

DISCRETIONARY GRANT ONLINE SYSTEM

User Manual



Deloitte.

Client:	CATHSSETA training manual
Project Name:	Discretionary Grant Training Manual
Author:	Phemelo Mothusi
Date:	31 October 2016

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1 INTRODUCTION

This is a Training Manual for the Online Discretionary Grant application.

The preferred Browser to do the Online Application is Google Chrome and not Internet Explorer or Firefox.

2 Register as new Discretionary Grant (DG) Applicant

This section outlines the registration steps to be followed by the Stakeholder.

Step	Action / Screenshot
1	<p>The DG Stakeholder navigates to the CATHSSETA Indicium Seta Management System page.</p> 
2	<p>The DG Stakeholder selects the Register as a new discretionary grant applicant option at the bottom of this page.</p>

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Log In

Login Information

NOTICE > All Usernames & Passwords are CASE SENSITIVE!

Username:

* Username required

Password:

* Password required

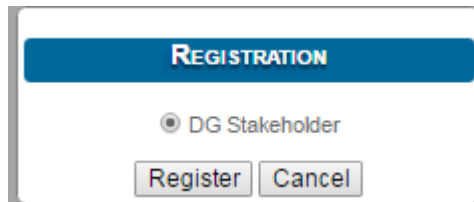
Login

[Forgot Password](#)

[Register as a new SDF](#)

[Register as new discretionary grants applicant](#)

3 Indicum opens the pop-up Registration window.



The Applicant has **two** options:

- i. **Cancel** – click on the **Cancel** button to cancel the registration process and return to the logon screen.
- ii. **Register** – click on the **Register** button to continue with the registration process.

4 Indicum opens the **Applicant Details** form for the DG Stakeholder to complete.

2.1 DG Stakeholder First Logon

The DG Stakeholder will then be required to use the username and password sent to them via email to logon to the system and continue

Step	Action / Screenshot
1	The DG Stakeholder navigates to the Cathsseta Indicum Seta Management System page.

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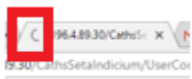

Applicant Details

Title	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Surname	<input type="text"/>
Initials	<input type="text"/>
ID No	<input type="text"/>
Alternate ID Type	<input type="text"/>
Date of Birth	<input type="text"/>
Gender	<input type="text"/>
Equity	<input type="text"/>
Disability	<input type="text"/>
Home Language	<input type="text"/>
Nationality	<input type="text"/>
Citizen Residential Status	<input type="text"/>
Socio Economic Status	<input type="text"/>
Telephone Number	<input type="text"/>
Cell Phone Number	<input type="text"/>
Fax Number	<input type="text"/>
E Mail	<input type="text"/>
Physical Address 1	<input type="text"/>
Physical Address 2	<input type="text"/>
Physical Address 3	<input type="text"/>

Please note the following rules on this screen:

#	Field	Rule
1	ID NO	<p>A South African ID Number must have 13 digits. Indicum uses the Department of Home Affairs rules to validate that the number you entered is a valid SA ID Number.</p> <p>This field is also used to identify persons with no South African ID. Therefore, you can add your passport number, or any other number that you are using for identification in this field.</p> <p>Indicum will not allow duplicate ID's, therefore if you are registered already Indicum will not allow you to register again with the same ID No.</p>
2	Alternate ID Type	The DG Stakeholder will use this field to indicate the type of number that was entered in the ID No field where the number in the ID NO field is not a valid SA ID Number.
3	Title	Indicum will populate this field where the ID No is a valid SA No. However, the DG Stakeholder can update as well.

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		Indicum will not populate this field where the ID No is another type of number and the DG Stakeholder will need to update this field.
4	Initials	This is a populated field where Indicum will populate the field with the first letter of the First Name
5	Date of Birth	Indicum will populate this field where the ID No is a valid SA No Indicum will not populate this field where the ID No is another type of number and the DG Stakeholder will need to update this field.
6	Gender	Indicum will populate this field where the ID No is a valid SA No Indicum will not populate this field where the ID No is another type of number and the DG Stakeholder will need to update this field.
7	Telephone Number	This number must be 10 characters, NO spaces
8	Cell Phone Number	This number must be 10 characters, NO spaces
9	Fax Number	This number must be 10 characters, NO spaces
10	Physical / Postal code	Indicum will populate the following field when a valid Code is entered: <ul style="list-style-type: none"> • Municipality • Urban Rural • Province
11	Use Physical Address for Postal Address	Select this box when the Physical and Postal Addresses are the same. Indicum will then copy the Physical Address to the Postal Address so that the DG Stakeholder does not need to capture the information gain. <p style="text-align: center;">  </p> <p>the above check box can be ticked if the physical address is the same as the postal address</p>
12	Page load	Before populating the next fields, ensure that the page is done loading, this will be seen on the tab; else when it refreshes the info that was not saved will be wiped. <p>The page loads after the below info is populated</p> <ol style="list-style-type: none"> 1. First name is entered so that it can populate the initials 2. ID number is captured for validation. 3. Postal code, to populate municipality 
5	The DG Stakeholder clicks on the save and proceed button to submit the information captured. <p style="text-align: center;">  </p>	
6	If any compulsory fields have been left it, the system won't permit the user to continue.	
7	Before proceeding, ensure that the page is done loading	
8	Indicum proceeds to the next page Organisation Details window.	

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Organisation Details

STEP 1: FIRSTLY, you need to add the relevant SDL Number if applicable

(Click on magnifying glass next to Organisation)

STEP 2: Only AFTER you have added the relevant SDL Number, you will be able to upload the signed declaration of authori:

(Click on the button next to Declaration of authorized person: Select Upload) Please note that the file can only be a pdf file

Organisation

Financial Year

Declaration of authorized person: Select upload No file chosen

Click on the above magnifying glass next to Organization to search for the organization you are submitting for

ORGANISATION		
Legal Name	<input type="text"/>	
Trade Name	<input type="text"/>	
SDL Number	<input type="text" value="A000000003"/>	
<input type="button" value="Search"/>		
Legal Name	Trade Name	SDL Number
Sun international	Sun In	A000000003
<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		
<input type="button" value="Select"/>		
<input type="button" value="Cancel"/>		

Once the organization has been returned by the system, click on the organization name, then click select. You will then be taken to the below screen to upload your declaration of authorized person letter.

Step Action / Screenshot

Log In	
Login Information	
NOTICE > All Usernames & Passwords are CASE SENSITIVE!	
Username:	<input type="text" value="123456"/>
Password:	<input type="password" value="*****"/>
<input type="button" value="Login"/>	
Forgot Password	
Register as a new SDF	
Register as new discretionary grants applicant	

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STEP 1: FIRSTLY, you need to add the relevant SDL Number if applicable
(Click on magnifying glass next to Organisation)
STEP 2: Only AFTER you have added the relevant SDL Number, you need to upload the Declaration of authorized person
(Click on the button next to Declaration of authorized person: Select Upload)

Organisation	<input type="text" value="Sun international - A000000003"/>
Financial Year	<input type="text" value="01 April 2017 – 31 March 2018"/>
Declaration of authorized person: Select upload	<input type="button" value="Choose File"/> <input type="text" value="Cert_003_870710000000_14123.pdf"/>

Once the letter has been uploaded is highlighted with green, click the save button, then finalize application.

User will then get a notification email of the registration along with credentials.

Reply Reply All Forward



skills@Cathsseta.org.za

pmthusi@dtss.co.za; dirk@crimzone.com; Phemelo Mothusi; Alize Groenewald

DG Stakeholder Registration

Dear Mr Cathapp Cathsseta

You have been successfully registered as Stakeholder and successfully linked with the following organisation:

Company Name	SDL Number
test test	X000000001

Login Details:

Username:

123456

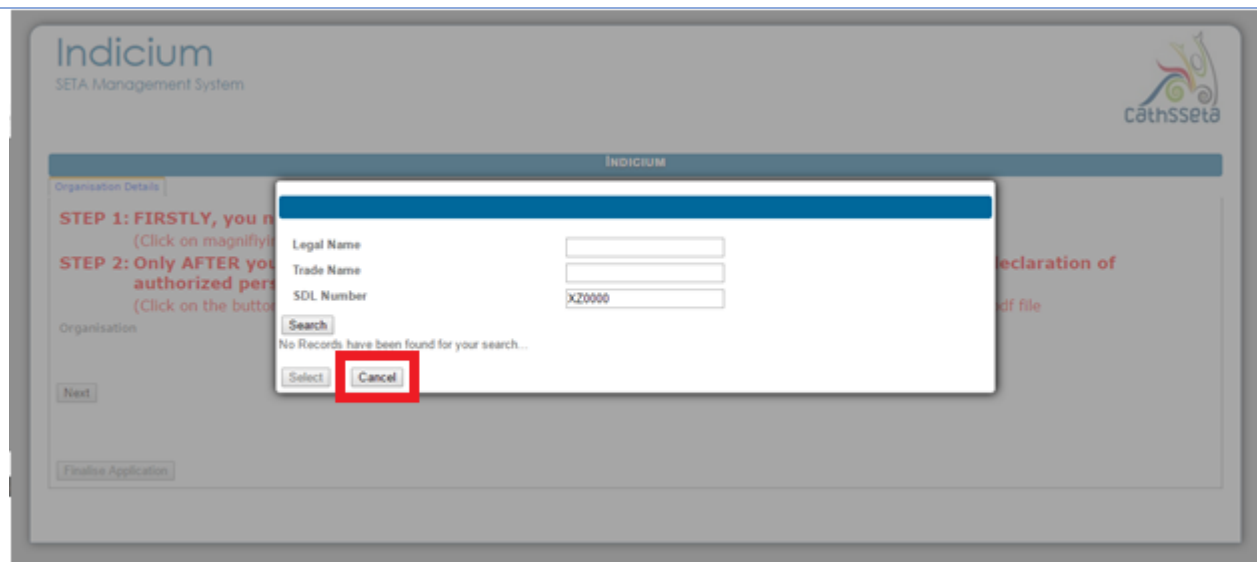
Password:

Cathsseta

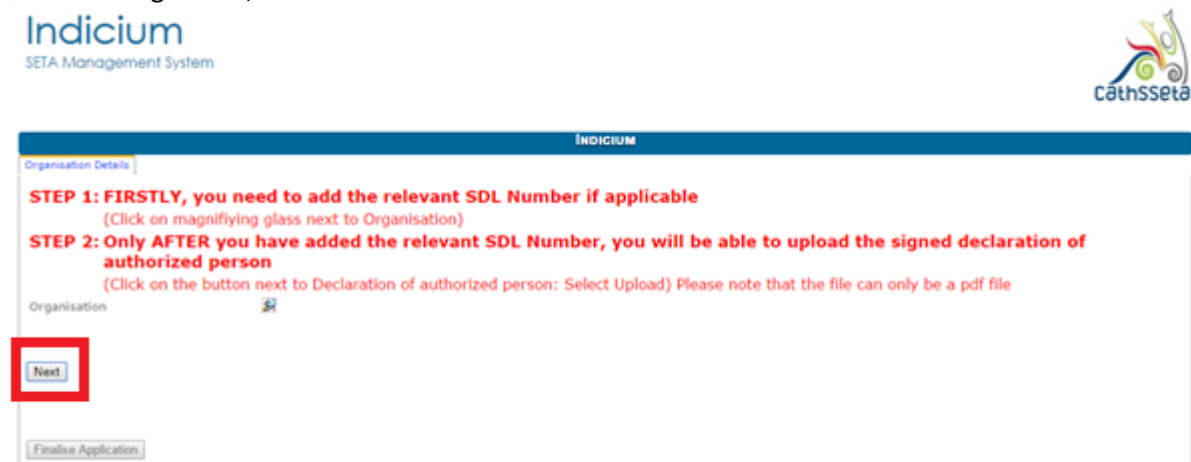
Yours in skills development
CATHSSETA Discretionary grants team

9 If user does not find organization after searching for it, click cancel

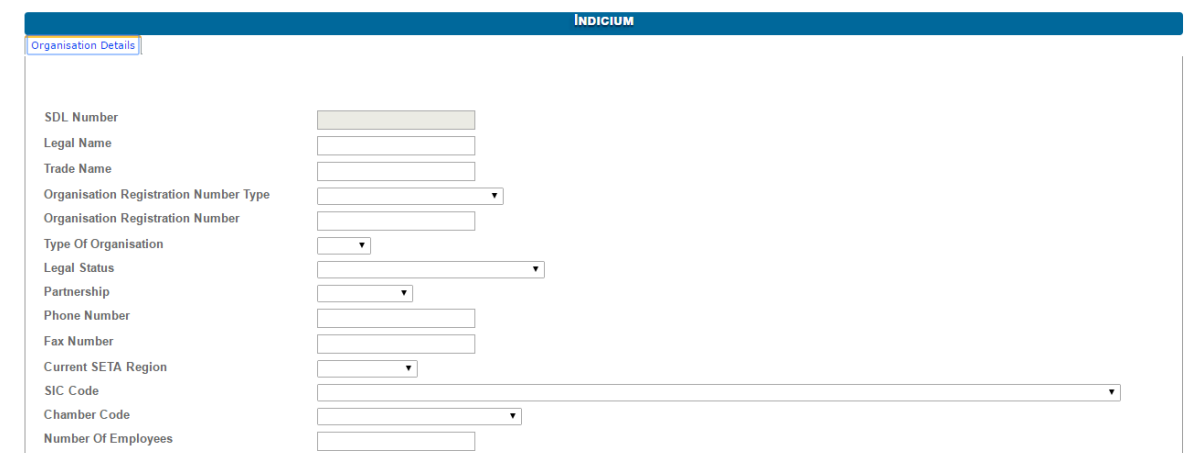
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After clicking cancel, click on the Next button



User will then be taken to a page where they should capture the organization details
Fields that are greyed out are not required for user to populate



Once fields have been populate, save, then upload declaration of authorized person letter, save, then finalize application

Step	Action / Screenshot
2	The Indiciium usernames and passwords are case sensitive!

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INDICIUM

Organisation Details

STEP 1: FIRSTLY, you need to add the relevant SDL Number if applicable
(Click on magnifying glass next to Organisation)

STEP 2: Only AFTER you have added the relevant SDL Number, you will be able to upload the signed declaration of authorized person
(Click on the button next to Declaration of authorized person: Select Upload) Please note that the file can only be a pdf file

Organisation

Financial Year

Declaration of authorized person

User will receive notification email with credentials

Step	Action / Screenshot
	<p style="text-align: center; color: red;">NOTICE > All Usernames & Passwords are CASE SENSITIVE!</p> <p style="text-align: center;">Username: <input style="background-color: yellow;" type="text" value="123456"/></p> <p style="text-align: center;">Password: <input type="password" value="*****"/></p> <p style="text-align: center;"><input type="button" value="Login"/></p> <p>The DG Stakeholder needs to click on the Login button once the Username and Password is entered.</p>
3	<p>The DG Stakeholder enters the username and password then he or she will be moved to the home page</p> <p>Note the username will remain the same but the DG Stakeholder will need to change his/her password after a period of time.</p>

3 Completing Application

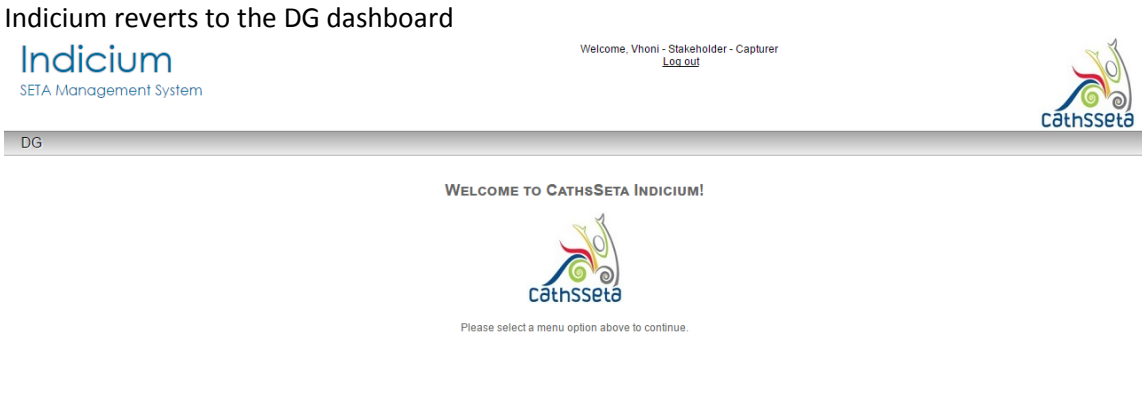
3.1 Create Discretionary Grant Forms

Financial year; Type

Success End Condition

- Forms created for the type selected

Note: The below steps can be followed in order to capture the forms

Step	Action / Screenshot
1	<p>Indicium reverts to the DG dashboard</p> 

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Step Action / Screenshot

2 The DG Stakeholder clicks on the **DG** menu option.



3 Indicium opens the page with two options:

- Organisation
- Stakeholder

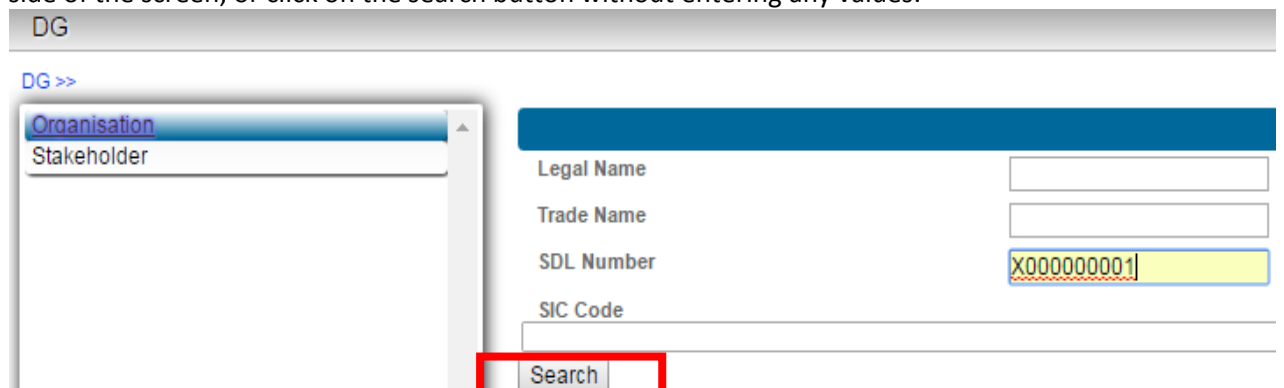
Note: To change the view of this screen in order to display these options at the top, simply click on the black button showcasing a white arrow.



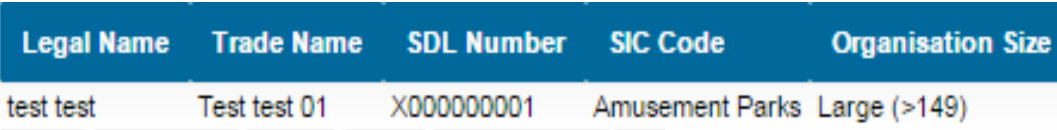


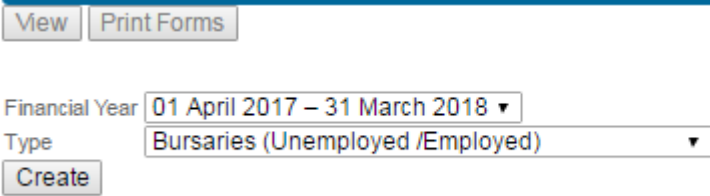
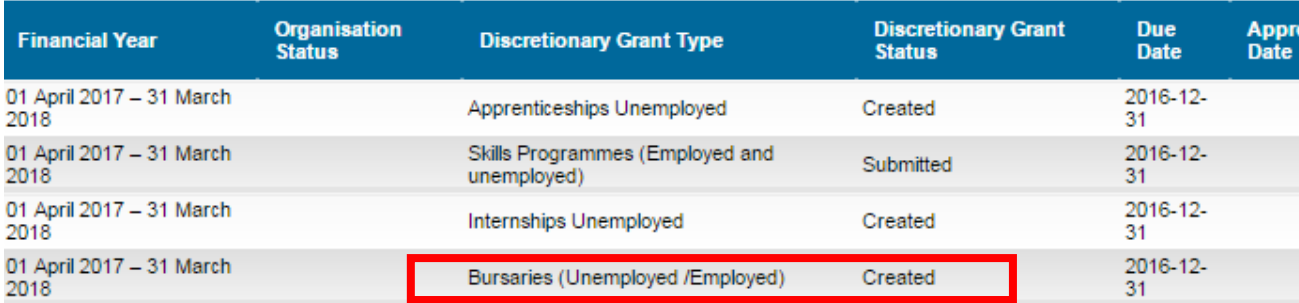
4 The DG Stakeholder must click on the **Organization** menu option.



5 Search for the Organisation details by completing one of the filters on the page which opens on the right side of the screen, or click on the search button without entering any values.



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Step	Action / Screenshot																														
6	<p>Indicium will return the Organisation details.</p>  <table border="1"> <thead> <tr> <th>Legal Name</th> <th>Trade Name</th> <th>SDL Number</th> <th>SIC Code</th> <th>Organisation Size</th> </tr> </thead> <tbody> <tr> <td>test test</td> <td>Test test 01</td> <td>X000000001</td> <td>Amusement Parks</td> <td>Large (>149)</td> </tr> </tbody> </table>	Legal Name	Trade Name	SDL Number	SIC Code	Organisation Size	test test	Test test 01	X000000001	Amusement Parks	Large (>149)																				
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test test	Test test 01	X000000001	Amusement Parks	Large (>149)																											
7	<p>To access the organisation, select the row and then click on the Action icon.</p>  <table border="1"> <thead> <tr> <th>Legal Name</th> <th>Trade Name</th> <th>SDL Number</th> <th>SIC Code</th> <th>Organisation Size</th> <th>Parent SDL Number</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>test test</td> <td>Test test 01</td> <td>X000000001</td> <td>Amusement Parks</td> <td>Large (>149)</td> <td></td> <td></td> </tr> </tbody> </table>	Legal Name	Trade Name	SDL Number	SIC Code	Organisation Size	Parent SDL Number	Action	test test	Test test 01	X000000001	Amusement Parks	Large (>149)																		
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test test	Test test 01	X000000001	Amusement Parks	Large (>149)																											
8	<p>Indicium opens a page with the Discretionary grant form</p>  <p>View Print Forms</p> <p>Financial Year: 01 April 2017 – 31 March 2018 ▼</p> <p>Type: ▼</p> <p>Create</p>																														
9	<p>The stakeholder must select the financial year and the type option from the dropdown menu then click create.</p>  <p>View Print Forms</p> <p>Financial Year: 01 April 2017 – 31 March 2018 ▼</p> <p>Type: Bursaries (Unemployed /Employed) ▼</p> <p>Create</p>																														
10	<p>Indicium will create the requested form as shown on the below screen shot. The Stakeholder must then click or select the Discretionary grant type.</p>  <table border="1"> <thead> <tr> <th>Financial Year</th> <th>Organisation Status</th> <th>Discretionary Grant Type</th> <th>Discretionary Grant Status</th> <th>Due Date</th> <th>Appro Date</th> </tr> </thead> <tbody> <tr> <td>01 April 2017 – 31 March 2018</td> <td></td> <td>Apprenticeships Unemployed</td> <td>Created</td> <td>2016-12-31</td> <td></td> </tr> <tr> <td>01 April 2017 – 31 March 2018</td> <td></td> <td>Skills Programmes (Employed and unemployed)</td> <td>Submitted</td> <td>2016-12-31</td> <td></td> </tr> <tr> <td>01 April 2017 – 31 March 2018</td> <td></td> <td>Internships Unemployed</td> <td>Created</td> <td>2016-12-31</td> <td></td> </tr> <tr> <td>01 April 2017 – 31 March 2018</td> <td></td> <td>Bursaries (Unemployed /Employed)</td> <td>Created</td> <td>2016-12-31</td> <td></td> </tr> </tbody> </table>	Financial Year	Organisation Status	Discretionary Grant Type	Discretionary Grant Status	Due Date	Appro Date	01 April 2017 – 31 March 2018		Apprenticeships Unemployed	Created	2016-12-31		01 April 2017 – 31 March 2018		Skills Programmes (Employed and unemployed)	Submitted	2016-12-31		01 April 2017 – 31 March 2018		Internships Unemployed	Created	2016-12-31		01 April 2017 – 31 March 2018		Bursaries (Unemployed /Employed)	Created	2016-12-31	
Financial Year	Organisation Status	Discretionary Grant Type	Discretionary Grant Status	Due Date	Appro Date																										
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01 April 2017 – 31 March 2018		Bursaries (Unemployed /Employed)	Created	2016-12-31																											
11	<p>After the stakeholder has selected the form the he/she must then click the view button</p>																														



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[View](#) [Print Forms](#)

Financial Year
 Type

Financial Year	Organisation Status	Discretionary Grant Type	Discretionary Grant Status	Due Date
01 April 2017 – 31 March 2018		Apprenticeships Unemployed	Created	2016-12-31
01 April 2017 – 31 March 2018		Skills Programmes (Employed and unemployed)	Submitted	2016-12-31
01 April 2017 – 31 March 2018		Internships Unemployed	Created	2016-12-31
01 April 2017 – 31 March 2018		Bursaries (Unemployed /Employed)	Created	2016-12-31

12 Indicum will proceed to the next page of Discretionary grant forms

[Main Page](#) DiscretionaryGrant Forms 01 April 2017 – 31 March 2018 [Submit DiscretionaryGrant](#)

#	Form	Description	Due Date	Select
1.	Section A:	Applicant Details	31/12/2016	<input type="button" value="Select"/>
2.	Section B:	Project History	31/12/2016	<input type="button" value="Select"/>
3.	Section C:	Project/Grant Details	31/12/2016	<input type="button" value="Select"/>
5.	Section E:	Project/Grant Plan	31/12/2016	<input type="button" value="Select"/>
6.	Section F:	Implementation Plan	31/12/2016	<input type="button" value="Select"/>
7.	Section H:	Pivotal Plan	31/12/2016	<input type="button" value="Select"/>
8.	Section I:	Checklist	31/12/2016	<input type="button" value="Select"/>
9.	DG	Asset Register	31/12/2016	<input type="button" value="Select"/>

Please note the following rules for the DG form:

Rule
The user should be able to log in and out to complete the application
Not all the details will therefore be required for the user to save the information, all compulsory fields
Once the application is submitted no further changes will be allowed, only view access.

13 The stakeholder will then click on select to open the **Section A: Applicant Details form**. The stakeholder will then fill the information on the text boxes then click **save**.
 The stakeholder must then click **Back to discretionary grant form menu**

Name of Organisation	Test
1st Time Implementer	No
Lead / Host Employer	-1
Applicant Physical Address 1	125 MNNN
Applicant Physical Address 2	Newlands
Applicant Physical Address 3	waterkloof
Postal address same as physical	<input checked="" type="checkbox"/>
Applicant Postal Address 1	125 MNNN
Applicant Postal Address 2	Newlands
Applicant Postal Address 3	waterkloof
Province of Applicant's Head Office	Gauteng
Period Of Company Existence	2-5 years
Organisation Category	Levy Payer
Skills Development Levy Number	X000000001
Organisation Contact Person Name	Cath
Organisation Contact Person Last Name	Cathseta
Organisation Contact Person Designation	CFO
Organisation Contact Person Cell Number	0794561230
Organisation Contact Person Fax Number	
Organisation Contact Person Email Address	pmthusi@dtss.co.za
Size Of Business	Small (10-49)
Type Of Business	-1
Specify exact number of permanent employees	15
Main Activities Of Business	Hotels
SIC Code	Hotels, motels, hostels and inns not
Chamber Focus	Arts, Culture & Heritage, Hospitality, Travel & Tourism

- 14** The stakeholder will then click on select to open the **Section B: Project History form**. The stakeholder will then fill the information on the text boxes then click **save**. The stakeholder must then click **Back to discretionary grant form menu**.

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Back to Discretionary Grant Forms Menu

Do you have a current active or existing contract with CATHSSETA?

Reference Number

Start Date of Project

End Date of Project

Have you supplied/submitted all evidence as required for tranche payments?

Have you complied to all requirements as per the CATHSSETA contracts and policy?

15 The stakeholder will then click on select to open the **Section C: Project/Grant details form**. The stakeholder will then fill the information on the text boxes then click **save**. The stakeholder must then click **Back to discretionary grant form menu**

Back to Discretionary Grant Forms Menu Section C: Project/Grant Details

Qualification Title

NQF Level

Number of Credits

Name of Employer

Unemployed - Target Provinces (give learner breakdown in numbers)

Western Cape	Northern Cape	Eastern Cape	Free State	Gauteng	Mpumalanga	Limpopo	North West	Kwa Zulu-Natal
0	0	0	0	0	0	0	0	0

Total number of Unemployed beneficiaries

Employed - Target Provinces (give learner breakdown in numbers)

Western Cape	Northern Cape	Eastern Cape	Free State	Gauteng	Mpumalanga	Limpopo	North West	Kwa Zulu-Natal
0	0	0	0	0	0	0	0	0

Total number of Employed beneficiaries

Project Duration

Proposed Start Date

Proposed End date

Total Amount Applied for

Total Applicant's Contribution

Rule:
Target Provinces (give learner breakdown in numbers)

16 The stakeholder will then click on select to open the **Section E: Project/Grant Plan form**. The stakeholder will then fill the information on the text boxes then click **save**. The stakeholder must then click **Back to discretionary grant form menu**.

BACKGROUND (of the organisation)	
PURPOSE (Why you are applying for the grant)	
PROJECT OBJECTIVES (what do you want to achieve through the project?)	
Benefits for the CATHSSETA	
Benefits for the recipients	

Save Cancel

17 The stakeholder will then click on select to open the **Section F: Implementation Plan form**. The stakeholder will then fill the information on the text boxes then click **save**. The stakeholder must then click **Back to discretionary grant form menu**.

Phase 1: Pre-implementation	
Phase 2: Implementation	
Phase 3: close-out	

Save Cancel

18 The stakeholder will then click on select to open the **Section H: Pivotal Plan form**. The stakeholder will then fill the information on the text boxes then click **save**.

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Step Action / Screenshot

The stakeholder must then click **Back to discretionary grant form menu.**

Back to Discretionary Grant Forms Menu Section H: Pivotal Plan

SECTION H: PIVOTAL PLAN

PIVOTAL Programmes means professional, vocational, technical and academic learning programmes that result in occupational qualifications and may include a knowledge component that is normally delivered at a Technical, Vocational Education & Training (TVE) College or a university as well as a structured learning in an accredited training centre or an approved workplace.

Organisation: X000000001

Provider:

Contact Person:

Contact Details:

[Edit](#)

Occupational Group	Type of PIVOTAL Programme	NQF Level	Total number of black learners	Total number female learners	Total number Youth	Total number of learners with disabilities	Number Employed	Number Unemployed
Managers			0	0	0	0	0	0
Professionals			0	0	0	0	0	0
Technicians and Associate Professionals			0	0	0	0	0	0
Clerical Support Workers			0	0	0	0	0	0
Service and Sales Workers			0	0	0	0	0	0
Skilled Agricultural, Forestry, Fishery, Craft and Related Trades Workers			0	0	0	0	0	0
Plant and Machine Operators and Assemblers			0	0	0	0	0	0
Elementary Occupations			0	0	0	0	0	0
Other			0	0	0	0	0	0

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

Rule:

Must add up to Total Planned Beneficiaries

19 The stakeholder will then click on select to open the **Section I: Checklist form.** The stakeholder will then fill the information on the text boxes then click **save.**
The stakeholder must then click **Back to discretionary grant form menu.**


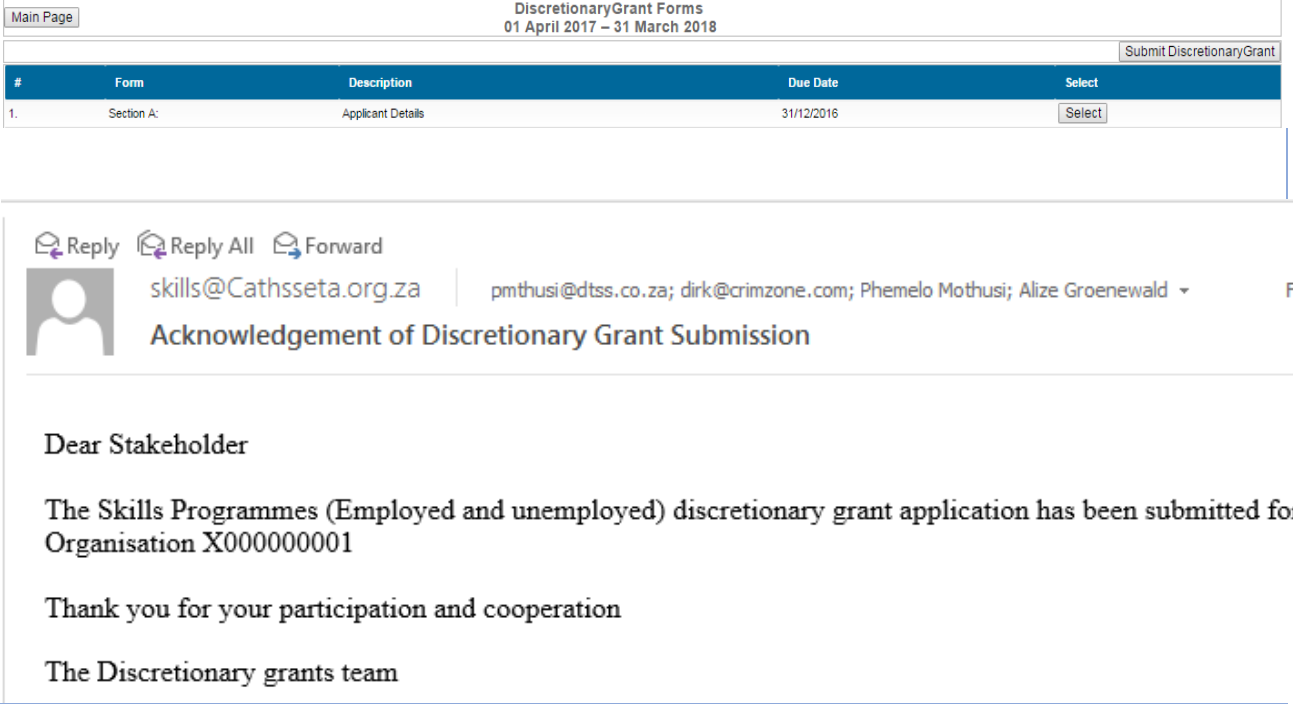
Back to Discretionary Grant Forms Menu Section I: Checklist

Certified copies of the organisation's registration certificate	<input type="text"/>
The organisation's BBBEE credentials (certificate) if applicable	<input type="text"/>
Confirmation of banking details (Letter from bank or cancelled cheque)	<input type="text"/>
Original valid Tax clearance certificate or letter of exemption	<input type="text"/>
Training Provider Accreditation Certificate	<input type="text"/>
Proof of registration of assessors & moderators	<input type="text"/>
Authorised person's ID copy	<input type="text"/>
Declaration of interest	<input type="text"/>
Declaration of authorised person	<input type="text"/>
PIVOTAL plan	<input type="text"/>
Acknowledgement of CATHSSETA Discretionary Grant policy	<input type="text"/>
Host employer confirmation letter	<input type="text"/>
Financial statements/ Bank statement	<input type="text"/>
Lease or Title documents	<input type="text"/>
Asset register	<input type="text"/>
COVID letter	<input type="text"/>

[Save](#) [Cancel](#)

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Step	Action / Screenshot
20	<p>The stakeholder will then click on select to open the Section DGI: Asset register form. The stakeholder will then fill the information on the text boxes then click save. The stakeholder must then click Back to discretionary grant form menu.</p>  <p>Rule: If yes is selected, the below form must not display. If No is selected, button must display to click on and then the below form must display.</p>
21	<p>Once all the forms are completed the stakeholder will click the submit discretionary grant button. Then an email will be sent through form confirmation.</p> 

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