	17
6.1 Search for Artisans	17
6.2 Adding Artisan Programme.....	18
6.3 Editing an Artisan programme	19
7. Courses	20
7.1 Search for Courses	20
7.2 Adding Course Programme.....	21
7.3 Editing a Course Programme.....	22
8. Introduction	23
9. Provider	24
9.1. Provider Search	24
9.2 Provider Details.....	25
9.3 Site Visits.....	26
9.4 Accreditation Details	27
9.5 Contacts.....	27

9.6 Users	28
9.7 Adding Scope	29
9.7.1 Unit standards	29
9.7.2 Qualifications.....	29
9.7.3 Skills Programme	30
9.8 Learners	31
9.9 Assessor.....	31
9.10 Moderator.....	31
9.11 Accreditation History	32
9.12 Client Relationship Management	32
9.13 Scope Letters.....	33
10. Capturing Assessor / Moderator	35
11. Registration of Assessor / Moderator.....	36
12. Link Assessor / Moderator Scope	37
12.1 Unit Standards.....	37
12.2 Qualification.....	39
13. Assessor / Moderator Scope Letters	40
14. Registration History.....	42
15. CRM	43
15.1 Comments.....	43
15.2 E-mail.....	45
15.3 Documents.....	47
16. Introduction	48
17. Capturing Learner Details	48
18. Registration of Programmes against Learners	50
18.1 Programme Registrations: Unit Standards.....	50
18.2 Programme Registrations: Qualifications.....	52
18.3 Programme Registrations: Skills Programmes	53
18.4 Programme Registrations: Learnerships.....	56
18.5 Programme Registrations: Artisans	58
18.6 Programme Registrations: Bursaries.....	60
18.7 Programme Registrations: WIL.....	62
18.8 Programme Registrations: Lecturer Development.....	64

19. Programmes Assessments against Learners	65
19.1 Programme Assessments: Unit Standards	66
19.2 Programme Assessments: Qualifications	68
19.3 Programme Assessments: Skills Programmes.....	70
19.4 Programme Assessments: Learnerships	72
20. Programmes Achievements against Learners	74
21. Introduction	76
22. Learner Approval.....	76
23. Learner Certification.....	77

1. Programme Setup


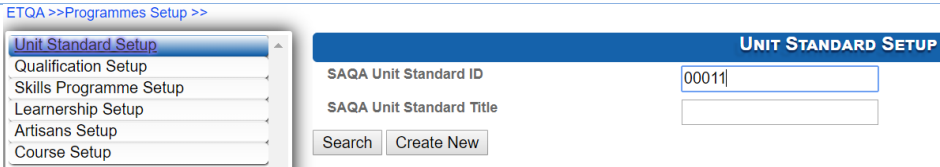
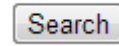
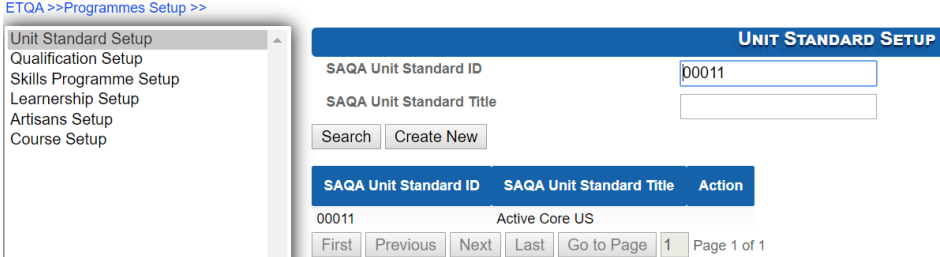
This section addresses searching, adding, editing and deleting unit standards, qualifications, skills programmes, learnerships, artisan programmes, and courses.



2. Unit standards

2.1 Search for Unit standard


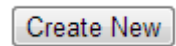
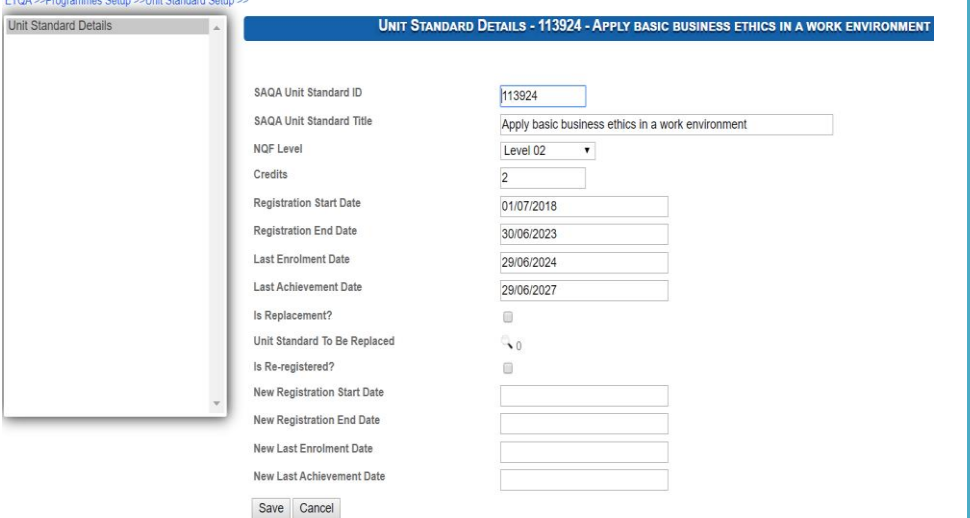

This section allows users to search for unit standards added on the system.

Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Unit standard setup	
2	Capture a unit standard code or Title	
3	Click on Search	
4	Record comes up based on the search criteria	

5	Click on the icon under action to open the record	
----------	---	---

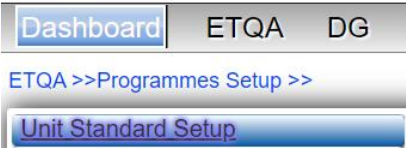
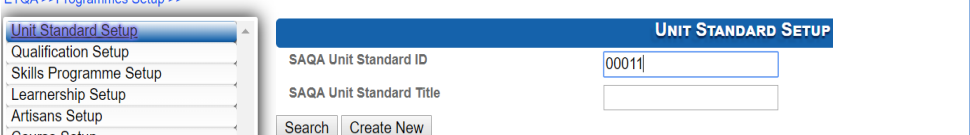
2.2 Adding Unit Standard

This section allows users to add unit standards

Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Unit standard setup	
2	Click on Create New	
3	Complete the details on the screen	
4	Click on Save	

2.3 Editing a Unit standard

This section allows users to change data added.

Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Unit standard setup	
2	Capture a unit standard code or Title	

2	Click on Search	
3	Record comes up based on the search criteria	<p>ETQA >> Programmes Setup >></p> <p>Unit Standard Setup</p> <p>SAQA Unit Standard ID: 00011</p> <p>SAQA Unit Standard Title: []</p> <p>Search Create New</p> <p>SAQA Unit Standard ID SAQA Unit Standard Title Action</p> <p>00011 Active Core US</p> <p>First Previous Next Last Go to Page 1 Page 1 of 1</p>
4	Click on the icon under action to open the record	
5	Click on Edit	
6	The data is then active to edit	<p>ETQA >> Programmes Setup >> Unit Standard Setup >></p> <p>Unit Standard Details</p> <p>UNIT STANDARD DETAILS - 113924 - APPLY BASIC BUSINESS ETHICS IN A WORK ENVIRONMENT</p> <p>SAQA Unit Standard ID: 113924</p> <p>SAQA Unit Standard Title: Apply basic business ethics in a work environment</p> <p>NQF Level: Level 02</p> <p>Credits: 2</p> <p>Registration Start Date: 01/07/2018</p> <p>Registration End Date: []</p> <p>Last Enrolment Date: []</p> <p>Last Achievement Date: []</p> <p>Is Replacement?: []</p> <p>Unit Standard To Be Replaced: []</p> <p>Is Re-registered?: []</p> <p>New Registration Start Date: []</p> <p>New Registration End Date: []</p> <p>New Last Enrolment Date: []</p> <p>Today: October 13, 2019</p>
7	Click on save or cancel	

3. Qualifications

3.1 Search for Qualification

This section allows users to search for qualifications added on the system.

Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Qualification setup	<p>Dashboard ETQA DG Skill</p> <p>ETQA >> Programmes Setup >></p> <p>Unit Standard Setup</p> <p>Qualification Setup</p>
2	Capture a qualification code or Title	<p>ETQA >> Programmes Setup >></p> <p>Unit Standard Setup</p> <p>Qualification Setup</p> <p>Skills Programme Setup</p> <p>Leamership Setup</p> <p>Artisans Setup</p> <p>Course Setup</p> <p>QUALIFICATION SETUP</p> <p>SAQA Qualification ID: 2468</p> <p>SAQA Qualification Title: []</p> <p>Search Create New</p>
2	Click on Search	

3	Record comes up based on the search criteria	
4	Click on the icon under action to open the record	

3.2 Adding Qualification


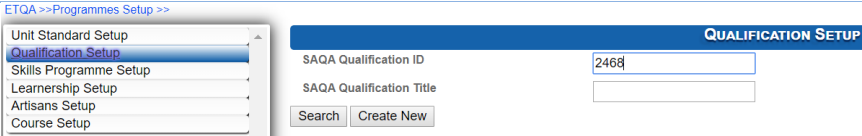
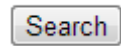
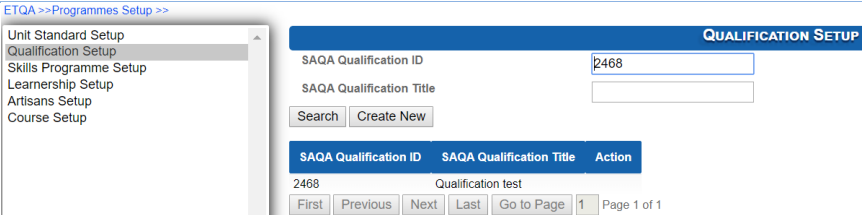
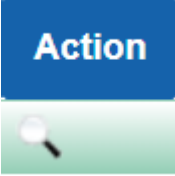

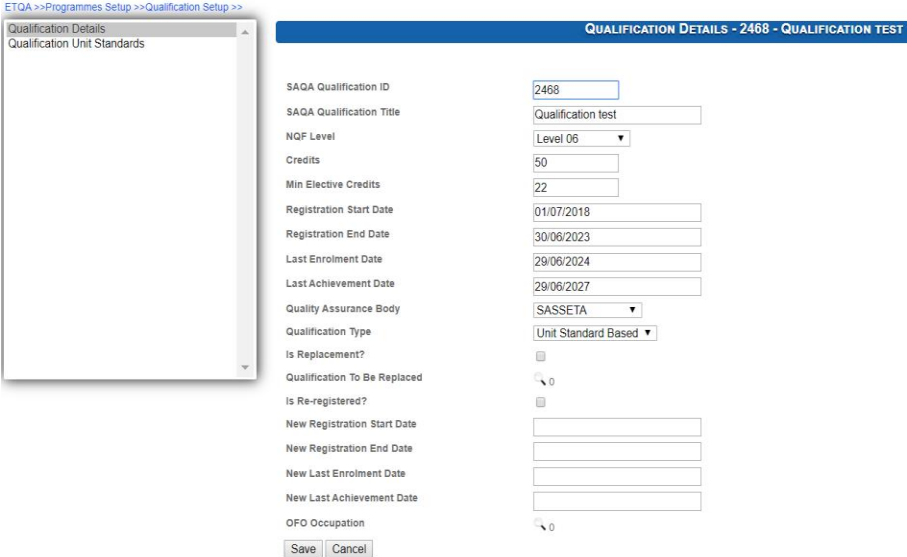

This section allows users to add qualifications

Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Qualification setup	
2	Click on Create New	
3	Complete the details on the screen	
4	Click on Save	
5	Link unit standards by clicking on Qualification Unit Standards	
6	Click on link qualification unit standards	

7	Search for unit standard select the unit standards and their type	<div style="border: 1px solid black; padding: 5px;"> <h3 style="text-align: center; background-color: #0056b3; color: white; margin: 0;">LINK QUALIFICATION UNIT STANDARDS</h3> <p>SAQA Unit Standard ID <input style="width: 150px;" type="text"/></p> <p>SAQA Unit Standard Title <input style="width: 150px;" type="text"/></p> <p style="text-align: center;"><input type="button" value="Search"/></p> <p style="text-align: center;"><input type="button" value="Select All"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th style="width: 10%;">Select</th> <th style="width: 20%;">Type</th> <th style="width: 30%;">SAQA Unit Standard ID</th> <th style="width: 40%;">SAQA Unit Standard Title</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Core</td> <td style="text-align: center;">00001</td> <td style="text-align: center;">Expired US</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Go to Page"/> <input style="width: 20px;" type="text" value="1"/> <input type="button" value="Page 1 of 1"/> </p> <p style="text-align: center;"><input type="button" value="Link"/></p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p style="text-align: center;">Fundamental</p> <p style="text-align: center;">Elective</p> <p style="text-align: center;">Compulsory Elective</p> </div> </div>	Select	Type	SAQA Unit Standard ID	SAQA Unit Standard Title	<input type="checkbox"/>	Core	00001	Expired US																								
Select	Type	SAQA Unit Standard ID	SAQA Unit Standard Title																															
<input type="checkbox"/>	Core	00001	Expired US																															
8	Click on link	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <input type="button" value="Link"/> </div>																																
9	Unit standards display on qualification	<div style="border: 1px solid black; padding: 5px;"> <p style="font-size: small; color: blue;">ETQA >> Programmes Setup >> Qualification Setup >></p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid gray; padding: 2px;"> <p style="font-size: x-small; margin: 0;">Qualification Details</p> <p style="font-size: x-small; margin: 0;">Qualification Unit Standards</p> </div> <div style="flex-grow: 1;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th colspan="4">QUALIFICATION UNIT STANDARDS - 49709 - NATIONAL CERTIFICATE: CRIMINOLOGY</th> </tr> <tr style="background-color: #0056b3; color: white;"> <th colspan="4" style="text-align: center;"> <input type="button" value="Link Qualification Unit Standards"/> <input type="button" value="Remove"/> </th> </tr> <tr> <th colspan="4" style="font-size: x-small;">Total Credits: 174 Total Allocated Credits: 134</th> </tr> <tr style="background-color: #0056b3; color: white;"> <th style="width: 15%;">SAQA Unit Standard ID</th> <th style="width: 55%;">SAQA Unit Standard Title</th> <th style="width: 10%;">Credits</th> <th style="width: 20%;">Unit Standard Type</th> </tr> </thead> <tbody> <tr> <td style="font-size: x-small;">115229</td> <td style="font-size: x-small;">Examine crime and victimisation trends and patterns with reference to specific types of crime and victimisation</td> <td style="font-size: x-small; text-align: center;">8</td> <td style="font-size: x-small;">Elective</td> </tr> <tr> <td style="font-size: x-small;">115823</td> <td style="font-size: x-small;">Gather and manage information for decision-making</td> <td style="font-size: x-small; text-align: center;">5</td> <td style="font-size: x-small;">Elective</td> </tr> <tr> <td style="font-size: x-small;">119754</td> <td style="font-size: x-small;">Use existing legislation, policy and protocols to guide the development of strategy/programme to reduce crime and victimisation risk</td> <td style="font-size: x-small; text-align: center;">10</td> <td style="font-size: x-small;">Core</td> </tr> <tr> <td style="font-size: x-small;">119755</td> <td style="font-size: x-small;">Use specific techniques to identify risk factors contributing to crime and victimisation</td> <td style="font-size: x-small; text-align: center;">10</td> <td style="font-size: x-small;">Core</td> </tr> </tbody> </table> </div> </div> </div>	QUALIFICATION UNIT STANDARDS - 49709 - NATIONAL CERTIFICATE: CRIMINOLOGY				<input type="button" value="Link Qualification Unit Standards"/> <input type="button" value="Remove"/>				Total Credits: 174 Total Allocated Credits: 134				SAQA Unit Standard ID	SAQA Unit Standard Title	Credits	Unit Standard Type	115229	Examine crime and victimisation trends and patterns with reference to specific types of crime and victimisation	8	Elective	115823	Gather and manage information for decision-making	5	Elective	119754	Use existing legislation, policy and protocols to guide the development of strategy/programme to reduce crime and victimisation risk	10	Core	119755	Use specific techniques to identify risk factors contributing to crime and victimisation	10	Core
QUALIFICATION UNIT STANDARDS - 49709 - NATIONAL CERTIFICATE: CRIMINOLOGY																																		
<input type="button" value="Link Qualification Unit Standards"/> <input type="button" value="Remove"/>																																		
Total Credits: 174 Total Allocated Credits: 134																																		
SAQA Unit Standard ID	SAQA Unit Standard Title	Credits	Unit Standard Type																															
115229	Examine crime and victimisation trends and patterns with reference to specific types of crime and victimisation	8	Elective																															
115823	Gather and manage information for decision-making	5	Elective																															
119754	Use existing legislation, policy and protocols to guide the development of strategy/programme to reduce crime and victimisation risk	10	Core																															
119755	Use specific techniques to identify risk factors contributing to crime and victimisation	10	Core																															
10	Remove unit standards by selecting the unit standard and click on Remove	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <input type="button" value="Remove"/> </div>																																

3.3 Editing a Qualification

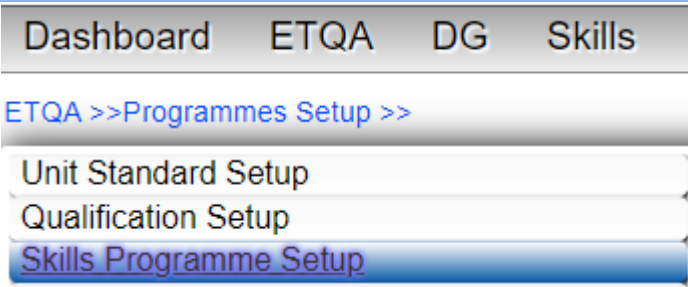

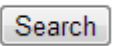
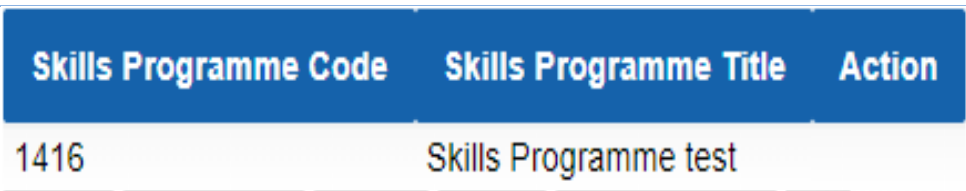

This section allows users to change data added.

Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Qualification setup	
2	Capture a qualification code or Title	
2	Click on Search	
3	Record comes up based on the search criteria	
4	Click on the icon under action to open the record	
5	Click on Edit	
6	The data is then active to edit	
7	Click on save or cancel	

4. Skills Programmes

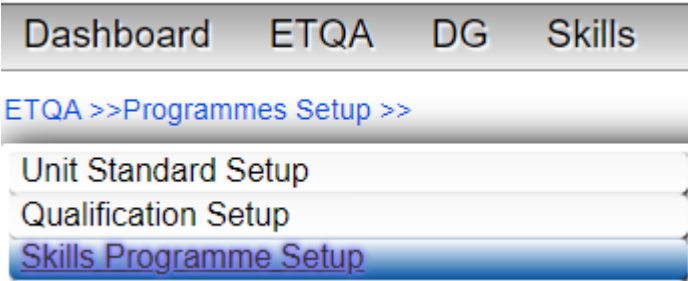
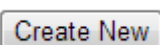
4.1 Search for Skills Programme

This section allows users to search for skills programme added on the system.


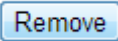
Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Skills Programme setup	
2	Capture a skills programme code or Title	
2	Click on Search	
3	Record comes up based on the search criteria	
4	Click on the icon under action to open the record	

4.2 Adding Skills Programme

This section allows users to add Skills Programmes.

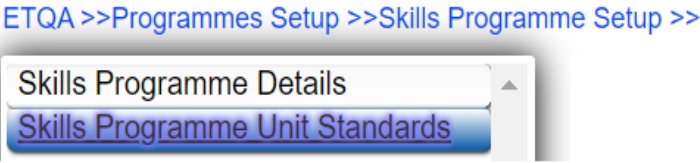
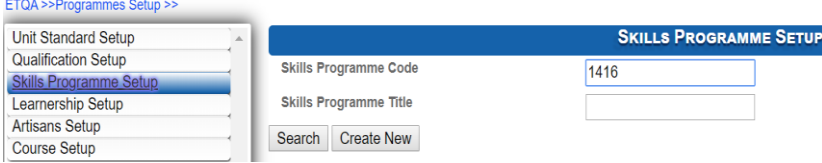
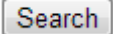
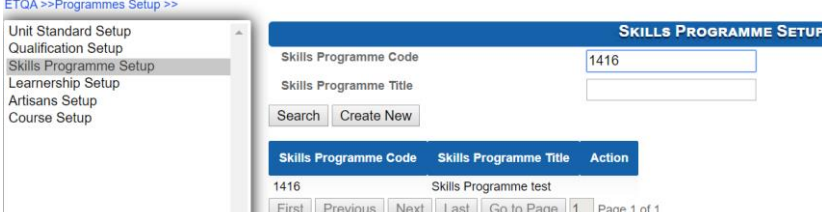
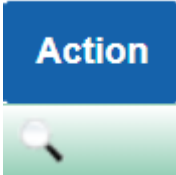

Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Skills Programme setup	
2	Click on Create New	

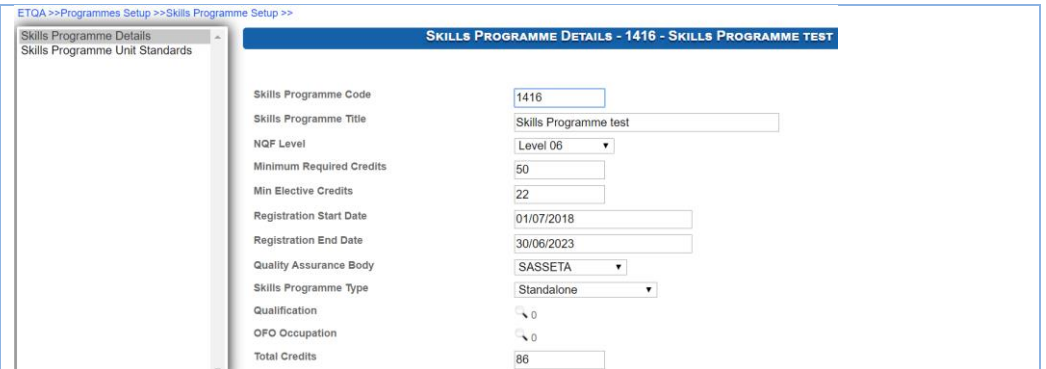
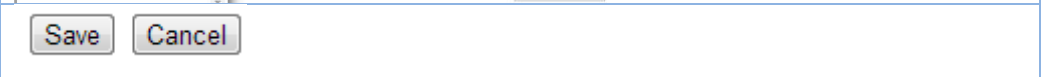
<p>3</p>	<p>Complete the details on the screen</p>	
<p>4</p>	<p>Click on Save</p>	
<p>5</p>	<p>Link unit standards by clicking on Skills Programme Unit Standards</p>	
<p>6</p>	<p>Click on Link Skills Programme Unit Standards</p>	
<p>7</p>	<p>Search for unit standard select the unit standards and their type</p>	
<p>8</p>	<p>Click on link</p>	

9	Unit standards display on skills programme	 <p>ETQA >> Programmes Setup >> Skills Programme Setup >></p> <p>Skills Programme Details Skills Programme Unit Standards</p> <p>SKILLS PROGRAMME UNIT STANDARDS - 1416 - SKILLS PROGRAMME TEST</p> <p>Link Skills Programme Unit Standards Remove</p> <p>Total Credits: 86 Total Allocated Credits :50</p> <table border="1"> <thead> <tr> <th>SAQA Unit Standard ID</th> <th>SAQA Unit Standard Title</th> <th>Credits</th> <th>Unit Standard Type</th> </tr> </thead> <tbody> <tr> <td>00001</td> <td>Expired US</td> <td>12</td> <td>Core</td> </tr> <tr> <td>000022</td> <td>Active Fundamental US</td> <td>12</td> <td>Fundamental</td> </tr> </tbody> </table>	SAQA Unit Standard ID	SAQA Unit Standard Title	Credits	Unit Standard Type	00001	Expired US	12	Core	000022	Active Fundamental US	12	Fundamental
SAQA Unit Standard ID	SAQA Unit Standard Title	Credits	Unit Standard Type											
00001	Expired US	12	Core											
000022	Active Fundamental US	12	Fundamental											
10	Remove unit standards by selecting the unit standard and click on Remove													

4.3 Editing Skills Programme

This section allows users to change data added.

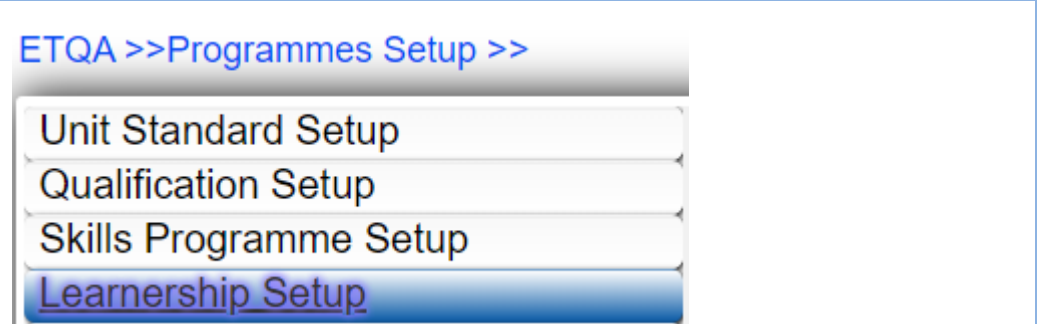
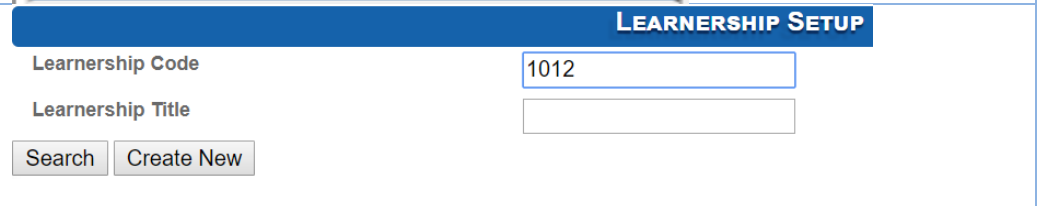
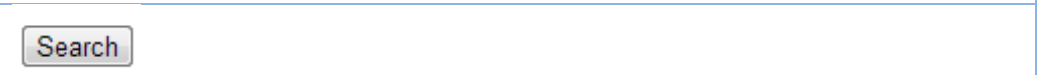
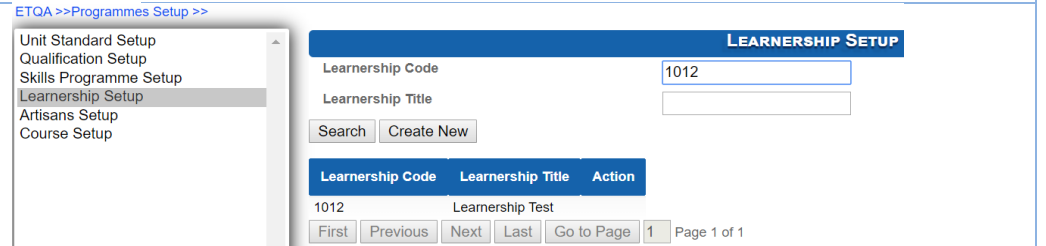
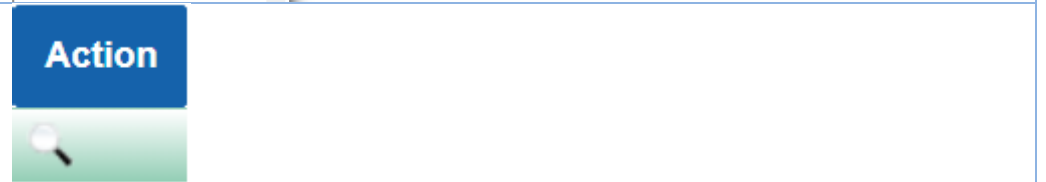
Steps	Action	Screenshot						
1	Click on ETQA; Programme Setup; Skills programme setup	 <p>ETQA >> Programmes Setup >> Skills Programme Setup >></p> <p>Skills Programme Details Skills Programme Unit Standards</p>						
2	Capture a skills programme code or Title	 <p>ETQA >> Programmes Setup >></p> <p>Unit Standard Setup Qualification Setup Skills Programme Setup Learnership Setup Artisans Setup Course Setup</p> <p>SKILLS PROGRAMME SETUP</p> <p>Skills Programme Code: 1416 Skills Programme Title: <input type="text"/></p> <p>Search Create New</p>						
3	Click on Search							
4	Record comes up based on the search criteria	 <p>ETQA >> Programmes Setup >></p> <p>Unit Standard Setup Qualification Setup Skills Programme Setup Learnership Setup Artisans Setup Course Setup</p> <p>SKILLS PROGRAMME SETUP</p> <p>Skills Programme Code: 1416 Skills Programme Title: <input type="text"/></p> <p>Search Create New</p> <table border="1"> <thead> <tr> <th>Skills Programme Code</th> <th>Skills Programme Title</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1416</td> <td>Skills Programme test</td> <td></td> </tr> </tbody> </table> <p>First Previous Next Last Go to Page 1 Page 1 of 1</p>	Skills Programme Code	Skills Programme Title	Action	1416	Skills Programme test	
Skills Programme Code	Skills Programme Title	Action						
1416	Skills Programme test							
5	Click on the icon under action to open the record							
6	Click on Edit							

<p>6</p>	<p>The data is then active to edit</p>	 <p>ETQA >> Programmes Setup >> Skills Programme Setup >></p> <p>Skills Programme Details Skills Programme Unit Standards</p> <p>SKILLS PROGRAMME DETAILS - 1416 - SKILLS PROGRAMME TEST</p> <p>Skills Programme Code: 1416 Skills Programme Title: Skills Programme test NQF Level: Level 06 Minimum Required Credits: 50 Min Elective Credits: 22 Registration Start Date: 01/07/2018 Registration End Date: 30/06/2023 Quality Assurance Body: SASSETA Skills Programme Type: Standalone Qualification: 0 OFO Occupation: 0 Total Credits: 86</p>
<p>7</p>	<p>Click on save or cancel</p>	 <p>Save Cancel</p>

5. Learnership

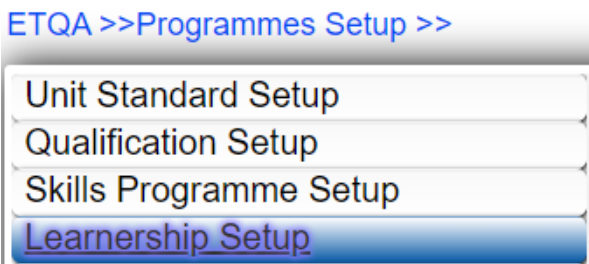
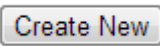
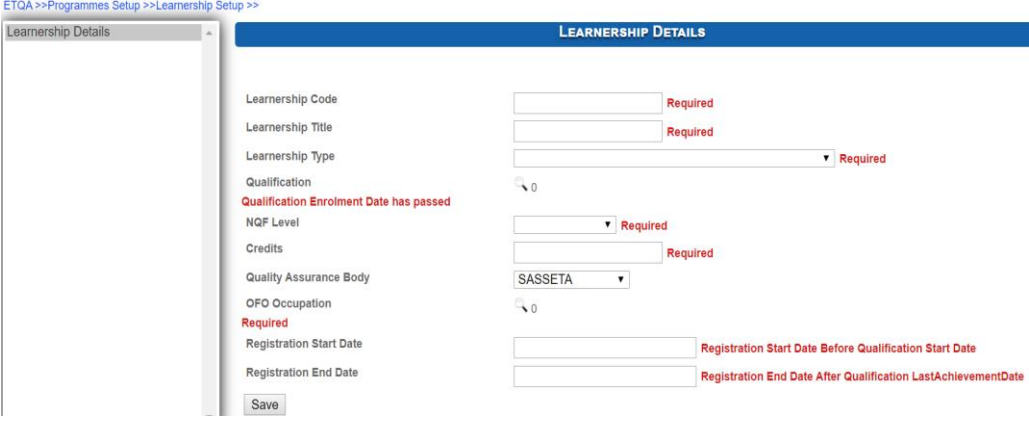

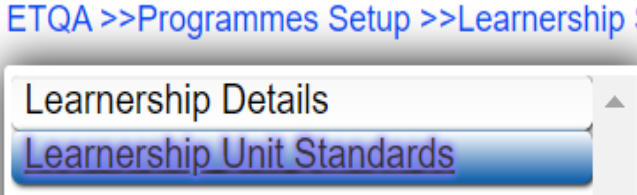
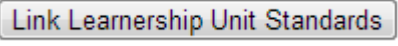
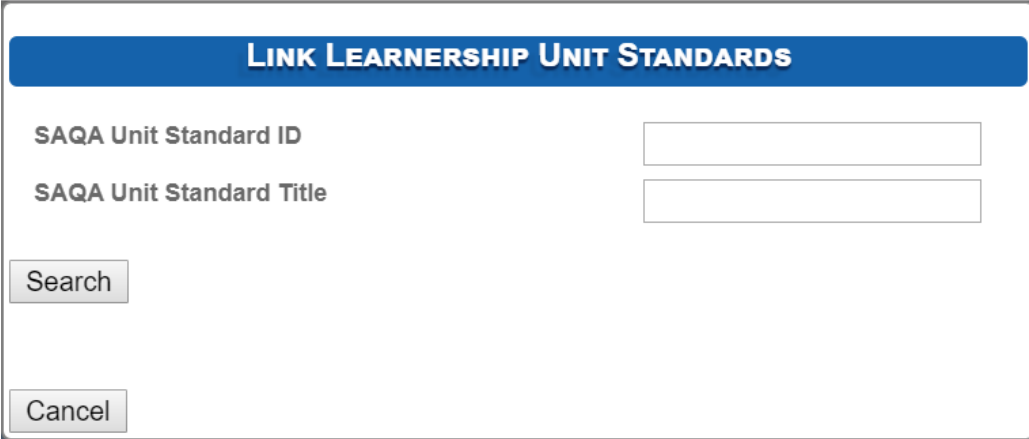
5.1 Search for Learnership


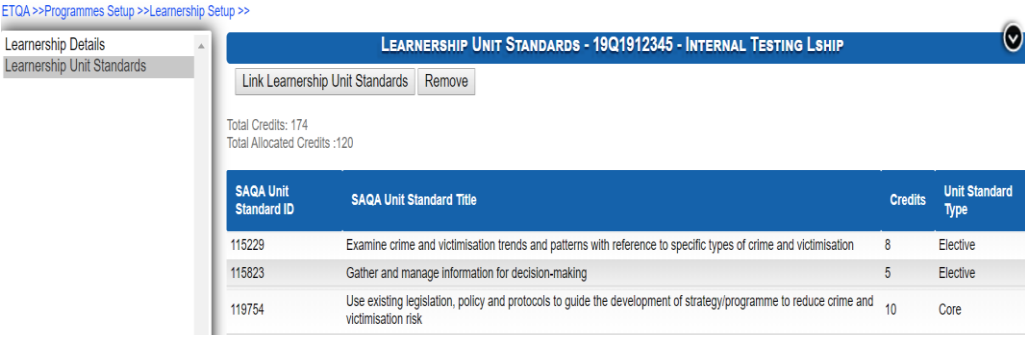
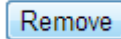
This section allows users to search for learnerships added on the system.

Steps	Action	Screenshot						
<p>1</p>	<p>Click on ETQA; Programme Setup; Learnership setup</p>	 <p>ETQA >> Programmes Setup >></p> <ul style="list-style-type: none"> Unit Standard Setup Qualification Setup Skills Programme Setup Learnership Setup 						
<p>2</p>	<p>Capture a Learnership code or Title</p>	 <p>LEARNERSHIP SETUP</p> <p>Learnership Code: 1012 Learnership Title: <input type="text"/> Search Create New</p>						
<p>2</p>	<p>Click on Search</p>	 <p>Search</p>						
<p>3</p>	<p>Record comes up based on the search criteria</p>	 <p>ETQA >> Programmes Setup >></p> <p>Unit Standard Setup Qualification Setup Skills Programme Setup Learnership Setup Artisans Setup Course Setup</p> <p>LEARNERSHIP SETUP</p> <p>Learnership Code: 1012 Learnership Title: <input type="text"/> Search Create New</p> <table border="1"> <thead> <tr> <th>Learnership Code</th> <th>Learnership Title</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1012</td> <td>Learnership Test</td> <td></td> </tr> </tbody> </table> <p>First Previous Next Last Go to Page 1 Page 1 of 1</p>	Learnership Code	Learnership Title	Action	1012	Learnership Test	
Learnership Code	Learnership Title	Action						
1012	Learnership Test							
<p>4</p>	<p>Click on the icon under action to open the record</p>	 <p>Action</p>						

5.2 Adding Learnerships

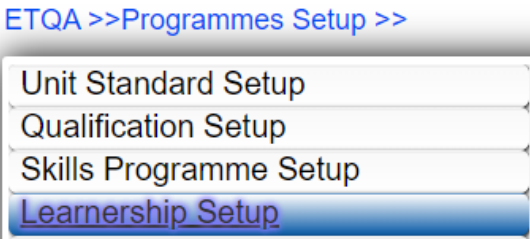
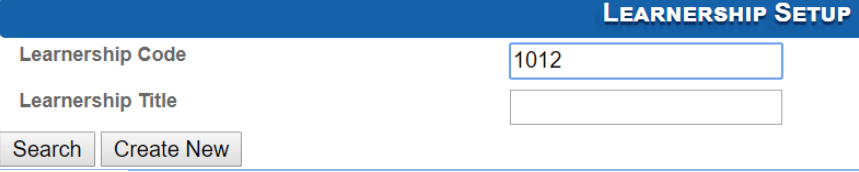
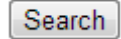
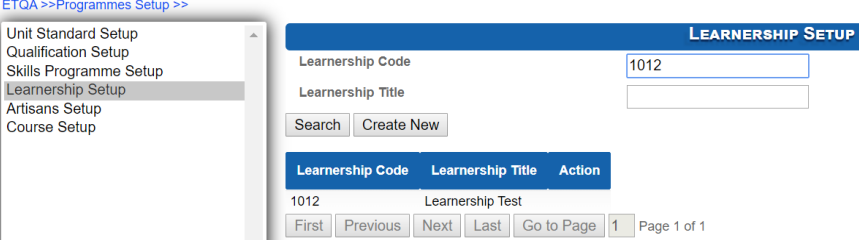

This section allows users to add Learnerships.


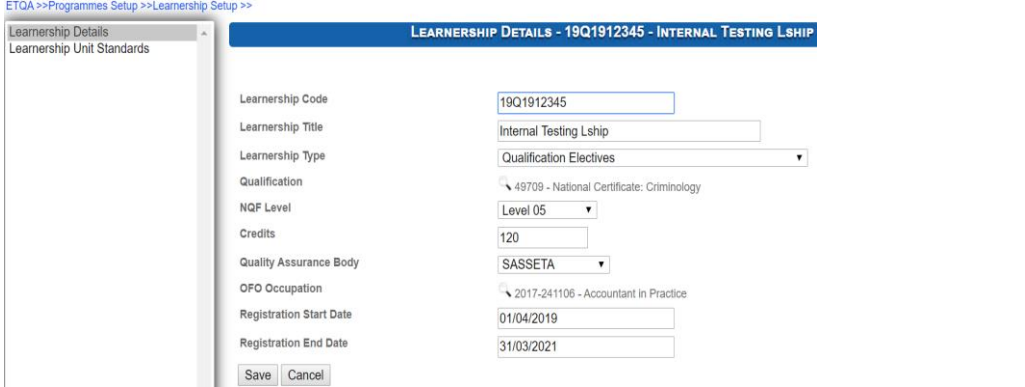

Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Learnership setup	 <p>ETQA >> Programmes Setup >></p> <ul style="list-style-type: none"> Unit Standard Setup Qualification Setup Skills Programme Setup Learnership Setup
2	Click on Create New	 <p>Create New</p>
3	Complete the details on the screen	 <p>ETQA >> Programmes Setup >> Learnership Setup >></p> <p>Learnership Details</p> <p>LEARNERSHIP DETAILS</p> <p>Learnership Code <input type="text"/> Required</p> <p>Learnership Title <input type="text"/> Required</p> <p>Learnership Type <input type="text"/> Required</p> <p>Qualification <input type="text"/> 0</p> <p>Qualification Enrolment Date has passed</p> <p>NQF Level <input type="text"/> Required</p> <p>Credits <input type="text"/> Required</p> <p>Quality Assurance Body <input type="text"/> SASSETA</p> <p>OFO Occupation <input type="text"/> 0</p> <p>Registration Start Date <input type="text"/> Registration Start Date Before Qualification Start Date</p> <p>Registration End Date <input type="text"/> Registration End Date After Qualification LastAchievementDate</p> <p>Save</p>
4	Click on Save	 <p>Save</p>
5	Link unit standards by clicking on Learnership Unit Standards	 <p>ETQA >> Programmes Setup >> Learnership Setup >></p> <ul style="list-style-type: none"> Learnership Details Learnership Unit Standards
6	Click on link Learnership unit standards	 <p>Link Learnership Unit Standards</p>
7	Search for unit standard select the unit standards and their type	 <p>LINK LEARNERSHIP UNIT STANDARDS</p> <p>SAQA Unit Standard ID <input type="text"/></p> <p>SAQA Unit Standard Title <input type="text"/></p> <p>Search</p> <p>Cancel</p>

8	Click on link	
9	Unit standards display on learnership	
10	Remove unit standards by selecting the unit standard and click on Remove	

5.3 Editing a Learnership

This section allows users to change data added.

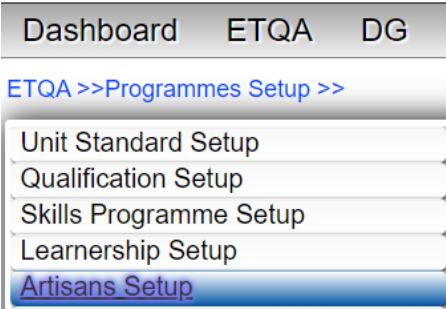
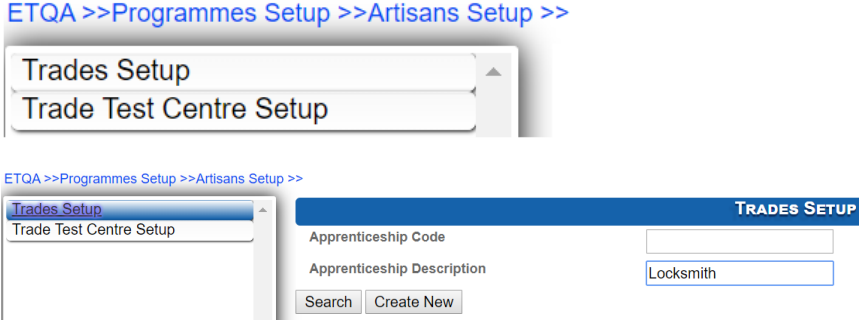
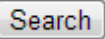
Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Learnership setup	
2	Capture a learnership code or Title	
3	Click on Search	
4	Record comes up based on the search criteria	
5	Click on the icon under action to open the record	

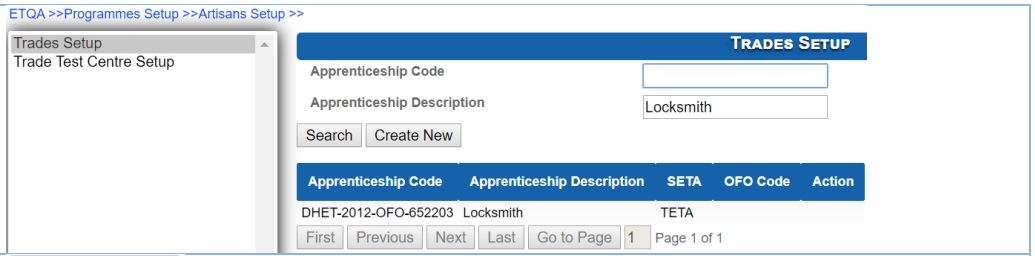
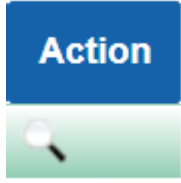
6	Click on Edit	
7	The data is then active to edit	
8	Click on save or cancel	

6. Artisans

6.1 Search for Artisans

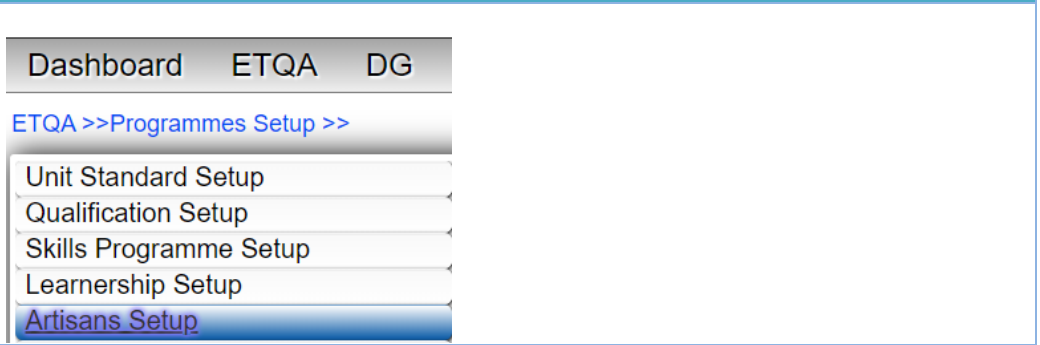

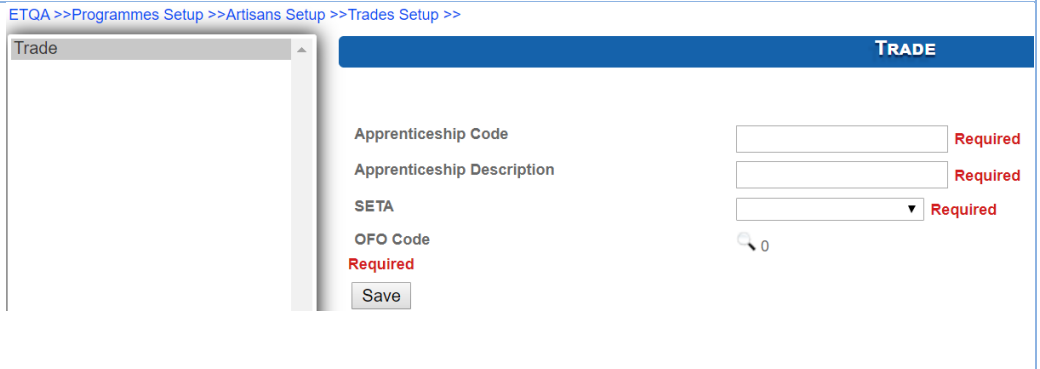
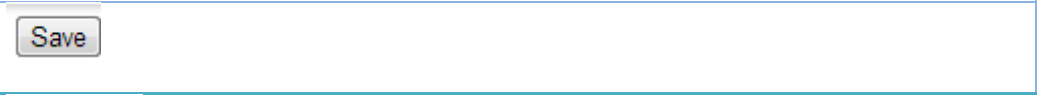

This section allows users to search for Artisans added on the system.

Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Artisans	
2	The system returns two sub-tabs: *Trades Setup *Trade Test Centre Setup. Capture an Apprenticeship code or Title	
3	Click on Search	

4	Record comes up based on the search criteria	 <p>ETQA >> Programmes Setup >> Artisans Setup >></p> <p>Trades Setup Trade Test Centre Setup</p> <p>TRADES SETUP</p> <p>Apprenticeship Code <input type="text"/></p> <p>Apprenticeship Description <input type="text" value="Locksmith"/></p> <p>Search Create New</p> <table border="1"> <thead> <tr> <th>Apprenticeship Code</th> <th>Apprenticeship Description</th> <th>SETA</th> <th>OFO Code</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>DHET-2012-OFO-652203</td> <td>Locksmith</td> <td></td> <td>TETA</td> <td></td> </tr> </tbody> </table> <p>First Previous Next Last Go to Page 1 Page 1 of 1</p>	Apprenticeship Code	Apprenticeship Description	SETA	OFO Code	Action	DHET-2012-OFO-652203	Locksmith		TETA	
Apprenticeship Code	Apprenticeship Description	SETA	OFO Code	Action								
DHET-2012-OFO-652203	Locksmith		TETA									
5	Click on the icon under action to open the record											

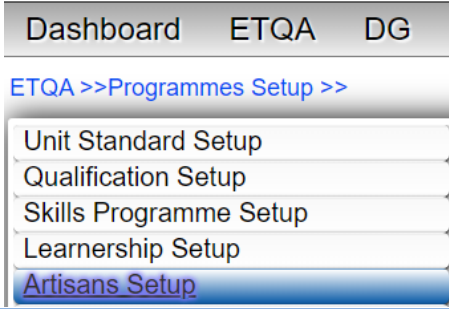
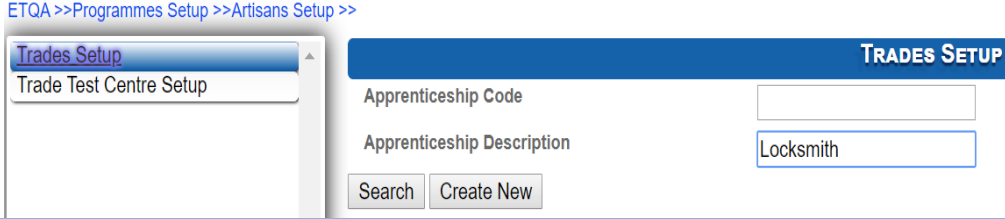
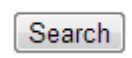
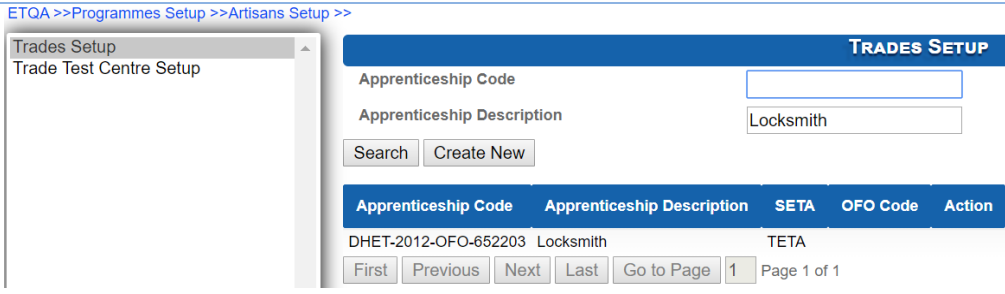
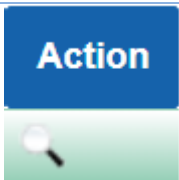
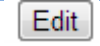
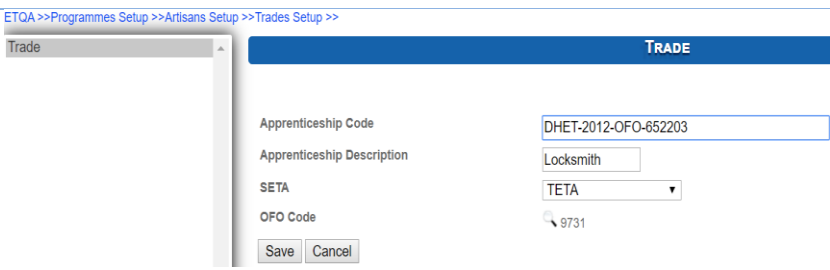

6.2 Adding Artisan Programme

This section allows users to add Artisan programmes.

Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Artisans	 <p>Dashboard ETQA DG</p> <p>ETQA >> Programmes Setup >></p> <ul style="list-style-type: none"> Unit Standard Setup Qualification Setup Skills Programme Setup Learnership Setup Artisans Setup
2	Click on Create New	
3	Complete the Trade Setup details on the screen	 <p>ETQA >> Programmes Setup >> Artisans Setup >> Trades Setup >></p> <p>Trade</p> <p>TRADE</p> <p>Apprenticeship Code <input type="text"/> Required</p> <p>Apprenticeship Description <input type="text"/> Required</p> <p>SETA <input type="text"/> Required</p> <p>OFO Code <input type="text" value="0"/> Required</p> <p>Save</p>
4	Click on Save	
5	Remove unit standards by selecting the unit standard and click on Remove	

6.3 Editing an Artisan programme

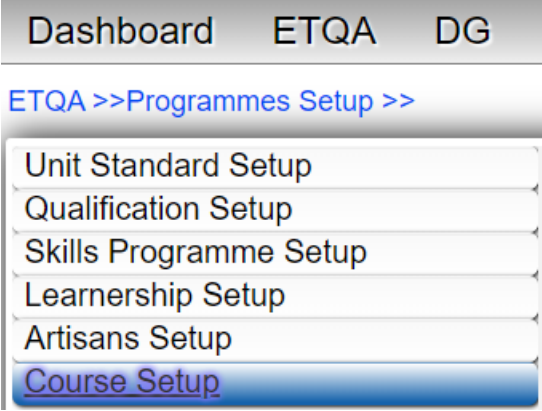
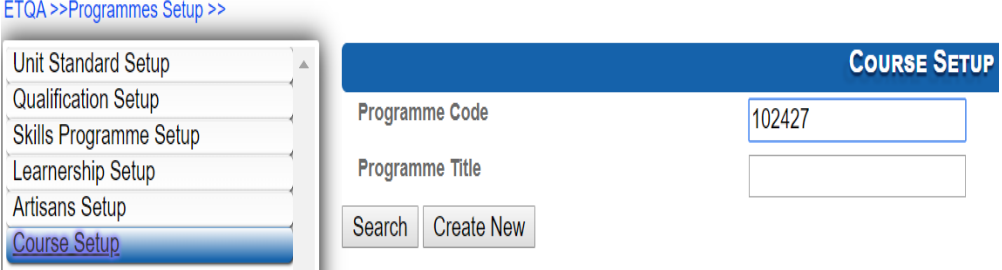
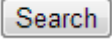
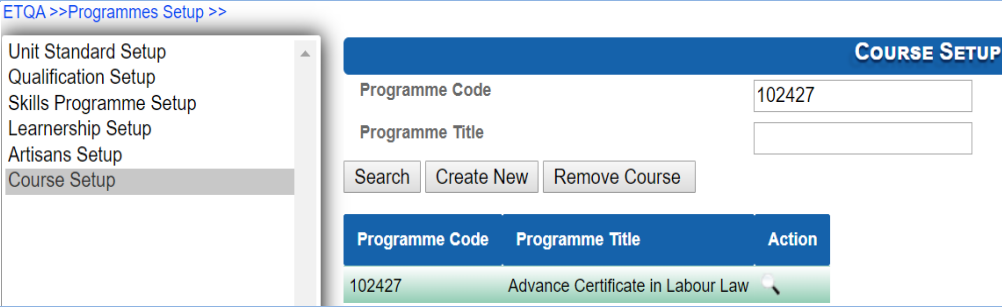

This section allows users to change data added.

Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Artisans	
2	Capture an Apprenticeship code or Title	
2	Click on Search	
3	Record comes up based on the search criteria	
4	Click on the icon under action to open the record	
5	Click on Edit	
6	The data is then active to edit	
7	Click on save or cancel	

7. Courses

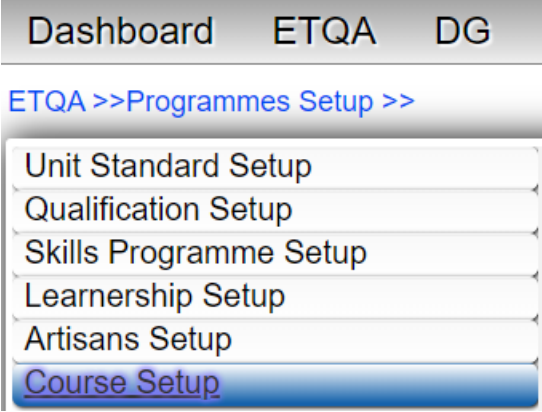
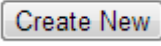
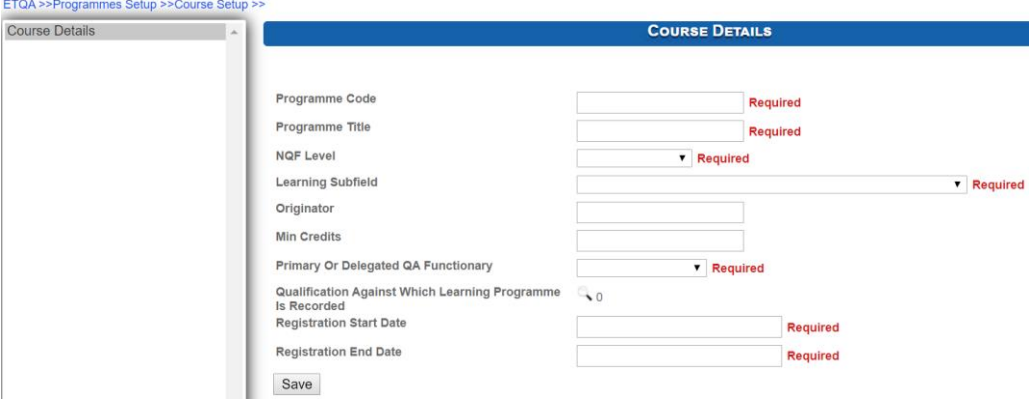

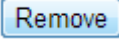
7.1 Search for Courses

This section allows users to search for Courses added on the system.

Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Course	
2	Capture a Programme Code or Title	
2	Click on Search	
3	Record comes up based on the search criteria	
4	Click on the icon under action to open the record	

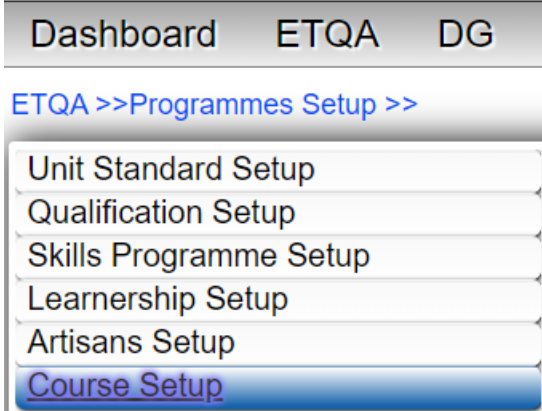
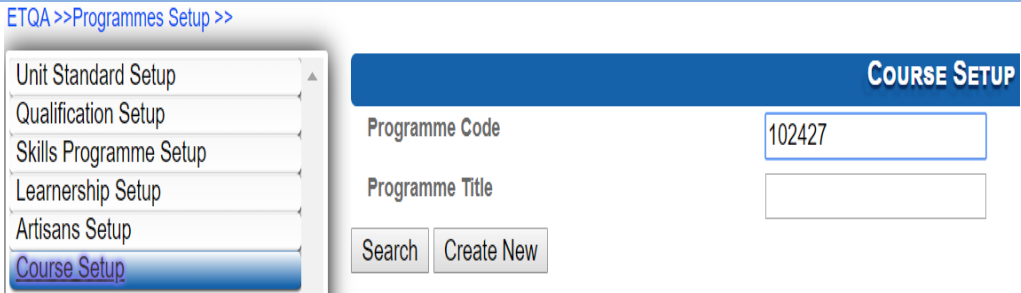
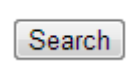
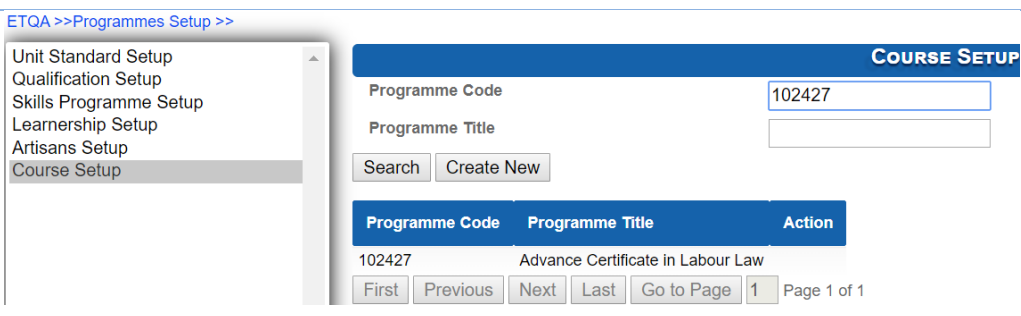

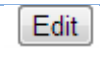
7.2 Adding Course Programme

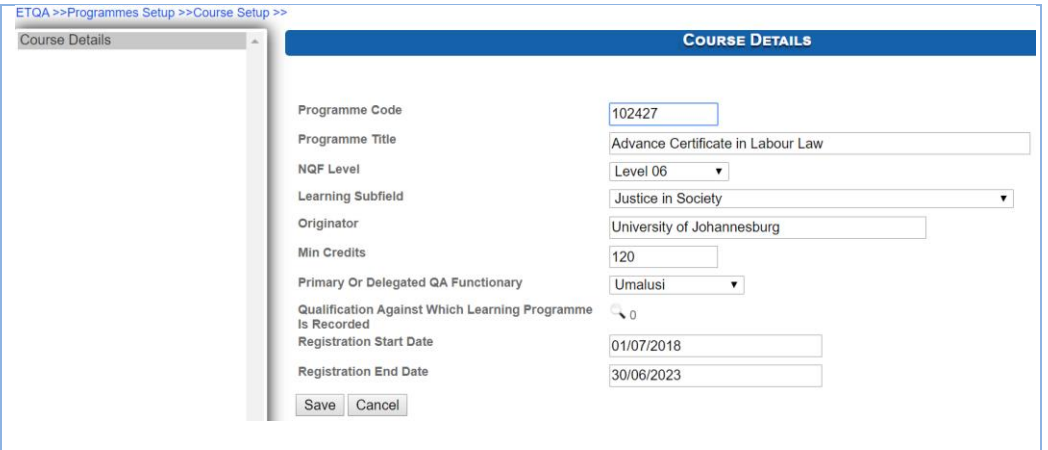
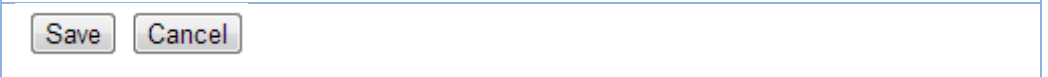
This section allows users to add Course Programmes

Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Course Setup	 <p>Dashboard ETQA DG</p> <p>ETQA >> Programmes Setup >></p> <ul style="list-style-type: none"> Unit Standard Setup Qualification Setup Skills Programme Setup Learnership Setup Artisans Setup Course Setup
2	Click on Create New	 <p>Create New</p>
3	Complete the Course details on the screen	 <p>ETQA >> Programmes Setup >> Course Setup >></p> <p>Course Details</p> <p>COURSE DETAILS</p> <p>Programme Code <input type="text"/> Required</p> <p>Programme Title <input type="text"/> Required</p> <p>NQF Level <input type="text"/> Required</p> <p>Learning Subfield <input type="text"/> Required</p> <p>Originator <input type="text"/></p> <p>Min Credits <input type="text"/></p> <p>Primary Or Delegated QA Functionary <input type="text"/> Required</p> <p>Qualification Against Which Learning Programme Is Recorded <input type="text"/></p> <p>Registration Start Date <input type="text"/> Required</p> <p>Registration End Date <input type="text"/> Required</p> <p>Save</p>
4	Click on Save	 <p>Save</p>
5	Remove Course by selecting the Course Programme and click on Remove	 <p>Remove</p>

7.3 Editing a Course Programme

This section allows users to change data added.

Steps	Action	Screenshot						
1	Click on ETQA; Programme Setup; Course Setup	 <p>Dashboard ETQA DG</p> <p>ETQA >> Programmes Setup >></p> <ul style="list-style-type: none"> Unit Standard Setup Qualification Setup Skills Programme Setup Learnership Setup Artisans Setup Course Setup 						
2	Capture a Programme Code or Title	 <p>ETQA >> Programmes Setup >></p> <ul style="list-style-type: none"> Unit Standard Setup Qualification Setup Skills Programme Setup Learnership Setup Artisans Setup Course Setup <p>COURSE SETUP</p> <p>Programme Code <input type="text" value="102427"/></p> <p>Programme Title <input type="text"/></p> <p>Search Create New</p>						
2	Click on Search	 <p>Search</p>						
3	Record comes up based on the search criteria	 <p>ETQA >> Programmes Setup >></p> <ul style="list-style-type: none"> Unit Standard Setup Qualification Setup Skills Programme Setup Learnership Setup Artisans Setup Course Setup <p>COURSE SETUP</p> <p>Programme Code <input type="text" value="102427"/></p> <p>Programme Title <input type="text"/></p> <p>Search Create New</p> <table border="1"> <thead> <tr> <th>Programme Code</th> <th>Programme Title</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>102427</td> <td>Advance Certificate in Labour Law</td> <td></td> </tr> </tbody> </table> <p>First Previous Next Last Go to Page 1 Page 1 of 1</p>	Programme Code	Programme Title	Action	102427	Advance Certificate in Labour Law	
Programme Code	Programme Title	Action						
102427	Advance Certificate in Labour Law							
4	Click on the icon under action to open the record	 <p>Action</p>						
5	Click on Edit	 <p>Edit</p>						

6	The data is then active to edit	
7	Click on save or cancel	

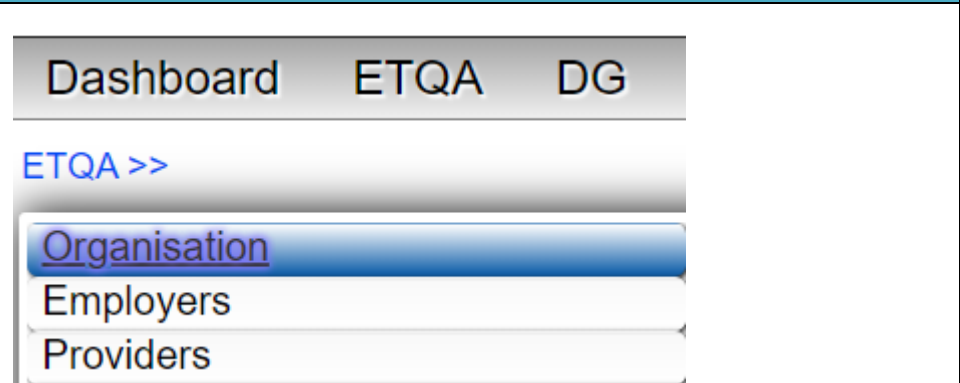
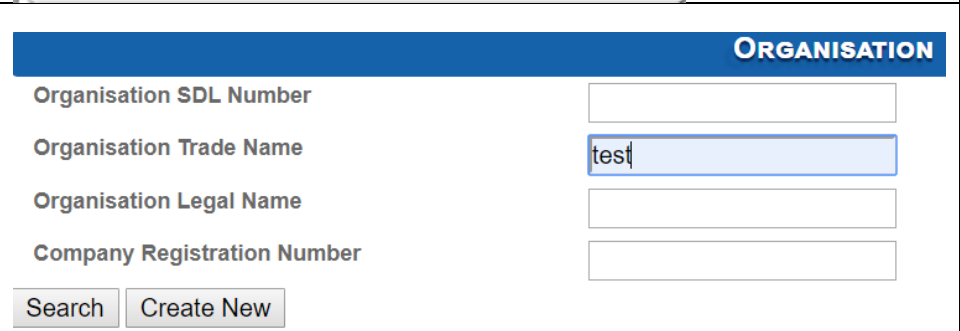


8. Introduction

This section addressed all functionalities relating to providers.

9. Organisation

9.1. Organisation Search

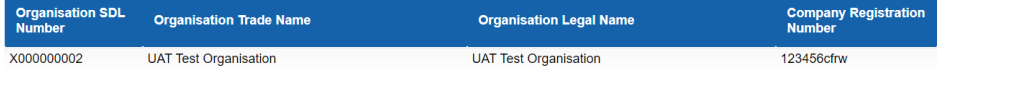
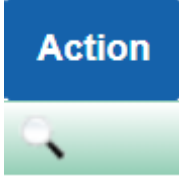
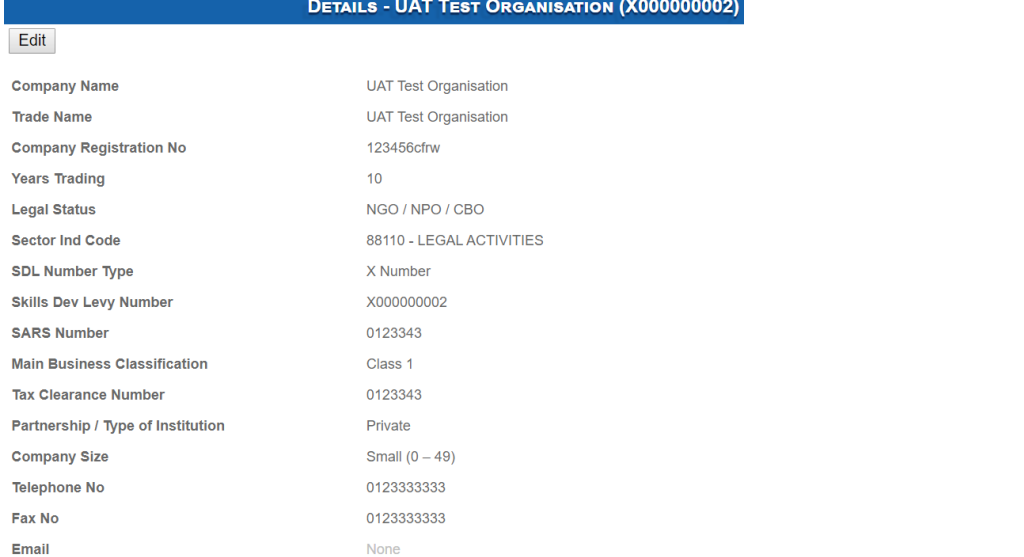

This section addresses the Organisation details screen.

Steps	Action	Screenshot
1	Click on ETQA; Organisation	
2	Search for a current Organisation	
2	Click on Search	
3	Record comes up based on the search criteria	

4	Click on the icon under action to open the record	
---	---	---

9.2 Organisation Details

This section allows users to view Organisation details

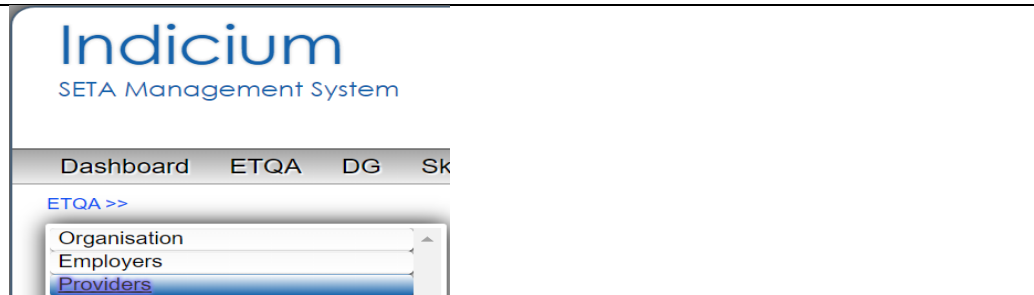
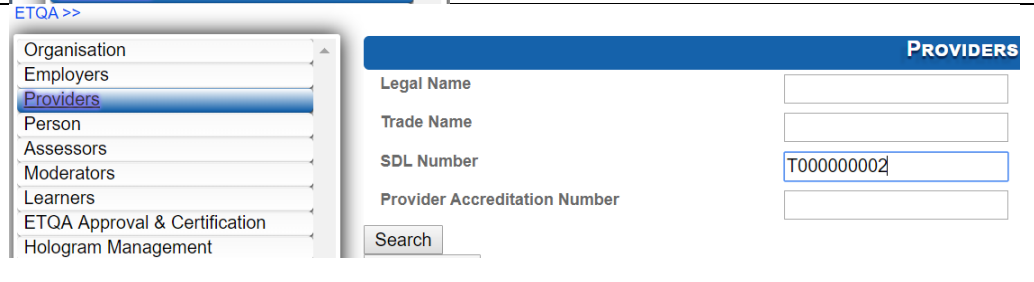

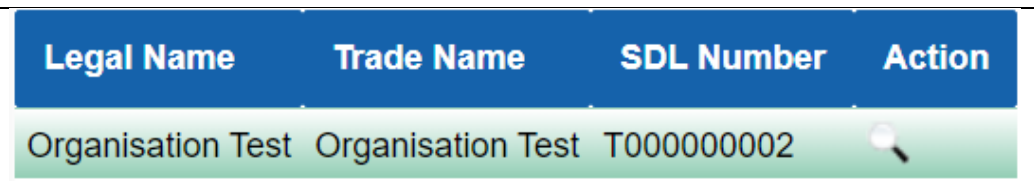

Steps	Action	Screenshot																																
1	Click on the Organisation record	 <table border="1"> <thead> <tr> <th>Organisation SDL Number</th> <th>Organisation Trade Name</th> <th>Organisation Legal Name</th> <th>Company Registration Number</th> </tr> </thead> <tbody> <tr> <td>X000000002</td> <td>UAT Test Organisation</td> <td>UAT Test Organisation</td> <td>123456cfrw</td> </tr> </tbody> </table>	Organisation SDL Number	Organisation Trade Name	Organisation Legal Name	Company Registration Number	X000000002	UAT Test Organisation	UAT Test Organisation	123456cfrw																								
Organisation SDL Number	Organisation Trade Name	Organisation Legal Name	Company Registration Number																															
X000000002	UAT Test Organisation	UAT Test Organisation	123456cfrw																															
2	Click on the icon under action to open the record																																	
3	Record will display and editing is required then the user clicks on edit.	 <p>DETAILS - UAT TEST ORGANISATION (X000000002)</p> <p><input type="button" value="Edit"/></p> <table> <tr><td>Company Name</td><td>UAT Test Organisation</td></tr> <tr><td>Trade Name</td><td>UAT Test Organisation</td></tr> <tr><td>Company Registration No</td><td>123456cfrw</td></tr> <tr><td>Years Trading</td><td>10</td></tr> <tr><td>Legal Status</td><td>NGO / NPO / CBO</td></tr> <tr><td>Sector Ind Code</td><td>88110 - LEGAL ACTIVITIES</td></tr> <tr><td>SDL Number Type</td><td>X Number</td></tr> <tr><td>Skills Dev Levy Number</td><td>X000000002</td></tr> <tr><td>SARS Number</td><td>0123343</td></tr> <tr><td>Main Business Classification</td><td>Class 1</td></tr> <tr><td>Tax Clearance Number</td><td>0123343</td></tr> <tr><td>Partnership / Type of Institution</td><td>Private</td></tr> <tr><td>Company Size</td><td>Small (0 – 49)</td></tr> <tr><td>Telephone No</td><td>0123333333</td></tr> <tr><td>Fax No</td><td>0123333333</td></tr> <tr><td>Email</td><td>None</td></tr> </table>	Company Name	UAT Test Organisation	Trade Name	UAT Test Organisation	Company Registration No	123456cfrw	Years Trading	10	Legal Status	NGO / NPO / CBO	Sector Ind Code	88110 - LEGAL ACTIVITIES	SDL Number Type	X Number	Skills Dev Levy Number	X000000002	SARS Number	0123343	Main Business Classification	Class 1	Tax Clearance Number	0123343	Partnership / Type of Institution	Private	Company Size	Small (0 – 49)	Telephone No	0123333333	Fax No	0123333333	Email	None
Company Name	UAT Test Organisation																																	
Trade Name	UAT Test Organisation																																	
Company Registration No	123456cfrw																																	
Years Trading	10																																	
Legal Status	NGO / NPO / CBO																																	
Sector Ind Code	88110 - LEGAL ACTIVITIES																																	
SDL Number Type	X Number																																	
Skills Dev Levy Number	X000000002																																	
SARS Number	0123343																																	
Main Business Classification	Class 1																																	
Tax Clearance Number	0123343																																	
Partnership / Type of Institution	Private																																	
Company Size	Small (0 – 49)																																	
Telephone No	0123333333																																	
Fax No	0123333333																																	
Email	None																																	
4	Click on Save																																	

10. Provider

9.1. Provider Search

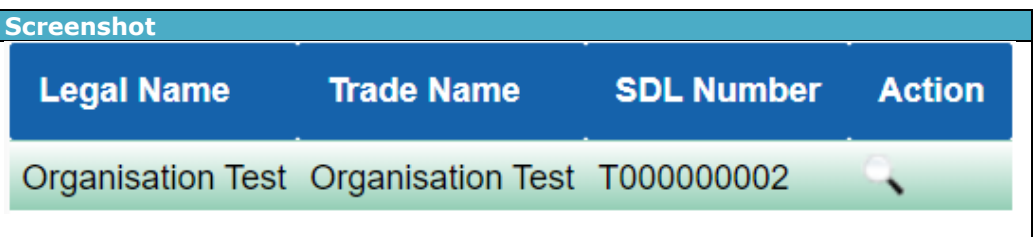

This section addresses the provider details screen.

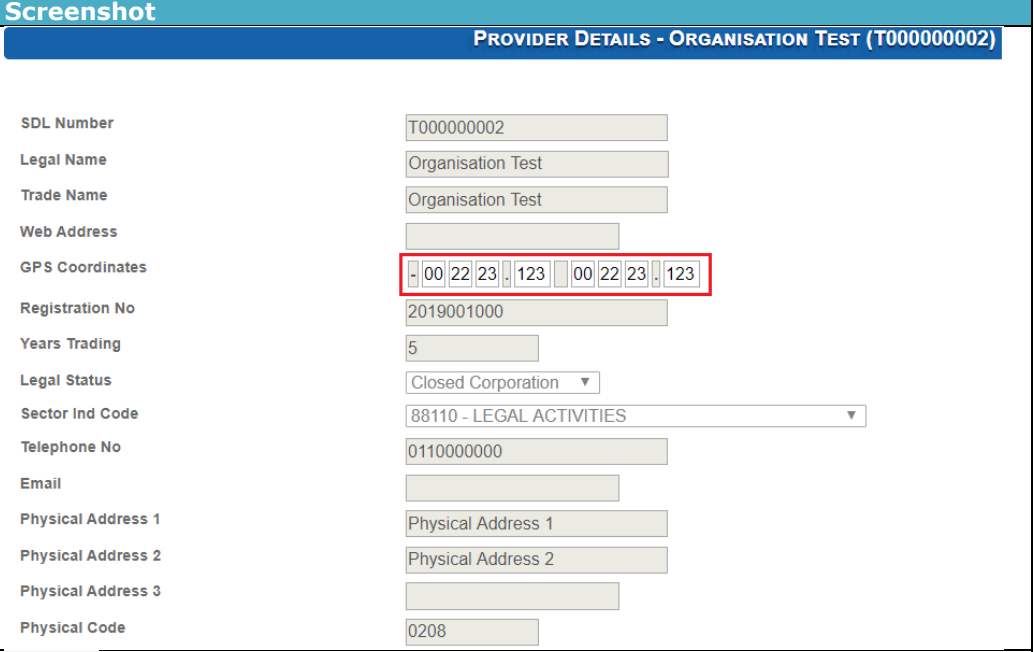

Steps	Action	Screenshot
1	Click on ETQA; Provider	

		
2	Search for a current provider	
2	Click on Search	
3	Record comes up based on the search criteria	
4	Click on the icon under action to open the record	

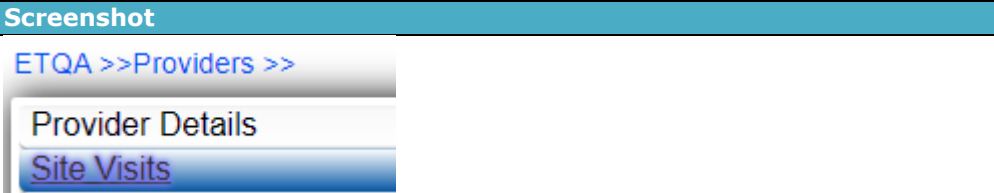
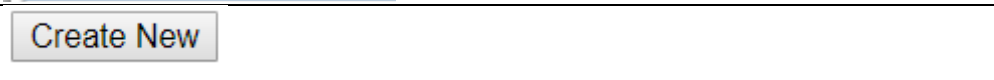
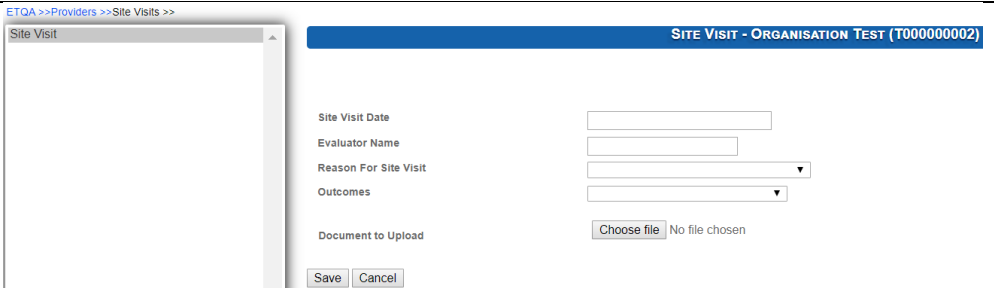
9.2 Provider Details

This section allows users to view provider details.

Steps	Action	Screenshot
1	Click on the provider record	
2	Click on the icon under action to open the record	

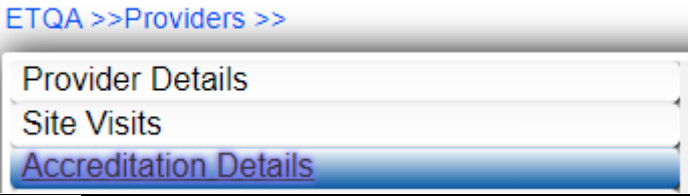

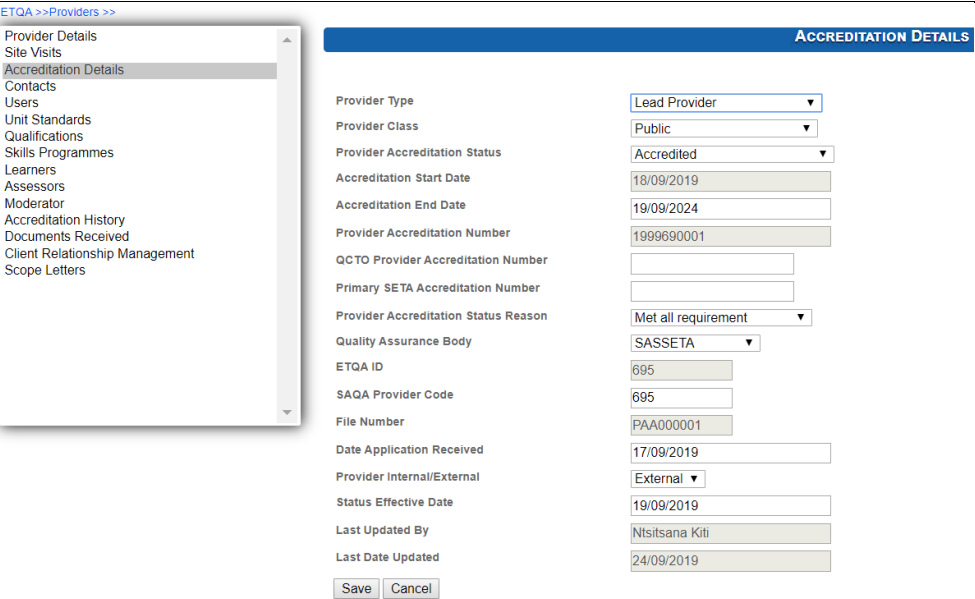

Steps	Action	Screenshot
3	Record will display and editing is required then the user clicks on edit. Only the GPS Coordinates field will become active	
4	Click on Save	

9.3 Site Visits

Steps	Action	Screenshot
1	Click on Site Visits	
2	Click on Create New to add a site visit	
3	Add all the details and save the data or cancel if data is not to be saved	

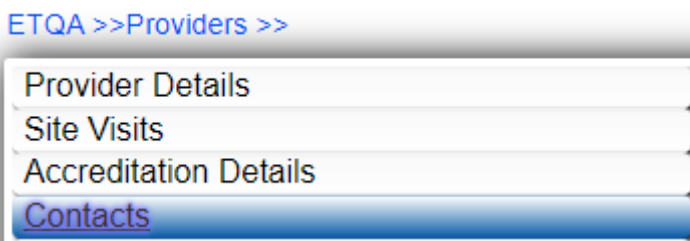

9.4 Accreditation Details

This section allows users to change data added.

Steps	Action	Screenshot
1	Click on Accreditation details	
2	Click on Edit	
3	Accreditation details can be captured	
4	Click on save or cancel	

9.5 Contacts


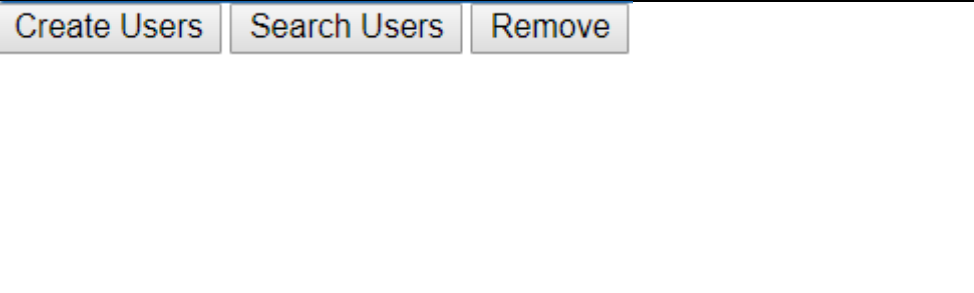
Contacts are added to providers

Steps	Action	Screenshot
1	Click on Contacts	
2	Click on Link Contacts to add a Contact	

3	Add all the details and save the data or cancel if data is not to be saved	<div style="border: 1px solid black; padding: 10px;"> <div style="background-color: #0056b3; color: white; text-align: center; padding: 5px; font-weight: bold;">LINK CONTACTS</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Contact First Name <input type="text"/></p> <p>Contact Surname <input type="text"/></p> <p>Contact Designation <input type="text" value="▼"/></p> <p>Contact Telephone Number <input type="text"/></p> <p>Contact Cellphone Number <input type="text"/></p> <p>Contact Fax Number <input type="text"/></p> <p>Contact E Mail <input type="text"/></p> </div> <div style="width: 35%; text-align: right;"> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div> </div> </div>
----------	--	--

9.6 Users



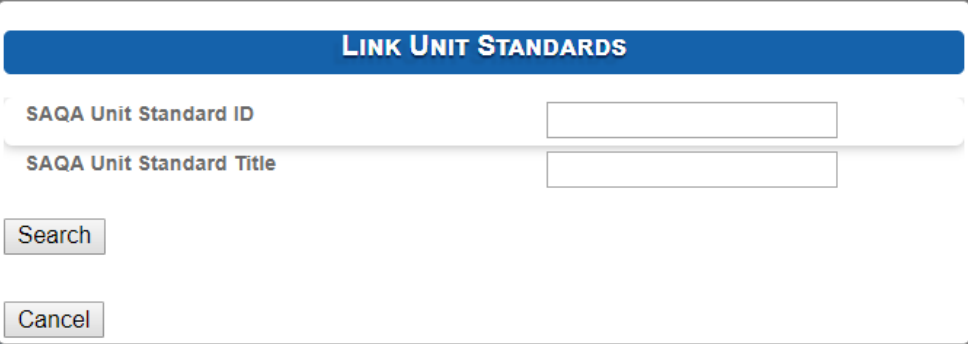
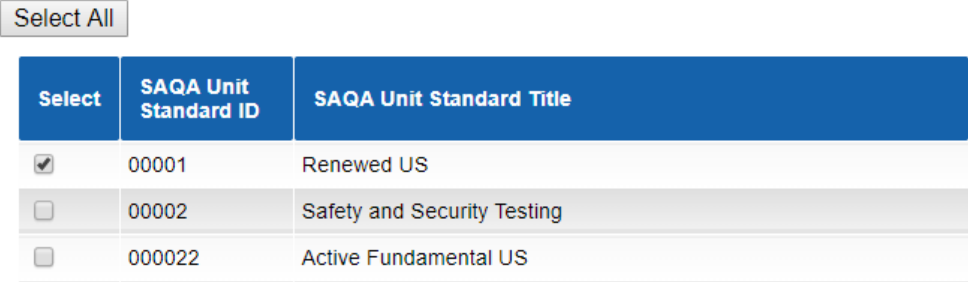

This section contains all users that have access to the provider profile and the learners against the provider.

Steps	Action	Screenshot
1	Click on User	
2	Click create user to add a new user. Click on Search User to search for existing Users. Click on Remove user to remove any users currently linked to the provider.	
3	Add all the details and save the data or cancel if data is not to be saved	<div style="border: 1px solid black; padding: 10px;"> <div style="background-color: #0056b3; color: white; text-align: center; padding: 5px; font-weight: bold;">CREATE USERS</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>First Name <input type="text"/></p> <p>Surname <input type="text"/></p> <p>ID No <input type="text"/></p> <p>Telephone Number <input type="text"/></p> <p>Cell Phone Number <input type="text"/></p> <p>Fax Number <input type="text"/></p> <p>Contact Number Req</p> <p>E Mail <input type="text"/></p> </div> <div style="width: 35%; text-align: right;"> <p>Required</p> <p>Required</p> <p>Required</p> <p>At least one</p> <p>Required</p> </div> </div> <p style="text-align: right;"><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div>


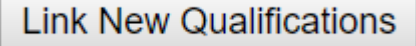
9.7 Adding Scope

This section addresses the linking and delinking of provider scope.

9.7.1 Unit standards


Steps	Action	Screenshot												
1	Click on Unit standards													
2	Click on link Unit standards to add scope or Remove to delete scope													
3	If Link unit standard is selected, then a search box is returned to search for currently active unit standards													
4	Select the checkbox of the Unit Standard you want to be linked to the Provider.	 <table border="1"> <thead> <tr> <th>Select</th> <th>SAQA Unit Standard ID</th> <th>SAQA Unit Standard Title</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>00001</td> <td>Renewed US</td> </tr> <tr> <td><input type="checkbox"/></td> <td>00002</td> <td>Safety and Security Testing</td> </tr> <tr> <td><input type="checkbox"/></td> <td>000022</td> <td>Active Fundamental US</td> </tr> </tbody> </table>	Select	SAQA Unit Standard ID	SAQA Unit Standard Title	<input checked="" type="checkbox"/>	00001	Renewed US	<input type="checkbox"/>	00002	Safety and Security Testing	<input type="checkbox"/>	000022	Active Fundamental US
Select	SAQA Unit Standard ID	SAQA Unit Standard Title												
<input checked="" type="checkbox"/>	00001	Renewed US												
<input type="checkbox"/>	00002	Safety and Security Testing												
<input type="checkbox"/>	000022	Active Fundamental US												
5	Click the Link button to save the records selected or click Cancel to exit the Unit Standard page.													

9.7.2 Qualifications

Steps	Action	Screenshot
1	Click on Qualifications	
2	Click on Link Qualification to add scope	


3	If Link qualification is selected, then a search box is returned to search for currently active qualifications	SAQA Qualification ID <input type="text"/> SAQA Qualification Title <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/>								
4	Select the Qualification you want to be linked to the Provider.	<table border="1"> <thead> <tr> <th>SAQA Qualification ID</th> <th>SAQA Qualification Title</th> </tr> </thead> <tbody> <tr> <td>11546</td> <td>Qual Testing</td> </tr> <tr> <td>49709</td> <td>National Certificate: Criminology</td> </tr> <tr> <td>22490</td> <td>National Certificate: General Security Practices</td> </tr> </tbody> </table>	SAQA Qualification ID	SAQA Qualification Title	11546	Qual Testing	49709	National Certificate: Criminology	22490	National Certificate: General Security Practices
SAQA Qualification ID	SAQA Qualification Title									
11546	Qual Testing									
49709	National Certificate: Criminology									
22490	National Certificate: General Security Practices									
5	Click the Link button to save the records selected or click Cancel to exit the Qualification page.	<input type="button" value="Link"/> <input type="button" value="Cancel"/>								

9.7.3 Skills Programme

Steps	Action	Screenshot												
1	Click on Skills Programme													
2	Click on Link Skills Programme to add scope or Remove to delete scope	<input type="button" value="Link Skills Programmes"/> <input type="button" value="Remove"/>												
3	If Link Skills Programme is selected, then a search box is returned to search for currently active Skills Programmes	<table border="1"> <thead> <tr> <th colspan="2">LINK SKILLS PROGRAMMES</th> </tr> </thead> <tbody> <tr> <td>Skills Programme Code</td> <td><input type="text"/></td> </tr> <tr> <td>Skills Programme Title</td> <td><input type="text"/></td> </tr> <tr> <td colspan="2"><input type="button" value="Search"/></td> </tr> </tbody> </table>	LINK SKILLS PROGRAMMES		Skills Programme Code	<input type="text"/>	Skills Programme Title	<input type="text"/>	<input type="button" value="Search"/>					
LINK SKILLS PROGRAMMES														
Skills Programme Code	<input type="text"/>													
Skills Programme Title	<input type="text"/>													
<input type="button" value="Search"/>														
4	Select the checkbox of the Skills Programme you want to be linked to the Provider.	<table border="1"> <thead> <tr> <th>Select</th> <th>Skills Programme Code</th> <th>Skills Programme Title</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>19S0000100</td> <td>Access Control Officer</td> </tr> <tr> <td><input type="checkbox"/></td> <td>SKUAT 123</td> <td>Test UAT</td> </tr> <tr> <td><input type="checkbox"/></td> <td>SP/12345</td> <td>Testing Skills Programme Learner Registration</td> </tr> </tbody> </table>	Select	Skills Programme Code	Skills Programme Title	<input checked="" type="checkbox"/>	19S0000100	Access Control Officer	<input type="checkbox"/>	SKUAT 123	Test UAT	<input type="checkbox"/>	SP/12345	Testing Skills Programme Learner Registration
Select	Skills Programme Code	Skills Programme Title												
<input checked="" type="checkbox"/>	19S0000100	Access Control Officer												
<input type="checkbox"/>	SKUAT 123	Test UAT												
<input type="checkbox"/>	SP/12345	Testing Skills Programme Learner Registration												
5	Click the Link button to save the records selected or click Cancel to exit the Skills Programme page.	<input type="button" value="Link"/> <input type="button" value="Cancel"/>												



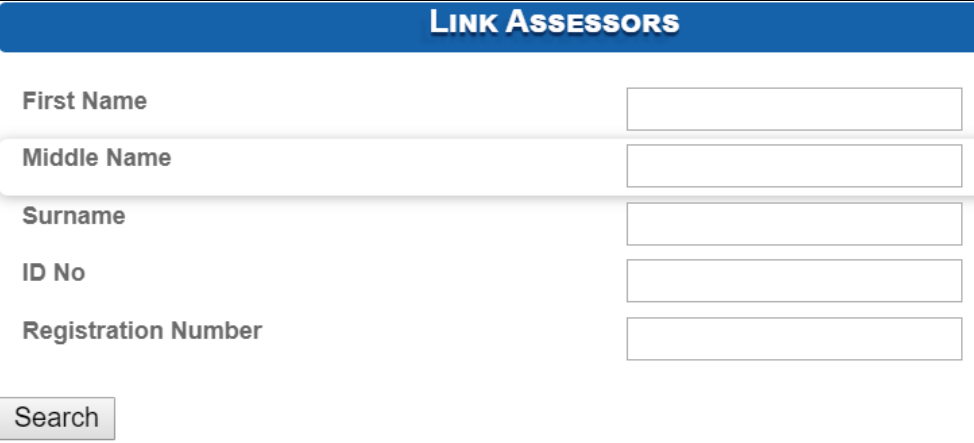

9.8 Learners

This section displays all learners linked to the provider.

Steps	Action	Screenshot
1	Click on Learners	
2	This is a view of all learners linked to provider on learners' programmes	


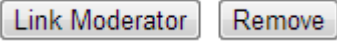
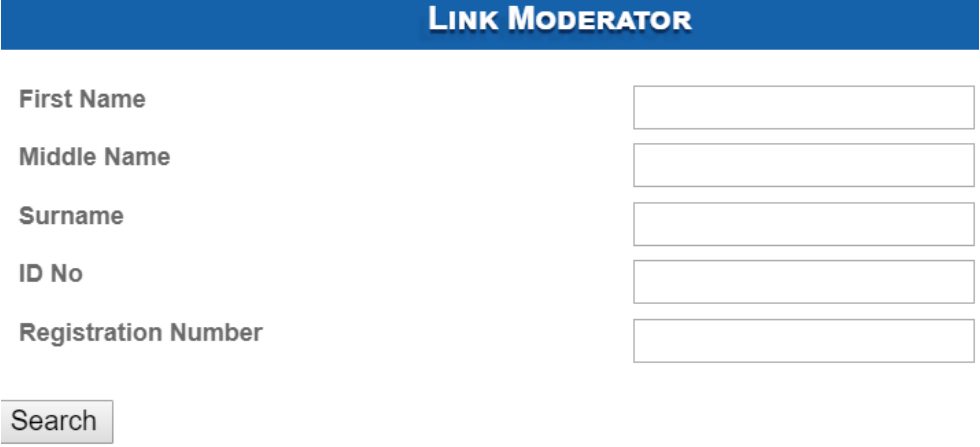
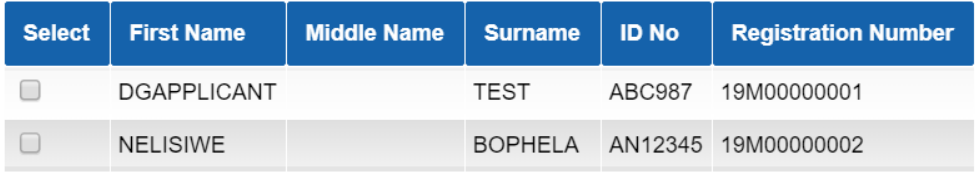
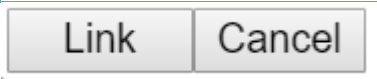
9.9 Assessor

This section displays all assessors linked to the provider.

Steps	Action	Screenshot																																				
1	Click on Assessor																																					
2	Click on Link Assessors to add or Remove assessors from providers																																					
3	If Link Assessor is selected, then a search box is returned to search for currently active Assessors	 <p>LINK ASSESSORS</p> <p>First Name <input type="text"/></p> <p>Middle Name <input type="text"/></p> <p>Surname <input type="text"/></p> <p>ID No <input type="text"/></p> <p>Registration Number <input type="text"/></p> <p><input type="button" value="Search"/></p>																																				
4	Select the checkbox of the Assessor you want to be linked to the Provider	<table border="1"> <thead> <tr> <th>Select</th> <th>First Name</th> <th>Middle Name</th> <th>Surname</th> <th>ID No</th> <th>Registration Number</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Tshepi</td> <td>Test</td> <td>Ledwaba</td> <td>9504190735086</td> <td>755/A/000001/2019</td> </tr> <tr> <td><input type="checkbox"/></td> <td>NELISIWE</td> <td></td> <td>BOPHELA</td> <td>AN12345</td> <td>19A00000001</td> </tr> <tr> <td><input type="checkbox"/></td> <td>DGAPPLICANT</td> <td></td> <td>TEST</td> <td>ABC987</td> <td>19A00000002</td> </tr> <tr> <td><input type="checkbox"/></td> <td>TESTING</td> <td>TEST</td> <td>TESTING</td> <td>XYZ123</td> <td>19A00000003</td> </tr> <tr> <td><input type="checkbox"/></td> <td>NELIST</td> <td></td> <td>TESTNELI</td> <td>JKL123</td> <td>19A00000004</td> </tr> </tbody> </table>	Select	First Name	Middle Name	Surname	ID No	Registration Number	<input type="checkbox"/>	Tshepi	Test	Ledwaba	9504190735086	755/A/000001/2019	<input type="checkbox"/>	NELISIWE		BOPHELA	AN12345	19A00000001	<input type="checkbox"/>	DGAPPLICANT		TEST	ABC987	19A00000002	<input type="checkbox"/>	TESTING	TEST	TESTING	XYZ123	19A00000003	<input type="checkbox"/>	NELIST		TESTNELI	JKL123	19A00000004
Select	First Name	Middle Name	Surname	ID No	Registration Number																																	
<input type="checkbox"/>	Tshepi	Test	Ledwaba	9504190735086	755/A/000001/2019																																	
<input type="checkbox"/>	NELISIWE		BOPHELA	AN12345	19A00000001																																	
<input type="checkbox"/>	DGAPPLICANT		TEST	ABC987	19A00000002																																	
<input type="checkbox"/>	TESTING	TEST	TESTING	XYZ123	19A00000003																																	
<input type="checkbox"/>	NELIST		TESTNELI	JKL123	19A00000004																																	
5	Click the Link button to save the records selected or click Cancel to exit the Assessor page.																																					


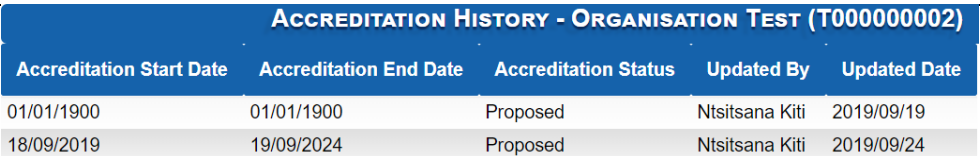
9.10 Moderator

This section displays all Moderators linked to the provider.

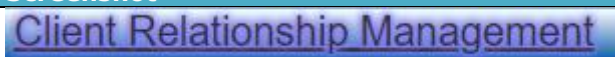
Steps	Action	Screenshot																		
1	Click on Moderator																			
2	Click on link Moderators to add or Remove moderators from the provider																			
3	If Link Moderator is selected, then a search box is returned to search for currently active Assessors	 <p>LINK MODERATOR</p> <p>First Name <input type="text"/></p> <p>Middle Name <input type="text"/></p> <p>Surname <input type="text"/></p> <p>ID No <input type="text"/></p> <p>Registration Number <input type="text"/></p> <p><input type="button" value="Search"/></p>																		
4	Select the checkbox of the Moderator you want to be linked to the Provider	 <table border="1"> <thead> <tr> <th>Select</th> <th>First Name</th> <th>Middle Name</th> <th>Surname</th> <th>ID No</th> <th>Registration Number</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>DGAPPLICANT</td> <td></td> <td>TEST</td> <td>ABC987</td> <td>19M00000001</td> </tr> <tr> <td><input type="checkbox"/></td> <td>NELISIWE</td> <td></td> <td>BOPHELA</td> <td>AN12345</td> <td>19M00000002</td> </tr> </tbody> </table>	Select	First Name	Middle Name	Surname	ID No	Registration Number	<input type="checkbox"/>	DGAPPLICANT		TEST	ABC987	19M00000001	<input type="checkbox"/>	NELISIWE		BOPHELA	AN12345	19M00000002
Select	First Name	Middle Name	Surname	ID No	Registration Number															
<input type="checkbox"/>	DGAPPLICANT		TEST	ABC987	19M00000001															
<input type="checkbox"/>	NELISIWE		BOPHELA	AN12345	19M00000002															
5	Click the Link button to save the records selected or click Cancel to exit the Moderator page.																			

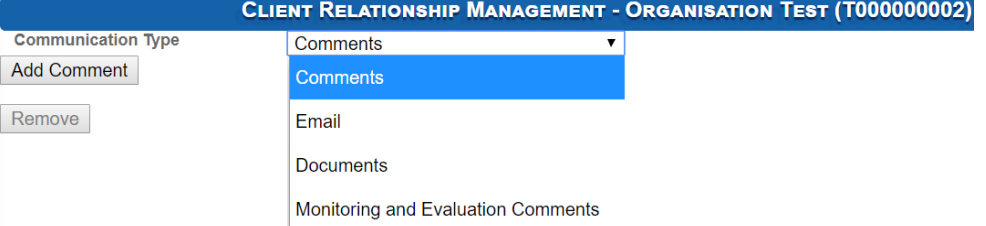
9.11 Accreditation History

This section is a view of all the historical data for the provider accreditation.

Steps	Action	Screenshot															
1	Click on accreditation history																
2	The screen will display all the history for each provider	 <p>ACCREDITATION HISTORY - ORGANISATION TEST (T000000002)</p> <table border="1"> <thead> <tr> <th>Accreditation Start Date</th> <th>Accreditation End Date</th> <th>Accreditation Status</th> <th>Updated By</th> <th>Updated Date</th> </tr> </thead> <tbody> <tr> <td>01/01/1900</td> <td>01/01/1900</td> <td>Proposed</td> <td>Ntsitsana Kiti</td> <td>2019/09/19</td> </tr> <tr> <td>18/09/2019</td> <td>19/09/2024</td> <td>Proposed</td> <td>Ntsitsana Kiti</td> <td>2019/09/24</td> </tr> </tbody> </table>	Accreditation Start Date	Accreditation End Date	Accreditation Status	Updated By	Updated Date	01/01/1900	01/01/1900	Proposed	Ntsitsana Kiti	2019/09/19	18/09/2019	19/09/2024	Proposed	Ntsitsana Kiti	2019/09/24
Accreditation Start Date	Accreditation End Date	Accreditation Status	Updated By	Updated Date													
01/01/1900	01/01/1900	Proposed	Ntsitsana Kiti	2019/09/19													
18/09/2019	19/09/2024	Proposed	Ntsitsana Kiti	2019/09/24													


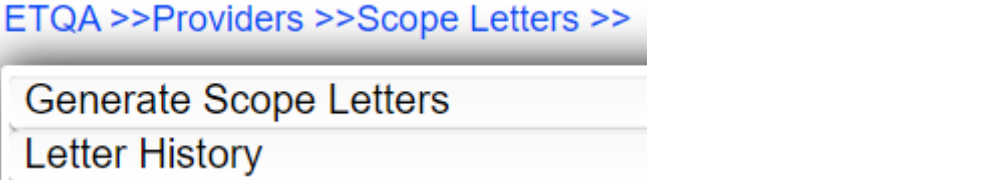
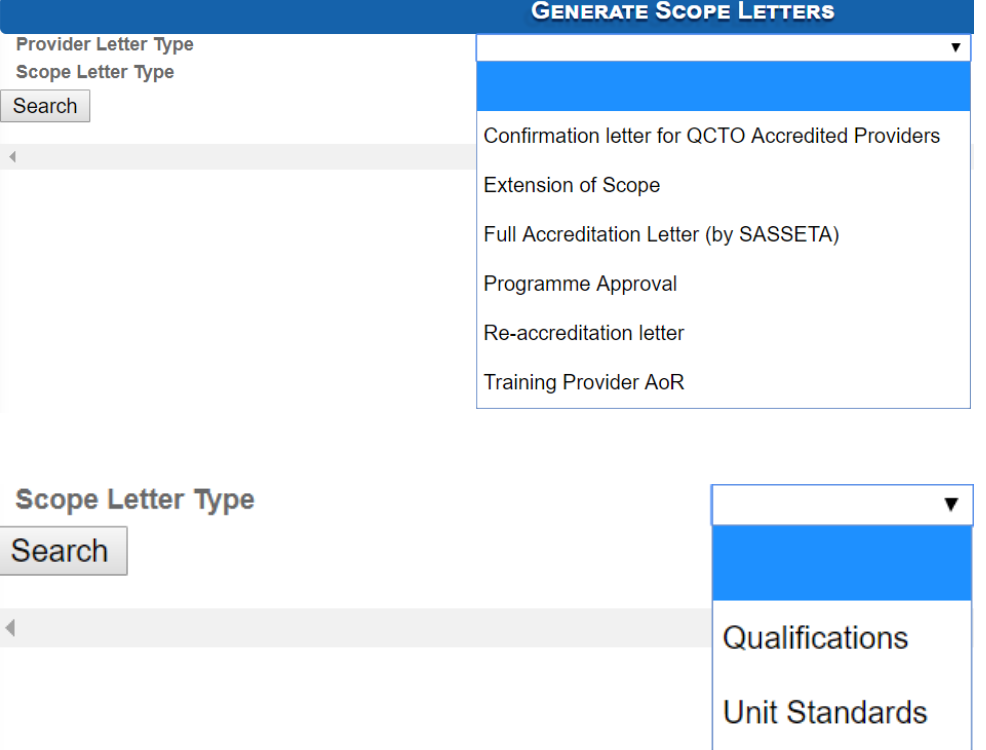
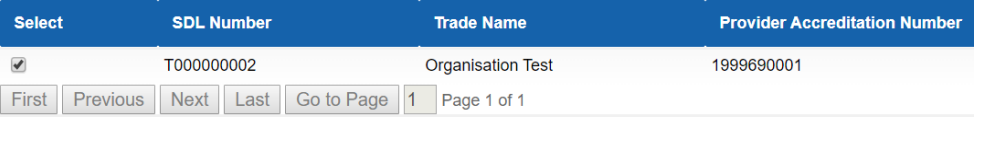

9.12 Client Relationship Management

Steps	Action	Screenshot
1	Click on Client Relationship Management	

2	From the Communication Type dropdown list, you have different options available to manage the Provider's information	
----------	--	--

9.13 Scope Letters


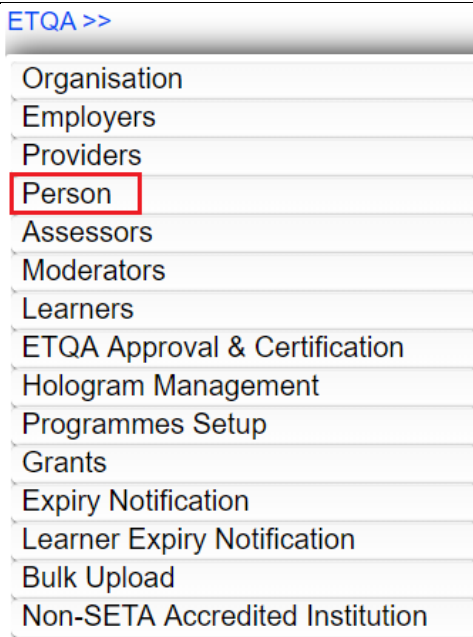

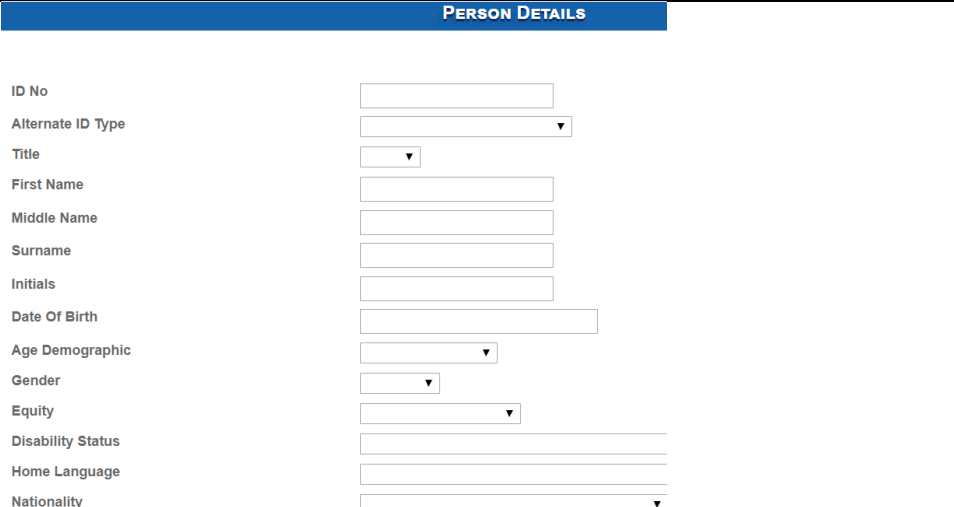
This section allows the user to generate scope letters and will display scope letter history.

Steps	Action	Screenshot								
1	Click on Scope Letters									
2	The Scope Letters section will return two sub-tabs: <ul style="list-style-type: none"> ➤ Generate Scope Letters ➤ Letter History 									
3	To generate scope letters, select one of the values from the Provider Letter Type dropdown list, as well as the Scope Letter Type dropdown list.									
4	After searching for both Provider Letter Type and Scope Letter Type the system will allow you to tick the provider's information	 <table border="1"> <thead> <tr> <th>Select</th> <th>SDL Number</th> <th>Trade Name</th> <th>Provider Accreditation Number</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>T000000002</td> <td>Organisation Test</td> <td>1999690001</td> </tr> </tbody> </table>	Select	SDL Number	Trade Name	Provider Accreditation Number	<input checked="" type="checkbox"/>	T000000002	Organisation Test	1999690001
Select	SDL Number	Trade Name	Provider Accreditation Number							
<input checked="" type="checkbox"/>	T000000002	Organisation Test	1999690001							
5	Click on Generate Scope Letter to generate the company's Letter.									

6	Once the system has generated the scope letter for you, you will need to click on the hyperlinks	Download Generated Scope Letter
7	Click on Letter History to view all the letters generated.	Letter History

11. Capturing Assessor / Moderator



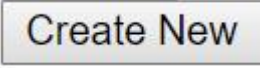
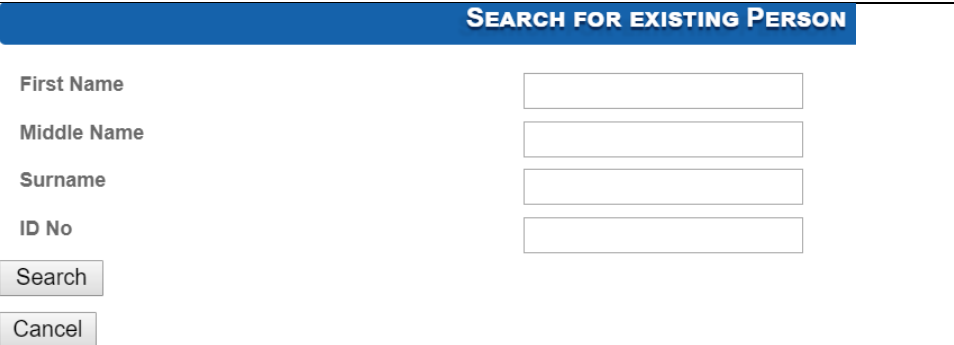
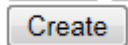
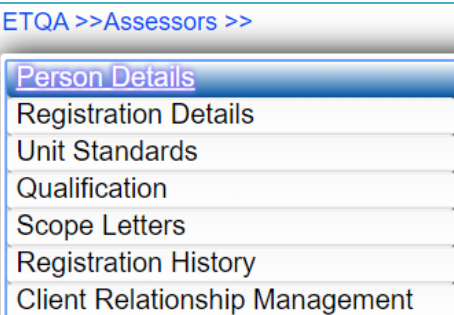
This section outlines all the functionality that relates to the Assessor module.
 The following steps needs to be followed to create a new Assessor / Moderator on SASSETA Indicium:


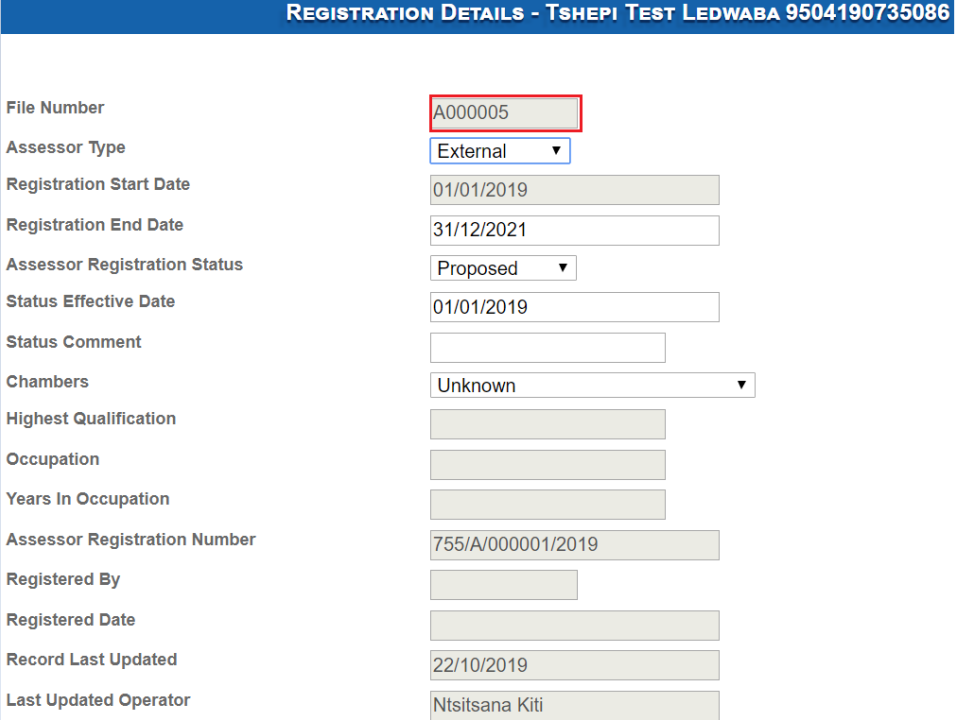
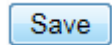
Steps	Action	Screenshot
1	Click ETQA in the Main Menu	
2	Click on Person from the ETQA Menu	
3	Click on the Create New button	
4	Capture the persons details	

5	Click on the Save button to save the information captured	
----------	--	---

12. Registration of Assessor / Moderator

The section below outlines the process for Registering the Assessor / Moderator

Steps	Action	Screenshot																
1	Click on ETQA in the Main Menu																	
2	Click on Assessor / Moderator from the ETQA Menu																	
3	Click on Create New button to link an existing Person																	
4	Complete the fields to search for an existing Person																	
4	Select the person that needs to be registered as an Assessor / Moderator . The row will be highlighted when selected	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>First Name</th> <th>Middle Name</th> <th>Surname</th> <th>ID No</th> </tr> </thead> <tbody> <tr style="background-color: #e0ffe0;"> <td>Nelisiwe</td> <td></td> <td>Bophela</td> <td>AN1234</td> </tr> <tr> <td>NELI</td> <td></td> <td>BOPHELA</td> <td>AN123</td> </tr> <tr> <td>Nelisiwe</td> <td></td> <td>Bophela</td> <td>HB222</td> </tr> </tbody> </table>	First Name	Middle Name	Surname	ID No	Nelisiwe		Bophela	AN1234	NELI		BOPHELA	AN123	Nelisiwe		Bophela	HB222
First Name	Middle Name	Surname	ID No															
Nelisiwe		Bophela	AN1234															
NELI		BOPHELA	AN123															
Nelisiwe		Bophela	HB222															
5	Click on the Create button to create the Assessor / Moderator																	
6	The system opens the Assessor / Moderators Menu																	


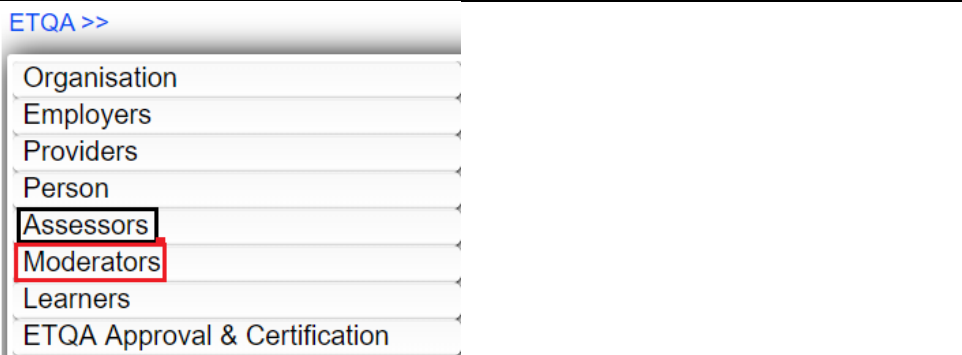
7	Click on Registration Details	
8	<p>Registration Details: This page allows the user to capture the Registration Details.</p> <p>The system will generate a File Number when the Proposed status is selected.</p>	 <p>REGISTRATION DETAILS - TSHEPI TEST LEDWABA 9504190735086</p> <p>File Number: A000005</p> <p>Assessor Type: External</p> <p>Registration Start Date: 01/01/2019</p> <p>Registration End Date: 31/12/2021</p> <p>Assessor Registration Status: Proposed</p> <p>Status Effective Date: 01/01/2019</p> <p>Status Comment:</p> <p>Chambers: Unknown</p> <p>Highest Qualification:</p> <p>Occupation:</p> <p>Years In Occupation:</p> <p>Assessor Registration Number: 755/A/000001/2019</p> <p>Registered By:</p> <p>Registered Date:</p> <p>Record Last Updated: 22/10/2019</p> <p>Last Updated Operator: Ntsitsana Kiti</p>
9	Click on the Save button to save the information captured	

13. Link Assessor / Moderator Scope

The section below outlines the process for updating the Assessor scope. When the Assessor is linked to the Moderator profile, they will automatically inherit the Assessor's Scope.

13.1 Unit Standards

To update the Assessor / Moderator scope with Unit Standards the next steps needs to be followed:


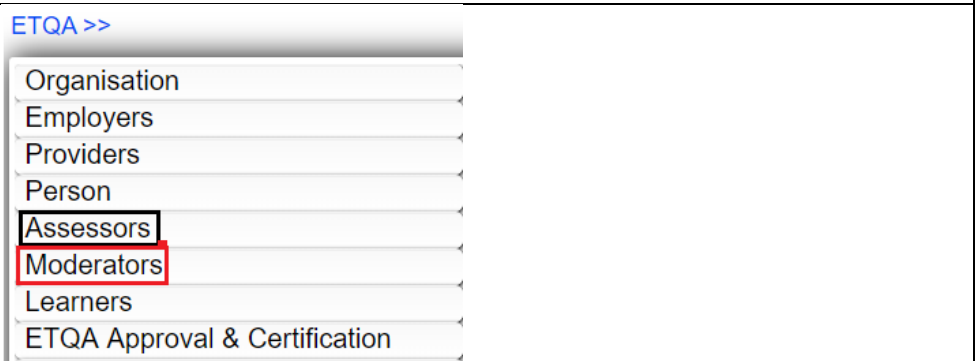
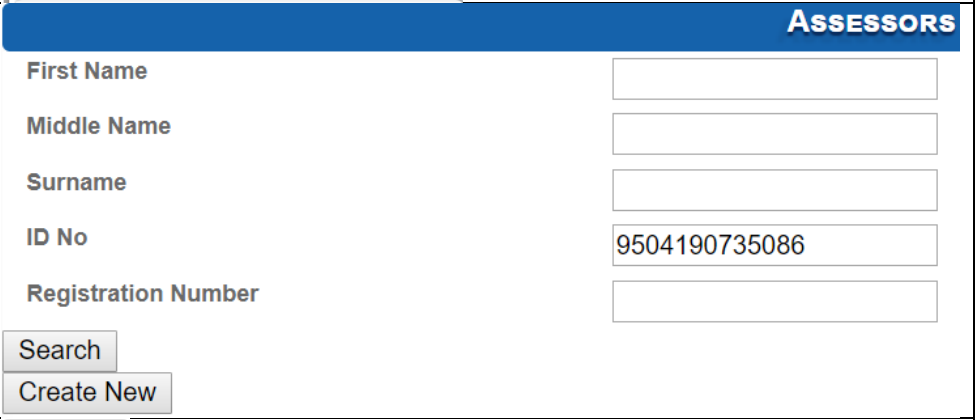

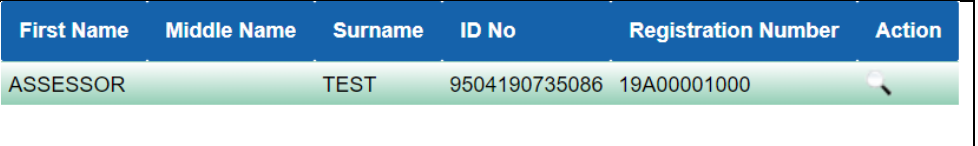

Steps	Action	Screenshot
1	Click ETQA in the Main Menu	 <p>Dashboard ETQA DG Skills Reports</p>
2	Click on Assessor / Moderator from the ETQA Menu	 <p>ETQA >></p> <ul style="list-style-type: none"> Organisation Employers Providers Person Assessors Moderators Learners ETQA Approval & Certification

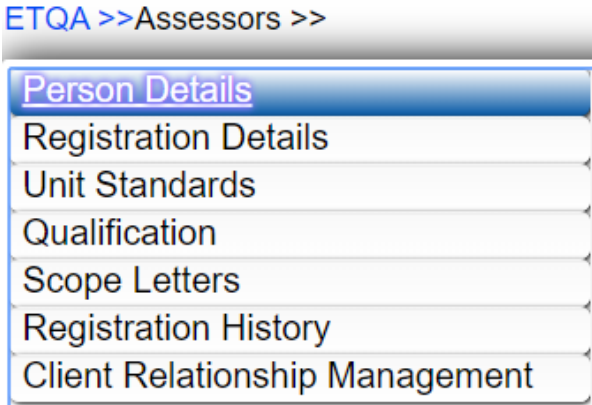
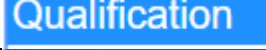
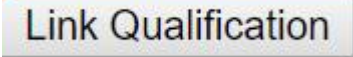
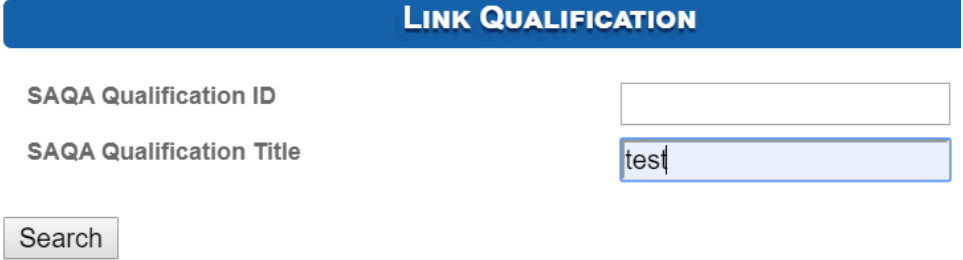
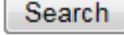
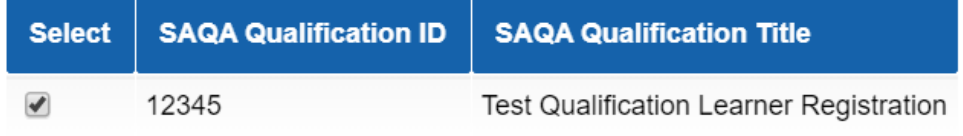

3	Search for the Assessor / Moderator by adding the search criteria	<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #0056b3; color: white; padding: 2px; text-align: right; font-weight: bold;">ASSESSORS</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">First Name</td> <td><input type="text"/></td> </tr> <tr> <td>Middle Name</td> <td><input type="text"/></td> </tr> <tr> <td>Surname</td> <td><input type="text"/></td> </tr> <tr> <td>ID No</td> <td><input type="text" value="9504190735086"/></td> </tr> <tr> <td>Registration Number</td> <td><input type="text"/></td> </tr> </table> <div style="margin-top: 5px;"> <input type="button" value="Search"/> <input type="button" value="Create New"/> </div> </div>	First Name	<input type="text"/>	Middle Name	<input type="text"/>	Surname	<input type="text"/>	ID No	<input type="text" value="9504190735086"/>	Registration Number	<input type="text"/>		
First Name	<input type="text"/>													
Middle Name	<input type="text"/>													
Surname	<input type="text"/>													
ID No	<input type="text" value="9504190735086"/>													
Registration Number	<input type="text"/>													
4	Click on the Search button	<div style="border: 1px solid black; padding: 5px;"> <input type="button" value="Search"/> </div>												
5	Select the Assessor / Moderator that needs to be updated. The row will be highlighted when selected	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th style="width: 15%;">First Name</th> <th style="width: 15%;">Middle Name</th> <th style="width: 15%;">Surname</th> <th style="width: 15%;">ID No</th> <th style="width: 15%;">Registration Number</th> <th style="width: 10%;">Action</th> </tr> </thead> <tbody> <tr style="background-color: #d9ead3;"> <td>ASSESSOR</td> <td></td> <td>TEST</td> <td>9504190735086</td> <td>19A00001000</td> <td style="text-align: center;"></td> </tr> </tbody> </table>	First Name	Middle Name	Surname	ID No	Registration Number	Action	ASSESSOR		TEST	9504190735086	19A00001000	
First Name	Middle Name	Surname	ID No	Registration Number	Action									
ASSESSOR		TEST	9504190735086	19A00001000										
6	Click on the Action button to open the Assessor / Moderator profile	<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #0056b3; color: white; padding: 2px; text-align: center; font-weight: bold;">Action</div> <div style="text-align: center; margin-top: 5px;"> </div> </div>												
7	The system opens the Assessor / Moderators Menu	<div style="border: 1px solid black; padding: 5px;"> <p style="margin: 0;">ETQA >>Assessors >></p> <ul style="list-style-type: none"> <li style="background-color: #0056b3; color: white; padding: 2px 5px; margin-bottom: 2px;">Person Details <li style="padding: 2px 5px; margin-bottom: 2px;">Registration Details <li style="padding: 2px 5px; margin-bottom: 2px;">Unit Standards <li style="padding: 2px 5px; margin-bottom: 2px;">Qualification <li style="padding: 2px 5px; margin-bottom: 2px;">Scope Letters <li style="padding: 2px 5px; margin-bottom: 2px;">Registration History <li style="padding: 2px 5px;">Client Relationship Management </div>												
8	Click on Unit Standards	<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #0056b3; color: white; padding: 2px 5px; text-align: center; font-weight: bold;">Unit Standards</div> </div>												
9	Click on Link Unit Standards	<div style="border: 1px solid black; padding: 5px;"> <input type="button" value="Link Unit Standards"/> </div>												
10	Search for the Unit Standard by completing one of the search criteria fields.	<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #0056b3; color: white; padding: 2px; text-align: center; font-weight: bold;">LINK UNIT STANDARDS</div> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 70%;">SAQA Unit Standard ID</td> <td><input type="text" value="00011"/></td> </tr> <tr> <td>SAQA Unit Standard Title</td> <td><input type="text"/></td> </tr> </table> <div style="margin-top: 5px;"> <input type="button" value="Search"/> </div> <div style="margin-top: 5px; text-align: center;"> <input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/> <input type="button" value="Go to Page"/> <input type="text" value="1"/> Page 1 of 1 </div> <div style="margin-top: 5px;"> <input type="button" value="Cancel"/> </div> </div>	SAQA Unit Standard ID	<input type="text" value="00011"/>	SAQA Unit Standard Title	<input type="text"/>								
SAQA Unit Standard ID	<input type="text" value="00011"/>													
SAQA Unit Standard Title	<input type="text"/>													
11	Click on Search button	<div style="border: 1px solid black; padding: 5px;"> <input type="button" value="Search"/> </div>												

12	To select the Unit Standard the user needs to tick the Select box	<input checked="" type="checkbox"/>	SAQA Unit Standard ID 00011	SAQA Unit Standard Title Active Core US
13	Click on the Link button to link the Unit Standard to the Assessor / Moderator	<input type="button" value="Link"/>		

13.2 Qualification


To update the Assessor / Moderator scope with Qualifications the next steps needs to be followed:

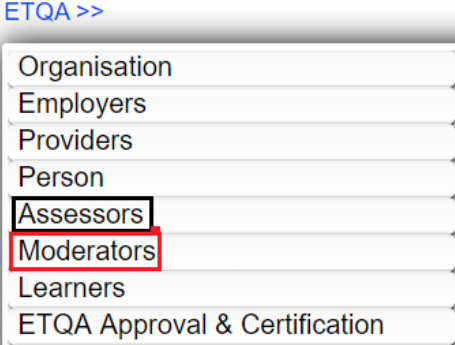
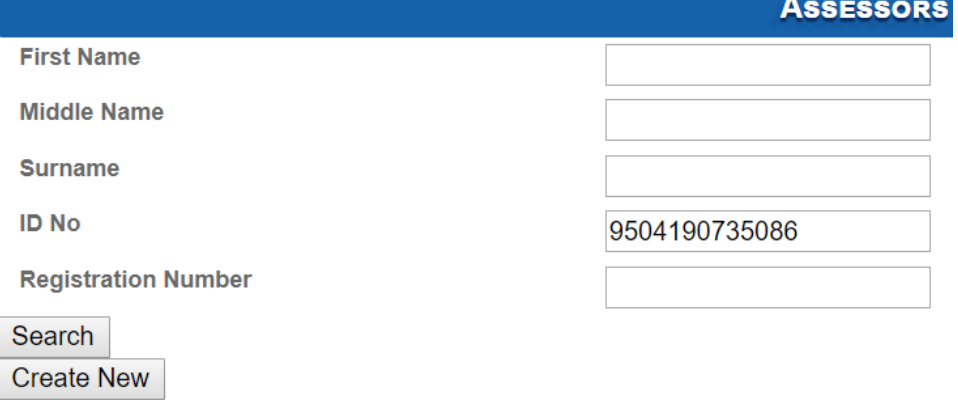
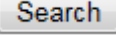
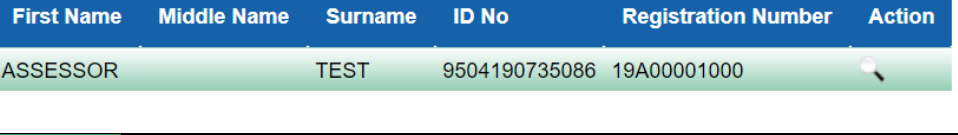

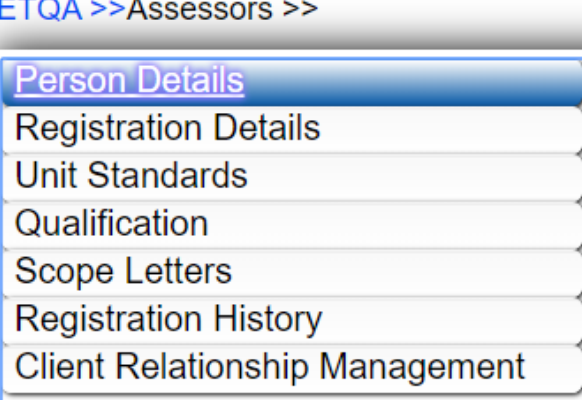

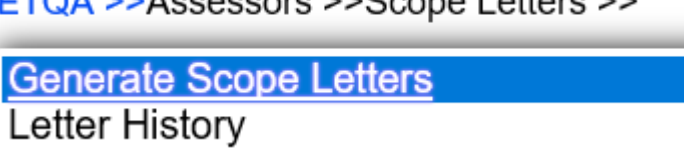
Steps	Action	Screenshot												
1	Click ETQA in the Main Menu													
2	Click on Assessor / Moderator from the ETQA Menu													
3	Search for the Assessor / Moderator by adding the search criteria													
4	Click on the Search button													
5	Select the Assessor / Moderator that needs to be updated. The row will be highlighted when selected	 <table border="1"> <thead> <tr> <th>First Name</th> <th>Middle Name</th> <th>Surname</th> <th>ID No</th> <th>Registration Number</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>ASSESSOR</td> <td></td> <td>TEST</td> <td>9504190735086</td> <td>19A00001000</td> <td></td> </tr> </tbody> </table>	First Name	Middle Name	Surname	ID No	Registration Number	Action	ASSESSOR		TEST	9504190735086	19A00001000	
First Name	Middle Name	Surname	ID No	Registration Number	Action									
ASSESSOR		TEST	9504190735086	19A00001000										
6	Click on the Action button to open the Assessor / Moderator profile													

7	The system opens the Assessor / Moderators Menu	
8	Click on Qualification	
9	Click on Link Qualification	
10	Search for the Qualification by completing one of the search criteria fields.	
11	Click on Search button	
12	To select the Qualification the user needs to tick the Select box	
13	Click on the Link button to link the Qualification to the Assessor / Moderator	

14. Assessor / Moderator Scope Letters

To generate Assessor and Moderator scope letters, the next steps need to be followed:



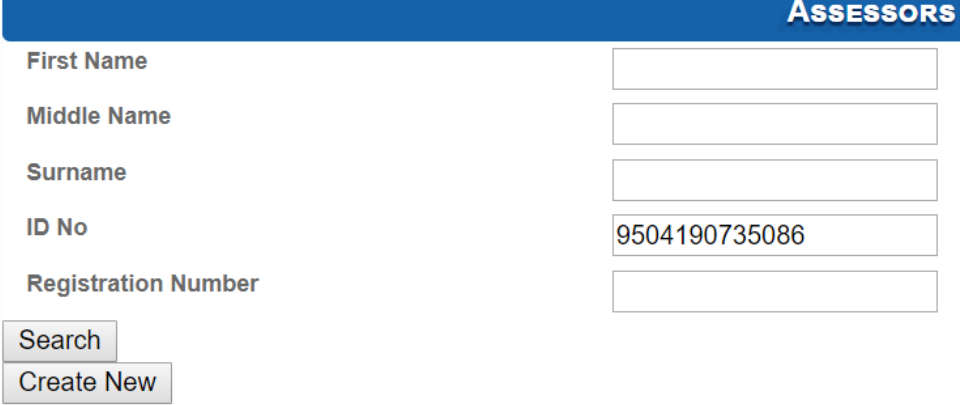

Steps	Action	Screenshot
1	Click ETQA in the Main Menu	


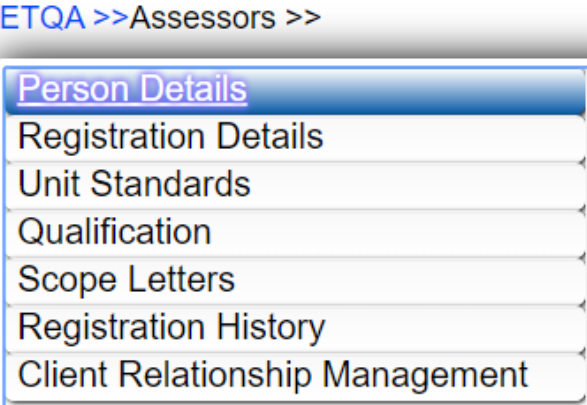

2	Click on Assessor / Moderator from the ETQA Menu													
3	Search for the Assessor / Moderator by adding the search criteria													
4	Click on the Search button													
5	Select the Assessor / Moderator that needs to be updated. The row will be highlighted when selected	 <table border="1"> <thead> <tr> <th>First Name</th> <th>Middle Name</th> <th>Surname</th> <th>ID No</th> <th>Registration Number</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>ASSESSOR</td> <td></td> <td>TEST</td> <td>9504190735086</td> <td>19A00001000</td> <td></td> </tr> </tbody> </table>	First Name	Middle Name	Surname	ID No	Registration Number	Action	ASSESSOR		TEST	9504190735086	19A00001000	
First Name	Middle Name	Surname	ID No	Registration Number	Action									
ASSESSOR		TEST	9504190735086	19A00001000										
6	Click on the Action button to open the Assessor / Moderator profile													
7	The system opens the Assessor / Moderators Menu													
8	Click on Scope Letters													
9	Click on Generate Scope Letters													

10	Select the Assessor Letter Type	GENERATE SCOPE LETTERS			
		Assessor Letter Type	<div style="border: 1px solid black; padding: 2px;"> Extension of Scope Full Registration Re-registration </div>		
		Scope Letter Type			
		Search			
11	Select the Scope Letter Type	GENERATE SCOPE LETTERS			
		Assessor Letter Type	Full Registration ▼		
		Scope Letter Type	<div style="border: 1px solid black; padding: 2px;"> Qualifications Unit Standards </div>		
		Search			
12	Click the Search button to search for an Assessor or Moderator	<div style="border: 1px solid gray; padding: 5px; display: inline-block;">Search</div>			
13	Click on the Select box to generate the	<div style="border: 1px solid gray; padding: 2px;">Select</div> <input checked="" type="checkbox"/>	Assessor Name Tshepi	Assessor Surname Ledwaba	Assessor Registration Number 755/A/000001/2019

15. Registration History


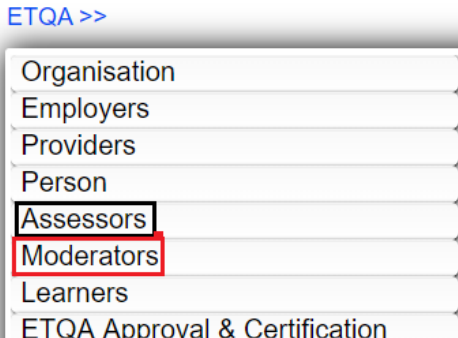
The Registration History section records all old accreditation Start and End dates to the Assessor / Moderator in order for the SETA to keep track of history. The next steps need to be followed to view the Registration History.

Steps	Action	Screenshot
1	Click ETQA in the Main Menu	
2	Click on Assessor / Moderator from the ETQA Menu	
3	Search for the Assessor / Moderator by adding the search criteria	
4	Click on the Search button	

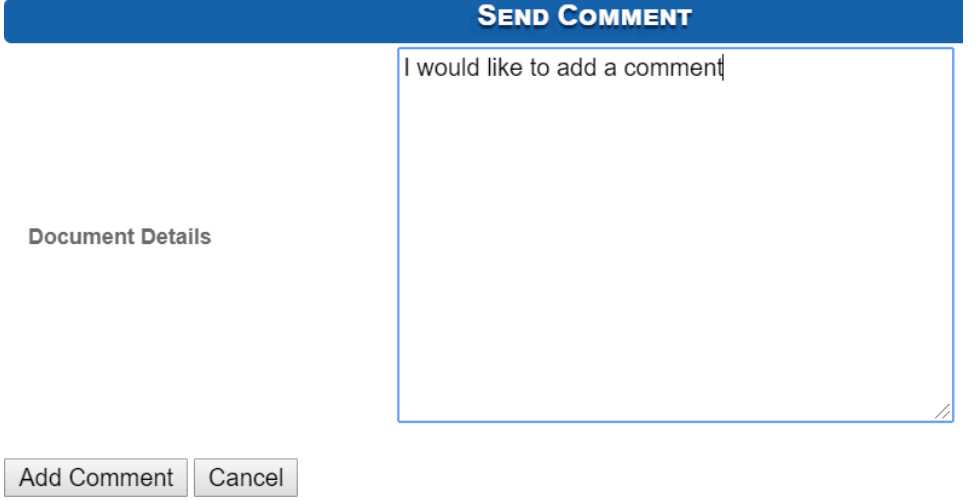
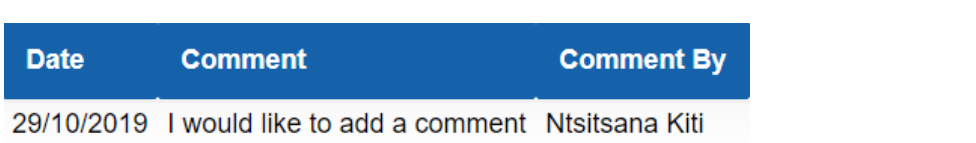
5	Select the Assessor / Moderator that needs to be updated. The row will be highlighted when selected	<table border="1"> <thead> <tr> <th>First Name</th> <th>Middle Name</th> <th>Surname</th> <th>ID No</th> <th>Registration Number</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>ASSESSOR</td> <td></td> <td>TEST</td> <td>9504190735086</td> <td>19A00001000</td> <td></td> </tr> </tbody> </table>	First Name	Middle Name	Surname	ID No	Registration Number	Action	ASSESSOR		TEST	9504190735086	19A00001000						
First Name	Middle Name	Surname	ID No	Registration Number	Action														
ASSESSOR		TEST	9504190735086	19A00001000															
6	Click on the Action button to open the Assessor / Moderator profile																		
7	The system opens the Assessor / Moderators Menu																		
8	Click on Registration History																		
9	The system will display the History of Registrations on the page.	<table border="1"> <thead> <tr> <th colspan="5">REGISTRATION HISTORY - ASSESSOR TEST 9504190735086</th> </tr> <tr> <th>Assessor</th> <th>Registration Start Date</th> <th>Assessor Registration End Date</th> <th>Assessor Registration Status</th> <th>Updated By</th> <th>Updated Date</th> </tr> </thead> <tbody> <tr> <td></td> <td>01/01/1900</td> <td>01/01/1900</td> <td>Proposed</td> <td>Ntsitsana Kiti</td> <td>2019/10/28</td> </tr> </tbody> </table>	REGISTRATION HISTORY - ASSESSOR TEST 9504190735086					Assessor	Registration Start Date	Assessor Registration End Date	Assessor Registration Status	Updated By	Updated Date		01/01/1900	01/01/1900	Proposed	Ntsitsana Kiti	2019/10/28
REGISTRATION HISTORY - ASSESSOR TEST 9504190735086																			
Assessor	Registration Start Date	Assessor Registration End Date	Assessor Registration Status	Updated By	Updated Date														
	01/01/1900	01/01/1900	Proposed	Ntsitsana Kiti	2019/10/28														

16. CRM



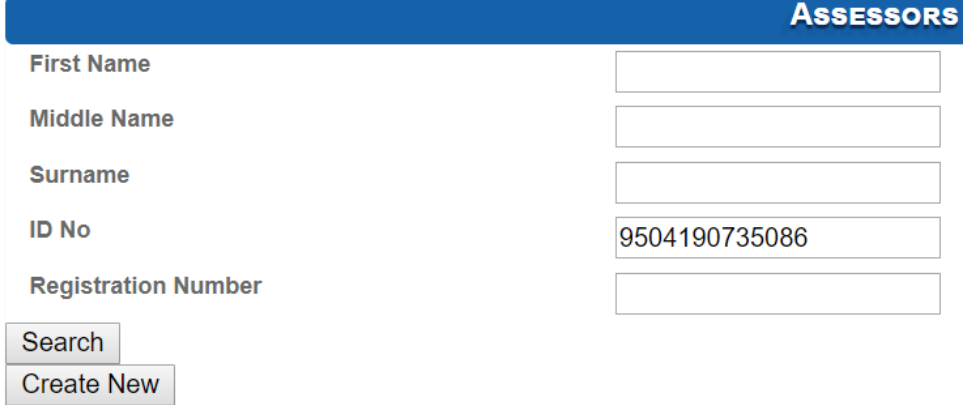

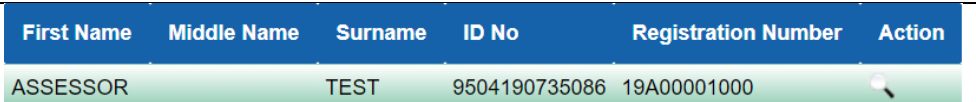
16.1 Comments


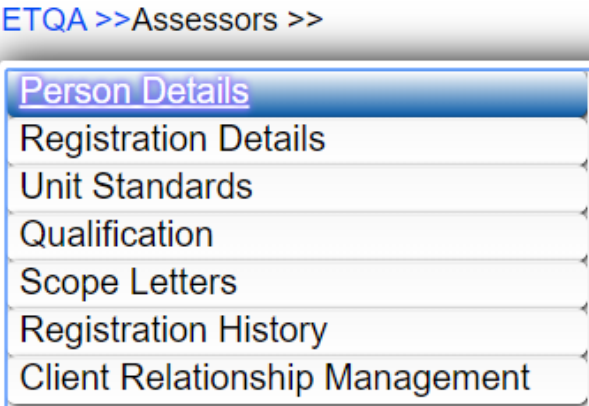


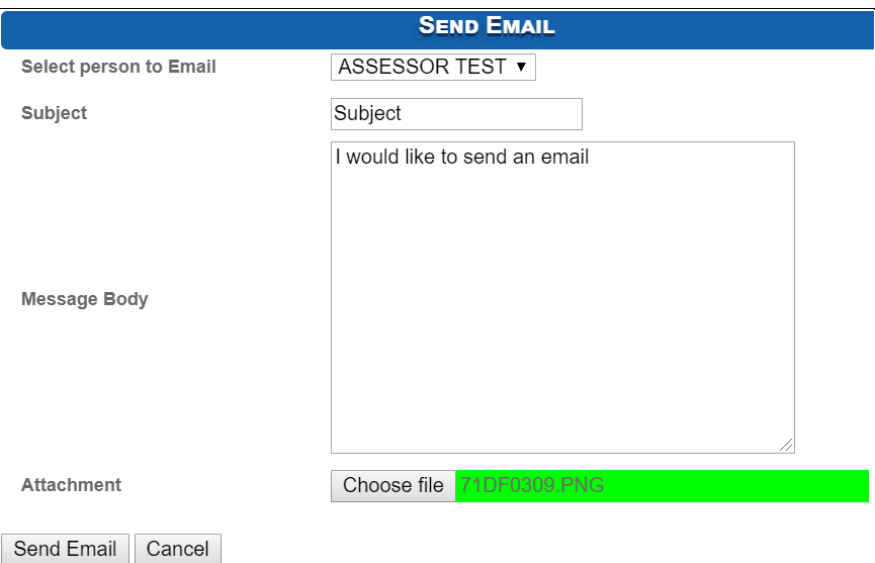
Steps	Action	Screenshot
1	Click ETQA in the Main Menu	
2	Click on Assessor / Moderator from the ETQA Menu	

3	Search for the Assessor / Moderator by adding the search criteria	<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #0056b3; color: white; padding: 2px; text-align: right; font-weight: bold;">ASSESSORS</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">First Name</td> <td><input type="text"/></td> </tr> <tr> <td>Middle Name</td> <td><input type="text"/></td> </tr> <tr> <td>Surname</td> <td><input type="text"/></td> </tr> <tr> <td>ID No</td> <td>9504190735086</td> </tr> <tr> <td>Registration Number</td> <td><input type="text"/></td> </tr> </table> <div style="margin-top: 5px;"> <input type="button" value="Search"/> <input type="button" value="Create New"/> </div> </div>	First Name	<input type="text"/>	Middle Name	<input type="text"/>	Surname	<input type="text"/>	ID No	9504190735086	Registration Number	<input type="text"/>		
First Name	<input type="text"/>													
Middle Name	<input type="text"/>													
Surname	<input type="text"/>													
ID No	9504190735086													
Registration Number	<input type="text"/>													
4	Click on the Search button	<div style="border: 1px solid black; padding: 5px;"> <input type="button" value="Search"/> </div>												
5	Select the Assessor / Moderator that needs to be updated. The row will be highlighted when selected	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th style="width: 20%;">First Name</th> <th style="width: 15%;">Middle Name</th> <th style="width: 15%;">Surname</th> <th style="width: 15%;">ID No</th> <th style="width: 20%;">Registration Number</th> <th style="width: 15%;">Action</th> </tr> </thead> <tbody> <tr style="background-color: #e0f0e0;"> <td>ASSESSOR</td> <td></td> <td>TEST</td> <td>9504190735086</td> <td>19A00001000</td> <td style="text-align: center;"></td> </tr> </tbody> </table>	First Name	Middle Name	Surname	ID No	Registration Number	Action	ASSESSOR		TEST	9504190735086	19A00001000	
First Name	Middle Name	Surname	ID No	Registration Number	Action									
ASSESSOR		TEST	9504190735086	19A00001000										
6	Click on the Action button to open the Assessor / Moderator profile	<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #008000; color: white; padding: 2px; text-align: center; font-weight: bold;">Action</div> <div style="text-align: center; margin-top: 5px;"></div> </div>												
7	The system opens the Assessor / Moderators Menu	<div style="border: 1px solid black; padding: 5px;"> <p style="margin: 0;">ETQA >> Assessors >></p> <ul style="list-style-type: none"> <li style="background-color: #0056b3; color: white; padding: 2px; margin-bottom: 2px;">Person Details <li style="padding: 2px; margin-bottom: 2px;">Registration Details <li style="padding: 2px; margin-bottom: 2px;">Unit Standards <li style="padding: 2px; margin-bottom: 2px;">Qualification <li style="padding: 2px; margin-bottom: 2px;">Scope Letters <li style="padding: 2px; margin-bottom: 2px;">Registration History <li style="padding: 2px;">Client Relationship Management </div>												
8	Click on Client Relationship Management	<div style="border: 1px solid black; padding: 5px;"> <p style="margin: 0; background-color: #0056b3; color: white; padding: 2px; text-align: center; font-weight: bold;">Client Relationship Management</p> </div>												
9	Select Comments as a Communication Type and click on Add Comment button	<div style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Communication Type</td> <td style="width: 40%;">Comments <input type="button" value="v"/></td> </tr> <tr> <td colspan="2" style="text-align: center; margin-top: 5px;"> <input type="button" value="Add Comment"/> </td> </tr> </table> </div>	Communication Type	Comments <input type="button" value="v"/>	<input type="button" value="Add Comment"/>									
Communication Type	Comments <input type="button" value="v"/>													
<input type="button" value="Add Comment"/>														



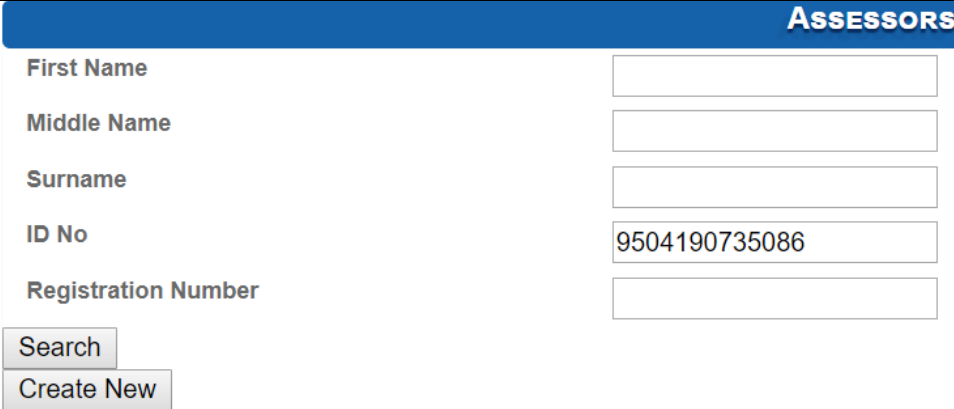
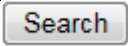
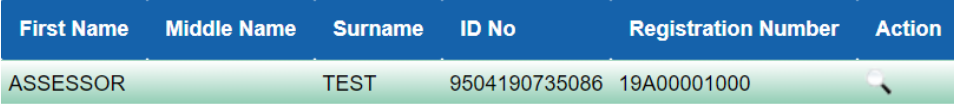

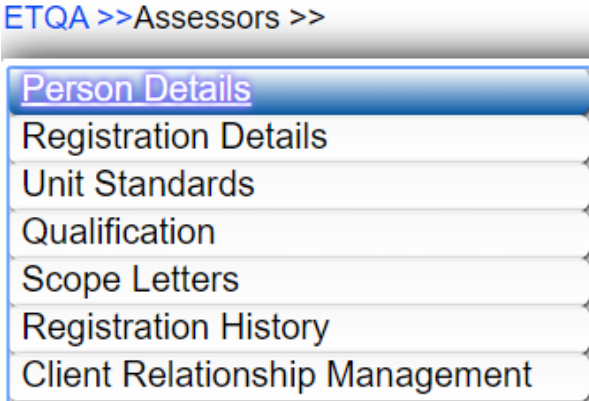

10	Add your comment to the Comment text Box and click on the Add Comment button to save the comment	
11	The system will display the comment	

16.2 E-mail

Steps	Action	Screenshot
1	Click ETQA in the Main Menu	
2	Click on Assessor / Moderator from the ETQA Menu	
3	Search for the Assessor / Moderator by adding the search criteria	
4	Click on the Search button	
5	Select the Assessor / Moderator that needs to be updated. The row will	

	be highlighted when selected	
6	Click on the Action button to open the Assessor / Moderator profile	
7	The system opens the Assessor / Moderators Menu	
8	Click on Client Relationship Management	
9	Select Email as the Communication Type and click on New Email button	
10	Add the Subject and message . An Attachment can be uploaded. Click on the Send Email button to send the email.	
11	The system will display the e-mail sent.	

16.3 Documents

Steps	Action	Screenshot
1	Click ETQA in the Main Menu	
2	Click on Assessor / Moderator from the ETQA Menu	
3	Search for the Assessor / Moderator by adding the search criteria	
4	Click on the Search button	
5	Select the Assessor / Moderator that needs to be updated. The row will be highlighted when selected	
6	Click on the Action button to open the Assessor / Moderator profile	
7	The system opens the Assessor / Moderators Menu	
8	Click on Client Relationship Management	
9	Select Document as the Communication Type and	



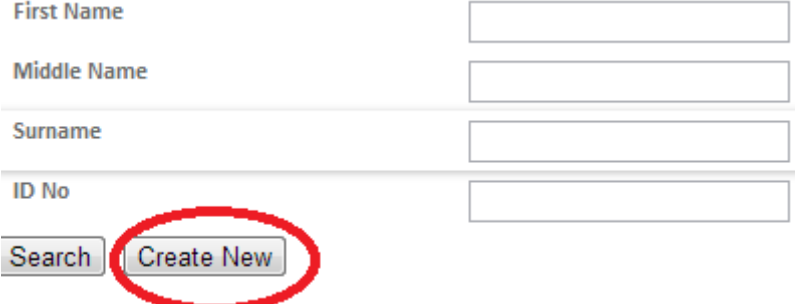
	click on New Document button	Communication Type Documents ▾ <input type="button" value="New Document"/>								
10	Click on the Choose File button to upload a document. Click on the Finish button to save the document.	<div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">SEND DOCUMENT</div> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Uploading Document</p> <p>Comment</p> <p>Document Choose file 2FE05C8A.PNG</p> <p><input type="button" value="Finish"/> <input type="button" value="Close"/></p> </div>								
11	The system will display the Document saved.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Uploaded By</th> <th>Upload Date</th> <th>Document Comment</th> <th>Document Name</th> </tr> </thead> <tbody> <tr> <td>Ntsitsana Kiti</td> <td>2019-10-29 02:15:54 PM</td> <td>Uploading Document</td> <td>2FE05C8A.PNG</td> </tr> </tbody> </table>	Uploaded By	Upload Date	Document Comment	Document Name	Ntsitsana Kiti	2019-10-29 02:15:54 PM	Uploading Document	2FE05C8A.PNG
Uploaded By	Upload Date	Document Comment	Document Name							
Ntsitsana Kiti	2019-10-29 02:15:54 PM	Uploading Document	2FE05C8A.PNG							

17. Introduction

This section outlines all the functionality that relate to the Learner module.

18. Capturing Learner Details

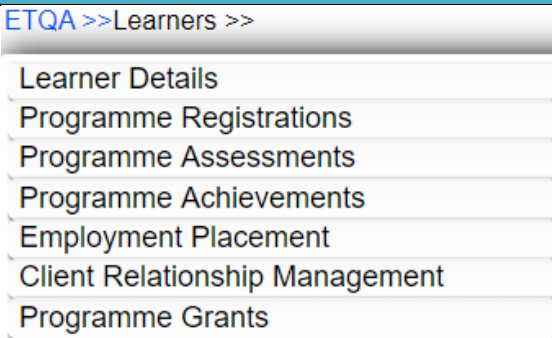


The following steps need to be followed to create a new Learner on SASSETA Indicium:

Steps	Action	Screenshot
1	Click ETQA in the Main Menu	
2	Click on Person from the ETQA Menu	
3	Click on the Create New button	

<p>4</p> <p>Capture the persons details</p>		<div style="background-color: #0056b3; color: white; padding: 5px; text-align: right; font-weight: bold;">PERSON DETAILS</div> <p>ID No <input type="text"/></p> <p>Alternate ID Type <input type="text" value="▼"/></p> <p>Title <input type="text" value="▼"/></p> <p>First Name <input type="text"/></p> <p>Middle Name <input type="text"/></p> <p>Surname <input type="text"/></p> <p>Initials <input type="text"/></p> <p>Date Of Birth <input type="text"/></p> <p>Age Demographic <input type="text" value="▼"/></p> <p>Gender <input type="text" value="▼"/></p> <p>Equity <input type="text" value="▼"/></p> <p>Disability Status <input type="text" value="▼"/></p> <p>Home Language <input type="text" value="▼"/></p> <p>Nationality <input type="text" value="▼"/></p> <p>Citizen Residential Status <input type="text" value="▼"/></p> <p>Socio Economic Status <input type="text" value="▼"/></p> <p>Highest Qualification <input type="text"/></p> <p>Occupation <input type="text"/></p> <p>Years In Occupation <input type="text"/></p> <p>Person Status <input type="text" value="▼"/></p>
<p>5</p> <p>Click on the Save button to save the information captured</p>		<div style="border: 1px solid #ccc; padding: 10px; width: fit-content;"> <input type="button" value="Save"/> </div>
<p>6</p> <p>Click on Learners on the ETQA Menu</p>		<div style="border: 1px solid #ccc; padding: 10px; width: fit-content;"> <input type="button" value="Learners"/> </div>
<p>7</p> <p>Click on the Create New button</p>		<div style="border: 1px solid #ccc; padding: 10px; width: fit-content;"> <input type="button" value="Create New"/> </div>
<p>8</p> <p>Add search criteria and click on search</p>		<div style="background-color: #0056b3; color: white; padding: 5px; text-align: right; font-weight: bold;">SEARCH FOR EXISTING PERSON</div> <p>First Name <input type="text"/></p> <p>Middle Name <input type="text"/></p> <p>Surname <input type="text"/></p> <p>ID No <input type="text" value="7803210469086"/></p> <p><input type="button" value="Search"/></p> <p><input type="button" value="Cancel"/></p>


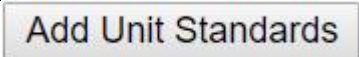
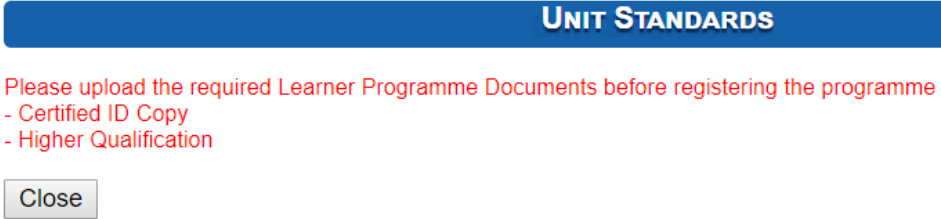

19. Registration of Programmes against Learners

The section below outlines the process of registering programmes against a learner.

Steps	Action	Screenshot
1	Upon clicking the Create button, the system will direct you to the Learner profile page.	 <p>ETQA >>Learners >></p> <ul style="list-style-type: none"> Learner Details Programme Registrations Programme Assessments Programme Achievements Employment Placement Client Relationship Management Programme Grants
2	Click on Programme Registrations to register a programme to a learner	 <p>Programme Registrations</p>
3	All the learning programmes will display	 <ul style="list-style-type: none"> Unit Standards Qualifications Skills Programmes Learnerships Artisans Bursaries WIL Lecturer Development Learner Programme Documents

19.1 Programme Registrations: Unit Standards


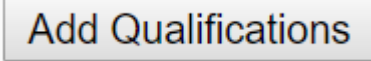
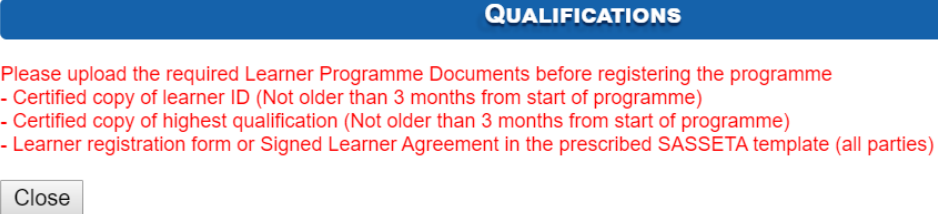

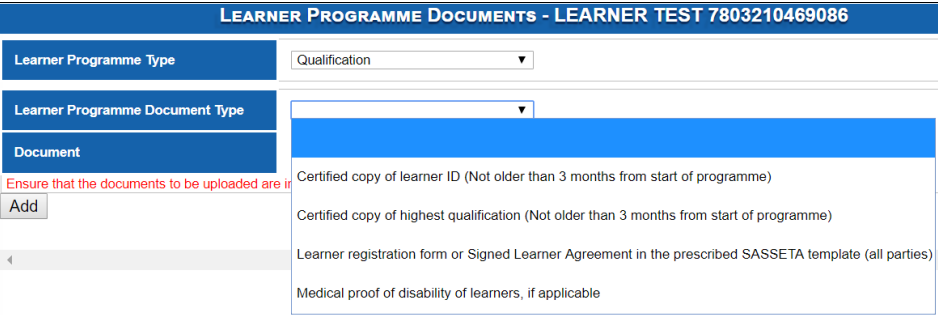
The following steps need to be followed to link Unit Standards against a Learner on SASSETA Indicum:

Steps	Action	Screenshot
1	Within the Learner details under the Programme Registration tab click Unit Standards	 <p>Unit Standards</p>
2	Click on Add Unit Standards	 <p>Add Unit Standards</p>
3	The system will prompt you to upload the required documents prior registering a learner to a Unit Standard	 <p>UNIT STANDARDS</p> <p>Please upload the required Learner Programme Documents before registering the programme</p> <ul style="list-style-type: none"> - Certified ID Copy - Higher Qualification <p>Close</p>
4	Click on Learner Programme Documents to upload the required documents	 <p>Learner Programme Documents</p>

<p>5</p> <p>From the Learner Programme Type dropdown list select the Unit Standard value.</p> <p><i>System Rules</i> You will be requested to upload the following documents:</p> <ul style="list-style-type: none"> • Certified ID Copy • Higher Qualification • Medical proof of disability of learner, if applicable (this is only applicable for disabled learners) 		<p style="text-align: right;">LEARNER PROGRAMME DOCUMENTS - LEARNER TEST 7803210469086</p> <p>Learner Programme Type: Unit Standard</p> <p>Learner Programme Document Type: [dropdown]</p> <p>Document: [dropdown]</p> <p><i>Ensure that the documents to be uploaded are in PDF</i></p> <p>Add</p> <p>Certified ID Copy</p> <p>Higher Qualification</p> <p>Medical proof of disability of learners, if applicable</p> <p style="text-align: center;">Ensure that the documents to be uploaded are in PDF format</p>															
<p>6</p> <p>The uploaded documents will display after uploading</p>		<table border="1"> <thead> <tr> <th>Learner Programme Type</th> <th>Learner Programme Document Type</th> <th>Uploaded By</th> <th>Uploaded Date</th> <th>Document</th> </tr> </thead> <tbody> <tr> <td>Unit Standard</td> <td>Higher Qualification</td> <td>Ntsitsana Kiti</td> <td>29/10/2019</td> <td>Assessments Workflow.pdf</td> </tr> <tr> <td>Unit Standard</td> <td>Certified ID Copy</td> <td>Ntsitsana Kiti</td> <td>29/10/2019</td> <td>Assessments Workflow.pdf</td> </tr> </tbody> </table>	Learner Programme Type	Learner Programme Document Type	Uploaded By	Uploaded Date	Document	Unit Standard	Higher Qualification	Ntsitsana Kiti	29/10/2019	Assessments Workflow.pdf	Unit Standard	Certified ID Copy	Ntsitsana Kiti	29/10/2019	Assessments Workflow.pdf
Learner Programme Type	Learner Programme Document Type	Uploaded By	Uploaded Date	Document													
Unit Standard	Higher Qualification	Ntsitsana Kiti	29/10/2019	Assessments Workflow.pdf													
Unit Standard	Certified ID Copy	Ntsitsana Kiti	29/10/2019	Assessments Workflow.pdf													
<p>7</p> <p>Return to the Unit Standard registration page and ensure that the compulsory fields are completed.</p> <p><i>System Rules</i> The system will check if the provider linked has scope for the Unit Standard you want to register to the learner.</p> <p>Click on the Save button to complete the registration page.</p>		<p style="text-align: center;">UNIT STANDARDS</p> <p><i>Note: Please note that the documents below should be uploaded under Learner Programme documents before adding the learner unit standard:</i> Certified ID Copy Highest Qualification Medical proof of disability of learners, if applicable.</p> <p>Provider <input type="text"/> 0 Required</p> <p>Unit Standard <input type="text"/> 0 Required</p> <p>Enrolment Type [dropdown] Required</p> <p>Employer <input type="text"/> 0</p> <p>Sponsorship [dropdown] Required</p> <p>Project Number <input type="text"/></p> <p>Commencement Date <input type="text"/> Required</p> <p>Completion Date <input type="text"/> Required</p> <p>Pivotal Programme <input type="checkbox"/></p> <p>OFO <input type="text"/> 0</p> <p>Most Recent Registration Date <input type="text"/> Required</p> <p>Status Effective Date <input type="text"/> Required</p> <p>Save Cancel</p>															
<p>8</p> <p>The registered Unit Standard will display</p>		<p style="text-align: right;">UNIT STANDARDS - LEARNER TEST 7803210469086</p> <p>SAQA Unit Standard ID <input type="text"/></p> <p>SAQA Unit Standard Title <input type="text"/></p> <p>Search</p> <p>Add Unit Standards</p> <table border="1"> <thead> <tr> <th>SAQA Unit Standard ID</th> <th>SAQA Unit Standard Title</th> <th>Commencement Date</th> <th>Completion Date</th> <th>Programme Status</th> <th>View</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>00011</td> <td>Active Core US</td> <td>31/10/2019</td> <td>01/11/2019</td> <td>Enrolled</td> <td></td> <td></td> </tr> </tbody> </table>	SAQA Unit Standard ID	SAQA Unit Standard Title	Commencement Date	Completion Date	Programme Status	View	Update	00011	Active Core US	31/10/2019	01/11/2019	Enrolled			
SAQA Unit Standard ID	SAQA Unit Standard Title	Commencement Date	Completion Date	Programme Status	View	Update											
00011	Active Core US	31/10/2019	01/11/2019	Enrolled													

19.2 Programme Registrations: Qualifications

The following steps need to be followed to link a Qualification against a Learner on SASSETA Indicum:

Steps	Action	Screenshot
1	Within the Learner details under the Programme Registration tab click Qualifications	
2	Click on Add Qualifications	
3	The system will prompt you to upload the required documents prior registering a learner to a Qualification	 <p>Please upload the required Learner Programme Documents before registering the programme</p> <ul style="list-style-type: none"> - Certified copy of learner ID (Not older than 3 months from start of programme) - Certified copy of highest qualification (Not older than 3 months from start of programme) - Learner registration form or Signed Learner Agreement in the prescribed SASSETA template (all parties) <p>Close</p>
4	Click on Learner Programme Documents to upload the required documents	
5	From the Learner Programme Type dropdown list select the Qualification value. System Rules You will be requested to upload the following documents: <ul style="list-style-type: none"> • Certified copy of learner ID (Not older than 3 months from start of programme) • Certified copy of highest qualification (Not older than 3 months from start of programme) • Learner registration form or signed Learner Agreement in the prescribed SASSETA template (all parties) • Medical proof of disability of learner, if applicable (this is only applicable for disabled learners) 	 <p>LEARNER PROGRAMME DOCUMENTS - LEARNER TEST 7803210469086</p> <p>Learner Programme Type: Qualification</p> <p>Learner Programme Document Type: [Dropdown]</p> <p>Document</p> <p>Ensure that the documents to be uploaded are in PDF format</p> <p>Add</p> <ul style="list-style-type: none"> Certified copy of learner ID (Not older than 3 months from start of programme) Certified copy of highest qualification (Not older than 3 months from start of programme) Learner registration form or Signed Learner Agreement in the prescribed SASSETA template (all parties) Medical proof of disability of learners, if applicable <p>Ensure that the documents to be uploaded are in PDF format</p>

<p>6</p> <p>The uploaded documents will display after uploading</p>		<table border="1"> <thead> <tr> <th>Learner Programme Type</th> <th>Learner Programme Document Type</th> <th>Uploaded By</th> <th>Uploaded Date</th> <th>Document</th> </tr> </thead> <tbody> <tr> <td>Qualification</td> <td>Learner registration form or Signed Learner Agreement in the prescribed SASSETA template (all parties)</td> <td>Ntsitsana Kiti</td> <td>30/10/2019</td> <td>Assessments Workflow.pdf</td> </tr> <tr> <td>Qualification</td> <td>Certified copy of highest qualification (Not older than 3 months from start of programme)</td> <td>Ntsitsana Kiti</td> <td>30/10/2019</td> <td>Assessments Workflow.pdf</td> </tr> <tr> <td>Qualification</td> <td>Certified copy of learner ID (Not older than 3 months from start of programme)</td> <td>Ntsitsana Kiti</td> <td>30/10/2019</td> <td>Assessments Workflow.pdf</td> </tr> </tbody> </table>	Learner Programme Type	Learner Programme Document Type	Uploaded By	Uploaded Date	Document	Qualification	Learner registration form or Signed Learner Agreement in the prescribed SASSETA template (all parties)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf	Qualification	Certified copy of highest qualification (Not older than 3 months from start of programme)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf	Qualification	Certified copy of learner ID (Not older than 3 months from start of programme)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf
Learner Programme Type	Learner Programme Document Type	Uploaded By	Uploaded Date	Document																		
Qualification	Learner registration form or Signed Learner Agreement in the prescribed SASSETA template (all parties)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf																		
Qualification	Certified copy of highest qualification (Not older than 3 months from start of programme)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf																		
Qualification	Certified copy of learner ID (Not older than 3 months from start of programme)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf																		
<p>7</p> <p>Return to the Qualification registration page and ensure that the compulsory fields are completed.</p> <p>System Rules The system will check if the provider linked has scope for the Qualification you want to register to the learner.</p> <p>Click on the Save button to complete the registration page.</p>		<p style="text-align: center;">QUALIFICATIONS</p> <p>Note: Please note that the documents below should be uploaded under Learner Programme documents before adding the learner Qualification: Certified copy of learner ID (Not older than 3 months from start of programme) Certified Highest Qualification Learner registration form or Signed Learner Agreement in the prescribed SASSETA template (all parties) Medical proof of disability of learners, if applicable.</p> <p>Provider <input type="text"/> 0 Required</p> <p>Qualification <input type="text"/> 0 Required</p> <p>Enrolment Type <input type="text"/> Required</p> <p>Employer <input type="text"/> 0</p> <p>Sponsorship <input type="text"/> Required</p> <p>Project Number <input type="text"/></p> <p>Motivation <input type="text"/></p> <p>Commencement Date <input type="text"/> Required</p> <p>Completion Date <input type="text"/> Commencement Date is after</p> <p>Completion Date</p> <p>Status Effective Date <input type="text"/></p> <p>Amount Spent <input type="text"/> Only numeric values allowed</p> <p>Pivotal Programme <input type="checkbox"/></p> <p>RPL <input type="checkbox"/></p> <p>Most Recent Registration Date <input type="text"/> Required</p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>																				
<p>8</p> <p>The registered Qualification will display</p>		<table border="1"> <thead> <tr> <th>SAQA Qualification ID</th> <th>SAQA Qualification Title</th> <th>Commencement Date</th> <th>Completion Date</th> <th>Programme Status</th> </tr> </thead> <tbody> <tr> <td>12345</td> <td>Test Qualification Learner Registration</td> <td>01/11/2019</td> <td>29/11/2019</td> <td>Enrolled</td> </tr> </tbody> </table>	SAQA Qualification ID	SAQA Qualification Title	Commencement Date	Completion Date	Programme Status	12345	Test Qualification Learner Registration	01/11/2019	29/11/2019	Enrolled										
SAQA Qualification ID	SAQA Qualification Title	Commencement Date	Completion Date	Programme Status																		
12345	Test Qualification Learner Registration	01/11/2019	29/11/2019	Enrolled																		

19.3 Programme Registrations: Skills Programmes

The following steps need to be followed to link a Skills Programme against a Learner on SASSETA Indicum:


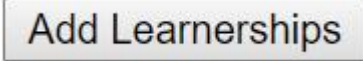
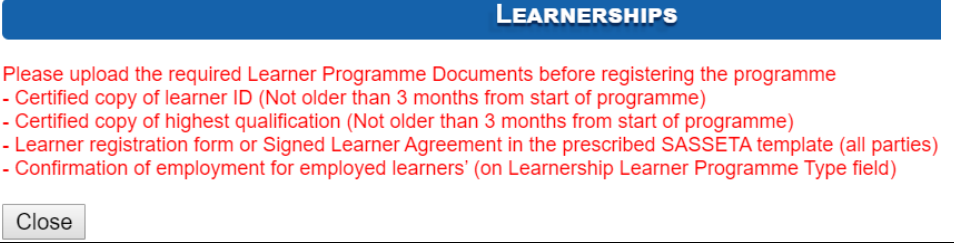
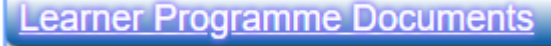
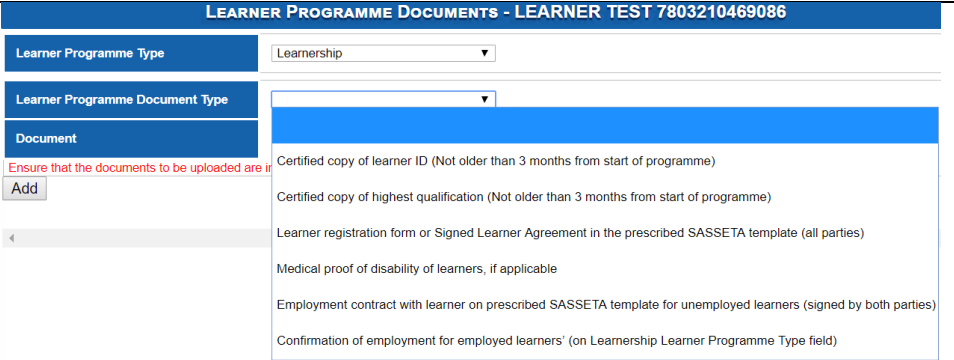
Steps	Action	Screenshot
1	Within the Learner details under the Programme Registration tab click Skills Programme	
2	Click on Add Skills Programmes	

3	The system will prompt you to upload the required documents prior registering a learner to a Skills Programme	<div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">SKILLS PROGRAMMES</div> <p style="color: red;">Please upload the required Learner Programme Documents before registering the programme</p> <ul style="list-style-type: none"> - Certified copy of learner ID (Not older than 3 months from start of programme) - Learner Registration SPO1 form <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin-top: 10px;">Close</div>																				
4	Click on Learner Programme Documents to upload the required documents	<div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">Learner Programme Documents</div>																				
5	From the Learner Programme Type dropdown list select the Skills Programme value. <p style="color: red;">System Rules</p> You will be requested to upload the following documents: <ul style="list-style-type: none"> Certified copy of learner ID (Not older than 3 months from start of programme) Certified copy of highest qualification (Not older than 3 months from start of programme) Learner Registration SPO1 form Medical proof of disability of learner, if applicable (this is only applicable for disabled learners) 	<div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">LEARNER PROGRAMME DOCUMENTS - LEARNER TEST 7803210469086</div> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #0056b3; color: white; padding: 2px; margin-bottom: 5px;">Learner Programme Type</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Skills Programme</div> <hr/> <div style="background-color: #0056b3; color: white; padding: 2px; margin-bottom: 5px;">Learner Programme Document Type</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <div style="background-color: #0056b3; color: white; padding: 2px; margin-bottom: 5px;">Document</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p style="color: red; font-size: small;">Ensure that the documents to be uploaded are in PDF format</p> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <div style="background-color: #0056b3; color: white; padding: 2px; margin-bottom: 5px;">Add</div> </div> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <div style="background-color: #0056b3; color: white; padding: 2px; margin-bottom: 5px;">Certified copy of learner ID (Not older than 3 months from start of programme)</div> <div style="background-color: #0056b3; color: white; padding: 2px; margin-bottom: 5px;">Certified copy of highest qualification (Not older than 3 months from start of programme)</div> <div style="background-color: #0056b3; color: white; padding: 2px; margin-bottom: 5px;">Learner Registration SPO1 form</div> <div style="background-color: #0056b3; color: white; padding: 2px;">Medical proof of disability of learners, if applicable</div> </div> </div> <p style="color: red; font-weight: bold; text-align: center; margin-top: 10px;">Ensure that the documents to be uploaded are in PDF format</p>																				
6	The uploaded documents will display after uploading	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Learner Programme Type</th> <th>Learner Programme Document Type</th> <th>Uploaded By</th> <th>Uploaded Date</th> <th>Document</th> </tr> </thead> <tbody> <tr> <td>Skills Programme</td> <td>Learner Registration SPO1 form</td> <td>Ntsitsana Kiti</td> <td>30/10/2019</td> <td>Assessments Workflow.pdf</td> </tr> <tr> <td>Skills Programme</td> <td>Certified copy of highest qualification (Not older than 3 months from start of programme)</td> <td>Ntsitsana Kiti</td> <td>30/10/2019</td> <td>Assessments Workflow.pdf</td> </tr> <tr> <td>Skills Programme</td> <td>Certified copy of learner ID (Not older than 3 months from start of programme)</td> <td>Ntsitsana Kiti</td> <td>30/10/2019</td> <td>Assessments Workflow.pdf</td> </tr> </tbody> </table>	Learner Programme Type	Learner Programme Document Type	Uploaded By	Uploaded Date	Document	Skills Programme	Learner Registration SPO1 form	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf	Skills Programme	Certified copy of highest qualification (Not older than 3 months from start of programme)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf	Skills Programme	Certified copy of learner ID (Not older than 3 months from start of programme)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf
Learner Programme Type	Learner Programme Document Type	Uploaded By	Uploaded Date	Document																		
Skills Programme	Learner Registration SPO1 form	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf																		
Skills Programme	Certified copy of highest qualification (Not older than 3 months from start of programme)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf																		
Skills Programme	Certified copy of learner ID (Not older than 3 months from start of programme)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf																		

<p>7</p> <p>Return to the Skills Programme registration page and ensure that the compulsory fields are completed.</p> <p>System Rules The system will check if the provider linked has scope for the Skills Programme you want to register to the learner.</p> <p>Click on the Save button to complete the registration page.</p>		<div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">SKILLS PROGRAMMES</div> <p style="color: red; font-size: small;">Note: Please note that the documents below should be uploaded under Learner Programme documents before adding the learner Skills Programme: Certified copy of learner ID (Not older than 3 months from start of programme) Certified Highest Qualification Learner registration form or Signed Learner Agreement in the prescribed SASSETA template (all parties) Medical proof of disability of learners, if applicable.</p> <p>Provider <input type="text"/> 0 Required</p> <p>Skills Programme <input type="text"/> 0 Required</p> <p>Enrolment Type <input type="text"/> Required</p> <p>Socio Economic Status <input type="text" value="Employed"/></p> <p>Employer <input type="text"/> 0 Required</p> <p>Sponsorship <input type="text"/> Required</p> <p>Project Number <input type="text"/></p> <p>Motivation <input type="text"/></p> <p>Financial Year <input type="text"/></p> <p>Commencement Date <input type="text"/> Required</p> <p>Completion Date <input type="text"/> Commencement Date is after</p> <p>Completion Date</p> <p>Status Effective Date <input type="text"/></p> <p>Pivotal Programme <input type="checkbox"/></p> <p>Most Recent Registration Date <input type="text"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>														
<p>8</p> <p>The registered Skills Programme will display</p>		<div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">SKILLS PROGRAMMES - LEARNER TEST 7803210469086</div> <p>Skills Programme Code <input type="text"/></p> <p>Skills Programme Title <input type="text"/></p> <p><input type="button" value="Search"/></p> <p><input type="button" value="Add Skills Programmes"/></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Skills Programme Code</th> <th>Skills Programme Title</th> <th>Commencement Date</th> <th>Completion Date</th> <th>Programme Status</th> <th>View</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>SP/12345</td> <td>Test Skills Programme Learner Registration</td> <td>31/10/2019</td> <td>30/10/2020</td> <td>Enrolled</td> <td></td> <td></td> </tr> </tbody> </table>	Skills Programme Code	Skills Programme Title	Commencement Date	Completion Date	Programme Status	View	Update	SP/12345	Test Skills Programme Learner Registration	31/10/2019	30/10/2020	Enrolled		
Skills Programme Code	Skills Programme Title	Commencement Date	Completion Date	Programme Status	View	Update										
SP/12345	Test Skills Programme Learner Registration	31/10/2019	30/10/2020	Enrolled												

19.4 Programme Registrations: Learnerships

The following steps need to be followed to link a Learnership programme against a Learner on SASSETA Indicium:



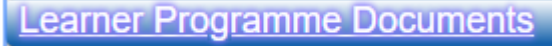
Steps	Action	Screenshot
1	Within the Learner details under the Programme Registration tab click Learnership	
2	Click on Add Learnerships	
3	The system will prompt you to upload the required documents prior registering a learner to a Learnership Programme	 <p>Please upload the required Learner Programme Documents before registering the programme</p> <ul style="list-style-type: none"> - Certified copy of learner ID (Not older than 3 months from start of programme) - Certified copy of highest qualification (Not older than 3 months from start of programme) - Learner registration form or Signed Learner Agreement in the prescribed SASSETA template (all parties) - Confirmation of employment for employed learners' (on Learnership Learner Programme Type field) <p>Close</p>
4	Click on Learner Programme Documents to upload the required documents	
5	<p>From the Learner Programme Type dropdown list select the Learnership value.</p> <p>System Rules You will be requested to upload the following documents:</p> <ul style="list-style-type: none"> • Certified copy of learner ID (Not older than 3 months from start of programme) • Certified copy of highest qualification (Not older than 3 months from start of programme) • Learner Registration form or Signed Learner Agreement in the prescribed SASSETA template (all parties) • Medical proof of disability of learner, if applicable (this is only applicable for disabled learners) • Employment contract with learner on prescribed SASSETA template for unemployed learners (signed by both parties) • Confirmation of employment for employed learners 	 <p>LEARNER PROGRAMME DOCUMENTS - LEARNER TEST 7803210469086</p> <p>Learner Programme Type: Learnership</p> <p>Learner Programme Document Type: [Dropdown]</p> <p>Document: [List of document types]</p> <p>Ensure that the documents to be uploaded are in PDF format</p>

	(on Learnership Learner Programme Type field)																										
6	The uploaded documents will display after uploading	<table border="1"> <thead> <tr> <th>Learner Programme Type</th> <th>Learner Programme Document Type</th> <th>Uploaded By</th> <th>Uploaded Date</th> <th>Document</th> </tr> </thead> <tbody> <tr> <td>Learnership</td> <td>Employment contract with learner on prescribed SASSETA template for unemployed learners (signed by both parties)</td> <td>Ntsitsana Kiti</td> <td>30/10/2019</td> <td>Assessments Workflow.pdf</td> </tr> <tr> <td>Learnership</td> <td>Learner registration form or Signed Learner Agreement in the prescribed SASSETA template (all parties)</td> <td>Ntsitsana Kiti</td> <td>30/10/2019</td> <td>Assessments Workflow.pdf</td> </tr> <tr> <td>Learnership</td> <td>Certified copy of highest qualification (Not older than 3 months from start of programme)</td> <td>Ntsitsana Kiti</td> <td>30/10/2019</td> <td>Assessments Workflow.pdf</td> </tr> <tr> <td>Learnership</td> <td>Certified copy of learner ID (Not older than 3 months from start of programme)</td> <td>Ntsitsana Kiti</td> <td>30/10/2019</td> <td>Assessments Workflow.pdf</td> </tr> </tbody> </table>	Learner Programme Type	Learner Programme Document Type	Uploaded By	Uploaded Date	Document	Learnership	Employment contract with learner on prescribed SASSETA template for unemployed learners (signed by both parties)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf	Learnership	Learner registration form or Signed Learner Agreement in the prescribed SASSETA template (all parties)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf	Learnership	Certified copy of highest qualification (Not older than 3 months from start of programme)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf	Learnership	Certified copy of learner ID (Not older than 3 months from start of programme)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf
Learner Programme Type	Learner Programme Document Type	Uploaded By	Uploaded Date	Document																							
Learnership	Employment contract with learner on prescribed SASSETA template for unemployed learners (signed by both parties)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf																							
Learnership	Learner registration form or Signed Learner Agreement in the prescribed SASSETA template (all parties)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf																							
Learnership	Certified copy of highest qualification (Not older than 3 months from start of programme)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf																							
Learnership	Certified copy of learner ID (Not older than 3 months from start of programme)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf																							
7	<p>Return to the Learnership registration page and ensure that the compulsory fields are completed.</p> <p>System rules:</p> <p>The system will not allow learners on SETA-Funded programmes funded within the same financial year to be linked to another learning programme, except for Skills Programmes. This is applicable to the following interventions:</p> <ul style="list-style-type: none"> •Learnerships •Bursaries •WIL <ul style="list-style-type: none"> ➢ TVET Placements ➢ HET Placements ➢ Internships •Artisan <p>Click on the Save button to complete the registration page.</p>	<p style="text-align: center;">LEARNERSHIPS</p> <p>Note: Please note that the documents below should be uploaded under Learner Programme documents before adding the learner Learnership Agreement:</p> <ul style="list-style-type: none"> Certified copy of learner ID (Not older than 3 months from start of programme) Certified Highest Qualification Learner registration form or Signed Learner Agreement in the prescribed SASSETA template (all parties) Medical proof of disability of learners, if applicable. Employment contract with learner on prescribed SASSETA template for unemployed learners (signed by both parties) Confirmation of employment for employed learners <p>Lead Provider <input type="text"/> 0 Required</p> <p>Secondary Provider <input type="text"/> 0</p> <p>Learnership <input type="text"/> 0 Required</p> <p>Lead Employer <input type="text"/> 0 Required</p> <p>Secondary Employer <input type="text"/> 0</p> <p>Sponsorship <input type="text"/> Required</p> <p>Project Number <input type="text"/></p> <p>Motivation <input type="text"/></p> <p>Financial Year <input type="text"/></p> <p>Commencement Date <input type="text"/> Required</p> <p>Completion Date <input type="text"/> Commencement Date is after</p> <p>Completion Date</p> <p>Status Effective Date <input type="text"/></p> <p>Pivotal Programme <input type="checkbox"/></p> <p>Most Recent Registration Date <input type="text"/> Required</p> <p>OFO Occupation <input type="text"/> 0 Required</p> <p>Amount Spent <input type="text"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>																									

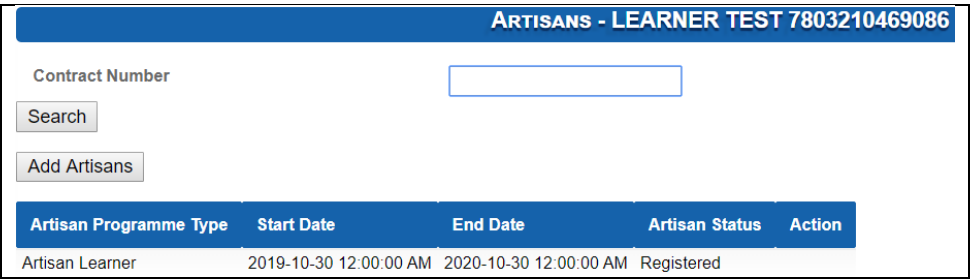
8	The registered Learnership will display	LEARNERSHIPS - LEARNER TEST 7803210469086						
		Learnership Code	<input type="text"/>	Learnership Title	<input type="text"/>			
		<input type="button" value="Search"/> <input type="button" value="Add Learnerships"/>						
		LEARNERSHIP CODE	LEARNERSHIP TITLE	COMMENCEMENT DATE	COMPLETION DATE	PROGRAMME STATUS	VIEW	UPDATE
		LShip/12345	Test Learnership Learner Registration	31/10/2019	31/10/2022	Registered		

19.5 Programme Registrations: Artisans

The following steps need to be followed to link an Artisan Programme against a Learner on SASSETA Indicum:



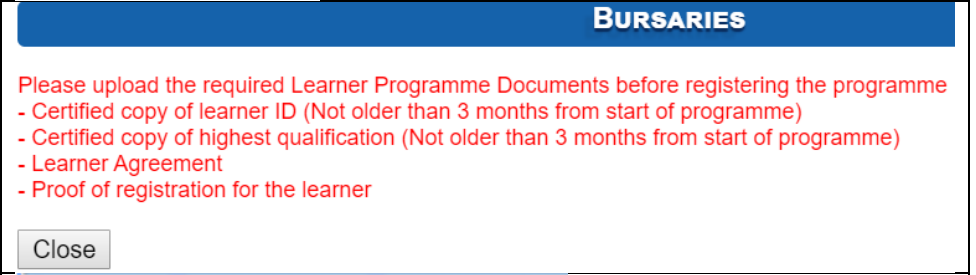
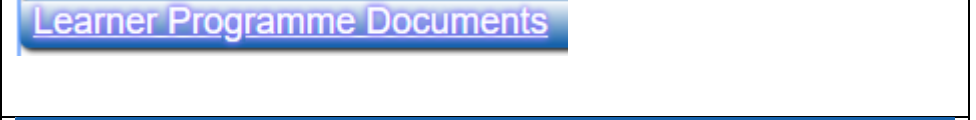
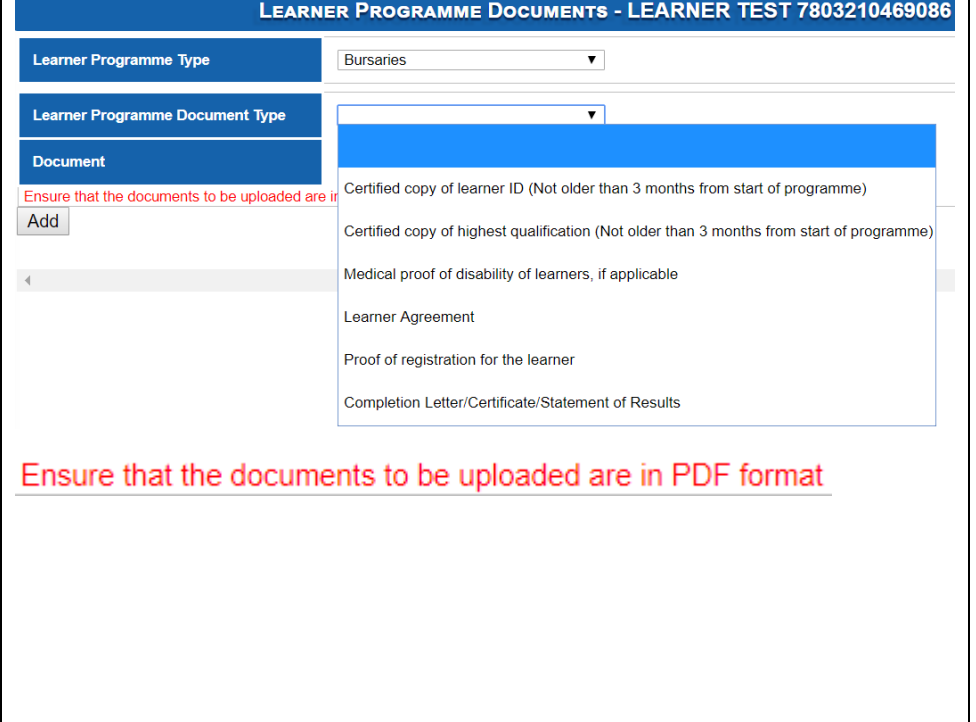
Steps	Action	Screenshot
1	Within the Learner details under the Programme Registration tab click Artisans	
2	Click on Add Artisans	
3	The system will prompt you to upload the required documents prior registering a learner to an Artisan Programme	<div style="background-color: #0056b3; color: white; text-align: center; padding: 5px;">ARTISANS</div> <p style="color: red; font-size: small;">Please upload the required Learner Programme Documents before registering the programme</p> <ul style="list-style-type: none"> - Certified copy of learner ID (Not older than 3 months from start of programme) - Certified copy of highest qualification (Not older than 3 months from start of programme) - Signed SASSETA Apprenticeship Agreement form - Employment contract with learner in the prescribed SASSETA template (signed by both parties) - Service level agreement between Employer and accredited Training Provider <div style="text-align: center; margin-top: 10px;"><input type="button" value="Close"/></div>
4	Click on Learner Programme Documents to upload the required documents	
5	From the Learner Programme Type dropdown list select the Learnership value. System Rules You will be requested to upload the following documents: <ul style="list-style-type: none"> Certified copy of learner ID (Not older than 3 months from start of programme) Certified copy of highest qualification (Not older than 3 months from start of programme) Signed SASSETA Apprenticeship Agreement form Medical proof of disability of learner, if applicable (this is only applicable for disabled learners) 	<div style="background-color: #0056b3; color: white; text-align: center; padding: 5px;">LEARNER PROGRAMME DOCUMENTS - LEARNER TEST 7803210469086</div> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #0056b3; color: white; padding: 2px;">Learner Programme Type</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Artisans</div> <div style="background-color: #0056b3; color: white; padding: 2px;">Learner Programme Document Type</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"><input type="text"/></div> <div style="background-color: #0056b3; color: white; padding: 2px;">Document</div> <div style="font-size: x-small; color: red; margin-bottom: 5px;">Ensure that the documents to be uploaded are in PDF format</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"><input type="button" value="Add"/></div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <ul style="list-style-type: none"> Certified copy of learner ID (Not older than 3 months from start of programme) Certified copy of highest qualification (Not older than 3 months from start of programme) Signed SASSETA Apprenticeship Agreement form Medical proof of disability of learners, if applicable Employment contract with learner in the prescribed SASSETA template (signed by both parties) Service level agreement between Employer and accredited Training Provider </div> </div> <p style="color: red; font-size: small; margin-top: 10px;">Ensure that the documents to be uploaded are in PDF format</p>

	<ul style="list-style-type: none"> • Employment contract with learner on prescribed SASSETA template for unemployed learners (signed by both parties) • Service level agreement between Employer and accredited training provider 																																											
6	The uploaded documents will display after uploading	<table border="1"> <thead> <tr> <th>Learner Programme Type</th> <th>Learner Programme Document Type</th> <th>Uploaded By</th> <th>Uploaded Date</th> <th>Document</th> </tr> </thead> <tbody> <tr> <td>Artisans</td> <td>Service level agreement between Employer and accredited Training Provider</td> <td>Ntsitsana Kiti</td> <td>30/10/2019</td> <td>Assessments Workflow.pdf</td> </tr> <tr> <td>Artisans</td> <td>Employment contract with learner in the prescribed SASSETA template (signed by both parties)</td> <td>Ntsitsana Kiti</td> <td>30/10/2019</td> <td>Assessments Workflow.pdf</td> </tr> <tr> <td>Artisans</td> <td>Signed SASSETA Apprenticeship Agreement form</td> <td>Ntsitsana Kiti</td> <td>30/10/2019</td> <td>Assessments Workflow.pdf</td> </tr> <tr> <td>Artisans</td> <td>Certified copy of highest qualification (Not older than 3 months from start of programme)</td> <td>Ntsitsana Kiti</td> <td>30/10/2019</td> <td>Assessments Workflow.pdf</td> </tr> <tr> <td>Artisans</td> <td>Certified copy of learner ID (Not older than 3 months from start of programme)</td> <td>Ntsitsana Kiti</td> <td>30/10/2019</td> <td>Assessments Workflow.pdf</td> </tr> </tbody> </table>	Learner Programme Type	Learner Programme Document Type	Uploaded By	Uploaded Date	Document	Artisans	Service level agreement between Employer and accredited Training Provider	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf	Artisans	Employment contract with learner in the prescribed SASSETA template (signed by both parties)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf	Artisans	Signed SASSETA Apprenticeship Agreement form	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf	Artisans	Certified copy of highest qualification (Not older than 3 months from start of programme)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf	Artisans	Certified copy of learner ID (Not older than 3 months from start of programme)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf												
Learner Programme Type	Learner Programme Document Type	Uploaded By	Uploaded Date	Document																																								
Artisans	Service level agreement between Employer and accredited Training Provider	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf																																								
Artisans	Employment contract with learner in the prescribed SASSETA template (signed by both parties)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf																																								
Artisans	Signed SASSETA Apprenticeship Agreement form	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf																																								
Artisans	Certified copy of highest qualification (Not older than 3 months from start of programme)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf																																								
Artisans	Certified copy of learner ID (Not older than 3 months from start of programme)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf																																								
7	<p>Return to the Artisan registration page and ensure that the compulsory fields are completed.</p> <p><u>System rules:</u></p> <p>The system will not allow learners on SETA-Funded programmes funded within the same financial year to be linked to another learning programme, except for Skills Programmes. This is applicable to the following interventions:</p> <ul style="list-style-type: none"> •Learnerships •Bursaries •WIL <ul style="list-style-type: none"> ➢ TVET Placements ➢ HET Placements ➢ Internships •Artisan <p>Click on the Save button to complete the registration page.</p>	<div style="background-color: #0056b3; color: white; padding: 5px; text-align: center; font-weight: bold;">ARTISANS</div> <p style="color: red; font-size: small;">Note: Please note that the documents below should be uploaded under Learner Programme documents before adding the learner Artisans:</p> <ul style="list-style-type: none"> Certified copy of learner ID (Not older than 3 months from start of programme) Certified Highest Qualification Learner registration form or Signed Learner Agreement in the prescribed SASSETA template (all parties) Medical proof of disability of learners, if applicable. Employment contract with learner in the prescribed SASSETA template (signed by both parties) Service level agreement between Employer and accredited Training Provider <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Trade</td> <td style="width: 40%;"><input type="text" value="0"/></td> </tr> <tr> <td>Required</td> <td></td> </tr> <tr> <td>Qualification</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Required</td> <td></td> </tr> <tr> <td>Project Number</td> <td><input type="text"/> Required</td> </tr> <tr> <td>Artisan Programme Type</td> <td><input type="text"/> Required</td> </tr> <tr> <td>Start Date</td> <td><input type="text"/> Required</td> </tr> <tr> <td>End Date</td> <td><input type="text"/></td> </tr> <tr> <td>Status Effective Date</td> <td><input type="text"/> Required</td> </tr> <tr> <td>Sponsorship</td> <td>SETA Funded <input type="text"/></td> </tr> <tr> <td>Motivation</td> <td><input type="text"/></td> </tr> <tr> <td>OFO Code</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Required</td> <td></td> </tr> <tr> <td>SETA</td> <td><input type="text"/> Required</td> </tr> <tr> <td>Public FET</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Required</td> <td></td> </tr> <tr> <td>Knowledge Component Provider</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Practical Component Provider</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Workplace Component Provider</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Contract Signed Date</td> <td><input type="text"/></td> </tr> <tr> <td>Most Recent Registration Date</td> <td><input type="text"/> Required</td> </tr> </table> <p style="text-align: center;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p>	Trade	<input type="text" value="0"/>	Required		Qualification	<input type="text" value="0"/>	Required		Project Number	<input type="text"/> Required	Artisan Programme Type	<input type="text"/> Required	Start Date	<input type="text"/> Required	End Date	<input type="text"/>	Status Effective Date	<input type="text"/> Required	Sponsorship	SETA Funded <input type="text"/>	Motivation	<input type="text"/>	OFO Code	<input type="text" value="0"/>	Required		SETA	<input type="text"/> Required	Public FET	<input type="text" value="0"/>	Required		Knowledge Component Provider	<input type="text" value="0"/>	Practical Component Provider	<input type="text" value="0"/>	Workplace Component Provider	<input type="text" value="0"/>	Contract Signed Date	<input type="text"/>	Most Recent Registration Date	<input type="text"/> Required
Trade	<input type="text" value="0"/>																																											
Required																																												
Qualification	<input type="text" value="0"/>																																											
Required																																												
Project Number	<input type="text"/> Required																																											
Artisan Programme Type	<input type="text"/> Required																																											
Start Date	<input type="text"/> Required																																											
End Date	<input type="text"/>																																											
Status Effective Date	<input type="text"/> Required																																											
Sponsorship	SETA Funded <input type="text"/>																																											
Motivation	<input type="text"/>																																											
OFO Code	<input type="text" value="0"/>																																											
Required																																												
SETA	<input type="text"/> Required																																											
Public FET	<input type="text" value="0"/>																																											
Required																																												
Knowledge Component Provider	<input type="text" value="0"/>																																											
Practical Component Provider	<input type="text" value="0"/>																																											
Workplace Component Provider	<input type="text" value="0"/>																																											
Contract Signed Date	<input type="text"/>																																											
Most Recent Registration Date	<input type="text"/> Required																																											

8	The registered Artisan Programme will display	
----------	---	--

19.6 Programme Registrations: Bursaries

The following steps need to be followed to link a Bursary against a Learner on SASSETA Indicum:


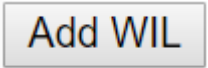

Steps	Action	Screenshot
1	Within the Learner details under the Programme Registration tab click Bursaries	
2	Click on Add Bursaries	
3	The system will prompt you to upload the required documents prior registering a learner to a Bursary	
4	Click on Learner Programme Documents to upload the required documents	
5	From the Learner Programme Type dropdown list select the Bursaries value. System Rules: You will be requested to upload the following documents: <ul style="list-style-type: none"> • Certified copy of learner ID (Not older than 3 months from start of programme) • Certified copy of highest qualification (Not older than 3 months from start of programme) • Medical proof of disability of learner, if applicable (this is only applicable for disabled learners) • Learner Agreement • Proof of registration for the learner 	

	<ul style="list-style-type: none"> Completion Letter/Certificate/Statement of Results 																															
6	The uploaded documents will display after uploading	<table border="1"> <thead> <tr> <th>Learner Programme Type</th> <th>Learner Programme Document Type</th> <th>Uploaded By</th> <th>Uploaded Date</th> <th>Document</th> </tr> </thead> <tbody> <tr> <td>Bursaries</td> <td>Completion Letter/Certificate/Statement of Results</td> <td>Ntsitsana Kiti</td> <td>30/10/2019</td> <td>Assessments Workflow.pdf</td> </tr> <tr> <td>Bursaries</td> <td>Proof of registration for the learner</td> <td>Ntsitsana Kiti</td> <td>30/10/2019</td> <td>Assessments Workflow.pdf</td> </tr> <tr> <td>Bursaries</td> <td>Learner Agreement</td> <td>Ntsitsana Kiti</td> <td>30/10/2019</td> <td>Assessments Workflow.pdf</td> </tr> <tr> <td>Bursaries</td> <td>Certified copy of highest qualification (Not older than 3 months from start of programme)</td> <td>Ntsitsana Kiti</td> <td>30/10/2019</td> <td>Assessments Workflow.pdf</td> </tr> <tr> <td>Bursaries</td> <td>Certified copy of learner ID (Not older than 3 months from start of programme)</td> <td>Ntsitsana Kiti</td> <td>30/10/2019</td> <td>Assessments Workflow.pdf</td> </tr> </tbody> </table>	Learner Programme Type	Learner Programme Document Type	Uploaded By	Uploaded Date	Document	Bursaries	Completion Letter/Certificate/Statement of Results	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf	Bursaries	Proof of registration for the learner	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf	Bursaries	Learner Agreement	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf	Bursaries	Certified copy of highest qualification (Not older than 3 months from start of programme)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf	Bursaries	Certified copy of learner ID (Not older than 3 months from start of programme)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf
Learner Programme Type	Learner Programme Document Type	Uploaded By	Uploaded Date	Document																												
Bursaries	Completion Letter/Certificate/Statement of Results	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf																												
Bursaries	Proof of registration for the learner	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf																												
Bursaries	Learner Agreement	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf																												
Bursaries	Certified copy of highest qualification (Not older than 3 months from start of programme)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf																												
Bursaries	Certified copy of learner ID (Not older than 3 months from start of programme)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf																												
7	<p>Return to the Bursary registration page and ensure that the compulsory fields are completed.</p> <p><u>System rules:</u></p> <p>The system will not allow learners on SETA-Funded programmes funded within the same financial year to be linked to another learning programme, except for Skills Programmes. This is applicable to the following interventions:</p> <ul style="list-style-type: none"> Learnerships Bursaries WIL <ul style="list-style-type: none"> TVET Placements HET Placements Internships Artisan <p>The Motivation free-text field may not be left blank if learners linked to SETA-Funded programmes have the following values:</p> <ul style="list-style-type: none"> Socio-economic status = Unemployed and Age Demographic = Adult or Senior. Socio-economic status = Employed and Age Demographic = Senior <p>Click on the Save button to complete the registration page.</p>	<p style="text-align: center;">BURSARIES</p> <p>Note: Please note that the documents below should be uploaded under Learner Programme documents before adding the learner Bursaries:</p> <ul style="list-style-type: none"> Certified copy of learner ID (Not older than 3 months from start of programme) Certified Highest Qualification Learner registration form or Signed Learner Agreement in the prescribed SASSETA template (all parties) Medical proof of disability of learners, if applicable. Learner Agreement Proof of registration for the learner <p>Sponsorship: SETA Funded</p> <p>Motivation: <input type="text"/></p> <p>Project Number: <input type="text"/></p> <p>Unique Number: <input type="text"/></p> <p>Bursary Start Date: <input type="text"/> Required</p> <p>Bursary End Date: <input type="text"/> Required</p> <p>Bursary Status: <input type="text"/> Required</p> <p>Status Effective Date: <input type="text"/> Required</p> <p>Qualification: <input type="text"/> Required</p> <p>OFO: <input type="text"/></p> <p>Amount: <input type="text"/> Only numeric values allowed</p> <p>Name of Institution/Provider: <input type="text"/> Required</p> <p>Name of Employer/Company: <input type="text"/> Required</p> <p>Most Recent Registration Date: <input type="text"/> Required</p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>																														

<p>8</p> <p>The registered Bursary Programme will display</p>		<div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;"> BURSARIES - ASSESSOR TEST 9504190735086 </div> <p>Unique Number <input type="text"/></p> <p>Bursary Status <input type="text"/></p> <p><input type="button" value="Search"/></p> <p><input type="button" value="Add Bursaries"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Unique Number</th> <th>Sponsorship</th> <th>Bursary Start Date</th> <th>Bursary End Date</th> <th>Bursary Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>BUR02127</td> <td>SETA Funded</td> <td>2019-10-30 12:00:00 AM</td> <td>2020-10-30 12:00:00 AM</td> <td>Registered</td> <td></td> </tr> </tbody> </table>	Unique Number	Sponsorship	Bursary Start Date	Bursary End Date	Bursary Status	Action	BUR02127	SETA Funded	2019-10-30 12:00:00 AM	2020-10-30 12:00:00 AM	Registered	
Unique Number	Sponsorship	Bursary Start Date	Bursary End Date	Bursary Status	Action									
BUR02127	SETA Funded	2019-10-30 12:00:00 AM	2020-10-30 12:00:00 AM	Registered										

19.7 Programme Registrations: WIL

The following steps need to be followed to link a WIL Programme against a Learner on SASSETA Indicum:

Steps	Action	Screenshot
<p>1</p>	<p>Within the Learner details under the Programme Registration tab click WIL</p>	
<p>2</p>	<p>Click on Add WIL</p>	
<p>3</p>	<p>The system will prompt you to upload the required documents prior registering a learner to a WIL programme</p>	<div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;"> WIL </div> <p style="color: red;">Please upload the required Learner Programme Documents before registering the programme</p> <ul style="list-style-type: none"> - Certified copy of learner ID (Not older than 3 months from start of programme) - Certified copy of NCV qualification (Not older than 3 months from start of programme) - Employment contract with learner on prescribed SASSETA template (signed by both parties) - Certified copy of highest qualification to meet pre-requisite entry requirements not older than 3 months <p><input type="button" value="Close"/></p>
<p>4</p>	<p>Click on Learner Programme Documents to upload the required documents</p>	
<p>5</p> <p>From the Learner Programme Type dropdown list select the WIL (TVET Placement, HET Placement, Internship) value.</p> <p>System Rules: You will be requested to upload the following documents:</p> <ul style="list-style-type: none"> • Certified copy of learner ID (Not older than 3 months from start of programme) • Certified copy of NCV qualification (Not older than 3 months from start of programme) • Medical proof of disability of learner, if applicable (this is only applicable for disabled learners) • Employment contract with learner on 		<div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;"> LEARNER PROGRAMME DOCUMENTS - LEARNER TEST 7803210469086 </div> <p>Learner Programme Type <input type="text" value="WIL (TVET Placement, HET Placem..."/></p> <p>Learner Programme Document Type <input type="text"/></p> <p>Document</p> <p style="color: red;">Ensure that the documents to be uploaded are in PDF format</p> <p><input type="button" value="Add"/></p> <ul style="list-style-type: none"> Certified copy of learner ID (Not older than 3 months from start of programme) Certified copy of NCV qualification (Not older than 3 months from start of programme) Medical proof of disability of learners, if applicable Employment contract with learner on prescribed SASSETA template (signed by both parties) Completion Letter/Certificate/Statement of Results Certified copy of highest qualification to meet pre-requisite entry requirements not older than 3 months <p style="color: red; text-align: center;">Ensure that the documents to be uploaded are in PDF format</p>

	<p>prescribed SASSETA template (signed by both parties)</p> <ul style="list-style-type: none"> • Completion Letter/Certificate/Statement of Results • Certified copy of highest qualification to meet pre-requisite entry requirements not older than 3 months. 	
--	---	--

6	The uploaded documents will display after uploading	Learner Programme Type	Learner Programme Document Type	Uploaded By	Uploaded Date	Document
		WIL (TVET Placement, HET Placement and Internship)	Certified copy of highest qualification to meet pre-requisite entry requirements not older than 3 months	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf
		WIL (TVET Placement, HET Placement and Internship)	Employment contract with learner on prescribed SASSETA template (signed by both parties)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf
		WIL (TVET Placement, HET Placement and Internship)	Certified copy of NCV qualification (Not older than 3 months from start of programme)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf
		WIL (TVET Placement, HET Placement and Internship)	Certified copy of learner ID (Not older than 3 months from start of programme)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf

7	<p>Return to the WIL registration page and ensure that the compulsory fields are completed.</p> <p>System rules:</p> <p>The system will not allow learners on SETA-Funded programmes funded within the same financial year to be linked to another learning programme, except for Skills Programmes. This is applicable to the following interventions:</p> <ul style="list-style-type: none"> •Learnerships •Bursaries •WIL <ul style="list-style-type: none"> ➢ TVET Placements ➢ HET Placements ➢ Internships •Artisan <p>Click on the Save button to complete the registration page.</p>	WIL	
		<p>Note: Please note that the documents below should be uploaded under Learner Programme documents before adding the learner WIL:</p> <ul style="list-style-type: none"> Certified copy of learner ID (Not older than 3 months from start of programme) Certified copy of NCV qualification (Not older than 3 months from start of programme) Medical proof of disability of learners, if applicable Employment contract with learner on prescribed SASSETA template (signed by both parties) Certified copy of highest qualification to meet pre-requisite entry requirements not older than 3 months 	

WIL Type	<input type="text" value=""/>	Required
Sponsorship	<input type="text" value="SETA Funded"/>	
Project Number	<input type="text" value=""/>	
Unique Number	<input type="text" value=""/>	
Start Date	<input type="text" value=""/>	Required
End Date	<input type="text" value=""/>	
Qualification	<input type="text" value="0"/>	Required
Qualification Achievement Date	<input type="text" value=""/>	
OFO	<input type="text" value="0"/>	Required
Status Effective Date	<input type="text" value=""/>	Required
Amount	<input type="text" value=""/>	
Name of Institution/Provider	<input type="text" value="0"/>	Required
Name of Employer/Company	<input type="text" value="0"/>	Required
Most Recent Registration Date	<input type="text" value=""/>	Required
Placement Duration	<input type="text" value=""/>	Required

8	The registered WIL Programme will display	WIL - ASSESSOR TEST 9504190735086																	
		<div style="display: flex; justify-content: space-between;"> <div> <p>Unique Number <input type="text"/></p> <p>TVET Status <input type="text"/></p> <p><input type="button" value="Search"/></p> <p><input type="button" value="Add WIL"/></p> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Unique Number</th> <th>WIL Type</th> <th>Sponsorship</th> <th>Start Date</th> <th>End Date</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>WIL/INT/1920/00001</td> <td>Internship</td> <td>SETA Funded</td> <td>2019-10-30 12:00:00 AM</td> <td>2020-10-30 12:00:00 AM</td> <td>Provisional Registration</td> <td></td> </tr> </tbody> </table>						Unique Number	WIL Type	Sponsorship	Start Date	End Date	Status	Action	WIL/INT/1920/00001	Internship	SETA Funded	2019-10-30 12:00:00 AM	2020-10-30 12:00:00 AM
Unique Number	WIL Type	Sponsorship	Start Date	End Date	Status	Action													
WIL/INT/1920/00001	Internship	SETA Funded	2019-10-30 12:00:00 AM	2020-10-30 12:00:00 AM	Provisional Registration														



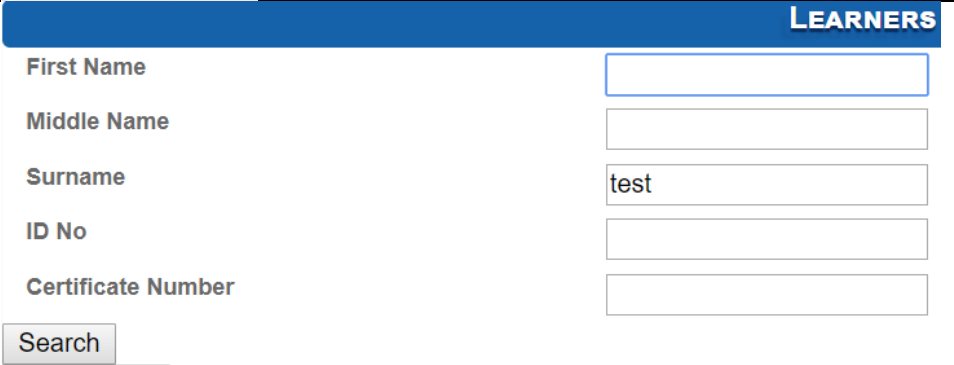
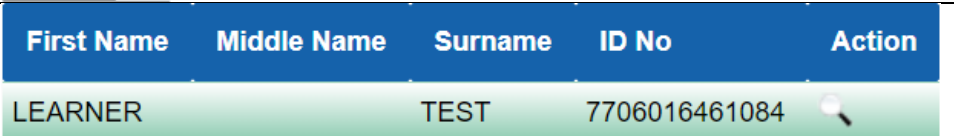
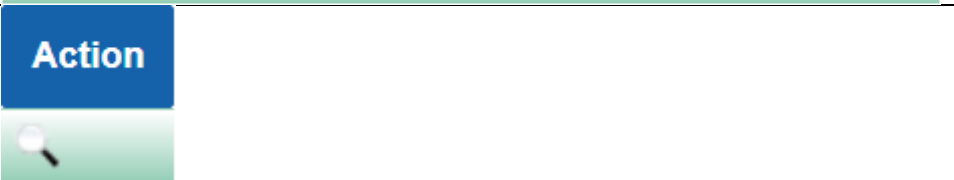
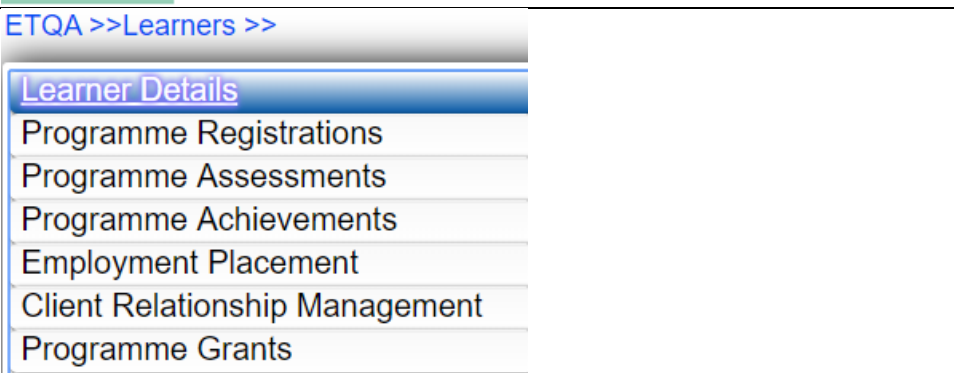

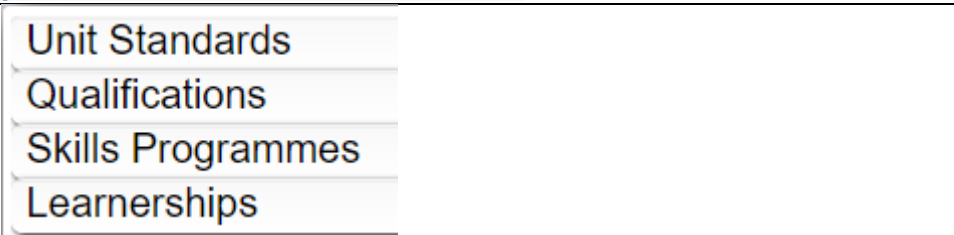
19.8 Programme Registrations: Lecturer Development

The following steps need to be followed to link a Lecturer Development Programme against a Learner on SASSETA Indicum:

Steps	Action	Screenshot														
1	Within the Learner details under the Programme Registration tab click Lecturer Development															
2	Click on Add Lecturer Development															
3	<p>The Lecturer Development Details page will display. Ensure that the compulsory fields are completed.</p> <p>Click on the Save button to complete the registration page.</p>															
4	The registered Lecturer Development Programme will display	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Contract Number</th> <th>Lecturer Development Status</th> <th>OFO Occupation</th> <th>Sponsorship</th> <th>Service Level Agreement Number</th> <th>Financial Year</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>LCD/9504190735086/00001</td> <td>Enrolled</td> <td>Editor</td> <td>Industry Funded</td> <td>Project/1234</td> <td>01 April 2019 – 31 March 2020</td> <td></td> </tr> </tbody> </table>	Contract Number	Lecturer Development Status	OFO Occupation	Sponsorship	Service Level Agreement Number	Financial Year	Action	LCD/9504190735086/00001	Enrolled	Editor	Industry Funded	Project/1234	01 April 2019 – 31 March 2020	
Contract Number	Lecturer Development Status	OFO Occupation	Sponsorship	Service Level Agreement Number	Financial Year	Action										
LCD/9504190735086/00001	Enrolled	Editor	Industry Funded	Project/1234	01 April 2019 – 31 March 2020											

20. Programmes Assessments against Learners

The section below outlines the process for Assessments of Programmes linked against a Learner

Steps	Action	Screenshot
1	Click ETQA in the Main Menu	
2	Click on Learners on the ETQA Menu	
3	Add Search criteria to search for a learner	
4	Select the Learner that is returned from the search criteria. The row will be highlighted when selected	
5	Click on the magnifying glass icon to open	
6	The system opens the Learner Menu	
7	Click on Programme Assessments	
8	Programme Assessments: This allows the user to capture Learning Programme Assessments.	

20.1 Programme Assessments: Unit Standards


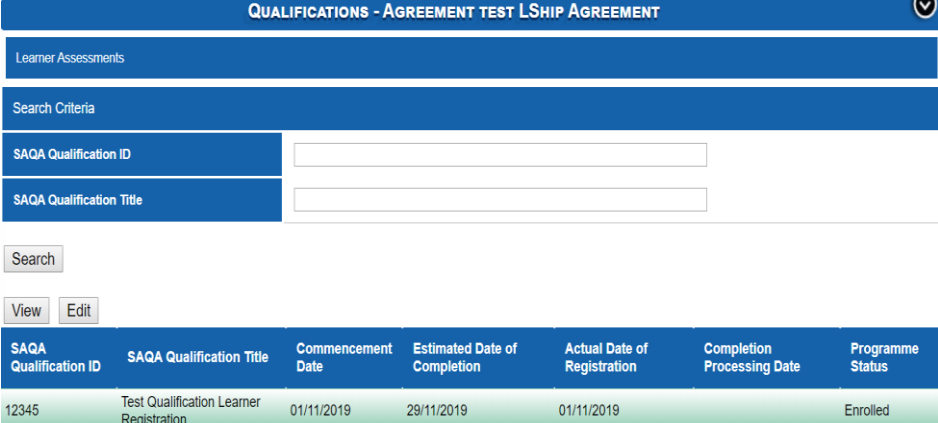
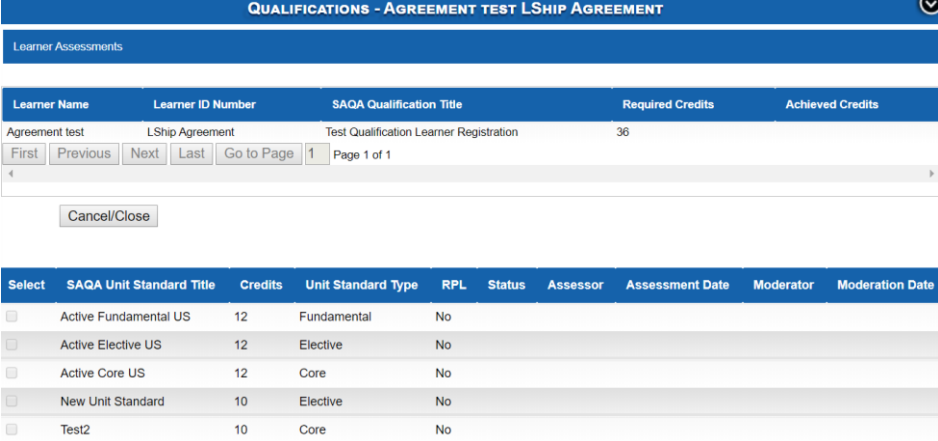
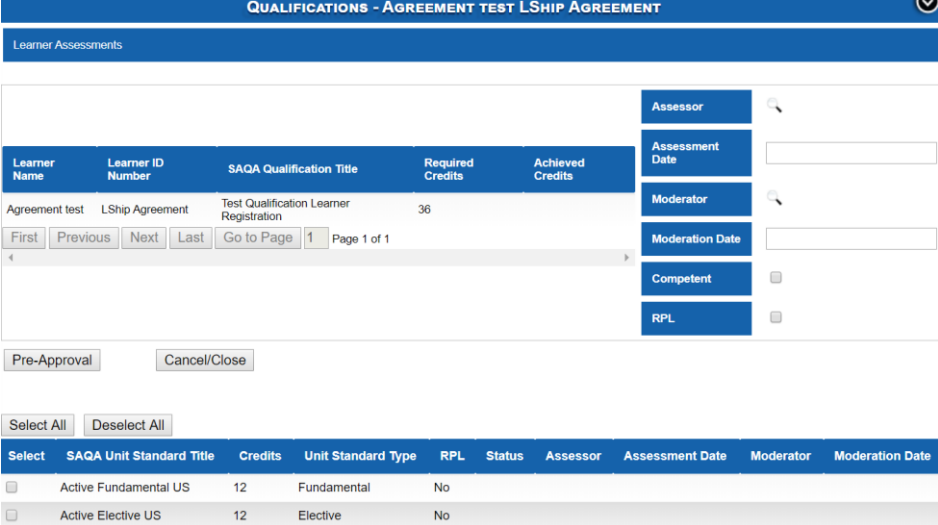
The following steps need to be followed to assess Unit Standards linked against a Learner on SASSETA Indicium:

Steps	Action	Screenshot																					
1	Within the Learner details under the Programme Registration tab Click Unit Standards																						
2	Select the line item to upload assessments	<table border="1"> <thead> <tr> <th>SAQA Unit Standard ID</th> <th>SAQA Unit Standard Title</th> <th>Commencement Date</th> <th>Estimated Date of Completion</th> <th>Actual Date of Registration</th> <th>Completion Processing Date</th> <th>Programme Status</th> </tr> </thead> <tbody> <tr> <td>10031</td> <td>Edit, code and capture data</td> <td>01/01/1900</td> <td>01/01/1900</td> <td>20/10/2019</td> <td>01/01/1900</td> <td></td> </tr> <tr> <td>10055</td> <td>Present data to stakeholders</td> <td>01/01/1900</td> <td>01/01/1900</td> <td>20/10/2019</td> <td>01/01/1900</td> <td></td> </tr> </tbody> </table>	SAQA Unit Standard ID	SAQA Unit Standard Title	Commencement Date	Estimated Date of Completion	Actual Date of Registration	Completion Processing Date	Programme Status	10031	Edit, code and capture data	01/01/1900	01/01/1900	20/10/2019	01/01/1900		10055	Present data to stakeholders	01/01/1900	01/01/1900	20/10/2019	01/01/1900	
SAQA Unit Standard ID	SAQA Unit Standard Title	Commencement Date	Estimated Date of Completion	Actual Date of Registration	Completion Processing Date	Programme Status																	
10031	Edit, code and capture data	01/01/1900	01/01/1900	20/10/2019	01/01/1900																		
10055	Present data to stakeholders	01/01/1900	01/01/1900	20/10/2019	01/01/1900																		
3	Click on View to see assessments uploaded	<table border="1"> <thead> <tr> <th>Learner Name</th> <th>Learner ID Number</th> <th>SAQA Unit Standard Title</th> <th>Credits</th> </tr> </thead> <tbody> <tr> <td>LEARNER TEST</td> <td>7706016461084</td> <td>Edit, code and capture data</td> <td>5</td> </tr> </tbody> </table>	Learner Name	Learner ID Number	SAQA Unit Standard Title	Credits	LEARNER TEST	7706016461084	Edit, code and capture data	5													
Learner Name	Learner ID Number	SAQA Unit Standard Title	Credits																				
LEARNER TEST	7706016461084	Edit, code and capture data	5																				
4	Click on Edit to capture the assessments	<table border="1"> <thead> <tr> <th>Learner Name</th> <th>Learner ID Number</th> <th>SAQA Unit Standard Title</th> <th>Credits</th> </tr> </thead> <tbody> <tr> <td>LEARNER TEST</td> <td>7706016461084</td> <td>Edit, code and capture data</td> <td>5</td> </tr> </tbody> </table>	Learner Name	Learner ID Number	SAQA Unit Standard Title	Credits	LEARNER TEST	7706016461084	Edit, code and capture data	5													
Learner Name	Learner ID Number	SAQA Unit Standard Title	Credits																				
LEARNER TEST	7706016461084	Edit, code and capture data	5																				
	Click on the checkbox to complete the learner's assessment individually or select the "Select All" button to assess the Unit Standards in bulk	<table border="1"> <thead> <tr> <th>Select</th> <th>SAQA Unit Standard Title</th> <th>Credits</th> <th>RPL</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Edit, code and capture data</td> <td>5</td> <td>No</td> </tr> </tbody> </table>	Select	SAQA Unit Standard Title	Credits	RPL	<input checked="" type="checkbox"/>	Edit, code and capture data	5	No													
Select	SAQA Unit Standard Title	Credits	RPL																				
<input checked="" type="checkbox"/>	Edit, code and capture data	5	No																				

5	Search for an Assessor or moderator using the magnifying glass icon	<div style="display: flex; flex-direction: column; gap: 5px;"> <div style="display: flex; align-items: center;"> Assessor <input style="margin-left: 10px; width: 150px; height: 20px;" type="text"/> </div> <div style="display: flex; align-items: center;"> Assessment Date <input style="margin-left: 10px; width: 150px; height: 20px;" type="text"/> </div> <div style="display: flex; align-items: center;"> Moderator <input style="margin-left: 10px; width: 150px; height: 20px;" type="text"/> </div> <div style="display: flex; align-items: center;"> Moderation Date <input style="margin-left: 10px; width: 150px; height: 20px;" type="text"/> </div> </div>																																																	
6	When the assessor or moderator is returned, click on the record.	<div style="background-color: #0056b3; color: white; padding: 5px; text-align: center; font-weight: bold;">ASSESSOR</div> <div style="margin-top: 5px;"> <p>Assessor First Name <input style="width: 150px;" type="text"/></p> <p>Assessor Surname <input style="width: 150px;" type="text"/></p> <p>Assessor ID No <input style="width: 150px; border-bottom: 1px solid #ccc;" type="text" value="ADC2468"/></p> <p>Registration Number <input style="width: 150px;" type="text"/></p> <p><input type="button" value="Search"/></p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th style="width: 60%;">First Name</th> <th style="width: 20%;">Surname</th> <th style="width: 20%;">ID No</th> </tr> </thead> <tbody> <tr style="background-color: #e0f2f1;"> <td>Assessor</td> <td>Test</td> <td>ADC2468</td> </tr> </tbody> </table>	First Name	Surname	ID No	Assessor	Test	ADC2468																																											
First Name	Surname	ID No																																																	
Assessor	Test	ADC2468																																																	
7	Click on Select	<input style="border: 1px solid #ccc; padding: 5px 20px; font-weight: bold; font-size: 1.2em;" type="button" value="Select"/>																																																	
8	Enter the Assessment Date on the Date Picker	<div style="display: flex; flex-direction: column; gap: 5px;"> <div style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 3px;">Assessment Date</div> <div style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 3px;">Moderator</div> <div style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 3px;">Moderation Date</div> <div style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 3px;">Competent</div> <div style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 3px;">RPL</div> </div> <div style="margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <div style="width: 150px; height: 20px; border: 1px solid #ccc;"></div> </div> <div style="margin-top: 5px;"> <div style="background-color: #f1f3f4; padding: 5px; border: 1px solid #ccc; text-align: center; font-weight: bold;">October, 2019</div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #f1f3f4;"> <th style="width: 12.5%;">Su</th> <th style="width: 12.5%;">Mo</th> <th style="width: 12.5%;">Tu</th> <th style="width: 12.5%;">We</th> <th style="width: 12.5%;">Th</th> <th style="width: 12.5%;">Fr</th> <th style="width: 12.5%;">Sa</th> </tr> </thead> <tbody> <tr> <td>29</td> <td>30</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td style="border: 2px solid #0056b3;">30</td> <td>31</td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;">Today: October 30, 2019</p> </div> </div>	Su	Mo	Tu	We	Th	Fr	Sa	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9
Su	Mo	Tu	We	Th	Fr	Sa																																													
29	30	1	2	3	4	5																																													
6	7	8	9	10	11	12																																													
13	14	15	16	17	18	19																																													
20	21	22	23	24	25	26																																													
27	28	29	30	31	1	2																																													
3	4	5	6	7	8	9																																													
9	Click on the Competent checkbox	<div style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 3px; display: inline-block;">Competent</div> <input style="margin-left: 10px; width: 20px; height: 20px;" type="checkbox"/>																																																	
10	Click on the Pre-Approval button	<input style="border: 1px solid #ccc; padding: 5px 20px; font-weight: bold; font-size: 1.2em;" type="button" value="Pre-Approval"/>																																																	
11	Assessment has been saved successfully	<p style="color: green; font-size: 0.8em; margin-bottom: 5px;">The Assessments have been saved successfully</p> <div style="display: flex; gap: 5px; margin-bottom: 5px;"> <input type="button" value="Select All"/> <input type="button" value="Deselect All"/> </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th style="width: 5%;">Select</th> <th style="width: 40%;">SAQA Unit Standard Title</th> <th style="width: 5%;">Credits</th> <th style="width: 5%;">RPL</th> <th style="width: 5%;">Status</th> <th style="width: 10%;">Assessor</th> <th style="width: 10%;">Assessment Date</th> <th style="width: 10%;">Moderator</th> <th style="width: 5%;">Moderation Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Active Core US</td> <td style="text-align: center;">12</td> <td style="text-align: center;">No</td> <td style="text-align: center;">Competent</td> <td>6666-Assessor Test</td> <td style="text-align: center;">01/11/2019</td> <td style="text-align: center;">881-LEARNER TEST</td> <td style="text-align: center;">31/10/2019</td> </tr> </tbody> </table>	Select	SAQA Unit Standard Title	Credits	RPL	Status	Assessor	Assessment Date	Moderator	Moderation Date	<input checked="" type="checkbox"/>	Active Core US	12	No	Competent	6666-Assessor Test	01/11/2019	881-LEARNER TEST	31/10/2019																															
Select	SAQA Unit Standard Title	Credits	RPL	Status	Assessor	Assessment Date	Moderator	Moderation Date																																											
<input checked="" type="checkbox"/>	Active Core US	12	No	Competent	6666-Assessor Test	01/11/2019	881-LEARNER TEST	31/10/2019																																											

20.2 Programme Assessments: Qualifications

The following steps need to be followed to assess Qualifications linked against a Learner on SASSETA Indicium:

Steps	Action	Screenshot																																																																						
1	Within the Learner details under the Programme Registration tab Click Qualifications																																																																							
2	Select the line item to upload assessments	 <p>QUALIFICATIONS - AGREEMENT TEST LSHIP AGREEMENT</p> <p>Learner Assessments</p> <p>Search Criteria</p> <p>SAQA Qualification ID <input type="text"/></p> <p>SAQA Qualification Title <input type="text"/></p> <p>Search</p> <p>View Edit</p> <table border="1"> <thead> <tr> <th>SAQA Qualification ID</th> <th>SAQA Qualification Title</th> <th>Commencement Date</th> <th>Estimated Date of Completion</th> <th>Actual Date of Registration</th> <th>Completion Processing Date</th> <th>Programme Status</th> </tr> </thead> <tbody> <tr> <td>12345</td> <td>Test Qualification Learner Registration</td> <td>01/11/2019</td> <td>29/11/2019</td> <td>01/11/2019</td> <td></td> <td>Enrolled</td> </tr> </tbody> </table>	SAQA Qualification ID	SAQA Qualification Title	Commencement Date	Estimated Date of Completion	Actual Date of Registration	Completion Processing Date	Programme Status	12345	Test Qualification Learner Registration	01/11/2019	29/11/2019	01/11/2019		Enrolled																																																								
SAQA Qualification ID	SAQA Qualification Title	Commencement Date	Estimated Date of Completion	Actual Date of Registration	Completion Processing Date	Programme Status																																																																		
12345	Test Qualification Learner Registration	01/11/2019	29/11/2019	01/11/2019		Enrolled																																																																		
3	Click on View to see assessments uploaded	 <p>QUALIFICATIONS - AGREEMENT TEST LSHIP AGREEMENT</p> <p>Learner Assessments</p> <table border="1"> <thead> <tr> <th>Learner Name</th> <th>Learner ID Number</th> <th>SAQA Qualification Title</th> <th>Required Credits</th> <th>Achieved Credits</th> </tr> </thead> <tbody> <tr> <td>Agreement test</td> <td>LShip Agreement</td> <td>Test Qualification Learner Registration</td> <td>36</td> <td></td> </tr> </tbody> </table> <p>First Previous Next Last Go to Page 1 Page 1 of 1</p> <p>Cancel/Close</p> <table border="1"> <thead> <tr> <th>Select</th> <th>SAQA Unit Standard Title</th> <th>Credits</th> <th>Unit Standard Type</th> <th>RPL</th> <th>Status</th> <th>Assessor</th> <th>Assessment Date</th> <th>Moderator</th> <th>Moderation Date</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Active Fundamental US</td> <td>12</td> <td>Fundamental</td> <td>No</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Active Elective US</td> <td>12</td> <td>Elective</td> <td>No</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Active Core US</td> <td>12</td> <td>Core</td> <td>No</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>New Unit Standard</td> <td>10</td> <td>Elective</td> <td>No</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Test2</td> <td>10</td> <td>Core</td> <td>No</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Learner Name	Learner ID Number	SAQA Qualification Title	Required Credits	Achieved Credits	Agreement test	LShip Agreement	Test Qualification Learner Registration	36		Select	SAQA Unit Standard Title	Credits	Unit Standard Type	RPL	Status	Assessor	Assessment Date	Moderator	Moderation Date	<input type="checkbox"/>	Active Fundamental US	12	Fundamental	No						<input type="checkbox"/>	Active Elective US	12	Elective	No						<input type="checkbox"/>	Active Core US	12	Core	No						<input type="checkbox"/>	New Unit Standard	10	Elective	No						<input type="checkbox"/>	Test2	10	Core	No					
Learner Name	Learner ID Number	SAQA Qualification Title	Required Credits	Achieved Credits																																																																				
Agreement test	LShip Agreement	Test Qualification Learner Registration	36																																																																					
Select	SAQA Unit Standard Title	Credits	Unit Standard Type	RPL	Status	Assessor	Assessment Date	Moderator	Moderation Date																																																															
<input type="checkbox"/>	Active Fundamental US	12	Fundamental	No																																																																				
<input type="checkbox"/>	Active Elective US	12	Elective	No																																																																				
<input type="checkbox"/>	Active Core US	12	Core	No																																																																				
<input type="checkbox"/>	New Unit Standard	10	Elective	No																																																																				
<input type="checkbox"/>	Test2	10	Core	No																																																																				
4	Click on Edit to capture the assessments	 <p>QUALIFICATIONS - AGREEMENT TEST LSHIP AGREEMENT</p> <p>Learner Assessments</p> <table border="1"> <thead> <tr> <th>Learner Name</th> <th>Learner ID Number</th> <th>SAQA Qualification Title</th> <th>Required Credits</th> <th>Achieved Credits</th> </tr> </thead> <tbody> <tr> <td>Agreement test</td> <td>LShip Agreement</td> <td>Test Qualification Learner Registration</td> <td>36</td> <td></td> </tr> </tbody> </table> <p>First Previous Next Last Go to Page 1 Page 1 of 1</p> <p>Assessor <input type="text"/></p> <p>Assessment Date <input type="text"/></p> <p>Moderator <input type="text"/></p> <p>Moderation Date <input type="text"/></p> <p>Competent <input type="checkbox"/></p> <p>RPL <input type="checkbox"/></p> <p>Pre-Approval Cancel/Close</p> <p>Select All Deselect All</p> <table border="1"> <thead> <tr> <th>Select</th> <th>SAQA Unit Standard Title</th> <th>Credits</th> <th>Unit Standard Type</th> <th>RPL</th> <th>Status</th> <th>Assessor</th> <th>Assessment Date</th> <th>Moderator</th> <th>Moderation Date</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Active Fundamental US</td> <td>12</td> <td>Fundamental</td> <td>No</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Active Elective US</td> <td>12</td> <td>Elective</td> <td>No</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Learner Name	Learner ID Number	SAQA Qualification Title	Required Credits	Achieved Credits	Agreement test	LShip Agreement	Test Qualification Learner Registration	36		Select	SAQA Unit Standard Title	Credits	Unit Standard Type	RPL	Status	Assessor	Assessment Date	Moderator	Moderation Date	<input type="checkbox"/>	Active Fundamental US	12	Fundamental	No						<input type="checkbox"/>	Active Elective US	12	Elective	No																																			
Learner Name	Learner ID Number	SAQA Qualification Title	Required Credits	Achieved Credits																																																																				
Agreement test	LShip Agreement	Test Qualification Learner Registration	36																																																																					
Select	SAQA Unit Standard Title	Credits	Unit Standard Type	RPL	Status	Assessor	Assessment Date	Moderator	Moderation Date																																																															
<input type="checkbox"/>	Active Fundamental US	12	Fundamental	No																																																																				
<input type="checkbox"/>	Active Elective US	12	Elective	No																																																																				

	Click on the checkbox to complete the learner's assessment individually or select the "Select All" button to assess the Qualification Unit Standards in bulk	<div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Select All Deselect All </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Select</th> <th>SAQA Unit Standard Title</th> <th>Credits</th> <th>Unit Standard Type</th> <th>RPL</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Active Fundamental US</td> <td style="text-align: center;">12</td> <td>Fundamental</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Active Elective US</td> <td style="text-align: center;">12</td> <td>Elective</td> <td style="text-align: center;">No</td> </tr> </tbody> </table>	Select	SAQA Unit Standard Title	Credits	Unit Standard Type	RPL	<input checked="" type="checkbox"/>	Active Fundamental US	12	Fundamental	No	<input checked="" type="checkbox"/>	Active Elective US	12	Elective	No																																		
Select	SAQA Unit Standard Title	Credits	Unit Standard Type	RPL																																															
<input checked="" type="checkbox"/>	Active Fundamental US	12	Fundamental	No																																															
<input checked="" type="checkbox"/>	Active Elective US	12	Elective	No																																															
5	Search for an Assessor or moderator using the magnifying glass icon	<div style="display: flex; flex-direction: column; gap: 5px;"> <div style="display: flex; align-items: center;"> <div style="background-color: #0056b3; color: white; padding: 5px; width: 100px;">Assessor</div> <input style="width: 150px; height: 20px;" type="text"/> </div> <div style="display: flex; align-items: center;"> <div style="background-color: #0056b3; color: white; padding: 5px; width: 100px;">Assessment Date</div> <input style="width: 150px; height: 20px;" type="text"/> </div> <div style="display: flex; align-items: center;"> <div style="background-color: #0056b3; color: white; padding: 5px; width: 100px;">Moderator</div> <input style="width: 150px; height: 20px;" type="text"/> </div> <div style="display: flex; align-items: center;"> <div style="background-color: #0056b3; color: white; padding: 5px; width: 100px;">Moderation Date</div> <input style="width: 150px; height: 20px;" type="text"/> </div> </div>																																																	
6	When the assessor or moderator is returned, click on the record.	<div style="background-color: #0056b3; color: white; text-align: center; padding: 5px; margin-bottom: 10px;">ASSESSOR</div> <div style="display: flex; flex-direction: column; gap: 5px;"> <div style="display: flex; justify-content: space-between;"> Assessor First Name <input style="width: 150px; height: 20px;" type="text"/> </div> <div style="display: flex; justify-content: space-between;"> Assessor Surname <input style="width: 150px; height: 20px;" type="text"/> </div> <div style="display: flex; justify-content: space-between;"> Assessor ID No <input style="width: 150px; height: 20px; border: 1px solid #ccc;" type="text" value="ADC2468"/> </div> <div style="display: flex; justify-content: space-between;"> Registration Number <input style="width: 150px; height: 20px;" type="text"/> </div> </div> <div style="margin-top: 5px;"> <input type="button" value="Search"/> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>First Name</th> <th>Surname</th> <th>ID No</th> </tr> </thead> <tbody> <tr style="background-color: #e0f2f1;"> <td>Assessor</td> <td>Test</td> <td>ADC2468</td> </tr> </tbody> </table>	First Name	Surname	ID No	Assessor	Test	ADC2468																																											
First Name	Surname	ID No																																																	
Assessor	Test	ADC2468																																																	
7	Click on Select	<input style="width: 80px; height: 30px; border: 1px solid #ccc;" type="button" value="Select"/>																																																	
8	Enter the Assessment Date on the Date Picker	<div style="display: flex; flex-direction: column; gap: 5px;"> <div style="display: flex; align-items: center;"> <div style="background-color: #0056b3; color: white; padding: 5px; width: 100px;">Assessment Date</div> <input style="width: 150px; height: 20px;" type="text"/> </div> <div style="display: flex; align-items: center;"> <div style="background-color: #0056b3; color: white; padding: 5px; width: 100px;">Moderator</div> <input style="width: 150px; height: 20px;" type="text"/> </div> <div style="display: flex; align-items: center;"> <div style="background-color: #0056b3; color: white; padding: 5px; width: 100px;">Moderation Date</div> <input style="width: 150px; height: 20px;" type="text"/> </div> <div style="display: flex; align-items: center;"> <div style="background-color: #0056b3; color: white; padding: 5px; width: 100px;">Competent</div> <input style="width: 150px; height: 20px;" type="checkbox"/> </div> <div style="display: flex; align-items: center;"> <div style="background-color: #0056b3; color: white; padding: 5px; width: 100px;">RPL</div> <input style="width: 150px; height: 20px;" type="checkbox"/> </div> </div> <div style="margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> October, 2019 </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td>29</td> <td>30</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td style="border: 2px solid #0056b3;">30</td> <td>31</td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;">Today: October 30, 2019</p> </div>	Su	Mo	Tu	We	Th	Fr	Sa	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9
Su	Mo	Tu	We	Th	Fr	Sa																																													
29	30	1	2	3	4	5																																													
6	7	8	9	10	11	12																																													
13	14	15	16	17	18	19																																													
20	21	22	23	24	25	26																																													
27	28	29	30	31	1	2																																													
3	4	5	6	7	8	9																																													
9	Click on the Competent checkbox	<div style="display: flex; align-items: center; gap: 20px;"> <div style="background-color: #0056b3; color: white; padding: 5px; width: 100px;">Competent</div> <input checked="" type="checkbox"/> </div>																																																	
10	Click on the Pre-Approval button	<input style="width: 100px; height: 30px; border: 1px solid #ccc;" type="button" value="Pre-Approval"/>																																																	
11	Assessment has been saved successfully	<p style="font-size: small; margin-bottom: 5px;">The Assessments have been saved successfully</p> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Select All Deselect All </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Select</th> <th>SAQA Unit Standard Title</th> <th>Credits</th> <th>RPL</th> <th>Status</th> <th>Assessor</th> <th>Assessment Date</th> <th>Moderator</th> <th>Moderation Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Active Core US</td> <td style="text-align: center;">12</td> <td style="text-align: center;">No</td> <td style="text-align: center;">Competent</td> <td>6666-Assessor Test</td> <td>01/11/2019</td> <td>881-LEARNER TEST</td> <td>31/10/2019</td> </tr> </tbody> </table>	Select	SAQA Unit Standard Title	Credits	RPL	Status	Assessor	Assessment Date	Moderator	Moderation Date	<input checked="" type="checkbox"/>	Active Core US	12	No	Competent	6666-Assessor Test	01/11/2019	881-LEARNER TEST	31/10/2019																															
Select	SAQA Unit Standard Title	Credits	RPL	Status	Assessor	Assessment Date	Moderator	Moderation Date																																											
<input checked="" type="checkbox"/>	Active Core US	12	No	Competent	6666-Assessor Test	01/11/2019	881-LEARNER TEST	31/10/2019																																											

20.3 Programme Assessments: Skills Programmes

The following steps need to be followed to assess Skills Programmes linked against a Learner on SASSETA Indicium:

Steps	Action	Screenshot
1	Within the Learner details under the Programme Registration tab Click Skills Programmes	
2	Select the line item to upload assessments	
3	Click on View to see assessments uploaded	
4	Click on Edit to capture the assessments	
	Click on the checkbox to complete the learner's assessment individually or select the "Select All" button to assess the Skills Programme Unit Standards in bulk	

5	Search for an Assessor or moderator using the magnifying glass icon	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #0056b3; color: white; padding: 2px 5px; margin-bottom: 5px;">Assessor</div> <div style="display: flex; align-items: center;"> <input style="width: 100%; border: none; border-bottom: 1px solid #ccc;" type="text"/> <input style="width: 20px; height: 20px; border: none; margin-left: 5px;" type="text" value="🔍"/> </div> <div style="background-color: #0056b3; color: white; padding: 2px 5px; margin-bottom: 5px;">Assessment Date</div> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <div style="background-color: #0056b3; color: white; padding: 2px 5px; margin-bottom: 5px;">Moderator</div> <div style="display: flex; align-items: center;"> <input style="width: 100%; border: none; border-bottom: 1px solid #ccc;" type="text"/> <input style="width: 20px; height: 20px; border: none; margin-left: 5px;" type="text" value="🔍"/> </div> <div style="background-color: #0056b3; color: white; padding: 2px 5px;">Moderation Date</div> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> </div>																																																		
6	When the assessor or moderator is returned, click on the record.	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #0056b3; color: white; text-align: center; padding: 2px;">ASSESSOR</div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Assessor First Name <input style="width: 80%; border: none; border-bottom: 1px solid #ccc;" type="text"/> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Assessor Surname <input style="width: 80%; border: none; border-bottom: 1px solid #ccc;" type="text"/> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Assessor ID No <input style="width: 80%; border: none; border-bottom: 1px solid #ccc; text-align: center; font-size: small;" type="text" value="ADC2468"/> </div> <div style="display: flex; justify-content: space-between;"> Registration Number <input style="width: 80%; border: none; border-bottom: 1px solid #ccc;" type="text"/> </div> <div style="margin-top: 5px; text-align: left;"> <input style="border: none; border-bottom: 1px solid #ccc; padding: 2px 5px;" type="text" value="Search"/> </div> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th style="width: 60%;">First Name</th> <th style="width: 20%;">Surname</th> <th style="width: 20%;">ID No</th> </tr> </thead> <tbody> <tr style="background-color: #e0f0e0;"> <td>Assessor</td> <td>Test</td> <td>ADC2468</td> </tr> </tbody> </table> </div> </div>	First Name	Surname	ID No	Assessor	Test	ADC2468																																												
First Name	Surname	ID No																																																		
Assessor	Test	ADC2468																																																		
7	Click on Select	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <div style="background-color: #ccc; padding: 5px 15px; display: inline-block; border-radius: 3px;">Select</div> </div>																																																		
8	Enter the Assessment Date on the Date Picker	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #0056b3; color: white; padding: 2px 5px; margin-bottom: 5px;">Assessment Date</div> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <div style="background-color: #0056b3; color: white; padding: 2px 5px; margin-bottom: 5px;">Moderator</div> <div style="background-color: #0056b3; color: white; padding: 2px 5px; margin-bottom: 5px;">Moderation Date</div> <div style="background-color: #0056b3; color: white; padding: 2px 5px; margin-bottom: 5px;">Competent</div> <div style="background-color: #0056b3; color: white; padding: 2px 5px;">RPL</div> </div> <div style="margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc;"> ◀ October, 2019 ▶ </div> <table style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> </tr> </thead> <tbody> <tr> <td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> <tr> <td></td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td> </tr> <tr> <td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td> </tr> <tr> <td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td> </tr> <tr> <td>27</td><td>28</td><td>29</td><td style="border: 2px solid #0056b3;">30</td><td>31</td><td>1</td><td>2</td> </tr> <tr> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> </tr> </tbody> </table> <div style="margin-top: 5px; text-align: center; font-size: x-small;">Today: October 30, 2019</div> </div> </div>	Su	Mo	Tu	We	Th	Fr	Sa	29	30	1	2	3	4	5		6	7	8	9	10	11	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	
Su	Mo	Tu	We	Th	Fr	Sa																																														
29	30	1	2	3	4	5																																														
	6	7	8	9	10	11																																														
13	14	15	16	17	18	19																																														
20	21	22	23	24	25	26																																														
27	28	29	30	31	1	2																																														
3	4	5	6	7	8	9																																														
9	Click on the Competent checkbox	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #0056b3; color: white; padding: 2px 5px; display: inline-block;">Competent</div> <div style="margin-left: 10px;"> <input checked="" type="checkbox"/> </div> </div>																																																		
10	Click on the Pre-Approval button	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <div style="background-color: #ccc; padding: 5px 15px; display: inline-block; border-radius: 3px;">Pre-Approval</div> </div>																																																		

11 The Assessment will save successfully

Learner Name	Learner ID Number	Skills Programme Code	Skills Programme Title	Required Credits	Achieved Credits
LEARNER TEST	7803210469086	SP/12345	Test Skills Programme Learner Registration	36	39

First Previous Next Last Go to Page 1 Page 1 of 1

Pre-Approval Cancel/Close

The Assessments have been saved successfully

Select All Deselect All

Select	SAQA Unit Standard Title	Credits	Unit Standard Type	RPL	Status	Assessor	Assessment Date	Moderator	Moderation Date
<input checked="" type="checkbox"/>	Active Fundamental US	12	Fundamental	No	Competent	6666-Assessor Test	30/10/2019		
<input checked="" type="checkbox"/>	Active Elective US	12	Elective	No	Competent	6666-Assessor Test	30/10/2019		
<input checked="" type="checkbox"/>	Active Core US	12	Core	No	Competent	6666-Assessor Test	30/10/2019		
<input checked="" type="checkbox"/>	Test2	3	Core	No	Competent	6666-Assessor Test	30/10/2019		

20.4 Programme Assessments: Learnerships

The following steps need to be followed to assess a Learnership linked against a Learner on SASSETA Indicum:

Steps	Action	Screenshot																																																		
1	Within the Learner details under the Programme Registration tab Click Learnership																																																			
2	Select the line item to upload assessments	<table border="1"> <thead> <tr> <th>Learnership Code</th> <th>Learnership Title</th> <th>Commencement Date</th> <th>Estimated Date of Completion</th> <th>Actual Date of Registration</th> <th>Completion Processing Date</th> <th>Programme Status</th> </tr> </thead> <tbody> <tr> <td>LShip/12345</td> <td>Test Learnership Learner Registration</td> <td>31/10/2019</td> <td>31/10/2022</td> <td>30/10/2019</td> <td></td> <td>Registered</td> </tr> </tbody> </table>	Learnership Code	Learnership Title	Commencement Date	Estimated Date of Completion	Actual Date of Registration	Completion Processing Date	Programme Status	LShip/12345	Test Learnership Learner Registration	31/10/2019	31/10/2022	30/10/2019		Registered																																				
Learnership Code	Learnership Title	Commencement Date	Estimated Date of Completion	Actual Date of Registration	Completion Processing Date	Programme Status																																														
LShip/12345	Test Learnership Learner Registration	31/10/2019	31/10/2022	30/10/2019		Registered																																														
3	Click on View to see assessments uploaded	<table border="1"> <thead> <tr> <th>Select</th> <th>SAQA Unit Standard Title</th> <th>Credits</th> <th>Unit Standard Type</th> <th>RPL</th> <th>Status</th> <th>Assessor</th> <th>Assessment Date</th> <th>Moderator</th> <th>Moderation Date</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Active Fundamental US</td> <td>12</td> <td>Fundamental</td> <td>Yes</td> <td>Competent</td> <td>6666-Assessor Test</td> <td>30/10/2019</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Active Elective US</td> <td>12</td> <td>Elective</td> <td>Yes</td> <td>Competent</td> <td>6666-Assessor Test</td> <td>30/10/2019</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Active Core US</td> <td>12</td> <td>Core</td> <td>Yes</td> <td>Competent</td> <td>6666-Assessor Test</td> <td>30/10/2019</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Test2</td> <td>3</td> <td>Core</td> <td>Yes</td> <td>Competent</td> <td>6666-Assessor Test</td> <td>30/10/2019</td> <td></td> <td></td> </tr> </tbody> </table>	Select	SAQA Unit Standard Title	Credits	Unit Standard Type	RPL	Status	Assessor	Assessment Date	Moderator	Moderation Date	<input type="checkbox"/>	Active Fundamental US	12	Fundamental	Yes	Competent	6666-Assessor Test	30/10/2019			<input type="checkbox"/>	Active Elective US	12	Elective	Yes	Competent	6666-Assessor Test	30/10/2019			<input type="checkbox"/>	Active Core US	12	Core	Yes	Competent	6666-Assessor Test	30/10/2019			<input type="checkbox"/>	Test2	3	Core	Yes	Competent	6666-Assessor Test	30/10/2019		
Select	SAQA Unit Standard Title	Credits	Unit Standard Type	RPL	Status	Assessor	Assessment Date	Moderator	Moderation Date																																											
<input type="checkbox"/>	Active Fundamental US	12	Fundamental	Yes	Competent	6666-Assessor Test	30/10/2019																																													
<input type="checkbox"/>	Active Elective US	12	Elective	Yes	Competent	6666-Assessor Test	30/10/2019																																													
<input type="checkbox"/>	Active Core US	12	Core	Yes	Competent	6666-Assessor Test	30/10/2019																																													
<input type="checkbox"/>	Test2	3	Core	Yes	Competent	6666-Assessor Test	30/10/2019																																													

<p>4</p> <p>Click on Edit to capture the assessments</p>		<p>Learner Assessments</p> <p>Assessor <input type="text"/></p> <p>Assessment Date <input type="text"/></p> <p>Moderator <input type="text"/></p> <p>Moderation Date <input type="text"/></p> <p>Competent <input type="checkbox"/></p> <p>RPL <input type="checkbox"/></p> <p>Pre-Approval <input type="button"/> QA Approval <input type="button"/> Cancel/Close <input type="button"/></p> <p>Select All <input type="button"/> Deselect All <input type="button"/></p> <table border="1"> <thead> <tr> <th>Select</th> <th>SAQA Unit Standard Title</th> <th>Credits</th> <th>Unit Standard Type</th> <th>RPL</th> <th>Status</th> <th>Assessor</th> <th>Assessment Date</th> <th>Moderator</th> <th>Moderation Date</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Active Fundamental US</td> <td>12</td> <td>Fundamental</td> <td>Yes</td> <td>Competent</td> <td>6666-Assessor Test</td> <td>30/10/2019</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Active Elective US</td> <td>12</td> <td>Elective</td> <td>Yes</td> <td>Competent</td> <td>6666-Assessor Test</td> <td>30/10/2019</td> <td></td> <td></td> </tr> </tbody> </table>	Select	SAQA Unit Standard Title	Credits	Unit Standard Type	RPL	Status	Assessor	Assessment Date	Moderator	Moderation Date	<input type="checkbox"/>	Active Fundamental US	12	Fundamental	Yes	Competent	6666-Assessor Test	30/10/2019			<input type="checkbox"/>	Active Elective US	12	Elective	Yes	Competent	6666-Assessor Test	30/10/2019		
Select	SAQA Unit Standard Title	Credits	Unit Standard Type	RPL	Status	Assessor	Assessment Date	Moderator	Moderation Date																							
<input type="checkbox"/>	Active Fundamental US	12	Fundamental	Yes	Competent	6666-Assessor Test	30/10/2019																									
<input type="checkbox"/>	Active Elective US	12	Elective	Yes	Competent	6666-Assessor Test	30/10/2019																									
	<p>Click on the checkbox to complete the learner's assessment individually or select the "Select All" button to assess the Learnership Unit Standards in bulk</p>	<p>Select All <input type="button"/> Deselect All <input type="button"/></p> <table border="1"> <thead> <tr> <th>Select</th> <th>SAQA Unit Standard Title</th> <th>Credits</th> <th>Unit Standard Type</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Active Fundamental US</td> <td>12</td> <td>Fundamental</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Active Elective US</td> <td>12</td> <td>Elective</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Active Core US</td> <td>12</td> <td>Core</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Test2</td> <td>3</td> <td>Core</td> </tr> </tbody> </table>	Select	SAQA Unit Standard Title	Credits	Unit Standard Type	<input checked="" type="checkbox"/>	Active Fundamental US	12	Fundamental	<input checked="" type="checkbox"/>	Active Elective US	12	Elective	<input checked="" type="checkbox"/>	Active Core US	12	Core	<input checked="" type="checkbox"/>	Test2	3	Core										
Select	SAQA Unit Standard Title	Credits	Unit Standard Type																													
<input checked="" type="checkbox"/>	Active Fundamental US	12	Fundamental																													
<input checked="" type="checkbox"/>	Active Elective US	12	Elective																													
<input checked="" type="checkbox"/>	Active Core US	12	Core																													
<input checked="" type="checkbox"/>	Test2	3	Core																													
<p>5</p> <p>Search for an Assessor or moderator using the magnifying glass icon</p>		<p>Assessor <input type="text"/></p> <p>Assessment Date <input type="text"/></p> <p>Moderator <input type="text"/></p> <p>Moderation Date <input type="text"/></p>																														
<p>6</p> <p>When the assessor or moderator is returned, click on the record.</p>		<p style="text-align: center;">ASSESSOR</p> <p>Assessor First Name <input type="text"/></p> <p>Assessor Surname <input type="text"/></p> <p>Assessor ID No <input type="text" value="ADC2468"/></p> <p>Registration Number <input type="text"/></p> <p><input type="button" value="Search"/></p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Surname</th> <th>ID No</th> </tr> </thead> <tbody> <tr> <td>Assessor</td> <td>Test</td> <td>ADC2468</td> </tr> </tbody> </table>	First Name	Surname	ID No	Assessor	Test	ADC2468																								
First Name	Surname	ID No																														
Assessor	Test	ADC2468																														
<p>7</p> <p>Click on Select</p>		<p><input type="button" value="Select"/></p>																														

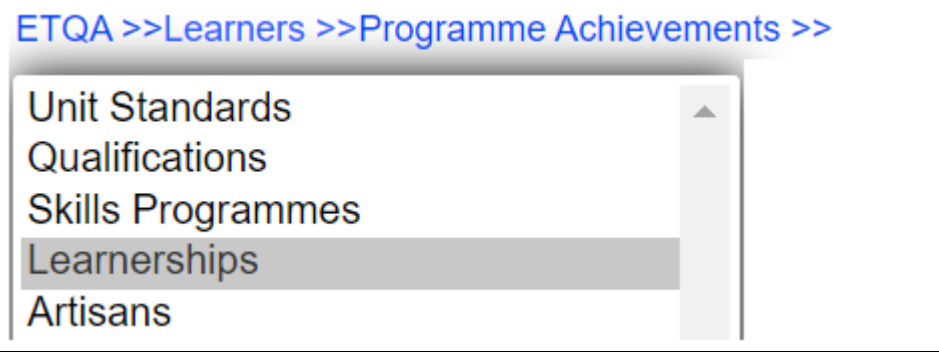

<p>8</p>	<p>Enter the Assessment Date on the Date Picker</p>	<p>Assessment Date</p> <p>Moderator</p> <p>Moderation Date</p> <p>Competent</p> <p>RPL</p>	
<p>9</p>	<p>Click on the Competent checkbox</p>	<p>Competent</p>	<p><input checked="" type="checkbox"/></p>
<p>10</p>	<p>Click on the Pre-Approval button</p>	<p>Pre-Approval</p>	
<p>11</p>	<p>The Assessment will save successfully</p>		

21. Programmes Achievements against Learners

The section below outlines the Programmes achieved against a Learner once they have been QA Approved and marked as achieved.

Steps	Action	Screenshot
<p>1</p>	<p>Click ETQA in the Main Menu</p>	
<p>2</p>	<p>Click on Learners on the ETQA Menu</p>	

3	Add Search criteria to search for the person details	<div style="text-align: right; background-color: #0056b3; color: white; padding: 5px;">LEARNERS</div> <p> <input type="text" value="First Name"/> <input type="text" value="Middle Name"/> <input type="text" value="test"/> <input type="text" value="ID No"/> <input type="text" value="Certificate Number"/> </p> <input type="button" value="Search"/>																
4	Select the Learner that is returned from the search criteria. The row will be highlighted when selected	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>First Name</th> <th>Middle Name</th> <th>Surname</th> <th>ID No</th> <th>Action</th> </tr> </thead> <tbody> <tr style="background-color: #d9ead3;"> <td>LEARNER</td> <td></td> <td>TEST</td> <td>7706016461084</td> <td style="text-align: center;"></td> </tr> </tbody> </table>	First Name	Middle Name	Surname	ID No	Action	LEARNER		TEST	7706016461084							
First Name	Middle Name	Surname	ID No	Action														
LEARNER		TEST	7706016461084															
5	Click on the magnifying glass icon to open	<div style="background-color: #0056b3; color: white; padding: 5px; text-align: center; width: fit-content; margin-bottom: 5px;">Action</div> <div style="background-color: #d9ead3; padding: 5px; text-align: center; width: fit-content;"></div>																
6	The system opens the Learner Menu	<p>ETQA >>Learners >></p> <ul style="list-style-type: none"> <li style="background-color: #0056b3; color: white; padding: 2px 5px; margin-bottom: 2px;">Learner Details <li style="padding: 2px 5px; margin-bottom: 2px;">Programme Registrations <li style="padding: 2px 5px; margin-bottom: 2px;">Programme Assessments <li style="padding: 2px 5px; margin-bottom: 2px;">Programme Achievements <li style="padding: 2px 5px; margin-bottom: 2px;">Employment Placement <li style="padding: 2px 5px; margin-bottom: 2px;">Client Relationship Management <li style="padding: 2px 5px;">Programme Grants 																
7	Click on Programme Achievements	<div style="background-color: #0056b3; color: white; padding: 2px 5px; text-decoration: underline;">Programme Achievements</div>																
8	Select the learner programme that should be achieved.	<p>ETQA >>Learners >>Programme Achievements >></p> <ul style="list-style-type: none"> <li style="background-color: #0056b3; color: white; padding: 2px 5px; margin-bottom: 2px;">Unit Standards <li style="padding: 2px 5px; margin-bottom: 2px;">Qualifications <li style="padding: 2px 5px; margin-bottom: 2px;">Skills Programmes <li style="background-color: #0056b3; color: white; padding: 2px 5px; margin-bottom: 2px;">Learnerships <li style="padding: 2px 5px;">Artisans 																
9	Open programme and click on QA Approval	<input type="button" value="QA Approval"/>																
10	The Programme will be successfully approved and will move from assessments to the Achievements tab	<div style="margin-bottom: 5px;"> <input type="button" value="Pre-Approval"/> <input type="button" value="Cancel/Close"/> </div> <div style="border: 1px solid orange; padding: 2px; margin-bottom: 5px; font-size: small;"> The Programme has been successfully approved. </div> <div style="margin-bottom: 5px;"> <input type="button" value="Select All"/> <input type="button" value="Deselect All"/> </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Select</th> <th>SAQA Unit Standard Title</th> <th>Credits</th> <th>Unit Standard Type</th> <th>RPL</th> <th>Status</th> <th>Assessor</th> <th>Assessment Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Active Fundamental US</td> <td style="text-align: center;">12</td> <td>Fundamental</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">Competent</td> <td>6666-Assessor Test</td> <td style="text-align: center;">30/10/2019</td> </tr> </tbody> </table>	Select	SAQA Unit Standard Title	Credits	Unit Standard Type	RPL	Status	Assessor	Assessment Date	<input type="checkbox"/>	Active Fundamental US	12	Fundamental	Yes	Competent	6666-Assessor Test	30/10/2019
Select	SAQA Unit Standard Title	Credits	Unit Standard Type	RPL	Status	Assessor	Assessment Date											
<input type="checkbox"/>	Active Fundamental US	12	Fundamental	Yes	Competent	6666-Assessor Test	30/10/2019											

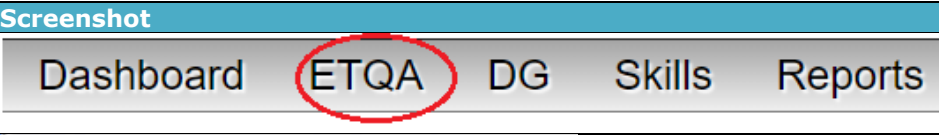
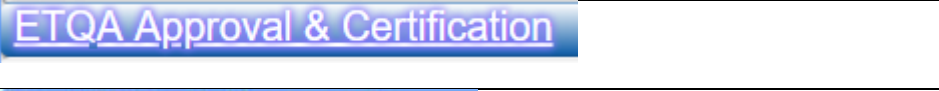

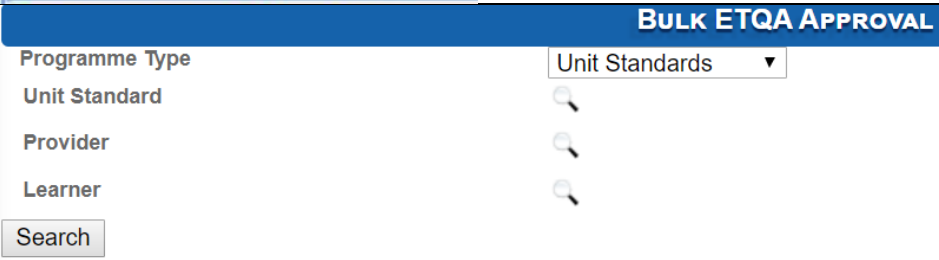



11	Programme Achievements: This allows the user to view Learning Programme Assessments against a learner	 <p>ETQA >>Learners >>Programme Achievements >></p> <ul style="list-style-type: none"> Unit Standards Qualifications Skills Programmes Learnerships Artisans 																
12	Achievements can be viewed from this tab	 <table border="1"> <thead> <tr> <th>Learnership Code</th> <th>Learnership Title</th> <th>Commencement Date</th> <th>Completion Date</th> <th>Required Credits</th> <th>Certificate Number</th> <th>Programme Status</th> <th>View</th> </tr> </thead> <tbody> <tr> <td>LShip12345</td> <td>Test Learnership Learner Registration</td> <td>31/10/2019</td> <td>31/10/2022</td> <td>46</td> <td></td> <td>Achieved</td> <td></td> </tr> </tbody> </table>	Learnership Code	Learnership Title	Commencement Date	Completion Date	Required Credits	Certificate Number	Programme Status	View	LShip12345	Test Learnership Learner Registration	31/10/2019	31/10/2022	46		Achieved	
Learnership Code	Learnership Title	Commencement Date	Completion Date	Required Credits	Certificate Number	Programme Status	View											
LShip12345	Test Learnership Learner Registration	31/10/2019	31/10/2022	46		Achieved												

22. Introduction

This section outlines all the functionality that relates to the certification module.




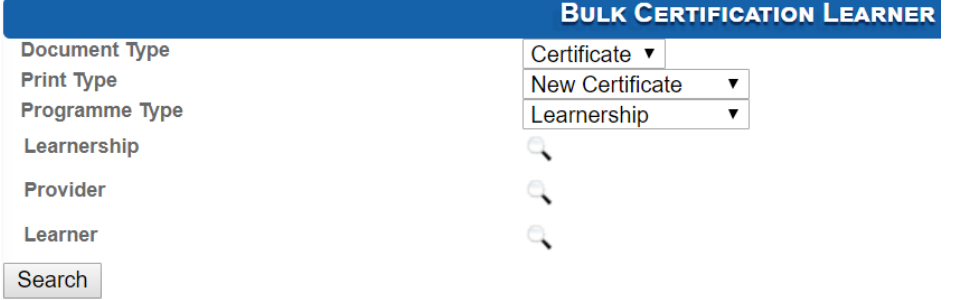
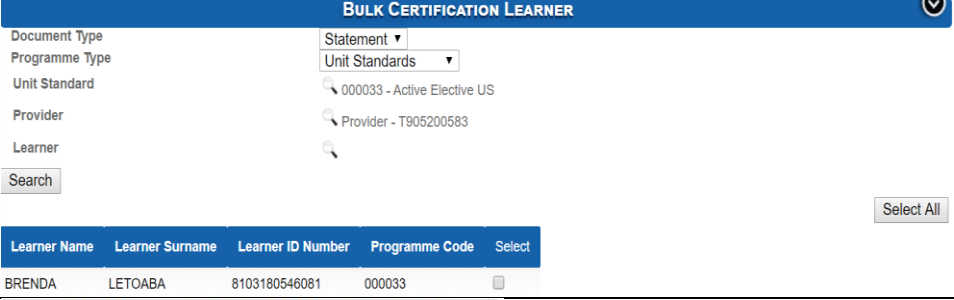

23. Learner Approval

The following steps needs to be followed to approve learner before certification:

Steps	Action	Screenshot										
1	Click ETQA in the Main Menu	 <p>Dashboard ETQA DG Skills Reports</p>										
2	Click on ETQA Approval and Certification from the ETQA Menu	 <p>ETQA Approval & Certification</p>										
3	Click on the Bulk ETQA Approval button	 <p>Bulk ETQA Approval</p>										
4	Capture the programme type, search for the programme type, and lastly search for the provider	 <p>BULK ETQA APPROVAL</p> <p>Programme Type: Unit Standards</p> <p>Unit Standard: <input type="text"/></p> <p>Provider: <input type="text"/></p> <p>Learner: <input type="text"/></p> <p><input type="button" value="Search"/></p>										
5	Click on the Search button to search the information that meets the criteria	 <p><input type="button" value="Search"/></p>										
6	The information will be returned. Select the Select all For approval to select all the learners or tick each approval box.	 <p>BULK ETQA APPROVAL</p> <p>Programme Type: Unit Standards</p> <p>Unit Standard: 000033-Active Elective US</p> <p>Provider: Provider-Test</p> <p>Learner: <input type="text"/></p> <p><input type="button" value="Search"/></p> <p><input type="button" value="Select All For Approval"/></p> <table border="1"> <thead> <tr> <th>Learner Name</th> <th>Learner Surname</th> <th>Learner ID Number</th> <th>Programme Code</th> <th>Approve</th> </tr> </thead> <tbody> <tr> <td>BRENDA</td> <td>LETOABA</td> <td>8103180546081</td> <td>000033</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Learner Name	Learner Surname	Learner ID Number	Programme Code	Approve	BRENDA	LETOABA	8103180546081	000033	<input type="checkbox"/>
Learner Name	Learner Surname	Learner ID Number	Programme Code	Approve								
BRENDA	LETOABA	8103180546081	000033	<input type="checkbox"/>								
7	Click the Approve button to approve the learners as complete	 <p><input type="button" value="Approve"/></p>										

24. Learner Certification

The section below outlines the certification process for completed learners on learning programmes

Steps	Action	Screenshot
1	Click on ETQA in the Main Menu	
2	Click on ETQA approval and Certification from the ETQA Menu	
3	Click on Bulk Certification Learner	
4	Select the Document Type, Print Type, Programme type and the remaining filters	
5	The results will display for learners who have completed. Click on Select all or tick each learner that needs a certificate.	
6	Once the learners are selected then click on Generate New Certificate to generate the certificate	
7	The certificate will be generated	