



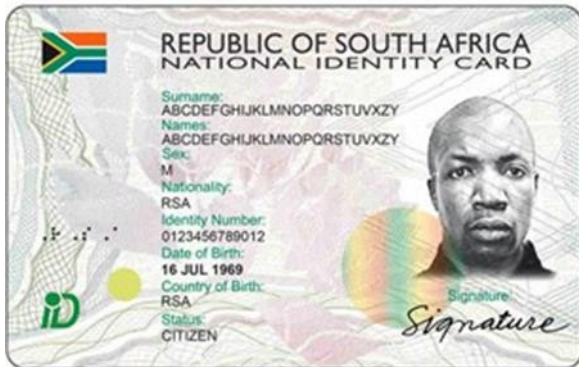
**CATHSSETA INTEGRATED
MANAGEMENT SYSTEM
(CIMS)**

REQUIRED DOCUMENTS TO REGISTER AS A
SKILLS DEVELOPMENT FACILITATOR

DOCUMENTS REQUIRED



1. CERTIFIED COPY OF RSA ID, SMART ID OR PASSPORT



- Copy must be certified and not older than 3 months on the date that you are applying to use CIMS
- Detail pages must be clear
- Must have back and front if you have the new smart ID



2. SDF COMPANY APPOINTMENT LETTER

The CATHSSETA requires SDFs acting on behalf of an organisation to submit certain details using the template provided as a guide. The letter is used as a means of authenticating the potential user and the organisation is responsible for ensuring that accurate information is provided to CATHSSETA. The letter must:

- contain the information required as a minimum
- be on a company letterhead
- be dated
- be signed

The CATHSSETA may require additional information to be supplied and this would be communicated accordingly.

A sample letter can be downloaded (go to Download and select SDF Company Appointment Letter).