



CATHSSETA INTEGRATED MANAGEMENT SYSTEM (CIMS)

REMOVING AN SDF FROM COMPANY
PROFILE
USER TRAINING MANUAL

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1. INTRODUCCION



1.1 Overview of the Integrated Management System

The CATHSSETA is a public entity established in terms of the Skills Development Act 97 of 1998. CATHSSETA aims to promote economic and employment growth, social and economic development, redress inequalities in education and training and to facilitate and advance employment equity in the Culture, Arts, Tourism, Hospitality and Sports sectors.

CATHSSETA has developed the CATHSSETA Integrated Management System – **CIMS**. CIMS is based on the business processes and is designed to enable the CATHSSETA to implement the National Skills Development Plan 2030 more effectively.

CIMS has the following core functional modules:

1. **Skills:** The Skills Module gathers information and data from employers/entities about the organisation, workplace skills planning and the implementation of training. This information and data is used to process mandatory or discretionary grant applications, in line with CATHSSETA's Grants Policy. In addition, some of the data collected from employers is used in CATHSSETA's sector skills planning and research activities as well as for monitoring and evaluation.
2. **Finance:** The Finance Module focuses on mandatory grant payment, and discretionary grant disbursement in line with grants regulations that govern the payment and utilisation of levies and the CATHSSETA Grants Policy.
3. **ETQA:** The ETQA Module focuses on managing skills programme registration, qualification development, learnership registration, learning programme material management, workplace approval and mentor registration, skills development provider accreditation management, assessor and moderator registration and management, management of industry funded learners, provider monitoring, learner certification, and learner management.
4. **Projects:** The Projects Module supports the management of the CATHSSETA's funded projects.
5. **Reporting:** CIMS reporting functionality supports CATHSSETA's to decision-making as well as reporting to the DHET

1.2 Purpose of this User Manual

This document provides a guide on how to register as a Skills Development Provider.

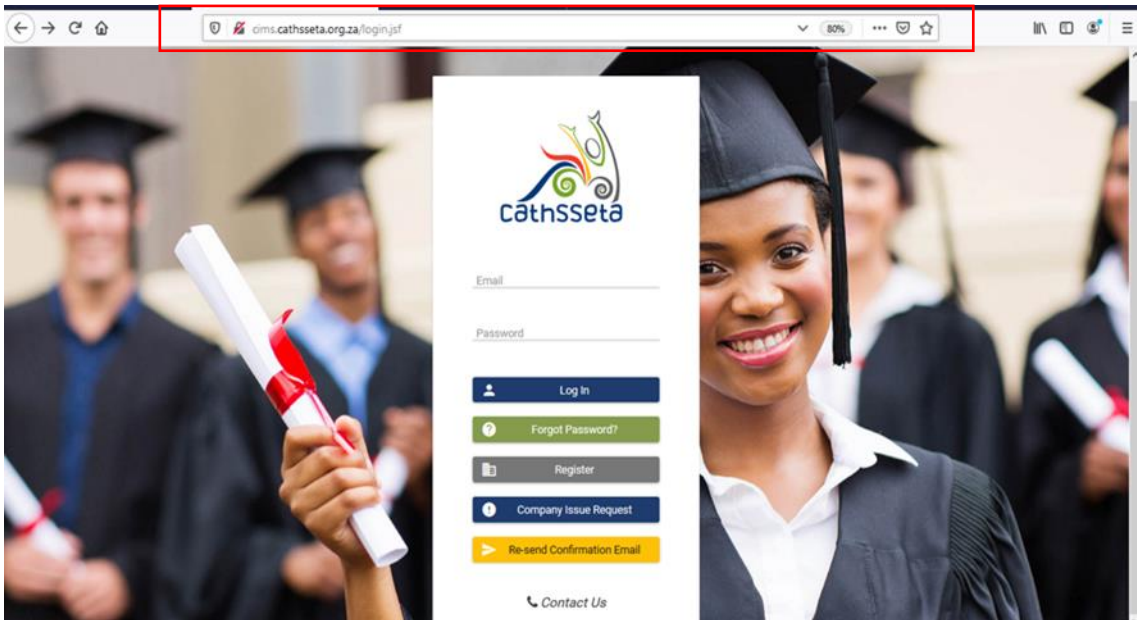
1.3 System Requirements

CIMS can be accessed using any browser and requires good Internet connectivity.

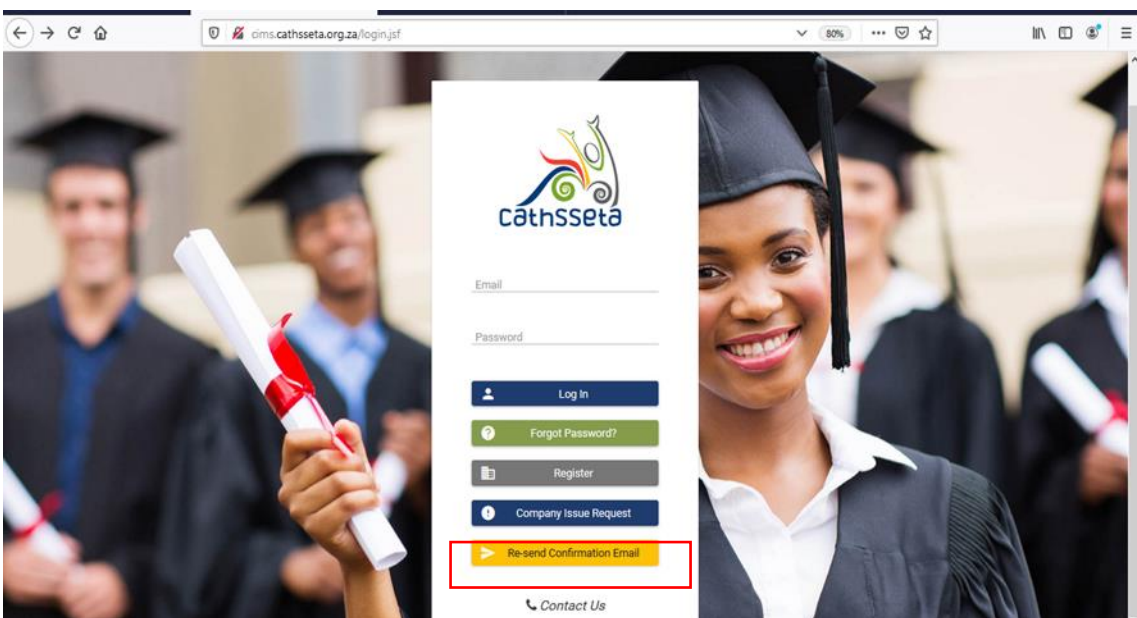
2. REMOVING AN SDF FROM COMPANY PROFILE



1. Enter <http://cims.cathsseta.org.za/login.jsf> into the address bar of your browser.



2. Click on the **Company Issue Request** button.



2. REMOVING AN SDF FROM COMPANY PROFILE



3. Enter the RSA ID Number or Passport Number of authorized company representative requesting the removal of the SDF.

A screenshot of a web browser showing the 'Company Account Issue Request' form. The browser address bar shows 'test.cathsseta.org.za/accountissues.jsf'. The form has a title 'Company Account Issue Request' and a note: 'The system will auto-fill some fields based on other sections/selections. These fields cannot be edited in the form and require to be amended in the originating section.' Below this is a large text input field with the placeholder 'Enter RSA ID Number or Passport Number of Authorised Person'. Underneath the input field are two radio buttons: 'RSA ID Number' and 'Passport Number'. At the bottom of the form, it says 'Developed and powered by Dajo Technologies' and 'CATHSSETA All Rights Reserved'. The Windows taskbar is visible at the bottom of the screenshot.

4. Fill in the authorized company representative's details.
5. Select the Entity type (either CATHSSETA Levy Paying Entity or Non-Levy Paying Entity) and enter the **Entity ID**. Click **Submit** button.

A screenshot of the same 'Company Account Issue Request' form, but now with fields filled in. The 'Your Details' section includes: First Name: 'Test', Surname: 'test', Email: 'test3@candyjapane.ml', Telephone Number: '031 111 1111', Cell Number: '031 111 1111', and Passport Number: 'v2222'. The 'Company Registration Form' section has 'CATHSSETA Levy Paying Entity' selected with a checked checkbox, and 'Non-levy Paying Entity' unselected. The 'Entity ID' field contains 'L400790012'. A 'Submit' button is visible at the bottom right of the form.

2. REMOVING AN SDF FROM COMPANY PROFILE



6. Enter **RSA ID Number/Passport** of the SDF to be removed.

The screenshot shows the CathSseta account page. The 'Your Details' section contains the following information:

First Name: *	Test	Surname: *	test
Email: *	test3@candyjapane.ml	Telephone Number: *	031 111 1111
Cell Number: *	031 111 1111	Fax Number:	
Passport Number:	vv2222		

The 'Company Registration Form' section contains the following information:

Company Name: *	ELVIS BLUE MUSIC CC	Company Registration Number: *	2011/023537/23
Entity ID: *	L400790012		

The 'Details of SDF to be removed' section contains the following information:

Enter RSA ID Number or Passport Number of Authorised Person

<input type="radio"/> RSA ID Number	Passport Number *
<input checked="" type="radio"/> Passport Number	FN917142 (Authorised Person)

A 'Submit' button is located to the right of the form.

7. Click on the **Delete** button.

The screenshot shows the CathSseta account page. The 'Details of SDF to be removed' section contains the following information:

SDF's Details

First Name: *	Kudakwashe	Surname: *	Kamuzonde
Email: *	kudakaruz@gmail.com		

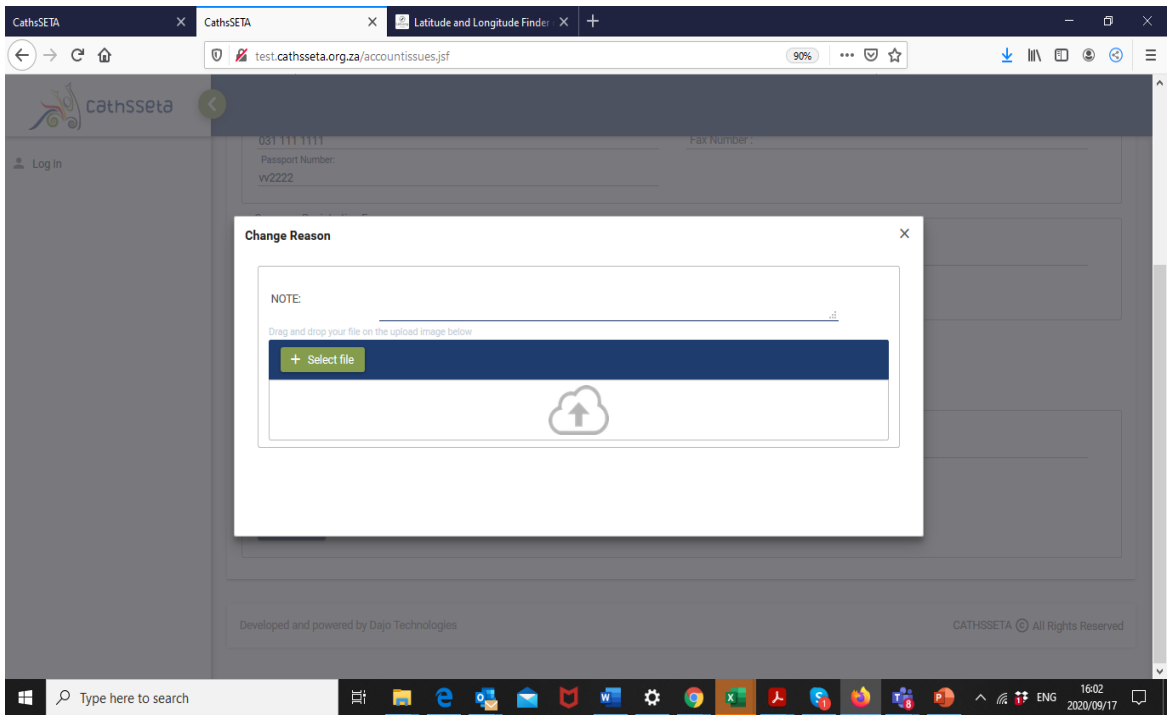
A 'Delete' button is highlighted with a red box.

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2. REMOVING AN SDF FROM COMPANY PROFILE

8. Upload a change reason document stating the reason why you would like to remove the SDF.



9. Upon the change reason document being uploaded, the request will be submitted to the CATHSSETA for review.
10. After the request has been approved, an email will be sent to the authorized company representative informing them of the removal of the SDF.

