

Deloitte.



Mandatory Grant Application Manual 2017

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1 INTRODUCTION

1.1 Purpose of this Document

The purpose of this document is to ensure that Skills Development Facilitators (SDFs) are equipped with all the information pertaining to the CATHSSETA Indicium system. This will therefore permit the facilitator to register as an CATHSSETA Indicium SDF and will enable the SDF to comply with the submission of the Workplace Skills Plan (WSP) and Annual Training Report (ATR), by the legislative due date (30 April 2016).

1.2 Scope of the Document

This document will assist the SDF by showcasing his/her roles and responsibilities in the Culture, Art, Tourism, Hospitality, and Sport Sector Education and Training Authority (CATHSSETA)

Terms and Definitions

The following terms are used in this document

#	Term / Acronym	Definition
1	Indicium	Latin for Information – name of the system developed for CATHSSETA.
2	SDF	Skills Development Facilitator
3	WSP	Workplace Skills Plan
4	ATR	Annual Training Report
5	Lookup Field	A field containing a set of values to select from, no other values than these can be used
6	Free Text Field	This field allows the SDF to enter any text
7	Numeric Field	This field allows the SDF to enter only numerical values
9	Alphanumeric Field	This field allows the SDF to enter alphabetical as well as numerical values
10	Currency Field	This field gets noted in Rand value

2 INDICIUM ACCESS

2.1 Website

The CATHSSETA Indicium system can be accessed via the CATHSSETA website www.cathsseta.org.za. The **Mandatory Grants Portal** option is available on the **Funding** section.

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CATHSSETA FUNDING

The objectives of the Skills Development Act Number 97 of 1998, as amended, are to facilitate skills development for previously disadvantaged individuals in order to grow the economy of South Africa.

This mandate is fulfilled through the disbursements of funds for skills development in accordance with SETA Grant regulations.

CATHSSETA receives funds from levy-paying employers within its sub. These funds are disbursed as follows:

- 20% is allocated to the NSF.
- 10% is allocated to SETAs for administrative purposes.
- 20% is allocated to mandatory grants.
- 49.5% is allocated to discretionary grants.
- 0.5% is allocated to the Quality Council for Trades and Occupations.

[Discretionary Grants](#)

[Mandatory Grants](#)

This link will revert to the CATHSSETA Indicium login page

Indicium
SETA Management System



COUNTDOWN TO MANDATORY GRANTS SUBMISSION DEADLINE

02 18 13 54 38
MONTHS DAYS HOURS MINUTES SECONDS

[Log In](#)

Login Information

NOTICE - All Usernames & Passwords are CASE SENSITIVE!

Username:

Password:

[Login](#)

[Forgot Password](#)

2.2 Technical Information

2.2.1 Browsers

CATHSSETA Indicium is compatible with the following browsers:

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1. Internet Explorer



2. Google Chrome



3. Mozilla FireFox



2.2.2 Network / Group Policies

Company Group and Network policies might block traffic. This will cause the offline application not to function correctly. Please communicate the below to your IT department

When logging to the offline app, the system connects to the database for authentication purposes through a **web service** that's residing on <http://indicium.CATHSSETA.org.za/WSPATRService/WSPOffline.asmx>

Traffic should be permitted to move through the above URL, port 80 and 443.

Hardware Requirements

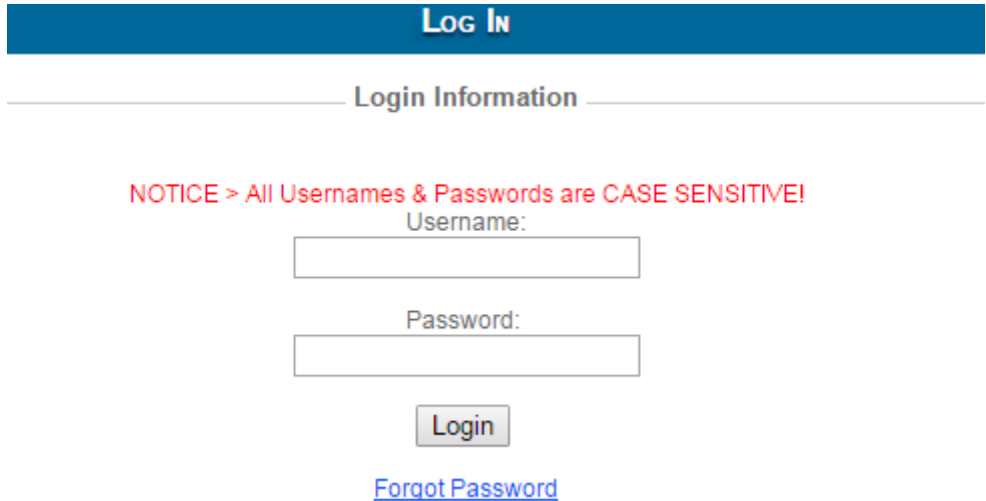
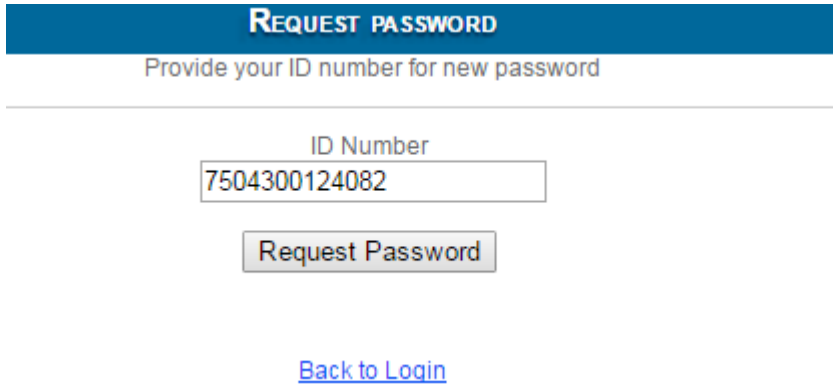
Minimum requirements for hardware are as follows

- Windows 7 or above
- Service Pack 1
- Intel Celeron minimum but Core i-3 or better suggested
- 2GB RAM minimum but 4GB suggested
- At least 20GB free hard drive space
- Microsoft Office
- Adobe PDF reader
- ADSL or 3G. Dial-up lines are not recommended.

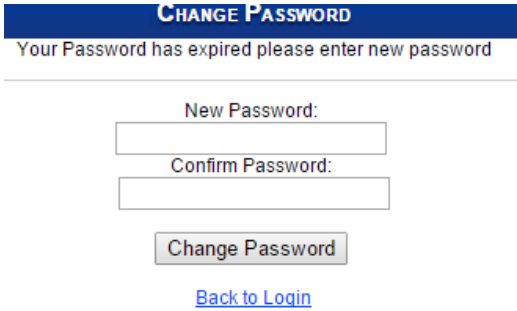
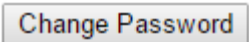
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2.2.3 Forgotten Password

Once the SDF is registered on the system, it is possible to forget one's password therefore Indicium has an online 'Forgot Password' functionality. Please follow the following steps if you have forgotten your password.

Step	Action / Screenshot
1	<p>The SDF navigates to the CATHSSETA Indicium Seta Management System page.</p> 
2	<p>The SDF clicks on the Forgot Password link. The SDF capture the ID number</p>  <p>Please do not copy and paste the ID number. The ID number must be typed in.</p>
3	<p>Indicium will send an email with the username and temporary password. Use these details as on the logon page.</p>
3	<p>Indicium will revert the Change Password page for the SDF to update the password to a new</p>

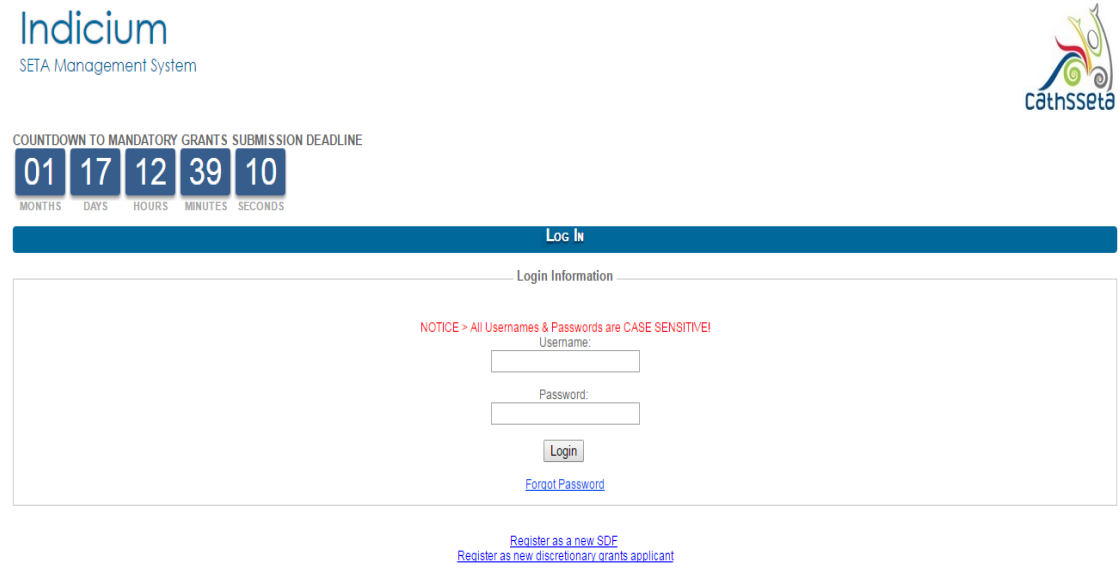
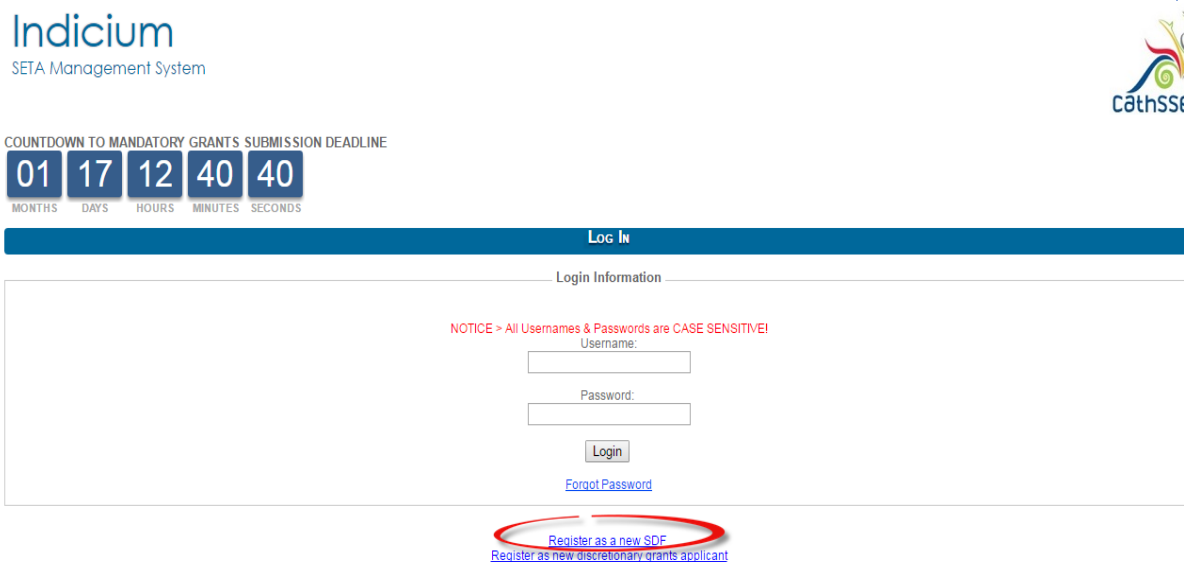
Document:	SDF Training Manual	
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Step	Action / Screenshot												
	<p>password.</p> <div style="text-align: center;">  </div> <p>Please note the following rules on Creating of Passwords:</p> <table border="1"> <thead> <tr> <th>#</th><th>Rule</th></tr> </thead> <tbody> <tr> <td>1</td><td>The length of the password must be at least 8 characters long</td></tr> <tr> <td>2</td><td>Your password must contain one capital/upper case letter</td></tr> <tr> <td>3</td><td>Your password must at least contain one digit number</td></tr> <tr> <td>4</td><td>Your password must at least contain a symbol "{*&%\$#@</td></tr> <tr> <td>5</td><td>The password expires after 30 days, and the SDF will be required to enter a new password – each 30 days.</td></tr> </tbody> </table> <p>The SDF then clicks on the Change Password button to save the password. Indiciu will navigate to the logon screen once the password has been successfully changed.</p> <div style="text-align: center;">  </div>	#	Rule	1	The length of the password must be at least 8 characters long	2	Your password must contain one capital/upper case letter	3	Your password must at least contain one digit number	4	Your password must at least contain a symbol "{*&%\$#@	5	The password expires after 30 days, and the SDF will be required to enter a new password – each 30 days.
#	Rule												
1	The length of the password must be at least 8 characters long												
2	Your password must contain one capital/upper case letter												
3	Your password must at least contain one digit number												
4	Your password must at least contain a symbol "{*&%\$#@												
5	The password expires after 30 days, and the SDF will be required to enter a new password – each 30 days.												
4	<p>Indiciu will send the SDF an e-mail notification upon successful changing of passwords. Please ensure that you provide the correct e-mail address.</p>												

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3 SDF Registration

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

Step	Action / Screenshot
1	<p>The SDF navigates to the CATHSSETA Indicium Seta Management System page.</p> 
2	<p>The SDF selects the Register as new SDF option at the bottom of this page.</p> 
3	<p>Indicium opens the pop-up Registration window.</p>

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Step	Action / Screenshot
------	---------------------

The SDF has **two** options:

- Cancel** – click on the **Cancel** button to cancel the registration process and return to the logon screen.
- Register** – click on the **Register** button to continue with the registration process after selecting from the option to register as a Primary or Secondary SDF.

4

Indiciu opens the **Applicant Details** form for the SDF to complete.

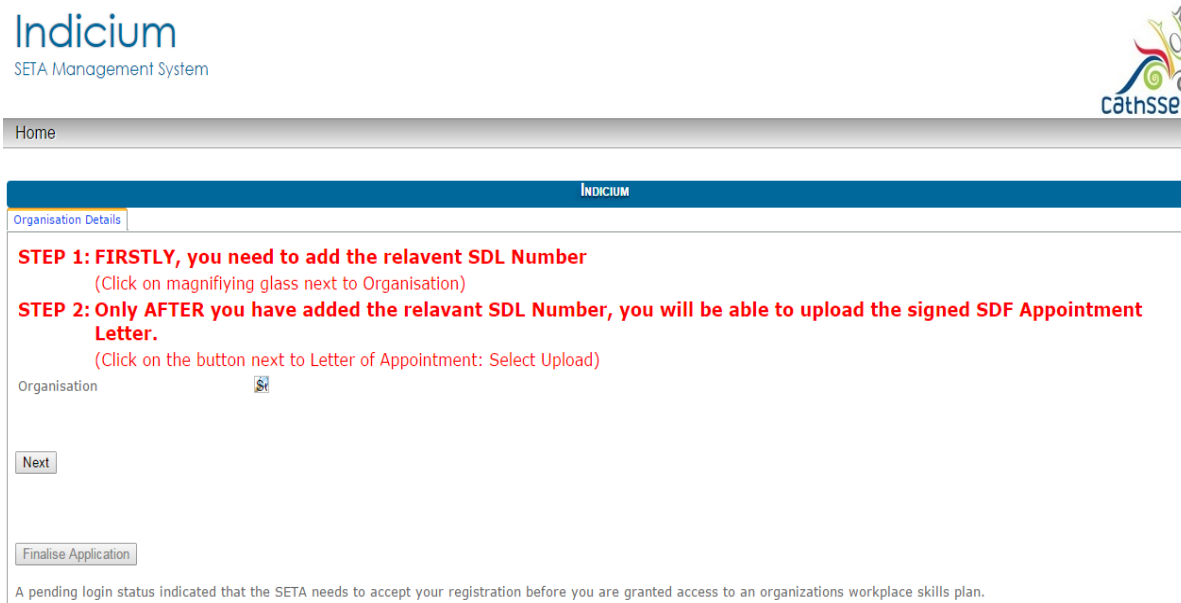

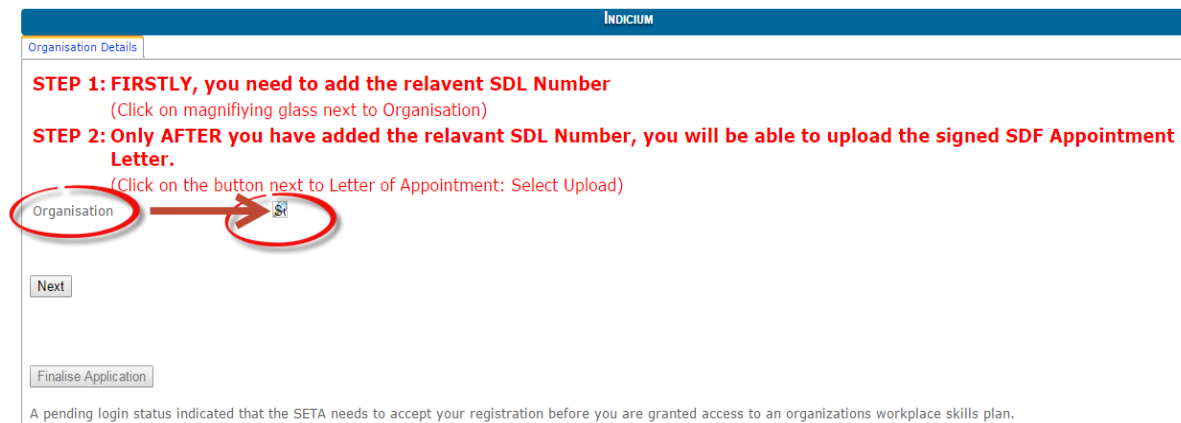

Please note the following rules on this screen:

	Field	Rule
--	-------	------

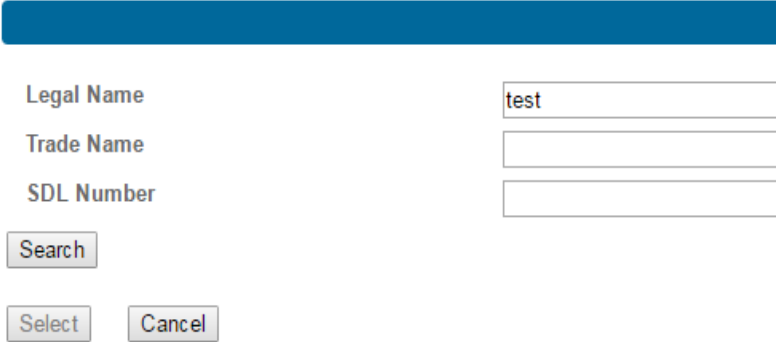
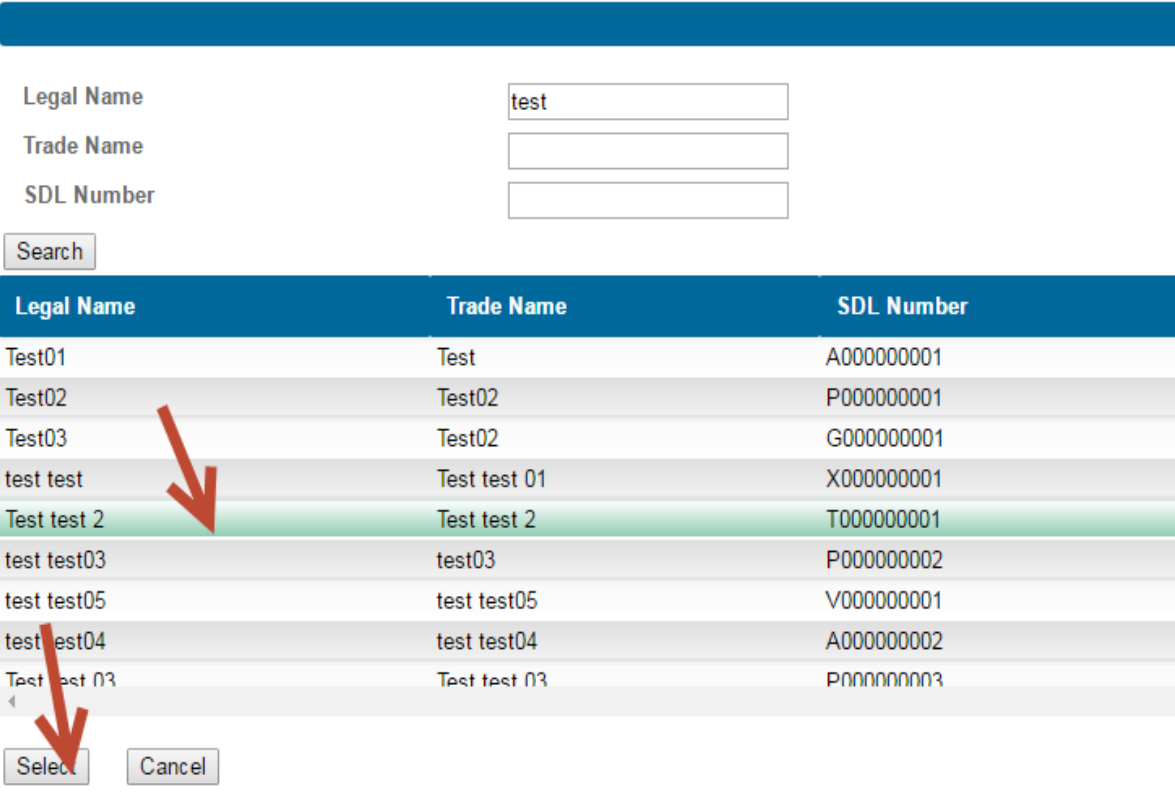
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Step	Action / Screenshot		
		ID NO	<p>A South African ID Number must have 13 digits. Indicum uses the Department of Home Affairs rules to validate that the number you entered is a valid SA ID Number.</p> <p>This field is also used to identify persons 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>
		Alternate ID Type	The SDF 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 Nr.
		Title	Indicum will populate this field where the ID No is a valid SA No. However, the SDF can update as well. Indicum will not populate this field where the ID No is another type of number and the SDF will need to update this field.
		Initials	This is a populated field where Indicum will populate the field with the first letter of the First Name
		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 SDF will need to update this field.
		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 SDF will need to update this field.
		Telephone Number	This number must be 10 characters, NO spaces
		Cell Phone Number	This number must be 10 characters, NO spaces
		Fax Number	This number must be 10 characters, NO spaces
		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
		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 SDF does not need to capture the information again.
		SDF Type	When the SDF select Other (Please specify) from the SDF Type field, Indicum will validate that the SDF enters a value in the SDF Type Other field.
5	The SDF click's on the Save and Proceed button to submit the information captured.		

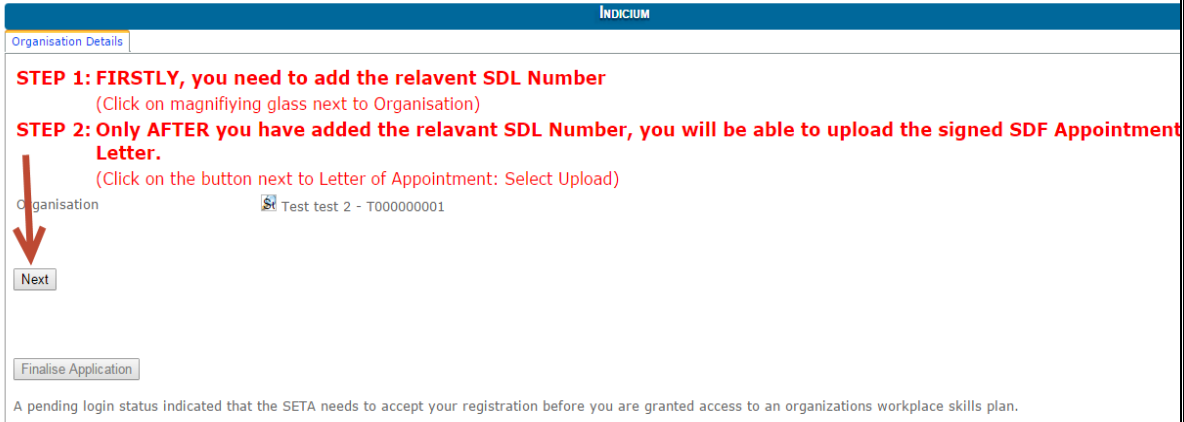
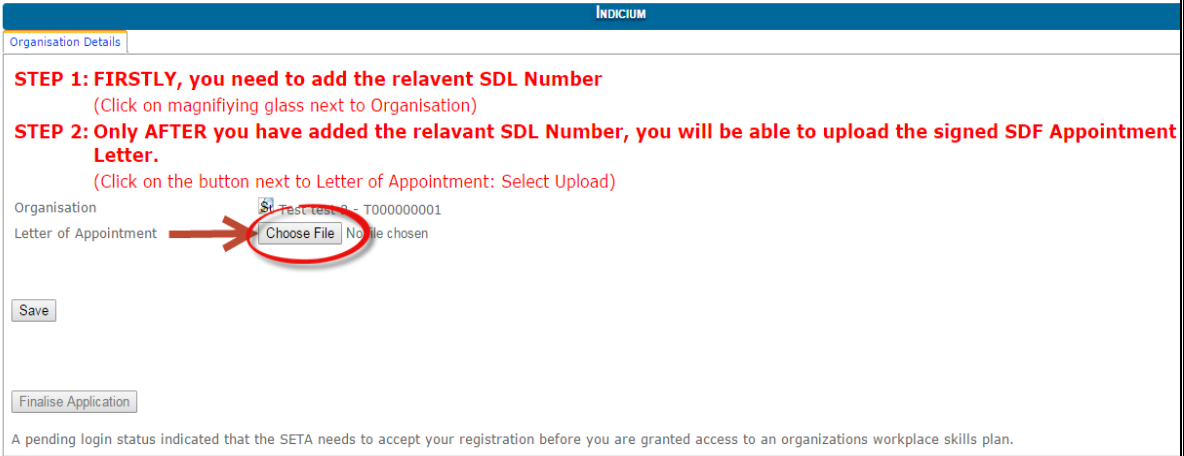
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Step	Action / Screenshot
	<div>Save and Proceed</div>
6	<p>Indicium will direct the SDF to the following screen.</p>  <p>Indicium SETA Management System</p> <p>Home</p> <p>INDICIUM</p> <p>Organisation Details</p> <p>STEP 1: FIRSTLY, you need to add the relevant SDL Number (Click on magnifying glass next to Organisation)</p> <p>STEP 2: Only AFTER you have added the relevant SDL Number, you will be able to upload the signed SDF Appointment Letter. (Click on the button next to Letter of Appointment: Select Upload)</p> <p>Organisation </p> <p>Next</p> <p>Finalise Application</p> <p>A pending login status indicated that the SETA needs to accept your registration before you are granted access to an organizations workplace skills plan.</p>
7	<p>Step 1 – The SDF needs to link themselves to an SDL number.</p> <p>Click on the Magnifying glass next to the Organisation.</p>  <p>INDICIUM</p> <p>Organisation Details</p> <p>STEP 1: FIRSTLY, you need to add the relevant SDL Number (Click on magnifying glass next to Organisation)</p> <p>STEP 2: Only AFTER you have added the relevant SDL Number, you will be able to upload the signed SDF Appointment Letter. (Click on the button next to Letter of Appointment: Select Upload)</p> <p>Organisation </p> <p>Next</p> <p>Finalise Application</p> <p>A pending login status indicated that the SETA needs to accept your registration before you are granted access to an organizations workplace skills plan.</p>
8	<p>The following screen will display:</p>

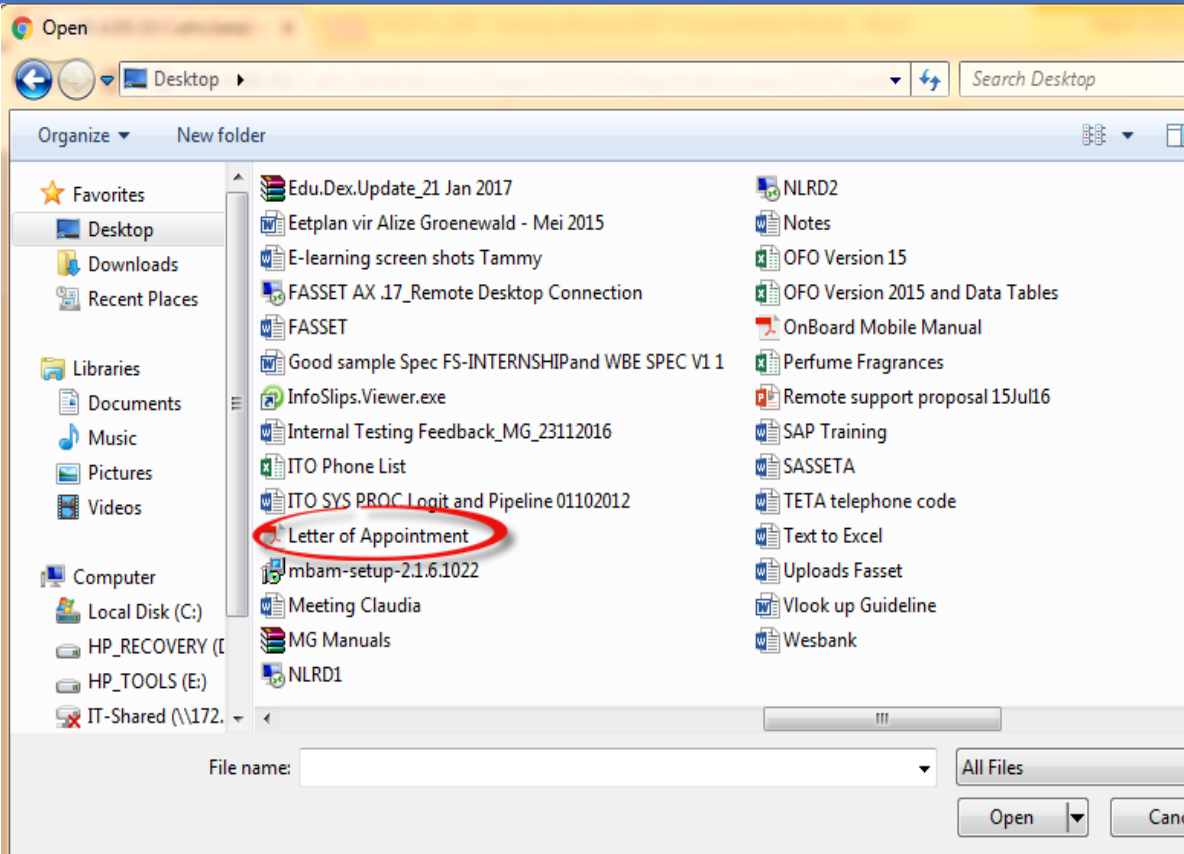
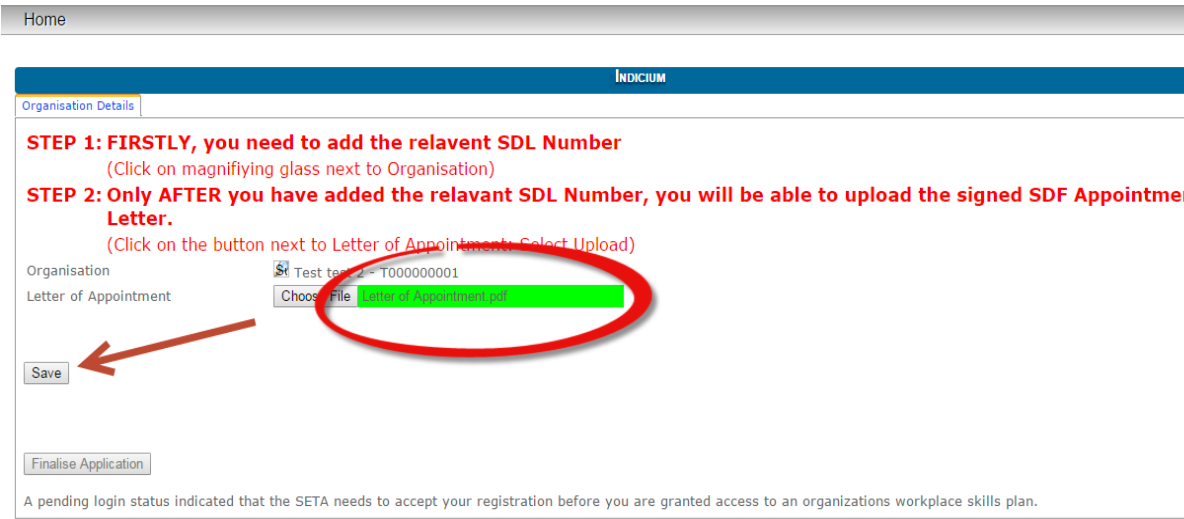
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Step	Action / Screenshot
	
9	Type in the Search Criteria for Legal Name OR Trade Name OR SDL number. Thereafter click on search.
10	The system will return all Entity's with the search criteria.
11	<p>To select the correct company, please click anywhere in the row – The row will turn Green in color once selected. Then click on select.</p> 
12	Once the company is linked to the SDF – Click on Next

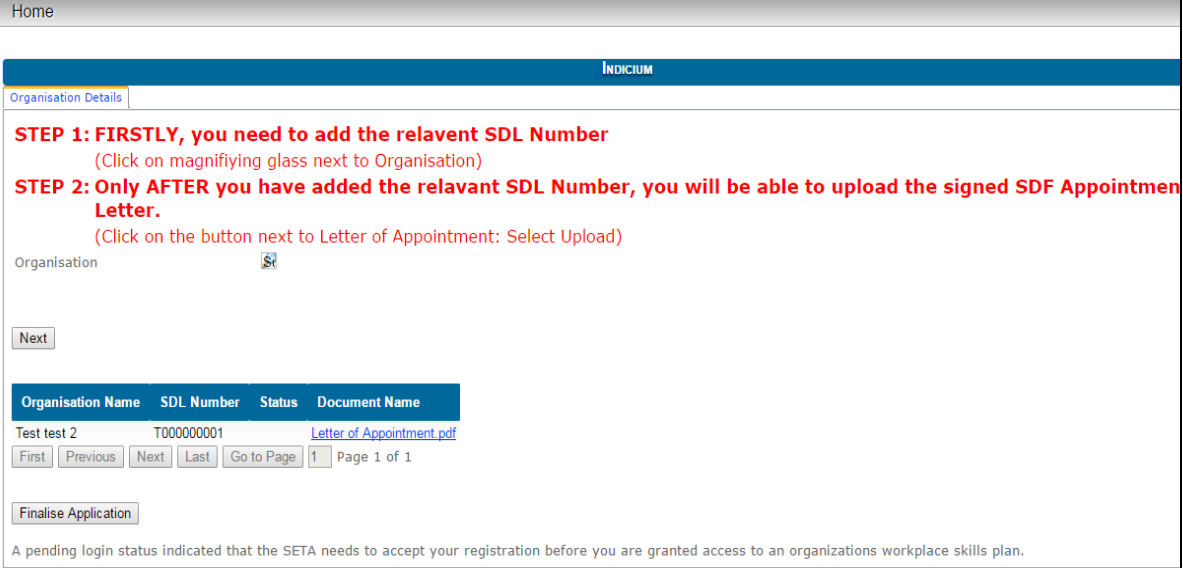
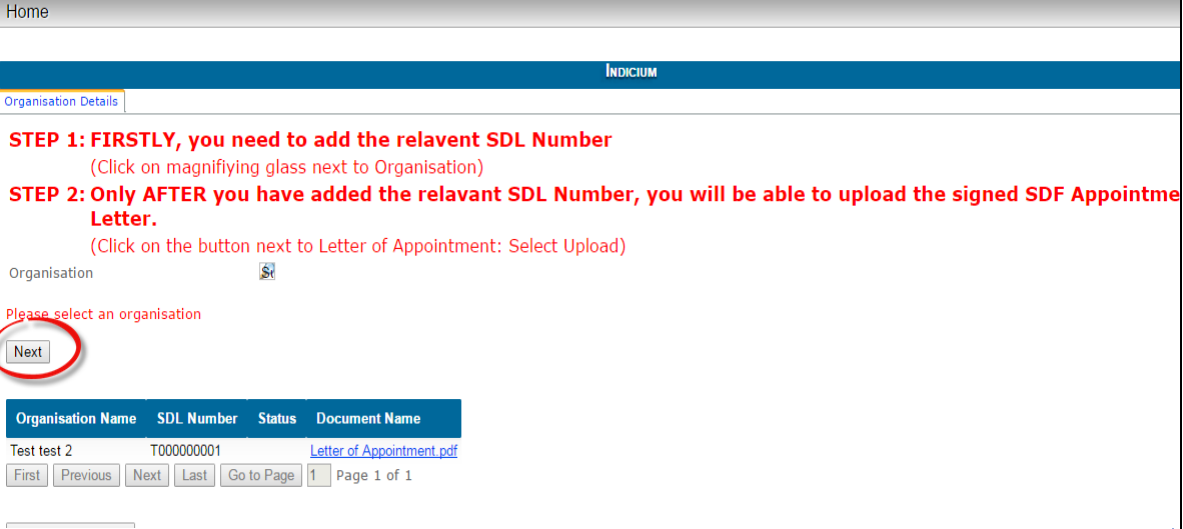
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Step	Action / Screenshot
	<p>Home</p> 
13	<p>Step 2 – Upload Letter of Appointment. Click on the Choose File Button</p> <p>Home</p> 
14	<p>Direct to the uploaded PDF in your directory and then click on Open.</p>

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Step	Action / Screenshot
	
15	<p>The uploaded PDF will turn Green in color – Then click on save</p> 
16	<p>The below screen will display</p>


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Step	Action / Screenshot
	<p>Home</p> 
17	<p>If the SDF wants to link themselves to another Company click on the Next Button.</p> 
18	Follow the same steps as per point 7 to link to another company.
19	If the SDF requires to be linked to only one company, click on the Finalise Application Button

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Step	Action / Screenshot								
	<div><div>INDICIUM</div><div>Organisation Details</div><div><div><div><div>STEP 1: FIRSTLY, you need to add the relevant SDL Number</div><div>(Click on magnifying glass next to Organisation)</div></div><div><div>STEP 2: Only AFTER you have added the relevant SDL Number, you will be able to upload the signed SDF Appointment Letter.</div><div>(Click on the button next to Letter of Appointment: Select Upload)</div></div></div><div><div>Organisation</div><div></div></div><div>Please select an organisation</div><div><div>Next</div></div><div><table><thead><tr><th>Organisation Name</th><th>SDL Number</th><th>Status</th><th>Document Name</th></tr></thead><tbody><tr><td>Test test 2</td><td>T000000001</td><td></td><td>Letter of Appointment.pdf</td></tr></tbody></table><div><div>First</div><div>Previous</div><div>Next</div><div>Last</div><div>Go to Page</div><div>1</div><div>Page 1 of 1</div></div><div><div>Finalise Application</div></div><div>A pending login status indicated that the SETA needs to accept your registration before you are granted access to an organizations workplace skills plan.</div></div></div></div>	Organisation Name	SDL Number	Status	Document Name	Test test 2	T000000001		Letter of Appointment.pdf
Organisation Name	SDL Number	Status	Document Name						
Test test 2	T000000001		Letter of Appointment.pdf						
20	<p>Please note:</p> <p>A pending login status indicated that the SETA needs to accept your registration before you are granted access to an organizations workplace skills plan</p>								
21	<p>Once the application is finalised the SF will be directed back to the login page.</p>								
22	<p>An automated e-mail will be send to the SDF</p> <div><div></div><div><div>Mon 13/03/2017 01:24 PM</div><div>WSPno-reply@Cathsseta.co.za</div><div>Acknowledgment of Skills Development Facilitator Registration</div></div></div> <div><div>To</div><div>Adele van Brakel</div></div> <div>13/03/2017</div> <div>SDF Registration for Adele van Brakel</div> <div><div>ID:7612190767082</div><div>SDF Role:Primary</div></div> <div>Dear Adele van Brakel</div> <div><div>Company Name: Test test 2</div><div>SDL No: T000000001</div></div> <div>Herewith confirmation that we have received your SDF registration for the above mentioned organization. We will attend to this request shortly.</div> <div>Your username and password is:</div> <div><div>Username: 7612190767082</div><div>Password: van Brakel</div></div> <div>Kindly note that you will be required to change your password once logged in.</div>								
23	<p>An automated e-mail will also be sent to Cathsseta to evaluate the application.</p>								

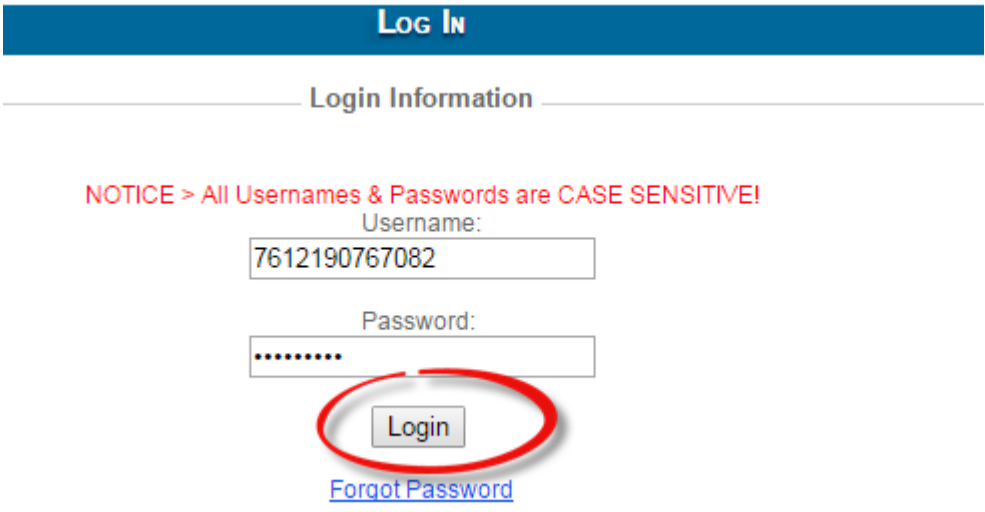
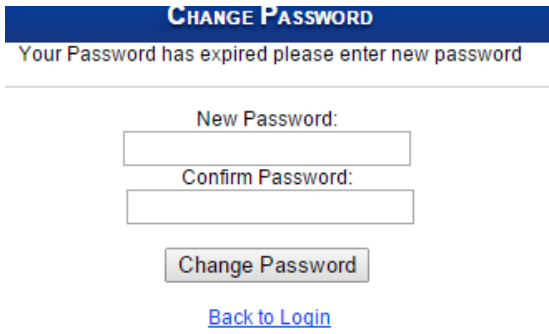
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Step	Action / Screenshot
	 <p>Mon 13/03/2017 01:24 PM WSPno-reply@Cathsseta.co.za Notification of Skills Development Facilitator Registration</p> <p>To Adele van Brakel; Phemelo Mothusi; nomhle@cathsseta.org.za; Tebogo@cathsseta.org.za; thabang@cathsseta.org.za</p> <hr/> <p>Please be advised that an SDF application has been submitted and awaits evaluation.</p> <p>Adele van Brakel</p> <p>7612190767082</p> <p>Test test 2</p> <p>T0000000001</p>
22	Upon successful evaluation the SDF will be informed via e-mail of the application.

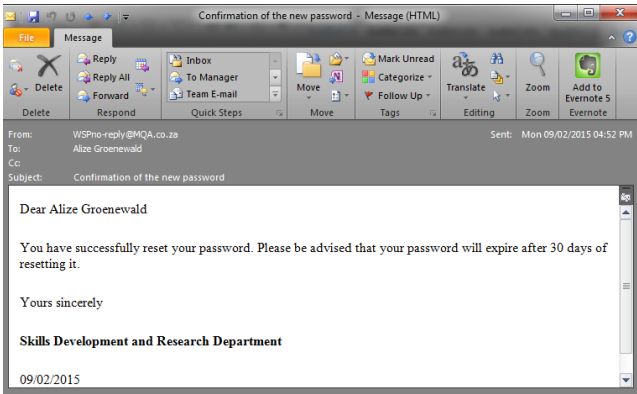
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3.1 SDF First Login

The SDF is required to change the password upon first login, in order to do this, the following steps are to be followed

Step	Action / Screenshot
1	The SDF navigates to the CATHSSETA Indicium Seta Management System page.
2	<p>The SDF enters the username and password that is sent in the acknowledgement and skills development facilitator email, received upon the submission of registration.</p> <p style="text-align: center;">Your username and password is:</p> <p style="text-align: center;">Username: 7612190767082 Password: van Brakel</p> <p>Note the username will remain the same but the SDF will need to change his/her password after a period of time.</p>
3	<p>The Indicium usernames and passwords are case sensitive!</p> 
4	<p>The SDF needs to click on the Login button once the Username and Password is entered.</p> <p>The SDF needs to enter a NEW Password, and CONFIRM the password.</p> 

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Step	Action / Screenshot												
	<p>Please note the following rules for creating passwords:</p> <table border="1"> <thead> <tr> <th>#</th><th>Rule</th></tr> </thead> <tbody> <tr> <td>1</td><td>The length of the password must be at least 8 characters long</td></tr> <tr> <td>2</td><td>Your password must contain one capital/upper case letter</td></tr> <tr> <td>3</td><td>Your password must at least contain one digit number</td></tr> <tr> <td>4</td><td>Your password must at least contain a symbol "{*&%\$#@</td></tr> <tr> <td>5</td><td>The password expires after 30 days, and the SDF will be required to enter a new password – each 30 days.</td></tr> </tbody> </table> <p>The SDF then clicks on the Change Password button in order to save the password. Indicium will navigate to the logon screen once the password has been successfully changed.</p> <p style="text-align: center;">Change Password</p>	#	Rule	1	The length of the password must be at least 8 characters long	2	Your password must contain one capital/upper case letter	3	Your password must at least contain one digit number	4	Your password must at least contain a symbol "{*&%\$#@	5	The password expires after 30 days, and the SDF will be required to enter a new password – each 30 days.
#	Rule												
1	The length of the password must be at least 8 characters long												
2	Your password must contain one capital/upper case letter												
3	Your password must at least contain one digit number												
4	Your password must at least contain a symbol "{*&%\$#@												
5	The password expires after 30 days, and the SDF will be required to enter a new password – each 30 days.												
5	<p>Indicium will send the SDF an e-mail notification upon successful changing of passwords.</p> 												

3.2 Register Organisation on SDF Profile

The SDF must now register on his/ her profile, the organisations he/she required to access. In order to do this the following steps must be followed.

Note: The below steps can be followed in order to link all the required organisations to the SDF's profile

Step	Action / Screenshot
1	The SDF navigates to the CATHSSETA Indicium Seta Management System page and enter your login details and click on Login .
2	The SDF enters the generated Username and New Password , and then proceeds to clicking on the Login button.
3	Indicium reverts to the Skills dashboard

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Step

Action / Screenshot

Indicium

SETA Management System

Welcome, Adele - Primary SDF

[Log out](#)

[Switch Profile](#)

Dashboard Skills

SDF Dashboard

SDF DASHBOARD - ADELE VAN BRAKEL 7504300124082

Financial Year

Your Details Add Organisations

Click on any row below to access that specific organisations file

No.	Legal Name	SDL Number	SDF Access	Mandatory Grant Status	WSP Due Date	Action
1	Sun International	A000000003	Approved	Created	30/04/2017	
2	Sun International Management Ltd	V000000002	Rejected	Created	30/04/2017	

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IMPORTANT DOCUMENT

4

The SDF clicks on the **Skills** menu option.

Indicium
SETA Management System

Welcome, Adele - Primary SDF
[Log out](#)

[Switch Profile](#)

Dashboard **Skills**

[SDF Dashboard](#)

SDF DASHBOARD - ADELE VAN BRAKEL 7504300124082

Financial Year

Your Details

Add Organisations

Click on any row below to access that specific organisations file

No.	Legal Name	SDL Number	SDF Access	Mandatory Grant Status	WSP Due Date	Action
1	Sun international	A000000003	Approved	Created	30/04/2017	
2	Sun International Management Ltd	V000000002	Rejected	Created	30/04/2017	

First

Previous

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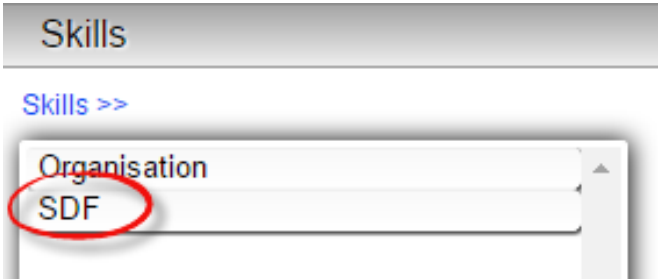
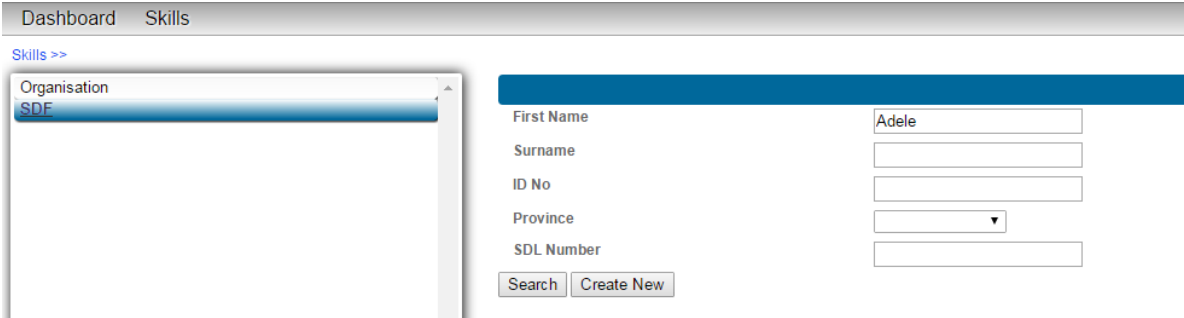
IMPORTANT DOCUMENT

5

Indicium opens the page with two options:

- Organisation
- SDF

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Step	Action / Screenshot
	<p>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.</p> 
6	<p>The SDF must click on the SDF menu option.</p> 
7	<p>Search for the SDF details by completing one of the filters on the page which opens on the right side of the screen. Once a filter is completed, click on the Search button</p> 
8	<p>Indicium will return the SDF details.</p>

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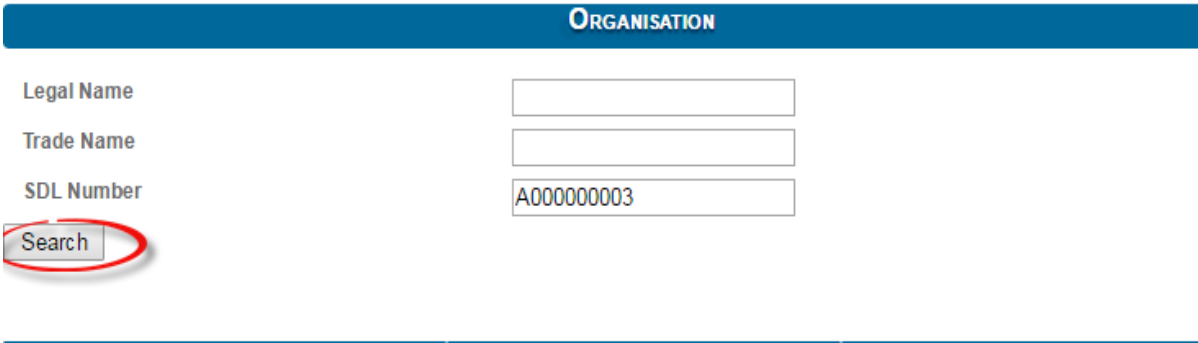
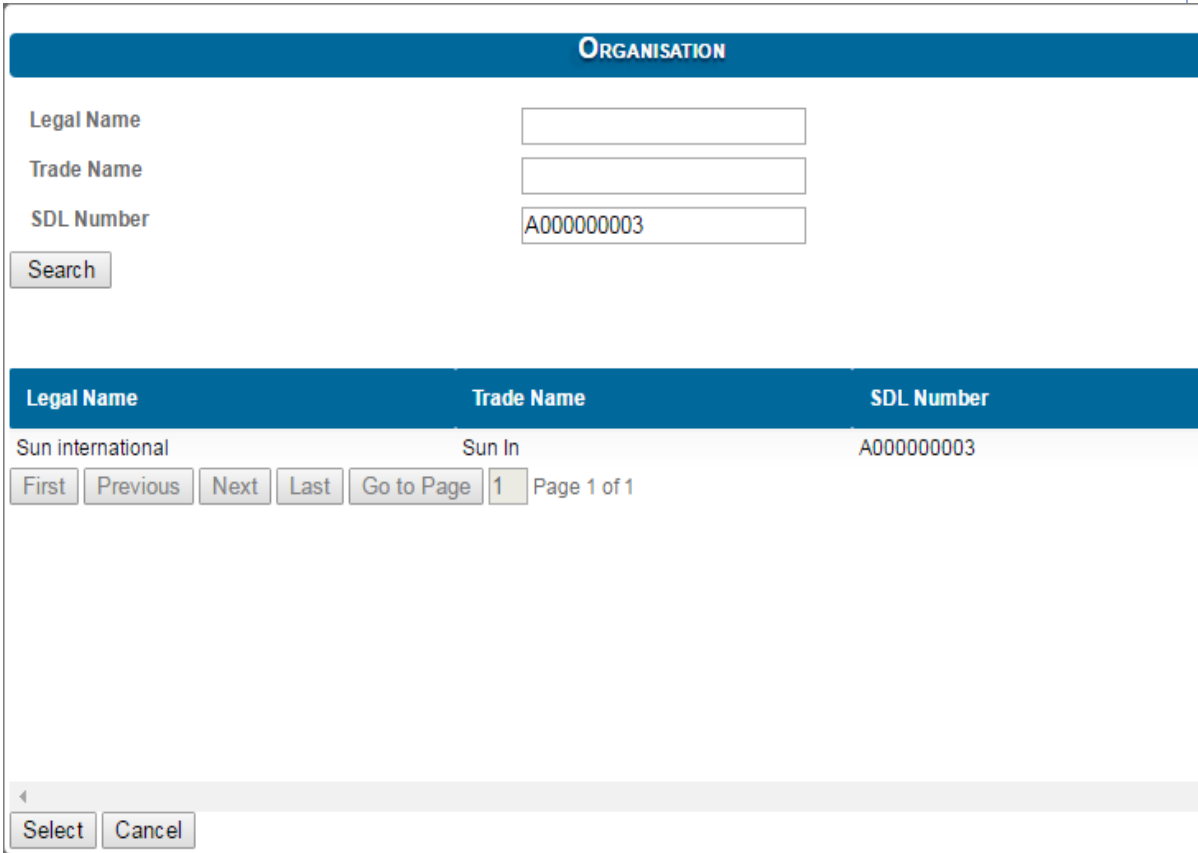
Step	Action / Screenshot
	<div><div><div></div><div><div>First Name</div><div>Adele</div></div><div><div>Surname</div><div></div></div><div><div>ID No</div><div></div></div><div><div>Province</div><div></div></div><div><div>SDL Number</div><div></div></div><div><div>Search</div><div>Create New</div></div></div><div><div><div>First Name</div><div>Surname</div><div>ID No</div><div>Action</div></div><div><div>Adele</div><div>van Brakel</div><div>7504300124082</div><div></div></div><div><div>First</div><div>Previous</div><div>Next</div><div>Last</div><div>Go to Page</div><div>1</div><div>Page 1 of 1</div></div></div></div>
9	<p>To access the SDF, select the row and then click on the Action button.</p> <div><div><div>First Name</div><div>Surname</div><div>ID No</div><div>Action</div></div><div><div>Adele</div><div>van Brakel</div><div>7504300124082</div><div></div></div></div>
10	<p>Indicium opens a page with the SDF’s personal details. This page allows for the updating of any personal details. To enable the fields, click on the Edit button.</p> <div><div><div>Dashboard</div><div>Skills</div></div><div><div>Skills >>SDF >></div><div><div>Person Details</div><div>Organisation Details</div></div></div><div><div><div>PERSON DETAILS - ADELE V</div><div><div>Edit</div></div><div><div>ID No</div><div>7504300124082</div></div><div><div>Alternate ID Type</div><div>Birth Certificate Number</div></div><div><div>Title</div><div>Ms</div></div><div><div>First Name</div><div>Adele</div></div><div><div>Middle Name</div><div>None</div></div><div><div>Surname</div><div>van Brakel</div></div><div><div>Initials</div><div>A</div></div><div><div>Date of Birth</div><div>30/04/1975</div></div></div></div></div>
11	<p>The SDF must select the Organisation Details option from the menu.</p>

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Step	Action / Screenshot												
	<div><div>DashboardSkills</div><div>Skills >>SDF >></div><div><div>Person Details</div><div>Organisation Details</div></div></div>												
12	<p>Indicium will open a page on the right hand side allowing the SDF to search for the organisations required.</p> <div><div>Skills >>SDF >></div><div><div>Person Details</div><div>Organisation Details</div></div><div><div>ORGANISATION DETAILS - ADELE VAN BRAKEL 7504300124</div><div><div>STEP 1: FIRSTLY, you need to add the relavent SDL Number</div><div>(Click on magnifying glass next to Organisation)</div><div>STEP 2: Only AFTER you have added the relavant SDL Number, you will be able to upload the signed</div><div>(Click on the button next to Letter of Appointment: Select Upload)</div></div><div><div>Organisation</div><div><div><div><div></div></div>0</div></div></div><div>Letter of Appointment: Select upload<div>Choose File</div>No file chosen</div><div>Save</div><div>Remove</div><table><thead><tr><th>Organisation Name</th><th>SDL Number</th><th>Status</th><th>Document Name</th></tr></thead><tbody><tr><td>Sun International Management Ltd</td><td>V000000002</td><td>Rejected</td><td>AuthorisationPageSmall.pdf</td></tr><tr><td>Sun international</td><td>A000000003</td><td>Approved</td><td>AuthorisationPageSmall.pdf</td></tr></tbody></table><div><div>First</div><div>Previous</div><div>Next</div><div>Last</div><div>Go to Page</div><div>1</div><div>Page 1 of 1</div></div></div></div>	Organisation Name	SDL Number	Status	Document Name	Sun International Management Ltd	V000000002	Rejected	AuthorisationPageSmall.pdf	Sun international	A000000003	Approved	AuthorisationPageSmall.pdf
Organisation Name	SDL Number	Status	Document Name										
Sun International Management Ltd	V000000002	Rejected	AuthorisationPageSmall.pdf										
Sun international	A000000003	Approved	AuthorisationPageSmall.pdf										
13	<p>The SDF clicks on the magnifying glass to open the Organisation search screen.</p> <div><div>ORGANISATION DETAILS - ADELE VAN BRAKEL 7504300124082</div><div><div>STEP 1: FIRSTLY, you need to add the relavent SDL Number</div><div>(Click on magnifying glass next to Organisation)</div><div>STEP 2: Only AFTER you have added the relavant SDL Number, you will be able to upload the signed SDF Appointment</div><div>(Click on the button next to Letter of Appointment: Select Upload)</div></div><div><div>Organisation</div><div><div><div><div></div></div>0</div></div></div><div>Letter of Appointment: Select upload<div>Choose File</div>No file chosen</div></div> <p>The SDF searches for the Organisation in order to link to this profile by adding the L number of the organisation in the SDL Number field and then clicks on the Search screen.</p>												

The SDF searches for the Organisation in order to link to this profile by adding the L number of the organisation in the **SDL Number** field and then clicks on the **Search** screen.

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Step	Action / Screenshot
	
14	<p>Indicium returns the results for the criteria used.</p>  <p>The SDF will select the organisation by clicking once on the name.</p>

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Step

Action / Screenshot

ORGANISATION

Legal Name

Trade Name

SDL Number

A000000003

Search

Legal Name

Trade Name

SDL Number

Sun international

Sun In

A000000003

First

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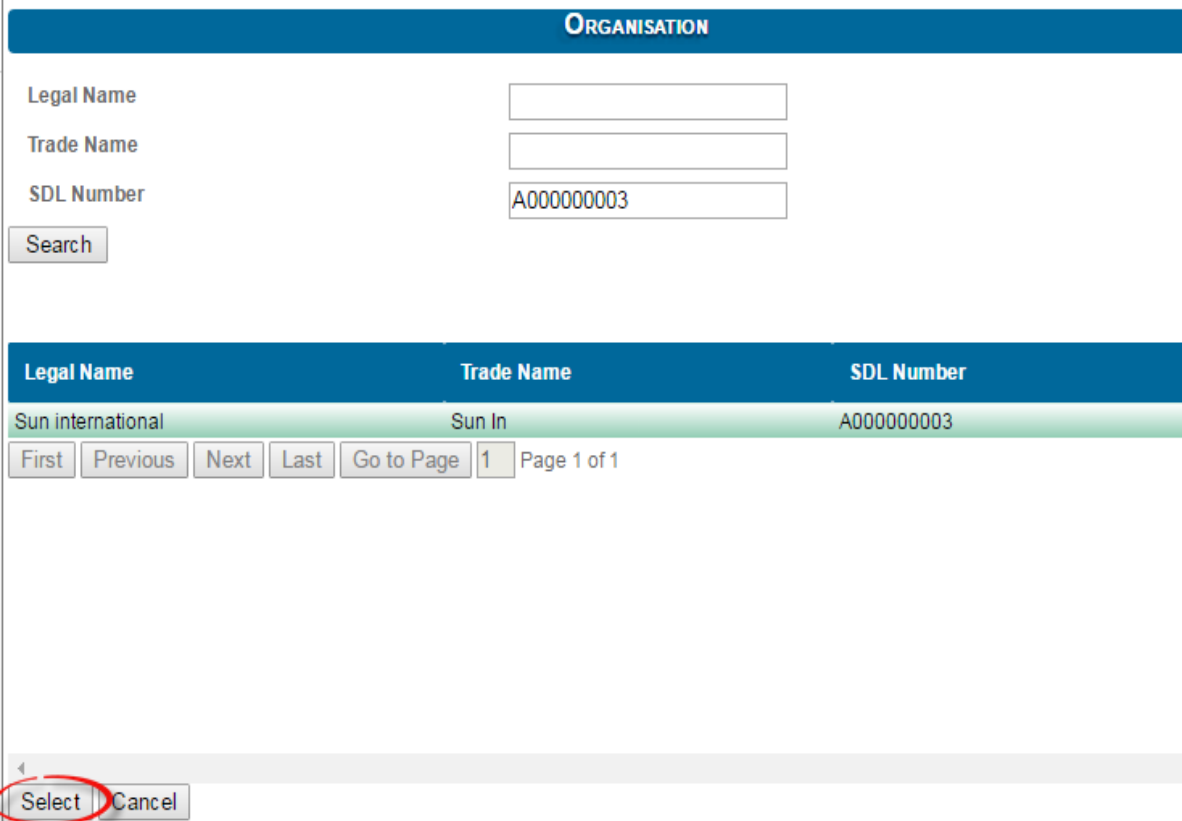
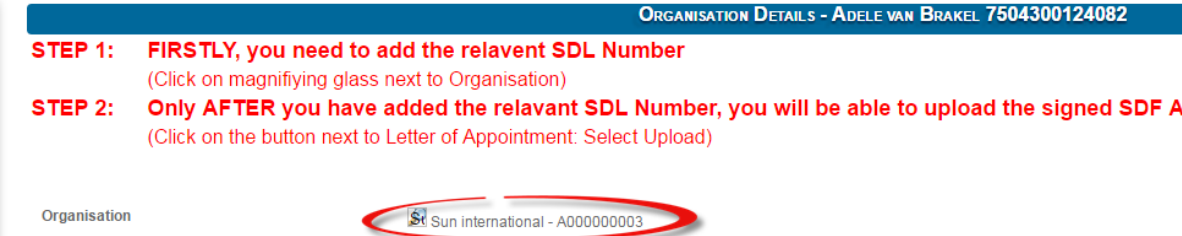
←

Select

Cancel

(Indicium will highlight the organisation in green).
Once the row has turned green, click on the Select button.

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Step	Action / Screenshot
	
15	<p>Indicium adds the details of the organisation in the Organisation field.</p> 
16	<p>The SDF needs to upload the Letter of Appointment by clicking on the Choose File button.</p>

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Step	Action / Screenshot
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ORGANISATION DETAILS - ADELE VAN BRAKEL 7504300124082

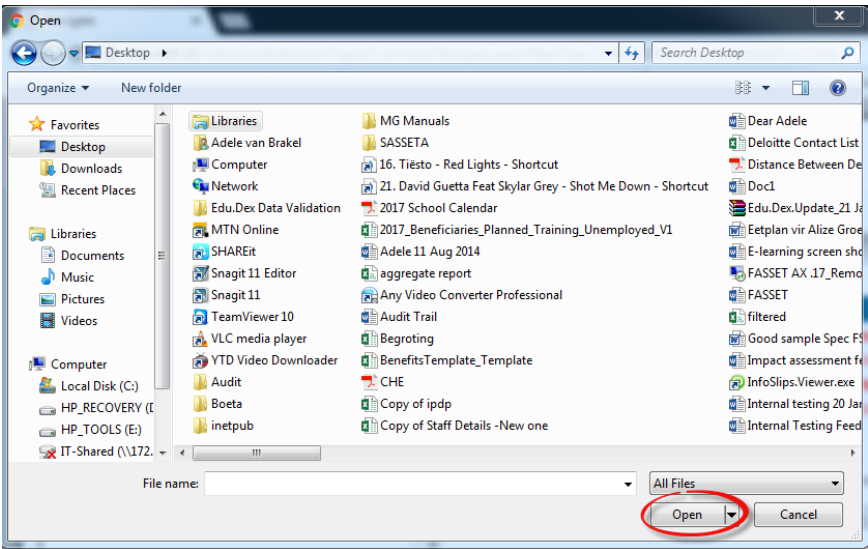
STEP 1: **FIRSTLY, you need to add the relavent SDL Number**
(Click on magnifying glass next to Organisation)

STEP 2: **Only AFTER you have added the relavent SDL Number, you will be able to upload the signed SDF Appointment**
(Click on the button next to Letter of Appointment: Select Upload)



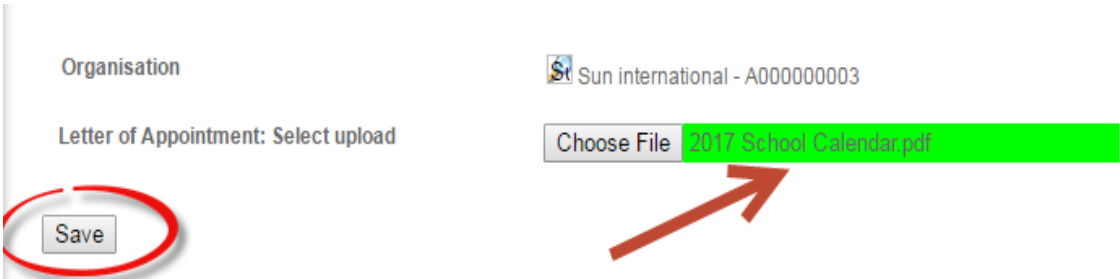
17

The SDF will select the **signed Letter of Intent** from the location where it is saved and clicks on the **Open** button to link it to the Organisation.



18

A successful upload shows a **green** upload line, a **red** line will be displayed if Indicium did not successfully uploaded the letter. The SDF then clicks on the **Save** button to complete the process.

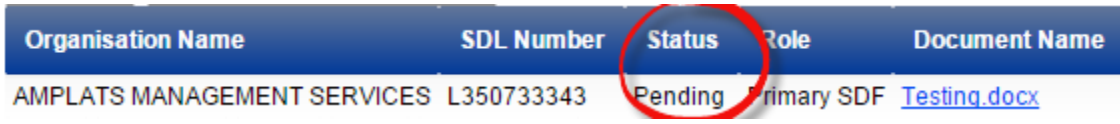


19

Indicium will link the organisation to the SDF, displaying the details as follows:

Organisation Name	SDL Number	Status	Document Name
Sun International Management Ltd	V000000002	Rejected	AuthorisationPageSmall.pdf
Sun international	A000000003	Approved	AuthorisationPageSmall.pdf

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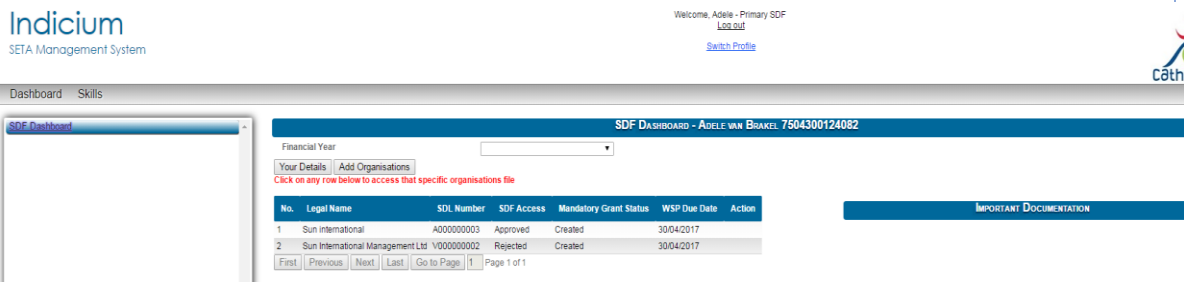
Step	Action / Screenshot
20	<p>The Status of the SDF for the organisations linked, will show Pending until the SDF has completed the updates on the organisation and uploads the letter of Appointment. This will be discussed further in this document.</p> 

3.3 Update Organisation Profile

Once the SDF linked the Organisation to the SDF profile, the SDF needs to ensure that the Organisation is updated correctly. This section will guide the SDF on the sections that need to be updated and the steps necessary to ensure that updates are done.

3.3.1 Organisation Details


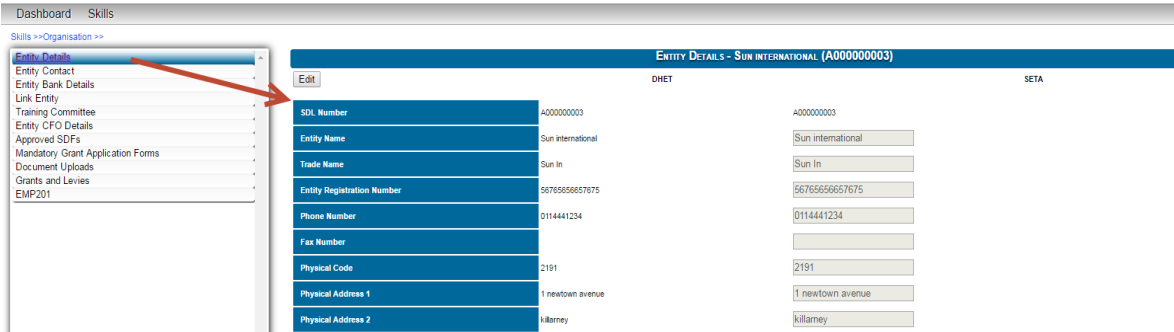
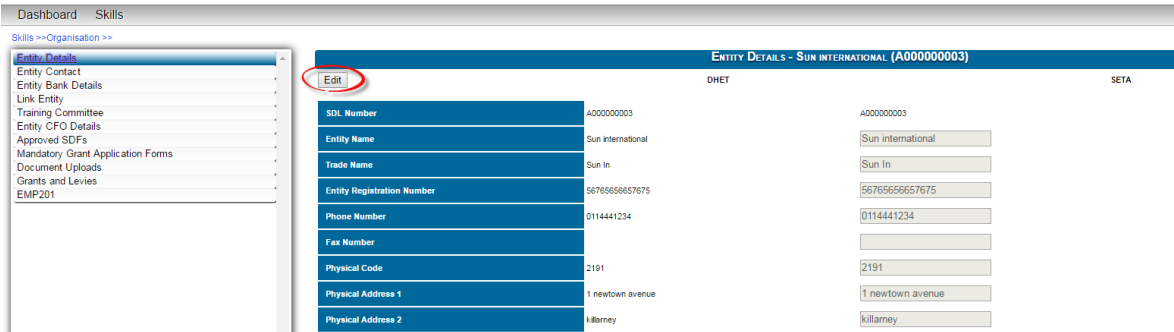
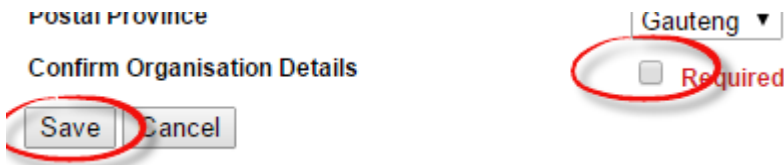
The SDF needs to ensure and confirm that the Organisation details are up to date.

Step	Action / Screenshot
1	<p>The SDF navigates to the CATHSSETA Indicium Seta Management System page, enters his/her login details and clicks on Login.</p> 
2	<p>Indicium reverts to the Skills dashboard.</p> 
3	<p>The SDF clicks on the Skills menu option.</p>

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Step	Action / Screenshot												
	<div><div><div><div>Indicium</div><div>SETA Management System</div></div><div><div>Welcome, Adele - Primary SDF</div><div>Log out</div><div>Switch Profile</div></div></div><div><div><div>Dashboard</div><div>Skills</div></div><div>Skills >></div><div><div>Organisation</div><div>SDF</div></div></div><div>SETA MANAGEMENT SYSTEM</div></div>												
4	<p>The SDF must click on the Organisation menu option.</p> <div><div>Skills</div><div>Skills >></div><div><div>Organisation</div><div>SDF</div></div></div>												
5	<p>Indicium will open a form on the right hand side of the screen, allowing the SDF to search for the organisation, completing one of the filters and clicking on the Search button. Alternatively, the filters can be left blank and the Search button can simply be clicked</p> <div><div><div>Dashboard</div><div>Skills</div></div><div>Skills >></div><div><div>Organisation</div><div>SDF</div></div><div><div>ORGANISATION</div><div><div>Legal Name</div><div>Trade Name</div><div>SDL Number</div><div>SIC Code</div><div>SDF Name</div><div>Search</div></div></div></div>												
6	<p>Indicium will return the information according to the search criteria or will return all the organisations linked to the SDF in the event that the SDF searched without criteria.</p> <div><div>ORGANISATION</div><div><div>Legal Name</div><div>Trade Name</div><div>SDL Number</div><div>SIC Code</div><div>SDF Name</div><div>Search</div></div><div><table><thead><tr><th>Legal Name</th><th>Trade Name</th><th>SDL Number</th><th>SIC Code</th><th>Parent SDL Number</th><th>Action</th></tr></thead><tbody><tr><td>Sun International</td><td>Sun In</td><td>A000000003</td><td>Activities of Artists and Entertainers</td><td></td><td></td></tr></tbody></table><div><div>First</div><div>Previous</div><div>Next</div><div>Last</div><div>Go to Page</div><div>1</div><div>Page 1 of 1</div></div></div></div>	Legal Name	Trade Name	SDL Number	SIC Code	Parent SDL Number	Action	Sun International	Sun In	A000000003	Activities of Artists and Entertainers		
Legal Name	Trade Name	SDL Number	SIC Code	Parent SDL Number	Action								
Sun International	Sun In	A000000003	Activities of Artists and Entertainers										
7	<p>To access the organisation details, select or highlight by clicking on the organisation name and then click on the Action button.</p>												

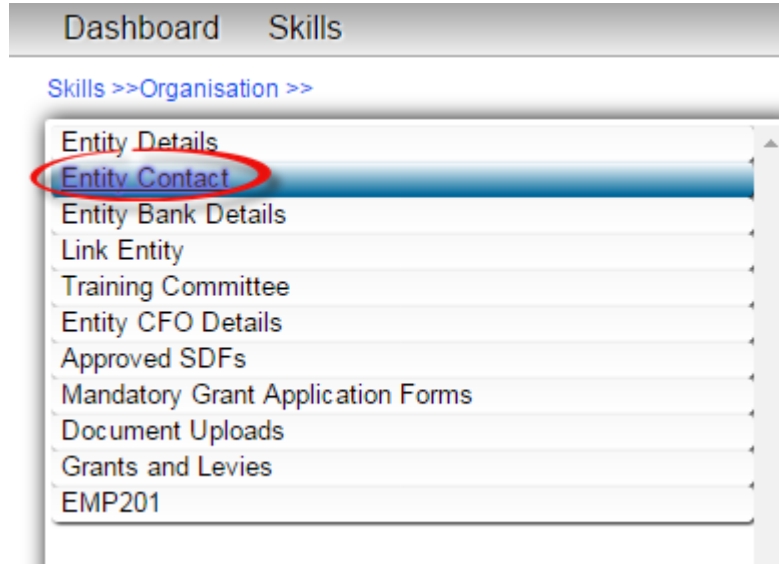
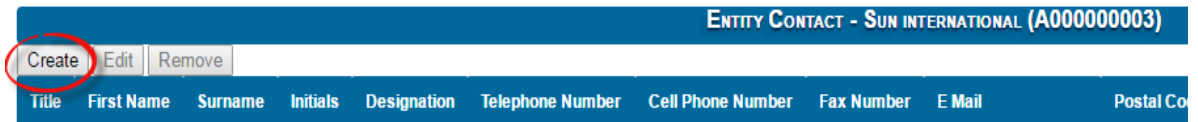
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Step	Action / Screenshot
	
8	<p>Indicium opens the Entity profile, on the Entity Details screen.</p> 
9	<p>To edit or update the entity details the SDF will click the Edit button for Indicium to enable the fields for editing.</p> 
10	<p>The SDF must check / update the Entity details ensuring that all details are correct. Once the SDF checks this information, the SDF is required to confirm that the details are correct by selecting the tick box called Confirm Organisation Details and then clicking on the Save button to save the information.</p> 

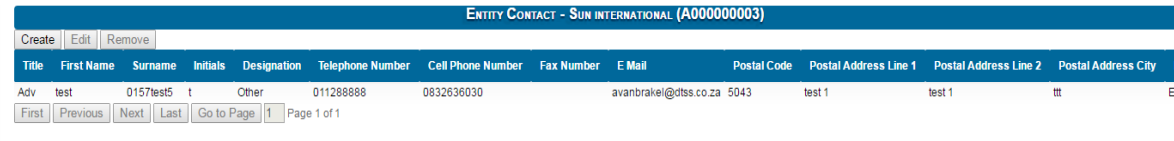

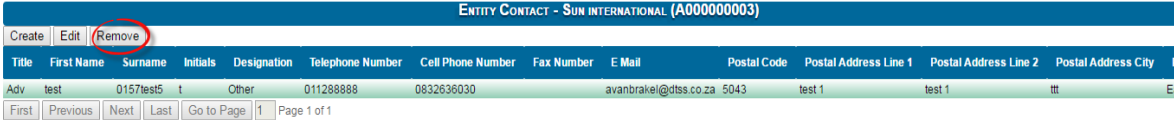
Document:	SDF Training Manual		
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3.3.2 Organisation Contact Person Details

The SDF needs to ensure and confirm that the Organisation Details are up to date.

Step	Action / Screenshot
1	Follow steps 1 – 7 in section 7.1
2	<p>To add or edit or remove the Entity Contact, the SDF will click on the Entity Contact menu option.</p> 
3	<p>To Create a new contact, the SDF will click on the Create button.</p> 
4	<p>Indicium will open the Create Entity Contact screen. The SDF must complete the fields and click on the Save button to save the contact captured.</p>

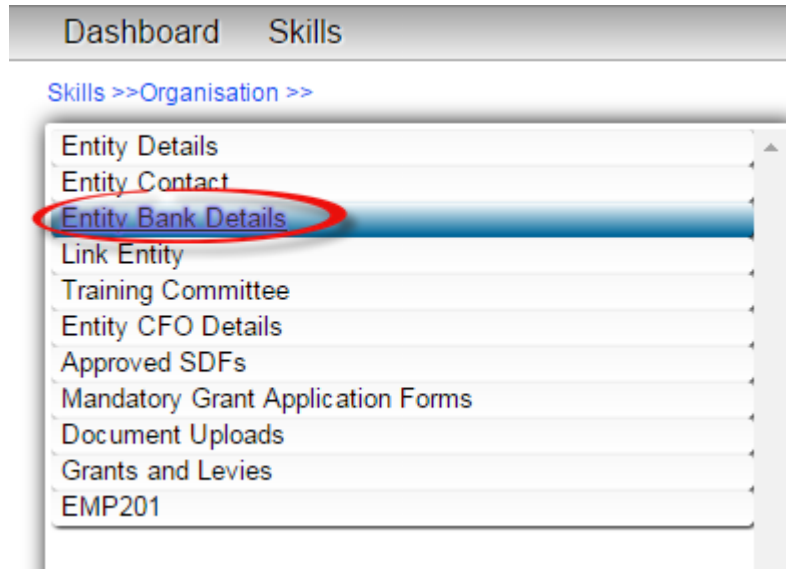
Document:	SDF Training Manual	
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Step	Action / Screenshot
	<div> <div>CREATE ENTITY CONTACT</div> <div> <div>Title</div> <div>▼</div> </div> <div> <div>First Name</div> <div></div> </div> <div> <div>Surname</div> <div></div> </div> <div> <div>Initials</div> <div></div> </div> <div> <div>Designation</div> <div>▼</div> </div> <div> <div>Telephone Number</div> <div></div> </div> <div> <div>Cell Phone Number</div> <div></div> </div> <div> <div>Fax Number</div> <div></div> </div> <div> <div>E Mail</div> <div></div> </div> <div> <div>Postal Code</div> <div></div> </div> <div> <div>Postal Address Line 1</div> <div></div> </div> <div> <div>Postal Address Line 2</div> <div></div> </div> <div> <div>Postal Address City</div> <div></div> </div> <div> <div>Province</div> <div>▼</div> </div> <div> <div>Save</div> <div>Cancel</div> </div> </div>
5	<p>Indicium saves the information on the Entity Contact screen.</p> 
6	<p>To Edit the specific contact details, select the contact from the list and click on the Edit button to open the contact details page. Update the details required and click on the Save button.</p> 
7	<p>To Remove the specific contact details, select the contact from the list and click on the Remove button to remove the contact from the contact details page.</p> 

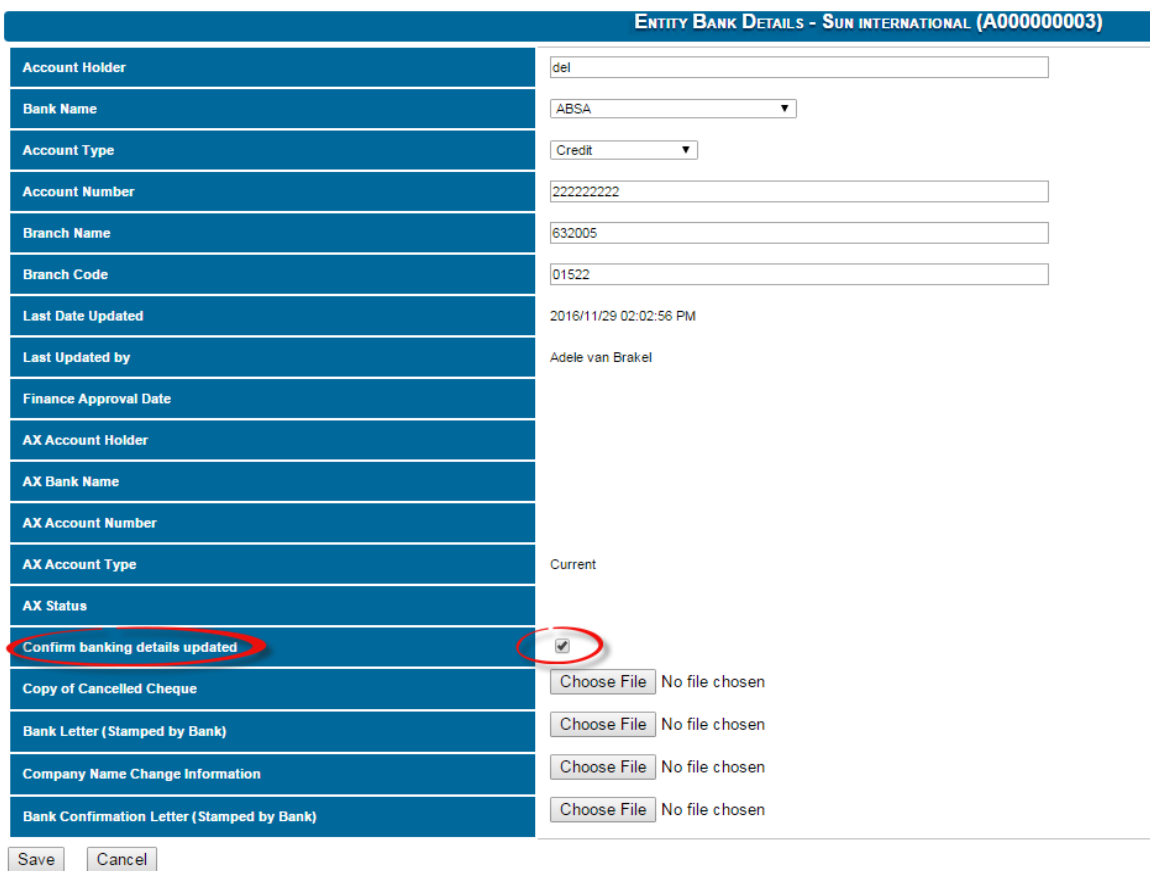
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3.3.3 Entity Bank Details

The SDF needs to validate the banking details currently on the CATHSSETA records.

Step	Action / Screenshot
1	Follow steps 1 – 7 in section 7.1
2	<p>To validate the Entity Bank Details the SDF will click on the Entity Bank Details menu option.</p>  <p>The screenshot shows a web application interface. At the top, there are two tabs: 'Dashboard' and 'Skills'. Below the 'Skills' tab, there is a breadcrumb trail: 'Skills >> Organisation >>'. A dropdown menu is open, displaying a list of options: 'Entity Details', 'Entity Contact', 'Entity Bank Details' (which is highlighted with a blue bar and a red circle), 'Link Entity', 'Training Committee', 'Entity CFO Details', 'Approved SDFs', 'Mandatory Grant Application Forms', 'Document Uploads', 'Grants and Levies', and 'EMP201'.</p>
3	<p>The SDF needs to ensure that the details reflected on Indicium is correct as this will have an impact on the Grant Payments.</p> <p>The SDF needs to confirm that the banking details are correct.</p>

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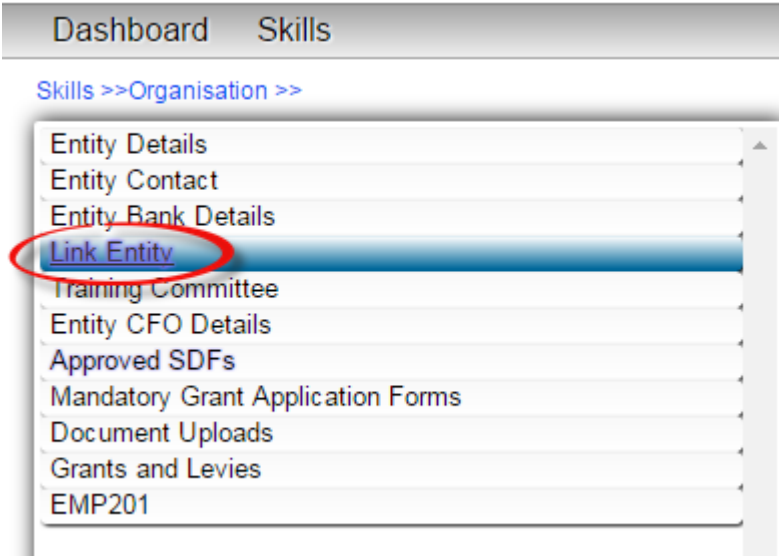
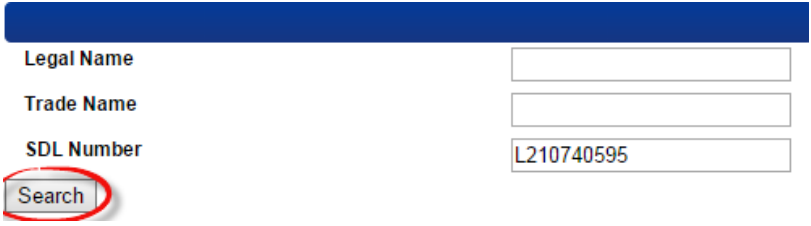
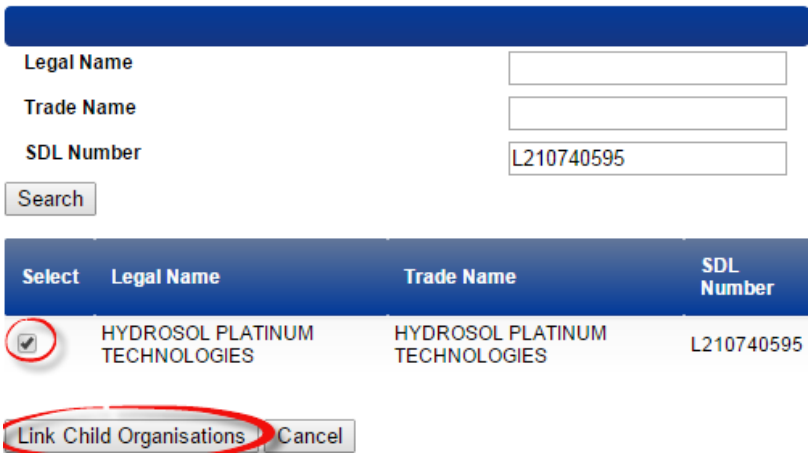
Step	Action / Screenshot
	 <p>ENTITY BANK DETAILS - SUN INTERNATIONAL (A000000003)</p> <p>Account Holder: del</p> <p>Bank Name: ABSA</p> <p>Account Type: Credit</p> <p>Account Number: 222222222</p> <p>Branch Name: 632005</p> <p>Branch Code: 01522</p> <p>Last Date Updated: 2016/11/29 02:02:56 PM</p> <p>Last Updated by: Adele van Brakel</p> <p>Finance Approval Date:</p> <p>AX Account Holder:</p> <p>AX Bank Name:</p> <p>AX Account Number:</p> <p>AX Account Type: Current</p> <p>AX Status:</p> <p>Confirm banking details updated: <input checked="" type="checkbox"/></p> <p>Copy of Cancelled Cheque: Choose File No file chosen</p> <p>Bank Letter (Stamped by Bank): Choose File No file chosen</p> <p>Company Name Change Information: Choose File No file chosen</p> <p>Bank Confirmation Letter (Stamped by Bank): Choose File No file chosen</p> <p>Save Cancel</p>

3.3.4 Linking Child Entity

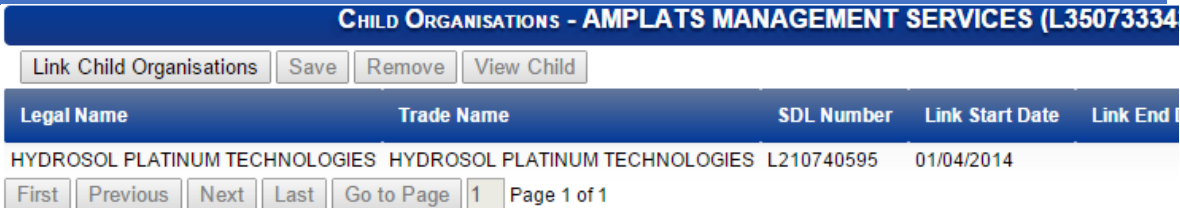

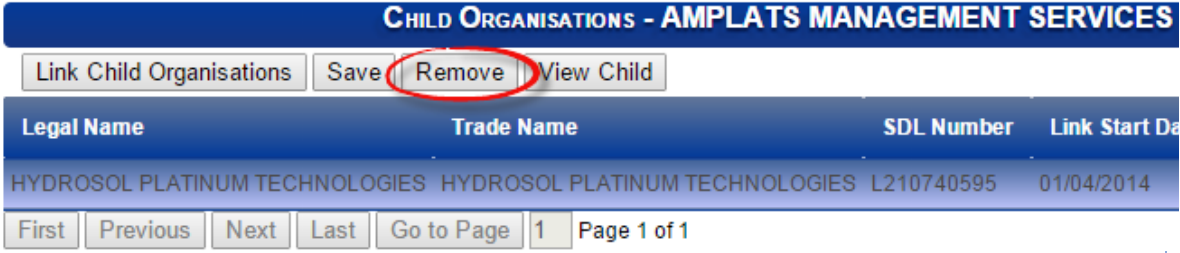
The SDF needs to ensure that all the Child Companies are linked (if applicable).

Step	Action / Screenshot
1	Follow steps 1 – 7 in section 7.1
2	To link the Child Organisation Bank to the organisation (Parent Organisation), the SDF will click on the Link Entity menu option.

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Step	Action / Screenshot
	
3	<p>Indicium will open the window for the SDF to search for the company that is required to be linked to the SDF. The SDF will complete one of the search criteria's and click on the Search button for Indicium to return the information.</p> 
4	<p>Indicium will return the results as per the search criteria. The SDF will select the company by ticking the Select tick box and clicking on the Link Entity button.</p> 
6	<p>Indicium will link the organisation selected in step 5 to the Main (Parent) Organisation.</p>

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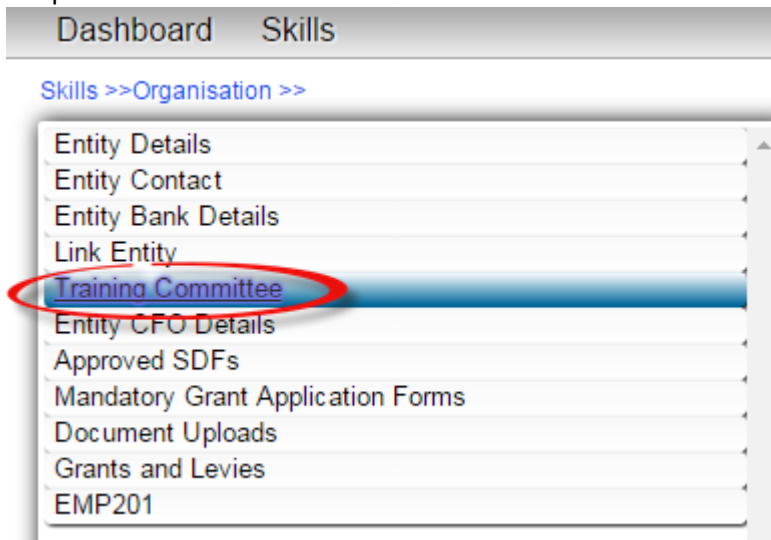
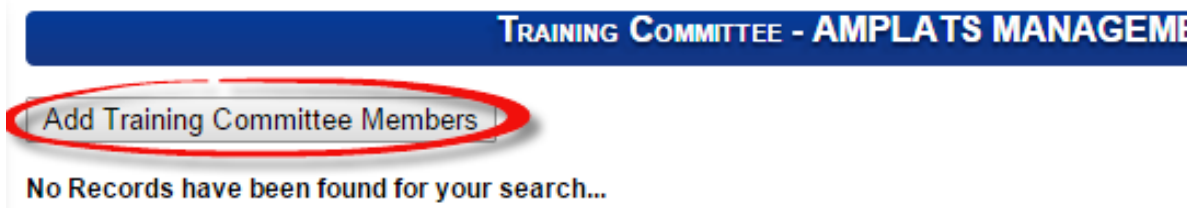
Step	Action / Screenshot
	
7	<p>To View the specific child organisation, select the organisation from the list and click on the View Child button to open the organisation details page of the child organisation.</p> 
8	<p>To Remove the specific child organisation if incorrectly linked, select the organisation from the list and click on the Remove button.</p> 

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3.3.5 Training Committee

The SDF is required to capture the details of the Training Committee Members where the number of employees in the organisation is more than 50.

Companies less than 49 employees do not have to complete this section.

Step	Action / Screenshot
1	Follow steps 1 – 7 in section 7.1
2	<p>To add Training Committee Members to the organisation, the SDF will click on the Training Committee menu option.</p> 
3	<p>The SDF will click on the Add Training Committee Members button to open the Training Committee window.</p> 
4	<p>Indicium will open the Training Committee window for the SDF to capture the information. The SDF needs to click on the Save button to save the information captured.</p>

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Step	Action / Screenshot
------	---------------------

TRAINING COMMITTEE

Title

First Name

Surname

Initials

Designation

Telephone Number

Cell Phone Number

Fax Number

E Mail

Financial Year

Organisation Training Committee Type

5 Indicum will save the training committee member on the **Training Committee** page.

TRAINING COMMITTEE - AMPLATS MANAGEMENT SERVICES (L350733343)

First Name	Surname	Initials	Training Member Type	Telephone Number	Cell Phone Number	Fax Number	E Mail	Name Of Union	Position In Union
Janis	Viljoen	J	Other	0124563214	0874561234	0125647896	agroenewald@dtss.co.za	Union 1	Union Position

Page 1 of 1

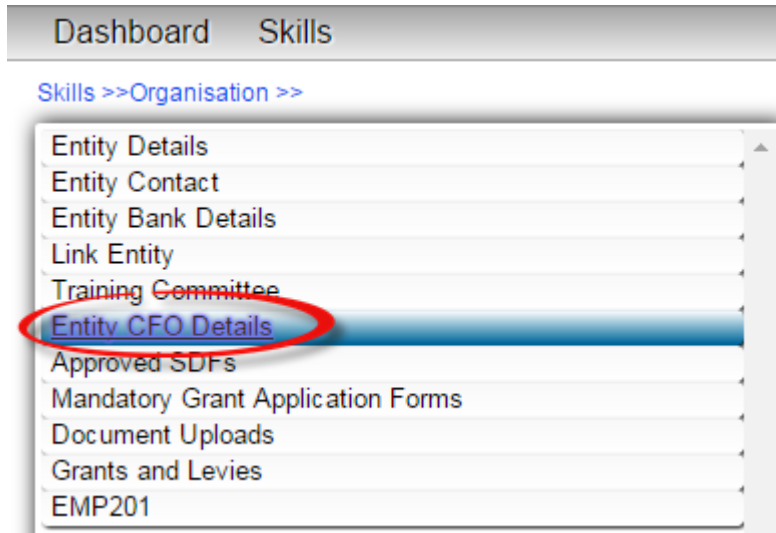


6 To update the **Training Committee member**, the SDF will select the member and then click on the **Update** button to open the details of the member. The SDF must click on the **Save** button to save the details updated.

First Name	Surname	Initials	Training Member Type	Telephone Number	Cell Phone Number	Fax Number	E Mail	Name Of Union	Position In Union
Janis	Viljoen	J	Other	0124563214	0874561234	0125647896	agroenewald@dtss.co.za	Union 1	Union Position

Page 1 of 1

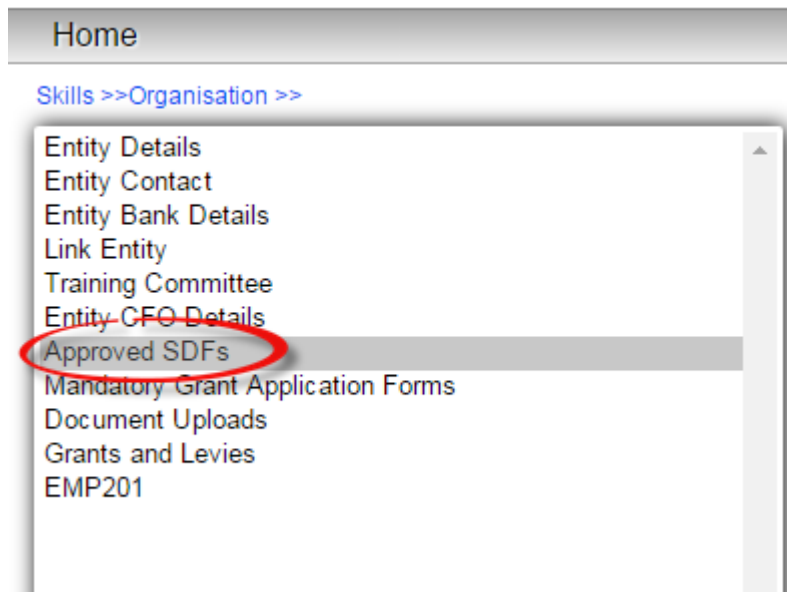
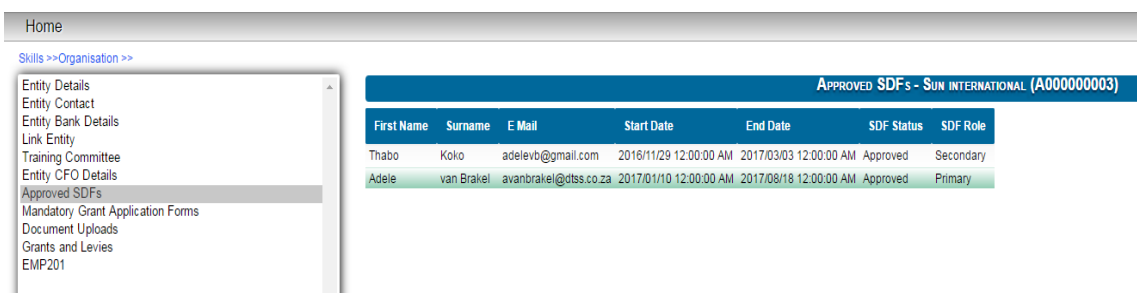
Document:	SDF Training Manual
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3.3.1 Entity CFO Details

Step	Action / Screenshot
1	Follow steps 1 – 7 in section 7.1
2	<p>To add CFO Details to the organisation the SDF will click on the Organisation CFO Details menu option.</p> 
3	<p>The SDF will click on the Edit button to enable the fields for editing.</p> 
4	<p>The SDF must click on the Save button to save the details.</p> 

3.3.1 Approved SDF's

Step	Action / Screenshot										
	<table><tr><td>Document:</td><td colspan="2">SDF Training Manual</td></tr><tr><td>Client:</td><td>CATHSSETA</td><td></td></tr><tr><td>Date:</td><td>February 2017</td><td>Page 40</td></tr></table>		Document:	SDF Training Manual		Client:	CATHSSETA		Date:	February 2017	Page 40
Document:	SDF Training Manual										
Client:	CATHSSETA										
Date:	February 2017	Page 40									

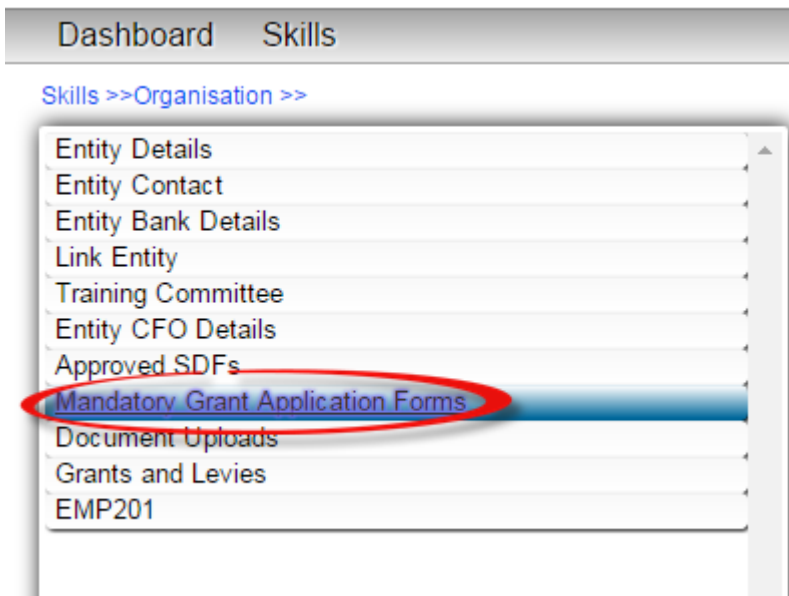
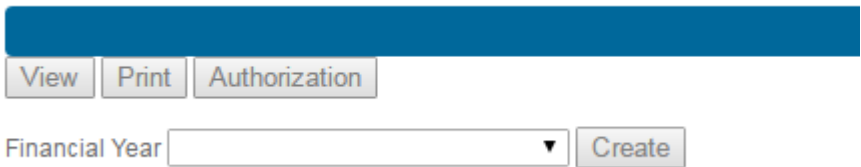
Step	Action / Screenshot																					
1	Follow steps 1 – 7 in section 7.1																					
2	<p>To view the Approved SDF's click on Approved SDF's</p>  <p>The screenshot shows a web application interface. At the top is a 'Home' button. Below it is a breadcrumb trail 'Skills >> Organisation >>'. A dropdown menu is open, listing several options: 'Entity Details', 'Entity Contact', 'Entity Bank Details', 'Link Entity', 'Training Committee', 'Entity CFO Details', 'Approved SDFs' (which is highlighted with a red circle), 'Mandatory Grant Application Forms', 'Document Uploads', 'Grants and Levies', and 'EMP201'.</p>																					
3	<p>The SDF will be able to view the Approved SDF's link to this company.</p>  <p>The screenshot shows the 'Approved SDFs' page. It has a 'Home' button and a breadcrumb trail 'Skills >> Organisation >>'. On the left is a dropdown menu with the same options as in step 2, with 'Approved SDFs' selected. On the right, there is a table titled 'APPROVED SDFs - SUN INTERNATIONAL (A000000003)'. The table has columns for 'First Name', 'Surname', 'E Mail', 'Start Date', 'End Date', 'SDF Status', and 'SDF Role'. It contains two rows of data.</p> <table><thead><tr><th>First Name</th><th>Surname</th><th>E Mail</th><th>Start Date</th><th>End Date</th><th>SDF Status</th><th>SDF Role</th></tr></thead><tbody><tr><td>Thabo</td><td>Koko</td><td>adelevb@gmail.com</td><td>2016/11/29 12:00:00 AM</td><td>2017/03/03 12:00:00 AM</td><td>Approved</td><td>Secondary</td></tr><tr><td>Adele</td><td>van Brakel</td><td>avanbrakel@dtss.co.za</td><td>2017/01/10 12:00:00 AM</td><td>2017/08/18 12:00:00 AM</td><td>Approved</td><td>Primary</td></tr></tbody></table>	First Name	Surname	E Mail	Start Date	End Date	SDF Status	SDF Role	Thabo	Koko	adelevb@gmail.com	2016/11/29 12:00:00 AM	2017/03/03 12:00:00 AM	Approved	Secondary	Adele	van Brakel	avanbrakel@dtss.co.za	2017/01/10 12:00:00 AM	2017/08/18 12:00:00 AM	Approved	Primary
First Name	Surname	E Mail	Start Date	End Date	SDF Status	SDF Role																
Thabo	Koko	adelevb@gmail.com	2016/11/29 12:00:00 AM	2017/03/03 12:00:00 AM	Approved	Secondary																
Adele	van Brakel	avanbrakel@dtss.co.za	2017/01/10 12:00:00 AM	2017/08/18 12:00:00 AM	Approved	Primary																

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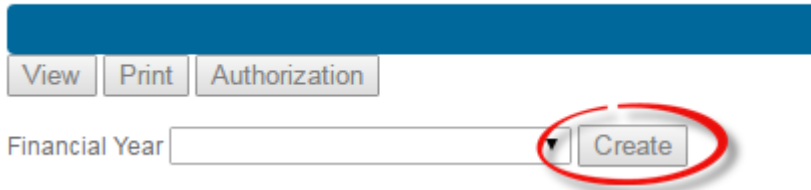
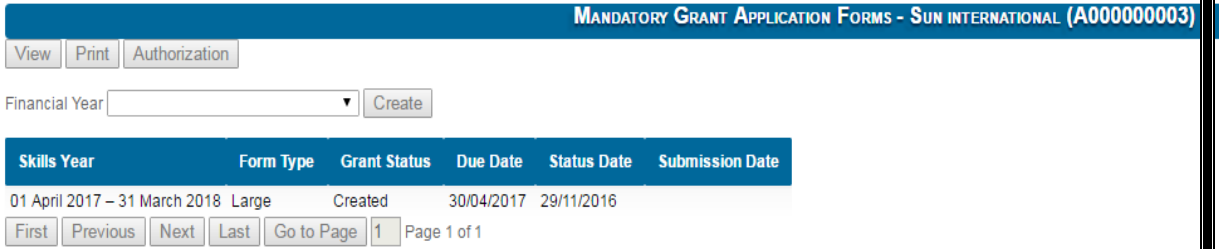
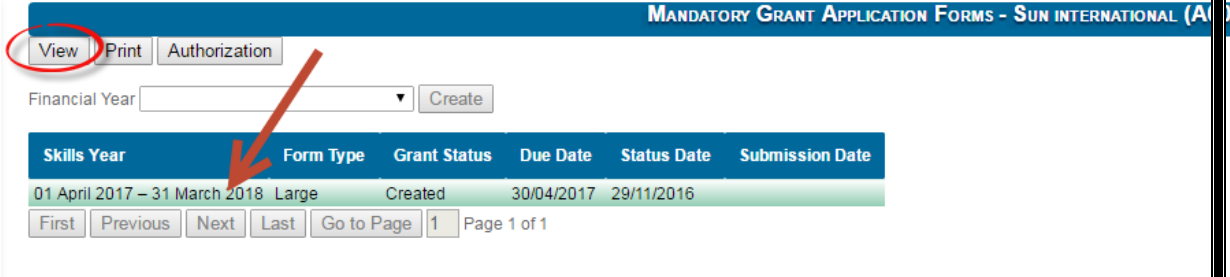

4 Mandatory Grant Online Application Functionality

This section will guide the SDF in completing the Workplace Skills Plan (WSP) and Annual Training Report (ATR) with the use of the CATHSSETA Mandatory Grant Application Forms.

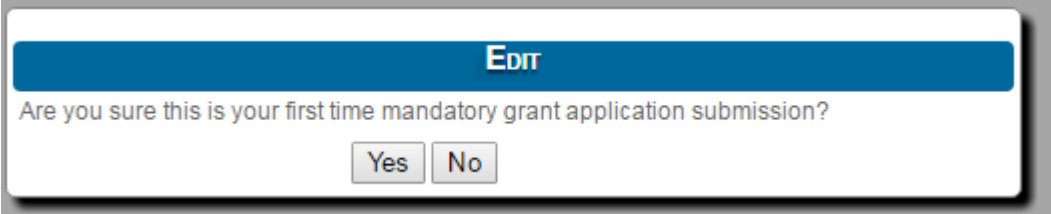

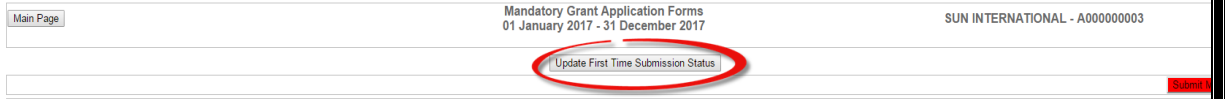
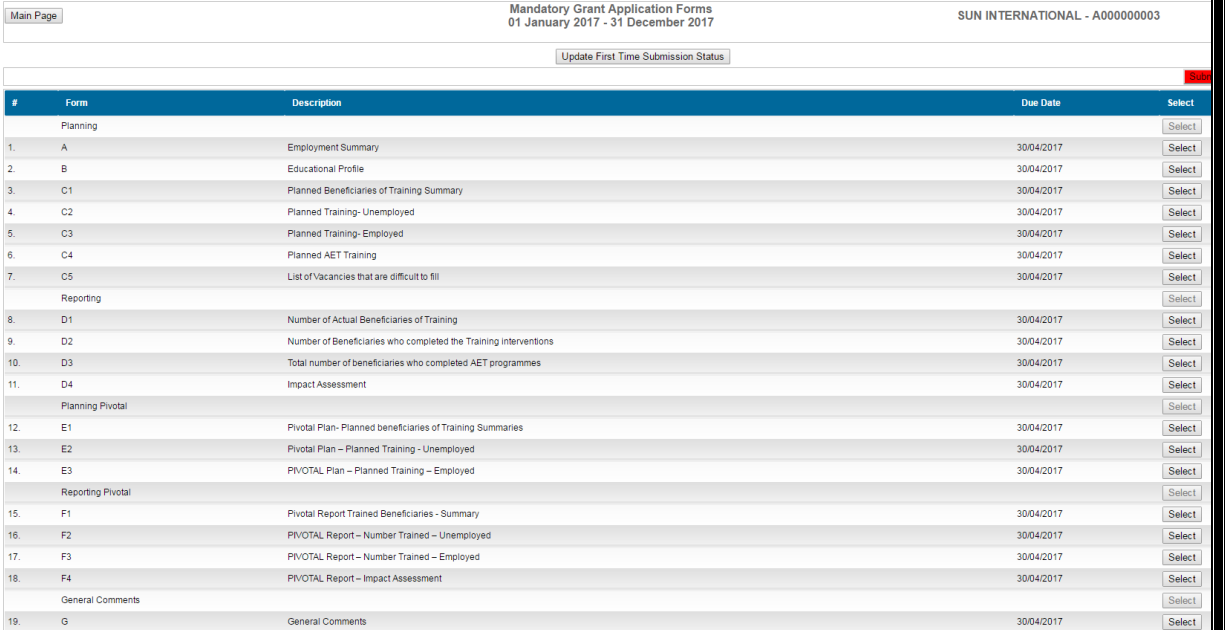
4.1 Mandatory Grant Application Forms

Step	Action / Screenshot
1	Follow steps 1 – 7 in section 7.1
2	<p>Select the Mandatory Grant Application Forms</p> 
3	<p>The section (Financial Year) is only active when a new form needs to be created for a new SDL year. Make sure that Entity details, Entity Contact, Entity bank details, Training Committee and Entity CFO details are confirmed before creating a new year.</p>
4	<p>Select the Financial Year from the dropdown</p> 
5	Then click on the Create button

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Step	Action / Screenshot
	
6	<p>A new row will be added for the new financial year.</p> 
7	<p>To access the forms select the current financial year and click on view button:</p> 
8	<p>The following question will display:</p> 
9	<p>If selected Yes from the dropdown – The ATR section will be omitted to the application. If yes is selected, the following will display to confirm the selection.</p>

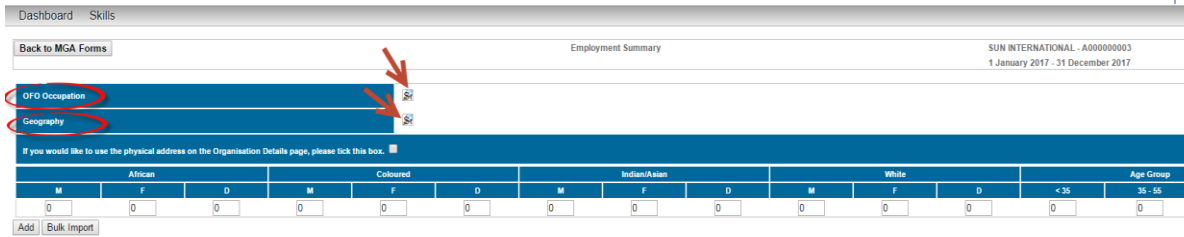
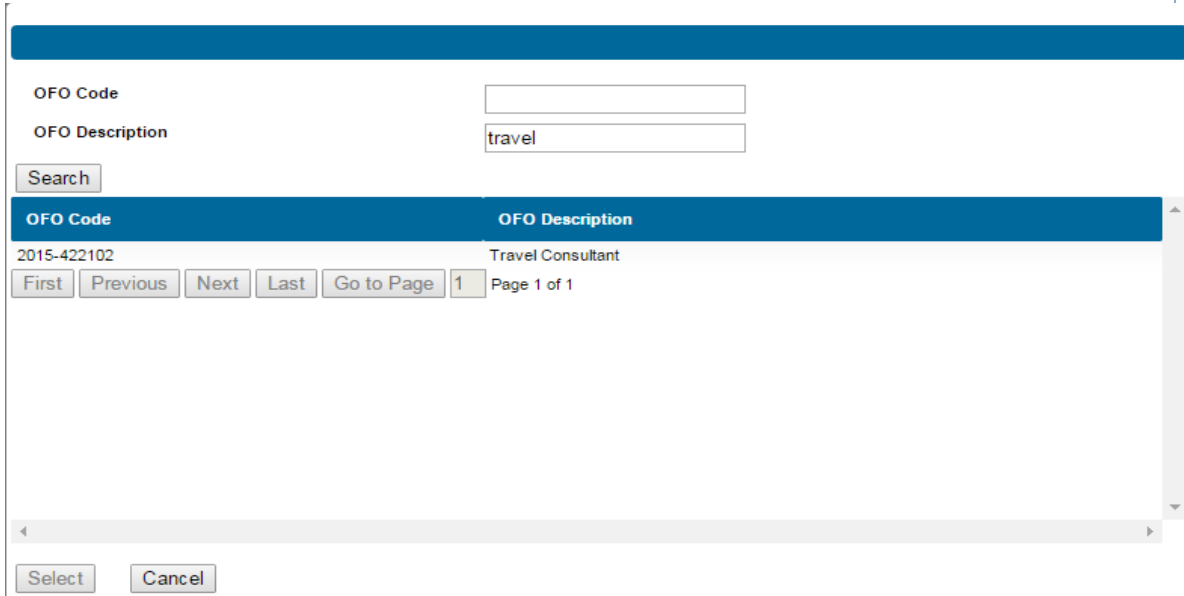
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Step	Action / Screenshot
	 <p>If sure, select Yes. If not select No</p>
10	<p>After making your selection click on the Save Button</p> 
11	<p>If No is selected the ATR section will be open to complete.</p>
12	<p>At any time the First time submission can be updated. See screen below</p> 
13	<p>The following screen will display</p> 

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4.2 Planning



4.2.1 Form A – Employment Summary

Step	Functionality
1	All fields indicated as a Lookup field, are fields with a lookup with specific values to use. The SDF cannot change these, or use values other than what is in the list of lookup values.
2	<p>The OFO Occupation Code field has a built in search functionality. When you click in this field, a page will open that looks as follows (please see below):</p>  <p>The SDF can search for the occupation by adding search criteria and clicking on the Search button.</p>  <p>The SDF will click anywhere on the line as example below to select the line.</p>

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Step	Functionality				
	<div> <div>OFO Code</div> <div></div> <div>OFO Description</div> <div>travel</div> <div>Search</div> <table border="1"> <thead> <tr> <th>OFO Code</th> <th>OFO Description</th> </tr> </thead> <tbody> <tr> <td>2015-422102</td> <td>Travel Consultant</td> </tr> </tbody> </table> <div> <div>First</div> <div>Previous</div> <div>Next</div> <div>Last</div> <div>Go to Page</div> <div>1</div> <div>Page 1 of 1</div> </div> </div>	OFO Code	OFO Description	2015-422102	Travel Consultant
OFO Code	OFO Description				
2015-422102	Travel Consultant				
	<div> <div>Select</div> <div>Cancel</div> </div> <p>The selected line will turn Green and then click on the Select button at the bottom of the screen.</p>				
	<div> <div>OFO Code</div> <div></div> <div>OFO Description</div> <div>travel</div> <div>Search</div> <table border="1"> <thead> <tr> <th>OFO Code</th> <th>OFO Description</th> </tr> </thead> <tbody> <tr> <td>2015-422102</td> <td>Travel Consultant</td> </tr> </tbody> </table> <div> <div>First</div> <div>Previous</div> <div>Next</div> <div>Last</div> <div>Go to Page</div> <div>1</div> <div>Page 1 of 1</div> </div> </div>	OFO Code	OFO Description	2015-422102	Travel Consultant
OFO Code	OFO Description				
2015-422102	Travel Consultant				
	<div> <div>Select</div> <div>Cancel</div> </div> <p>The selected OFO code and Occupation will display</p>				

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Step	Functionality
	<div> <div>OFO Occupation</div> <div>St 2015-422102 - Travel Consultar</div> </div>
3	<p>Click on the magnifying class next to Geography</p> <div> <div>Geography</div>  </div>
4	<p>Please note: All fields indicated as a Lookup field, are fields with a lookup with specific values to use. The SDF cannot change these, or use values other than what is in the list of lookup values.</p>
5	<p>The following screen will display:</p> <div> <div></div> <div> Municipality Name <input type="text"/> City Name <input type="text"/> Postal Code <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Select"/> <input type="button" value="Cancel"/> </div> </div>
6	<p>Type in the municipality Name OR City Name OR Postal Code and click on Search</p> <div> <div></div> <div> Municipality Name <input type="text"/> City Name <input type="text"/> Postal Code <input type="text" value="0157"/> <input type="button" value="Search"/>  <input type="button" value="Select"/> <input type="button" value="Cancel"/> </div> </div>
7	<p>The system will return all values as per criteria searched</p>

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Step

Functionality

Municipality Name

City Name

Postal Code

Search

City Name	Municipality Name	Postal Code
Centurion	Tshwane Metro	0157
Highveld	Tshwane Metro	0157
Pretoria	Tshwane Metro	0157
Rooihuiskraal	Tshwane Metro	0157
Wierdapark	Tshwane Metro	0157

First

Previous

Next

Last

Go to Page

1

Page 1 of 1

Select

Cancel

8

Select the applicable line by clicking anywhere in the row as screenshot below:

The row selected will turn Green

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Step	Functionality
------	---------------

Municipality Name
City Name
Postal Code
0157

Search

City Name	Municipality Name	Postal Code
Centurion	Tshwane Metro	0157
Highveld	Tshwane Metro	0157
Pretoria	Tshwane Metro	0157
Rooihuiskraal	Tshwane Metro	0157
Wierdapark	Tshwane Metro	0157

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

Select

Cancel

Then click on the Select Button

Municipality Name
City Name
Postal Code
0157

Search

City Name	Municipality Name	Postal Code
Centurion	Tshwane Metro	0157
Highveld	Tshwane Metro	0157
Pretoria	Tshwane Metro	0157
Rooihuiskraal	Tshwane Metro	0157
Wierdapark	Tshwane Metro	0157

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

Select

Cancel

The Geography selection will be added to the section

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Step	Functionality																														
	<div>Geography</div> <div>Tshwane Metro</div>																														
9	Male and Females must include disability. Disability must be specified separately: e.g. 3 Male, 2 Female, of which 2 are disabled.																														
10	Note that, for each row, “Total Male” + “Total Female” = “Age <35” + “Age 35-55” + “Age >55” = Sum of “Skill Level”.																														
11	Bulk Import Note : This functionality is only available for companies more than 1000 employees.																														
12	If you want to upload data using the excel spreadsheet , click on Bulk import button: <div><div>Back to MGA Forms</div><div>Employment Summary</div><div><div>OFO Occupation</div><div>2015-422102 - Travel Consultant</div><div>Geography</div><div>Tshwane Metro</div><div>If you would like to use the physical address on the Organisation Details page, please tick this box. <input type="checkbox"/></div><table><thead><tr><th colspan="3">African</th><th colspan="3">Coloured</th><th colspan="3">Indian/Asian</th><th></th></tr><tr><th>M</th><th>F</th><th>D</th><th>M</th><th>F</th><th>D</th><th>M</th><th>F</th><th>D</th><th>M</th></tr></thead><tbody><tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></tbody></table><div><div>Add</div><div>Bulk Import</div></div></div></div>	African			Coloured			Indian/Asian				M	F	D	M	F	D	M	F	D	M	0	0	0	0	0	0	0	0	0	0
African			Coloured			Indian/Asian																									
M	F	D	M	F	D	M	F	D	M																						
0	0	0	0	0	0	0	0	0	0																						
13	Download the Excel template and complete all fields <div><div>IMPORT EXCEL DATA</div><div>Download Excel Template</div><div>Upload file to import</div><div>Choose File</div><div>No file chosen</div><div><div>Import</div><div>Cancel</div></div></div> <div>The file will be displayed at the bottom left of the screen</div>																														

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Step

Functionality

IndiciuM
SETA Management System

Dashboard Skills

Back to MGA Forms Employment Summary

OFO Occupation 2015-422102 - Travel Consultant

Geography Tshwane Metro

If you would like to use the physical address on the Organisation Details page, please tick this box. ☐

African			Coloured			Indian/Asian			White		
M	F	D	M	F	D	M	F	D	M	F	D
0	0	0	0	0	0	0	0	0	0	0	0

Add Bulk Import

Confirm ☐

Save

Edit Remove Remove All

Major Group	OFO Occupation	Geography	African Male	African Female	African Disabled	Coloured Male	Coloured Female	Coloured Disabled	Indian/Asian Male	Indian/Asian Female	Indian/Asian Disabled	White Male	White Female	White Disabled
MANAGERS	2015-111204 - Senior Government Official	Johannesburg Metro	3	0	0	0	0	0	0	2	1	0	0	0
MANAGERS	2015-111101 - Local or Provincial Government Legislator	Abaqulusi	3	0	0	0	0	0	0	0	0	0	0	0
MANAGERS	2015-111101 - Local or Provincial Government Legislator	Tshwane Metro	2	0	0	0	0	0	0	0	0	0	0	0

2017_Employment...xlsx

The Excel Template will display, Click on Enable Editing

2017_Employment_Summary_V1 [Protected View] - Excel

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

	A	B	C	D	E	F	G	H	I	J
	OFO Occupation	Municipality	African Male	African Female	African Disabled	Coloured Male	Coloured Female	Coloured Disabled	Indian/Asian Male	Indian/Asian
2	2015-111101 - Local or Provincial Government Legislator	Bert Luthuli	1	0	0	0	0	0	0	0
4	2015-111205 - Senior Police Officer	Amahlathi	0	1	0	0	0	0	0	1
6	2015-111102 - Member of Parliament / Parliamentarian	Mkhomazi Wilderness Area	0	1	0	0	0	0	0	1

Please ensure data is added to the template without any formulae or links.
If a dropdown is available – please select the data from the dropdown.

14

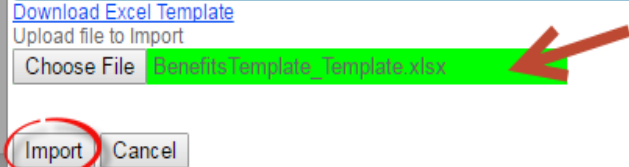
Once the template has been downloaded and completed the file can be

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Step

Functionality

uploaded using the 'Browse' functionality to locate the file.
Once the file has been uploaded (it will turn green) click 'Import'.




The uploaded results will be displayed next to the bulk import button, if there is an error on one line that data will not be imported. The exceptions can be viewed in the report.



Each line added is displayed and can be edited by clicking on the line and clicking the 'Edit' button.

A line can be removed by clicking on the specific line and clicking on the 'Remove' button.

All records in the forms can be removed by clicking on the 'Remove All' button.



Occupational level (4 digit OFO code)	Occupational level (6 digit OFO code)	African Male	Coloured Male	Indian Male	White Male	Foreign Male	African Female	Coloured Female	Indian Female	White Female	Foreign Female	African Disabled	Coloured Disabled	Indian Disabled	White Disabled	Foreign Disabled	Total Male	Total Female	Total Disabled	Age Group - Less than 35	Age Group - 35 to 65	Age Group - Greater than 65
1 - Managers	11101 - Local or Provincial Government Legislator	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	1	1	0

Step

Functionality

Dashboard Skills

Back to MGA Forms Employment Summary SUN INTERNATIONAL - A000000003
1 January 2017 - 31 December 2017

OFO Occupation 2015-42102 - Travel Consultant

Geography Tshwane Metro

If you would like to use the physical address on the Organisation Details page, please tick this box. ☐

African			Coloured			Indian/Asian			White			Age Group		
M	F	D	M	F	D	M	F	D	M	F	D	<35	35-55	>55
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Add Bulk Import

Confirm ☐

Save

Edit Remove Remove All

Major Group	OFO Occupation	Geography	African Male	African Female	African Disabled	Coloured Male	Coloured Female	Coloured Disabled	Indian/Asian Male	Indian/Asian Female	Indian/Asian Disabled	White Male	White Female	White Disabled	Total Male	Total Female	Total Disabled	Age Group - Less than 35	Age Group - 35 to 55	Age Group - Greater than 55
MANAGERS	2015-111204 - Senior Government Official	Johannesburg Metro	3	0	0	0	0	0	0	2	1	0	0	0	3	2	1	2	3	0
MANAGERS	2015-111101 - Local or Provincial Government Legislator	Abaqulusi	3	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	3	0
MANAGERS	2015-111101 - Local or Provincial Government Legislator	Tshwane Metro	2	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	2	0
Sub Total			8	0	0	0	0	0	0	2	1	0	0	0	8	2	1	2	8	0
Grand Total															10			10		

16

After completing this section, please tick the Confirm Check box, Click Save and then click on Back to MGA Forms

Dashboard Skills

Back to MGA Forms Employment Summary SUN INTERNATIONAL - A000000003
1 January 2017 - 31 December 2017

OFO Occupation 2015-42102 - Travel Consultant

Geography Tshwane Metro

If you would like to use the physical address on the Organisation Details page, please tick this box. ☐

African			Coloured			Indian/Asian			White			Age Group		
M	F	D	M	F	D	M	F	D	M	F	D	<35	35-55	>55
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Add Bulk Import

Confirm ☒

Save

Edit Remove Remove All

Major Group	OFO Occupation	Geography	African Male	African Female	African Disabled	Coloured Male	Coloured Female	Coloured Disabled	Indian/Asian Male	Indian/Asian Female	Indian/Asian Disabled	White Male	White Female	White Disabled	Total Male	Total Female	Total Disabled	Age Group - Less than 35	Age Group - 35 to 55	Age Group - Greater than 55
MANAGERS	2015-111204 - Senior Government Official	Johannesburg Metro	3	0	0	0	0	0	0	2	1	0	0	0	3	2	1	2	3	0
MANAGERS	2015-111101 - Local or Provincial Government Legislator	Abaqulusi	3	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	3	0
MANAGERS	2015-111101 - Local or Provincial Government Legislator	Tshwane Metro	2	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	2	0
Sub Total			8	0	0	0	0	0	0	2	1	0	0	0	8	2	1	2	8	0
Grand Total															10			10		

17

Important Notes:

Bulk Imprt is only available for companies with employees more than 1000.

Please use **ONLY** the values in the drop downs where applicable – any other values will not be allowed during the import.

All valid values on the drop downs can be seen on worksheet 2. The dropdown list will contain the information relevant to that specific section on Indicium

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Step Functionality

	A	B	C	D	E	F	G
1	Occupational Code	Specialization / Alternate Title	Employed / Unemployed				Municipality
2	2015-11101 - Local or Provincial Government Legislator	2015-11101 - Community Board Member	Employed				Abuquai
3	2015-11102 - Member of Parliament / Parliamentarian	2015-11101 - Councillor	Unemployed				Aberdeen Plain
4	2015-11101 - Defence Force Senior Officer	2015-11101 - Mayor					Aganang
5	2015-11101 - General Manager Public Service	2015-11101 - Member of Executive Council (MEC)					Albert Luthuli
6	2015-11101 - Local Authority Manager	2015-11101 - Member of Mayoral Committee					Amahlethi
7	2015-11104 - Senior Government Official	2015-11101 - Member of The Council of Provinces					Ba-Phelebonwa
8	2015-11101 - Senior Police Officer	2015-11101 - Premier					Barlams
9	2015-11106 - Ombudsperson	2015-11101 - Speaker (Local or Provincial Government)					Beaufort West
10	2015-11107 - Senior Government Manager	2015-11101 - Ward Committee Member					Bela-Bela
11	2015-11101 - Traditional Leader	2015-11102 - Cabinet Minister					Benede Orange
12	2015-11101 - Elected Official	2015-11102 - Chief Whip					Bergvliet
13	2015-11102 - Trade Union Representative	2015-11102 - Deputy President					Birou
14	2015-11101 - Director (Enterprise / Organisation)	2015-11102 - Government Minister					Brouling
15	2015-11101 - Finance Manager	2015-11102 - Member of Cabinet					Blue Crane Route
16	2015-11102 - Payroll Manager	2015-11102 - President					Breede River
17	2015-11102 - Credit Manager	2015-11102 - Speaker (Parliament)					Breede River/Winterlands
18	2015-11104 - Internal Audit Manager	2015-11102 - State Secretary					Breede Valley
19	2015-11101 - Personnel / Human Resource Manager	2015-11101 - Defence Force Senior Officer					Buffalo City
20	2015-11102 - Business Training Manager	2015-11102 - Diplomatic Mission Administrator					Bushbuckridge
21	2015-11103 - Compensation and Benefits Manager	2015-11102 - Labour Inspectorate Manager					Camdeboo
22	2015-11104 - Recruitment Manager	2015-11103 - City Administrator					Cape Agulhas
23	2015-11102 - Employee Wellness Manager	2015-11103 - City Treasurer					Cape Town Metro
24	2015-11106 - Health and Safety Manager	2015-11103 - General Manager Local Authority					Cederberg
25	2015-11101 - Policy and Planning Manager	2015-11103 - Municipal Manager					Central Karoo
26	2015-11101 - Corporate General Manager	2015-11103 - Town Clerk					Dannhauser
27	2015-11102 - Corporate Services Manager	2015-11104 - Administrative Attaché					Delmas
28	2015-11103 - Physical Asset Manager	2015-11104 - Attaché					Diamondfields
29	2015-11104 - Contract Manager	2015-11104 - Chief Electoral Officer					Dikshang
30	2015-11103 - Programme or Project Manager	2015-11104 - Chief of Staff					Dikshang
31	2015-11106 - Franchise Manager	2015-11104 - Chief Operating Officer (Government Department)					Dipaiseng
32	2015-11107 - Labour Recruitment Manager	2015-11104 - Commissioner					Ditsofotla
33	2015-11108 - Quality Systems Manager	2015-11104 - Consular Officer					Dr JS Moroka
34	2015-11109 - Sustainability Manager	2015-11104 - Plenipotentiary					Drakenstein
35	2015-11101 - Sales and Marketing Manager	2015-11104 - Registrar (Including Legal / Court etc. But Excluding Tertiary Institutions)					eDumbe
36	2015-11102 - Series Manager	2015-11104 - Secretary (Government Department)					Ekurhuleni Metro
37	2015-11101 - Director of Marketing	2015-11104 - Spokesperson					Etundini
38	2015-11104 - Interactive and Direct Marketing Strategist	2015-11104 - Trade Commissioner Attaché					Enslatheni EC

18 Ensure that the race, age and gender breakdowns correspond

	A	B
2	Occupational Code	Specialization / Alternate Title
4	2015-11101 - Local or Provincial Government Legislator	2015-11101 - Community Board Member
5		
6		
7		
8		

19

4.2.2 Form B – Educational Profile

Action / Screenshot

Follow steps 1 – 7 in section 7.1

The Educational Profile needs to be completed.

Dashboard Skills

Back to MGA Forms Educational Profile SUN INTERNATIONAL - A000000003
1 January 2017 - 31 December 2017

Confirm

Save

Edit

Description	Number Of Employees
AET	0
NQF Level 1,2	0
NQF Level 3,4,5,6	0
NQF Level 7,8,9,10	0
Grand Total	0

[NQF RANK DESCRIPTORS](#)

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Action / Screenshot

The guideline of the NQF Band Descriptor can be downloaded by clicking on this hyperlink.

The screenshot shows a web form titled 'Educational Profile'. At the top left is a button 'Back to MGA Forms'. Below it is a 'Confirm' button and a 'Save' button. To the right of the 'Confirm' button is a small square icon. Below the 'Save' button is an 'Edit' button. The main part of the form is a table with two columns: 'Description' and 'Number Of Employees'. The table contains the following data:

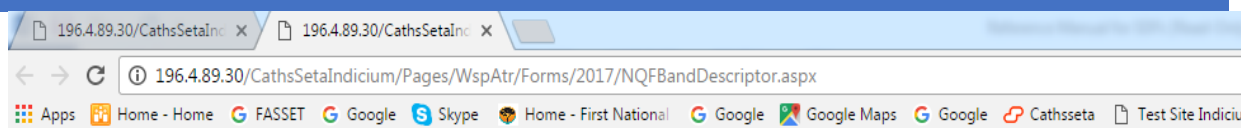
Description	Number Of Employees
AET	0
NQF Level 1,2	0
NQF Level 3,4,5,6	0
NQF Level 7,8,9,10	0
Grand Total	0

Below the table is a left-pointing arrow. At the bottom left, there is a blue hyperlink 'NQF BAND DESCRIPTOR' which is circled in red.

The following template will display.

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Client:	CATHSSETA	
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Action / Screenshot



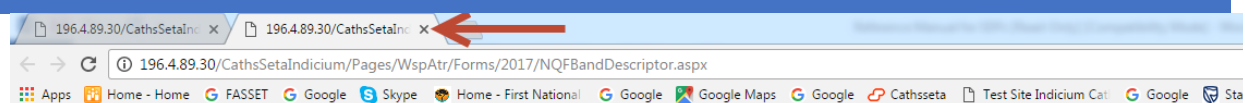
NQF BAND DESCRIPTOR

NQF LEVEL	BAND	QUALIFICATION TYPE		QUALITY COUNCIL
10	Higher Education & Training	Post-doctoral research degrees	QCTO	Council on Higher Education
9		Doctorates (10)		
8		Masters degree (8)		
7		Professional Qualifications (8)		
6		Honours degrees (8)		
5		National first degrees (7)		
		Higher diplomas (6)		
		National diplomas		
		National certificates (5)		
Further Education and Training Certificate (FETC)				
4	Further Education & Training	National certificates -	QCTO	Umalusi
3		This is below university and tertiary level – includes workplace learning -		
2		occupationally driven work		
		Called vocational – not abstract and theoretical study		
General Education and Training Certificate (GETC)				
1	General Education & Training	Grade 9 / ABET Level 4	QCTO	Umalusi
		National certificates (5)		

After viewing the Template please click on the close button as displayed in the below screenshot.

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Action / Screenshot



NQF BAND DESCRIPTOR

NQF LEVEL	BAND	QUALIFICATION TYPE		QUALITY COUNCIL
10	Higher Education & Training	Post-doctoral research degrees	QCTO	Council on Higher Education
9		Doctorates (10)		
8		Masters degree (8)		
7		Professional Qualifications (8)		
6		Honours degrees (8)		
5		National first degrees (7)		
		Higher diplomas (6)		
		National diplomas		
		National certificates (5)		
Further Education and Training Certificate (FETC)				
4	Further Education & Training	National certificates -	QCTO	Umalusi
3		This is below university and tertiary level – includes workplace learning -		
2		occupationally driven work		
		Called vocational – not abstract and theoretical study		
General Education and Training Certificate (GETC)				
1	General Education & Training	Grade 9 / ABET Level 4	QCTO	Umalusi
		National certificates (5)		

To complete the data per level, please select the row, until highlighted in Green and then click on Edit.

Home

[Back to MGA Forms](#) Educational Profile

Confirm ☐

Save

Edit

Description	Number Of Employees
AET	0
NQF Level 1,2	0
NQF Level 3,4,5,6	0
NQF Level 7,8,9,10	0
Grand Total	0

[NQF BAND DESCRIPTOR](#)

After clicking on Edit, please complete the section and Click on the Update button.

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Action / Screenshot

Back to MGA Forms Educational Profile SUN INTERNATIONAL 1 January 2017 - 31 December 2017

AET

Number Of Employees 0

Update Cancel

Confirm

Save

Edit

Description	Number Of Employees
AET	0
NQF Level 1,2	0
NQF Level 3,4,5,6	0
NQF Level 7,8,9,10	0
Grand Total	0

[NQF BAND DESCRIPTOR](#)

Once all the Descriptions have been captured, please tick the checkbox to Confirm and then click on save Button

Back to MGA Forms Educational Profile SUN INTERNATIONAL - A000000003 1 January 2017 - 31 December 2017

AET

Number Of Employees 0

Update Cancel

Confirm

Save

Edit

Description	Number Of Employees
AET	0
NQF Level 1,2	0
NQF Level 3,4,5,6	0
NQF Level 7,8,9,10	0
Grand Total	0

[NQF BAND DESCRIPTOR](#)

4.2.3 Form C1 - Planned Beneficiaries of Training Summary

- This form is a Read only and is summarised from C2, C3 and C4

4.2.4 Form C2 - Planned Training Unemployed

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Action / Screenshot

Follow steps 1 – 7 in section 7.1

The Planned Training Unemployed needs to be completed.

Dashboard Skills

Back to MGA Forms Planned Training: Unemployed SUN INTERNATIONAL - A000000003
1 January 2017 - 31 December 2017

Planned Training: Unemployed

OFO Occupation Municipality

If you would like to use the physical address on the Organisation Details page, please tick this box.

Type Of Learning Programme

Number to be Trained at:

Entry Level Intermediate Level Advanced Level

African			Coloured			Indian/Asian			White			Age Group	
M	F	D	M	F	D	M	F	D	M	F	D	< 35	35 - 55
0	0	0	0	0	0	0	0	0	0	0	0	0	0

Add Bulk Import

Once data has been captured it will display as follows:

Edit Remove Remove All

OFO Major Group	OFO Occupation	Municipality	Type Of Learning Programme	Entry Level	Intermediate Level	Advanced Level	African Male	African Female	African Disabled	Coloured Male	Coloured Female	Coloured Disabled
MANAGERS	2015-111301 - Traditional Leader	Johannesburg Metro	test	2	24	0	24	0	10	0	0	0
MANAGERS	2015-111101 - Local or Provincial Government Legislator	Johannesburg Metro	test	1	1	0	1	0	0	0	0	0
MANAGERS	2015-111101 - Local or Provincial Government Legislator	Albert Luthuli	Type 1	12	3	12	3	0	0	9	0	0
MANAGERS	2015-111102 - Member of Parliament/ Parliamentarian	Amahlathi	Type 2	3	8	3	0	3	0	0	0	0
MANAGERS	2015-111102 - Member of Parliament/ Parliamentarian	Mkhomazi Wilderness Area	Type 3	3	9	3	0	3	0	0	0	0

To Edit, Remove or Remove All data click anywhere in the row to select the row.

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Action / Screenshot

OFO Major Group	OFO Occupation	Municipality	Type Of Learning Programme	Entry Level	Intermediate Level	Advanced Level	African Male	African Female	African Disabled	Coloured Male	Coloured Female	C
MANAGERS	2015-111301 - Traditional Leader	Johannesburg Metro	test	2	24	0	24	0	10	0	0	0
MANAGERS	2015-111101 - Local or Provincial Government Legislator	Johannesburg Metro	test	1	1	0	1	0	0	0	0	0
MANAGERS	2015-111101 - Local or Provincial Government Legislator	Albert Luthuli	Type 1	12	3	12	3	0	0	9	0	0
MANAGERS	2015-111102 - Member of Parliament / Parliamentarian	Amahlathi	Type 2	3	8	3	0	3	0	0	0	0
MANAGERS	2015-111102 - Member of Parliament / Parliamentarian	Mkhomazi Wilderness Area	Type 3	3	9	3	0	3	0	0	0	0

The selected row will turn green in color and then the Edit, remove and Remove all button can be used.

Edit Remove Remove All

OFO Major Group	OFO Occupation	Municipality	Type Of Learning Programme	Entry Level	Intermediate Level	Advanced Level	African Male	African Female	African Disabled	Coloured Male	Coloured Female	C
MANAGERS	2015-111301 - Traditional Leader	Johannesburg Metro	test	2	24	0	24	0	10	0	0	0
MANAGERS	2015-111101 - Local or Provincial Government Legislator	Johannesburg Metro	test	1	1	0	1	0	0	0	0	0
MANAGERS	2015-111101 - Local or Provincial Government Legislator	Albert Luthuli	Type 1	12	3	12	3	0	0	9	0	0
MANAGERS	2015-111102 - Member of Parliament / Parliamentarian	Amahlathi	Type 2	3	8	3	0	3	0	0	0	0
MANAGERS	2015-111102 - Member of Parliament / Parliamentarian	Mkhomazi Wilderness	Type 3	3	9	3	0	3	0	0	0	0

4.2.5 Form C 3 - Planned Training – Employed

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Action / Screenshot


Follow steps 1 – 7 in section 7.1

The Planned Training Employed needs to be completed.

Back to MGA Forms Planned Training- Employed SUN INTERNATIONAL - A000000003
1 January 2017 - 31 December 2017

Planned Training- Unemployed

OFO Occupation 

Municipality 

If you would like to use the physical address on the Organisation Details page, please tick this box. ☐

Type Of Learning Programme

Number to be Trained at:

Entry Level

Intermediate Level

Advanced Level

African			Coloured			Indian/Asian			White			Age Group		
M	F	D	M	F	D	M	F	D	M	F	D	< 35	35 - 55	> 55
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Add Bulk Import

Note - When capturing people with disabilities, these individuals must be both captured as either Male or Female as well as disabled. Not doing so will result in the system rejecting your submission.

Please note the following explanation of Levels:

Entry Level - (includes, industry-specific training, NQF level 1 to 3 including ABET, skills level 1)

Intermediate Level - (NQF levels 4 to 6, skills levels 2 to 3)

Advanced Level - (this means (NQF levels 7 to 10, skills level 4)

4.2.6 Form C4 – Planned AET Training

Action / Screenshot

Follow steps 1 – 7 in section 7.1

The Planned AET Training needs to be completed.
Please answer the question below by selecting Yes or No from the dropdown.
Then Click on the Save button

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Action / Screenshot

Please select from the dropdown if your company does not conduct AET training.

Yes ▼

Please click on relevant AET level to edit and complete the info

Click on relevant AET level to edit & complete the info

Please select from the dropdown if your company does not conduct AET training.

Yes ▼

Save

Edit

AET Level	AET Type	African Male	African Female	African Disabled	Coloured Male	Coloured Female	Coloured Disabled	Indian Male	Indian Female	Indian Disabled	White Male	White Female	White Disabled
Level 1		0	0	0	0	0	0	0	0	0	0	0	0
Level 2		0	0	0	0	0	0	0	0	0	0	0	0
Level 3		0	0	0	0	0	0	0	0	0	0	0	0
Level 4		0	0	0	0	0	0	0	0	0	0	0	0
Grand Total		0	0	0	0	0	0	0	0	0	0	0	0

4.2.7 Form C5 – List of Vacancies that are difficult to fill

Action / Screenshot

Follow steps 1 – 7 in section 7.1

The List of Vacancies that are difficult to fill needs to be completed.

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Action / Screenshot

Dashboard Skills

[Back to MGA Forms](#) List of Vacancies that are difficult to fill SUN INTERNATIONAL - A0000000
1 January 2017 - 31 December 20

OFO Occupation	
Number Of Current Vacancies	<input type="text"/>
Degree Of Scarcity	<input type="text"/>
Period of vacancy: How long has the position been vacant?	<input type="text"/>
Reason for vacancy: What, in your opinion, is/are the reason/s this position has been vacant?	<input type="text"/>
Qualification/s required: What qualification/s is/are required for this position?	<input type="text"/>
Skills required: At what skills level is this position?	<input type="text"/>
Work experience required: How much work experience is required for this position?	<input type="text"/>
Projected Number of Staff	<input type="text"/>
Number of Qualified Persons Imported from Outside SA	<input type="text"/>
Province	<input type="text"/>

If there is nothing to report click on the tick box and click on Save.

African			Coloured			Indian/Asian			White		
M	F	D	M	F	D	M	F	D	M	F	D
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

[Add](#)

This section is crucial in assisting to identify the scarce skills within the sector. The main thrust of obtaining this data is for effective planning in terms of skills demand & supply. Indicate the race/gender and disability that the company is targeting for filling the vacancy. The degree of scarcity is indicated as:

- 1: Moderate (often cyclical) scarcity
- 2: Serious scarcity problems
- 3: Extreme or severe scarcity

Note - When capturing people with disabilities, these individuals must be both captured as either Male or Female as well as disabled. Not doing so will result in the system rejecting your submission.

Nothing to Report ☒

[Save](#)

The below section is compulsory to complete.
After data has been captured click on the Save button.

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Please list the Top three most common SKILLS GAPS by major occupation level

Major Occupation	No	List the Top 3 Most common Skills Gap
Managers	1	1
	2	
	3	none
Professionals	1	none
	2	gap
	3	none
Technicians and Associate Professionals	1	budget
	2	none
	3	none
Clerical Support Worker	1	none
	2	supoort
	3	none
Service and Sales Workers	1	none
	2	none
	3	none
Skilled Agricultural,Forestry,Fishery,Craft and Related Trades Workers	1	none
	2	fire arm
	3	none
Plant and Machine Operators and Assemblers	1	none
	2	yes
	3	none
Elementary Occupations	1	none
	2	nine
	3	none



5 Reporting

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5.1 Form D1 – Number of Actual Beneficiaries of Training

The below form needs to be completed.

Please see the note at the bottom of the page.

(This forms is for previous financial year – 01 January 2016 to 31 December 2016.)

Dashboard

Skills

Back to MGA Forms

Number of Actual Beneficiaries of Training

SUN INTERNATIONAL - A000000003
1 January 2016 - 31 December 2016

Number of Beneficiaries per Population Group

OFO Occupation

Geography

If you would like to use the physical address on the entity details page, please tick this box ☐

African			Coloured			Indian/Asian			White			Age Group		
M	F	D	M	F	D	M	F	D	M	F	D	< 35	35 - 55	> 55
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Add

Bulk Import

Note - When capturing people with disabilities, these individuals must be both captured as either Male or Female as well as disabled. Not doing so will result in the system rejecting your submission.
This forms is for previous financial year – 01 January 2016 to 31 December 2016.

5.2 Form D2 – Number of Beneficiaries who completed the Training interventions

The below form needs to be completed:

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Client:	CATHSSETA		
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Dashboard Skills

Back to MGA Forms

Number of Beneficiaries who completed the Training interventions
SUN INTERNATIONAL - A000000003
1 January 2016 - 31 December 2016

Number of Beneficiaries who completed the Training interventions

OFO Occupation

Educational Institution

Course Completed

Number to be Trained at:

Entry Level

Intermediate Level

Advanced Level

African			Coloured			Indian/Asian			White			Age Group		
M	F	D	M	F	D	M	F	D	M	F	D	< 35	35 - 55	> 55
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Add Bulk Import

Please note the following explanation of Levels:

- Entry Level - (includes, industry-specific training, NQF level 1 to 3 including ABET, skills level 1)
- Intermediate Level - (NQF levels 4 to 6, skills levels 2 to 3)
- Advanced Level - (this means (NQF levels 7 to 10, skills level 4)

This forms is for previous financial year – 01 January 2016 to 31 December 2016.

Edit Remove Remove All

5.3 Form D3 – Total number of Beneficiaries who completed AET training

The below question needs to be completed:

Please tick the checkbox if your company does not conduct AET training:
☐

Save

The below form needs to be completed:

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Total number of beneficiaries who completed AET programmes

SUN INTERNATIONAL - A000000003
1 January 2016 - 31 December 2016

Click on relevant AET level to edit & complete the info

Please tick the checkbox if your company does not conduct AET training:

☐[Save](#)[Edit](#)

AET Level	AET Type	African Male	African Female	African Disabled	Coloured Male	Coloured Female	Coloured Disabled	Indian Male	Indian Female	Indian Disabled	White Male	White Female	White Disabled
Level 1		0	0	0	0	0	0	0	0	0	0	0	0
Level 2		0	0	0	0	0	0	0	0	0	0	0	0
Level 3		0	0	0	0	0	0	0	0	0	0	0	0
Level 4		0	0	0	0	0	0	0	0	0	0	0	0

5.4 Form D4 – Impact Assessment

The below question needs to be completed by selecting Yes/No from the dropdown:

[Dashboard](#) [Skills](#)[Back to MGA Forms](#)

Impact Assessment

SUN INTERNATIONAL - A000000003
1 January 2016 - 31 December 2016

Impact Assessment

Does what you have reported is in line with what you've planned the year before?

No ▼

If Yes is selected Click on the Save button

[Dashboard](#) [Skills](#)[Back to MGA Forms](#)

Impact Assessment

SUN INTERNATIONAL - A000000003
1 January 2016 - 31 December 2016

Impact Assessment

Does what you have reported is in line with what you've planned the year before?

Yes ▼

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


If No is selected complete the below information:

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Client:	CATHSSETA		
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Impact Assessment	
Does what you have reported is in line with what you've planned the year before?	No ▼
Budget Constraints	0
Cashflow	0
Operation Requirements	0
Provider Availability Or Inadequacy	0
Restructuring	0
Occupational Description	
MANAGERS	
Type Of Learning Programme	t
Training Level	Entry Level ▼
Number	0
PROFESSIONALS	
Type Of Learning Programme	t
Training Level	Entry Level ▼
Number	0
TECHNICIANS AND ASSOCIATE PROFESSIONALS	
Type Of Learning Programme	t

Then click on Save to Save the information

PLANT AND MACHINE OPERATORS AND ASSEMBLERS	
Type Of Learning Programme	t
Training Level	Entry Level ▼
Number	0
ELEMENTARY OCCUPATIONS	
Type Of Learning Programme	t
Training Level	Entry Level ▼
Number	0

 **Save** **Cancel**

Document:	SDF Training Manual		
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6 Planning Pivotal

6.1 Form E1 – Summary of Form E2 and E3

6.2 Form E2 – Pivotal Plan – Planned Training – Unemployed

The below form needs to be completed:


Back to MGA Forms	Pivotal Plan – Planned Training - Unemployed	SUN INTERNATIONAL - A000000003 1 January 2017 - 31 December 2017
-----------------------------------	--	---


Pivotal Plan – Planned Training - Unemployed															
OFO Occupation															
Geography															
If you would like to use the physical address on the Organisation Details page, please tick this box. <input type="checkbox"/>															
Pivotal Programme					<input type="text"/>										
NQF Level					<input type="text"/>										
Delivery Approach					<input type="text"/>										
Start Date					<input type="text"/>										
End Date					<input type="text"/>										
African			Coloured			Indian/Asian			White			Age Group			
M	F	D	M	F	D	M	F	D	M	F	D	< 35	35 - 55	> 55	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Add		Bulk Import													

Note – Please make use of the date picker when completing the start and end date.

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Pivotal Plan – Planned Training - Unemployed

OFO Occupation 

Geography 

If you would like to use the physical address on the Organisation Details page, please tick this box. ☐

Pivotal Programme

NQF Level

Delivery Approach

Start Date

End Date

African **Coloured**

M	F	D	M	F
0	0	0	0	0

Add **Bulk Import**

March, 2017

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	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

Today: March 23, 2017

6.3 Form E3 – Pivotal Plan – Planned training – Employed

The below form needs to be completed:

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PIVOTAL Programmes mean professional, vocational, technical, and academic learning programmes that result in occupational qualifications and may include a knowledge component that is normally delivered at a further education and training college or a university as well as structured learning in an accredited training centre or an approved workplace. Examples of the types of learning are, Professional Learning would be a BCOM for Accountants, Vocational learning would be the National Certificate Vocational obtained from an FET college, Technical learning would be N4 Electrical Engineering and Academic Learning would be the MBChB required for Medical Doctors that can only be studied at University

PIVOTAL Plan – Planned Training – Employed

OFO Occupation



Geography


 If you would like to use the physical address on the Organisation Details page, please tick this box. ☐

Pivotal Programme

NQF Level

Delivery Approach

Start Date


End Date


African			Coloured			Indian/Asian			White			Age Group		
M	F	D	M	F	D	M	F	D	M	F	D	< 35	35 - 55	> 55
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Note – Please make use of the date picker when completing the start and end date.

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Pivotal Plan – Planned Training - Unemployed

OFO Occupation 

Geography 

If you would like to use the physical address on the Organisation Details page, please tick this box. ☐

Pivotal Programme

NQF Level

Delivery Approach

Start Date

End Date

African **Coloured**

M	F	D	M	F
0	0	0	0	0

Add **Bulk Import**

March, 2017

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	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

Today: March 23, 2017

7 Reporting Pivotal

7.1 Form F1 – Pivotal Report Trained Beneficiaries – Summary

This form is a summary of Form F2 and F3

7.2 Form F2 – Pivotal Report – Number Trained – Unemployed

The below form needs to be completed:

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PIVOTAL Programmes mean professional, vocational, technical, and academic learning programmes that result in occupational qualifications and may include a knowledge component that is normally delivered at a further education and training college or a university as well as structured learning in an accredited training centre or an approved workplace. Examples of the types of learning are, Professional Learning would be a BCOM for Accountants, Vocational learning would be the National Certificate Vocational obtained from an FET college, Technical learning would be N4 Electrical Engineering and Academic Learning would be the MBChB required for Medical Doctors that can only be studied at University

PIVOTAL Report – Number Trained – Unemployed

OFO Occupation



Geography



If you would like to use the physical address on the Organisation Details page, please tick this box. ☐

Pivotal Programme

NQF Level

Delivery Approach

Start Date

End Date

African			Coloured			Indian/Asian			White			Age Group		
M	F	D	M	F	D	M	F	D	M	F	D	< 35	35 - 55	> 55
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Add

Bulk Import

7.3 Form F3 – Pivotal Report – Number Trained – Employed

The following form needs to be completed:

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PIVOTAL Report – Number Trained – Employed

SUN INTERNATIONAL - A000000003

1 January 2016 - 31 December 2016

PIVOTAL Programmes mean professional, vocational, technical, and academic learning programmes that result in occupational qualifications and may include a knowledge component that is normally delivered at a further education and training college or a university as well as structured learning in an accredited training centre or an approved workplace. Examples of the types of learning are, Professional Learning would be a BCOM for Accountants, Vocational learning would be the National Certificate Vocational obtained from an FET college, Technical learning would be N4 Electrical Engineering and Academic Learning would be the MBChB required for Medical Doctors that can only be studied at University

PIVOTAL Report – Number Trained – Unemployed

OFO Occupation



Geography

If you would like to use the physical address on the Organisation Details page, please tick this box. ☐

Pivotal Programme

NQF Level

Delivery Approach

Start Date

End Date

African			Coloured			Indian/Asian			White			Age Group		
M	F	D	M	F	D	M	F	D	M	F	D	< 35	35 - 55	> 55
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add](#)[Bulk Import](#)

7.4 Form F4 – Pivotal Report – Impact Assessment

The following question needs to be completed by selecting Yes or No from the dropdown and then click on Save.

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PIVOTAL Report – Impact Assessment

SUN INTERNATIONAL - A000000003

1 January 2016 - 31 December 2016

Impact Assessment

Does what you have reported is in line with what you've planned the year before?

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

The Record has been saved successfully

If No is selected the following fields need to be completed:

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Impact Assessment	
Does what you have reported is in line with what you've planned the year before?	No ▼
Budget Constraints	<input type="text"/> *Required
Cashflow	<input type="text"/> *Required
Operation Requirements	<input type="text"/> *Required
Provider Availability Or Inadequacy	<input type="text"/> *Required
Restructuring	<input type="text"/> *Required
Occupational Description	
MANAGERS	
Type Of Learning Programme	<input type="text"/> *Required
Training Level	<input type="text"/> ▼ *Required
Number	<input type="text"/> *Required
PROFESSIONALS	
Type Of Learning Programme	<input type="text"/> *Required
Training Level	<input type="text"/> ▼ *Required
Number	<input type="text"/> *Required
TECHNICIANS AND ASSOCIATE PROFESSIONALS	

8 General Comments

8.1 Form G – General Comments

The following form needs to be completed and then click on Save:

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General Comments

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1 January 2017 - 31 December 2017

General Comments

Comment:

Characters Left

10000

[Save](#)

[Cancel](#)

9 Submit Button

The Submit button is highlighted in red and displays as follows:

Indicium

SETA Management System

Welcome, Adele - Primary SUF

[Log out](#)

[Switch Profile](#)



Dashboard Skills

[Main Page](#)

Mandatory Grant Application Forms
01 January 2017 - 31 December 2017

SUN INTERNATIONAL - A000000003

[Update First Time Submission Status](#)


[Submit MGA Forms](#)

#	Form	Description	Due Date	Select
		Planning		Select
1.	A	Employment Summary	30/04/2017	Select
2.	B	Educational Profile	30/04/2017	Select
3.	C1	Planned Beneficiaries of Training Summary	30/04/2017	Select
4.	C2	Planned Training- Unemployed	30/04/2017	Select
5.	C3	Planned Training- Employed	30/04/2017	Select
6.	C4	Planned AET Training	30/04/2017	Select
7.	C5	List of Vacancies that are difficult to fill	30/04/2017	Select
		Reporting		Select
8.	D1	Number of Actual Beneficiaries of Training	30/04/2017	Select
9.	D2	Number of Beneficiaries who completed the Training interventions	30/04/2017	Select
10.	D3	Total number of beneficiaries who completed AET programmes	30/04/2017	Select
11.	D4	Impact Assessment	30/04/2017	Select

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Date:	February 2017		Page 76


Note: If the Submit button is not clicked the application will not be submitted.

Note: If an error as displayed in red appears next to the submit button as per example below:



Indicium
SETA Management System

Welcome, Adele - Primary SDF
[Log out](#)
[Switch Profile](#)



Home

[Main Page](#)

Mandatory Grant Application Forms
 01 January 2017 - 31 December 2017

SUN INTERNATIONAL - A000000003

[Update First Time Submission Status](#)

→
Unable to submit. Section D3: Total number of beneficiaries who completed AET programmes is compulsory.
Submit MGA Forms

#	Form	Description	Due Date	Select
		Planning		<input type="button" value="Select"/>
1.	A	Employment Summary	30/04/2017	<input type="button" value="Select"/>
2.	B	Educational Profile	30/04/2017	<input type="button" value="Select"/>
3.	C1	Planned Beneficiaries of Training Summary	30/04/2017	<input type="button" value="Select"/>
4.	C2	Planned Training- Unemployed	30/04/2017	<input type="button" value="Select"/>
5.	C3	Planned Training- Employed	30/04/2017	<input type="button" value="Select"/>
6.	C4	Planned AET Training	30/04/2017	<input type="button" value="Select"/>
7.	C5	List of Vacancies that are difficult to fill	30/04/2017	<input type="button" value="Select"/>
		Reporting		<input type="button" value="Select"/>
8.	D1	Number of Actual Beneficiaries of Training	30/04/2017	<input type="button" value="Select"/>
9.	D2	Number of Beneficiaries who completed the Training interventions	30/04/2017	<input type="button" value="Select"/>
10.	D3	Total number of beneficiaries who completed AET programmes	30/04/2017	<input type="button" value="Select"/>

Go to the Form specified in the message and complete the form.

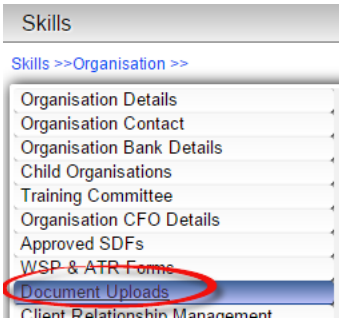
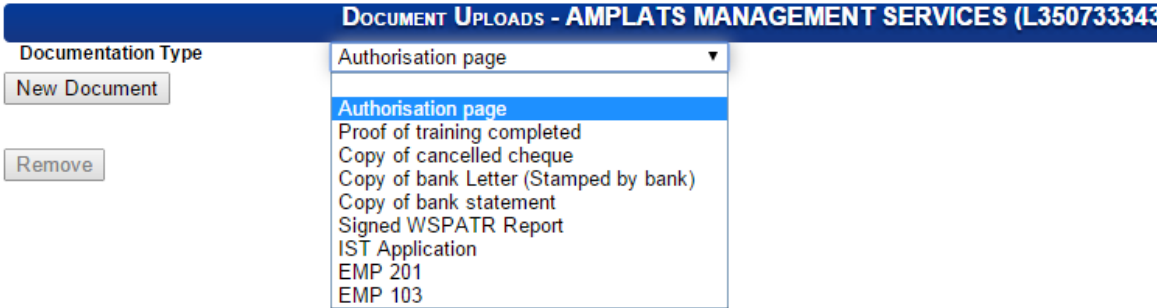
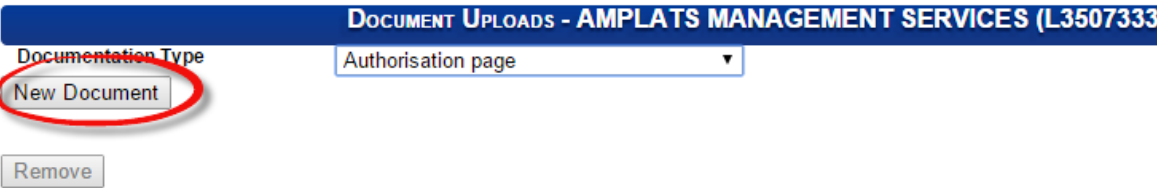
Remember to click on the Save button on each form.

10 Uploading of Documents

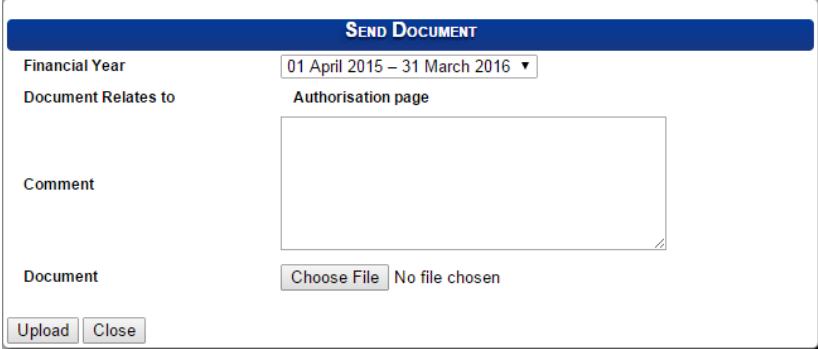
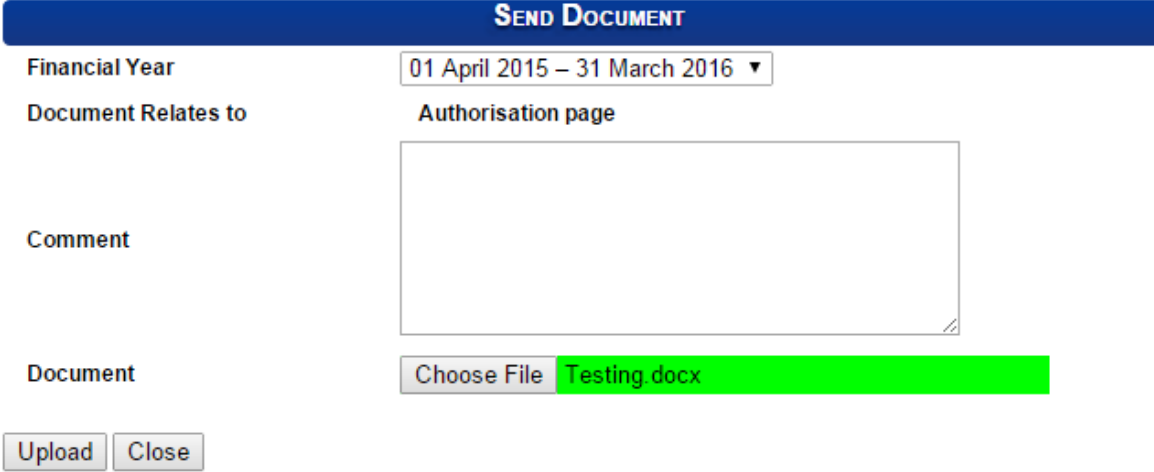
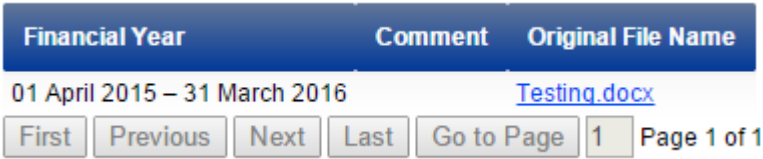
The summary report with the signatures authorising the submission must be uploaded by following the next steps:

Step	Action / Screenshot
1	Follow steps 1 – 7 in section 7.1
2	To upload documents click on the Document Uploads section.

Document:	SDF Training Manual	
Client:	CATHSSETA	
Date:	February 2017	Page 77

Step	Action / Screenshot
	
3	<p>The SDF must select the type of document to upload from the Documentation Type lookup field.</p>  <p>NOTE: It is important that the SDF selects the correct document type in order for Indicium to recognize the document and apply the correct rules.</p>
4	<p>Once the documentation type is selected, the document must be chosen from the location where it is saved by clicking on the New Document button.</p> 
5	<p>This will open a window where the SDF needs to select the financial year. Click on the Choose File button to select the document from its location.</p>

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Step	Action / Screenshot
	
6	<p>Indicium will show a green bar if the document has been successfully uploaded. Click on the Upload button to save the document.</p> 
7	<p>Indicium will display the upload:</p> 

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Client:	CATHSSETA	
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11 The “Grants and Levies” Tab

We strongly recommend that a person in the Finance Department/Division registers on the On-Line Grant System to track the Skills Development Levies that your organisation contributes to SARS, and to reconcile these levies against the Mandatory Grant that the Seta pays back to your organisation.

We frequently receive queries from SDFs because the Grant payment does not match 20% of the organisation's levies, and as will be noted below, the Seta cannot assist with these queries. This section provides a brief overview on how to access this data in our system, followed by an example of how to go about reconciling the Mandatory Grant based on the organisation's Levy Contributions.

To view the financial statement summary, the SDF will select financial summary and then select the respective financial year which was chosen.

To view the Grant and Levies, select the specific summary report.

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