



**CATHSSETA INTEGRATED
MANAGEMENT SYSTEM
(CIMS)**

SDF & COMPANY REGISTRATION
USER TRAINING MANUAL

TABLE OF CONTENTS



	Page #
1. INTRODUCTION	3
1.1 Overview of the CATHSSETA Integrated Management System (CIMS)	3
1.2 Purpose of this User Manual	3
1.3 System Requirements	3
2. Accessing and Registering on CIMS	4

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 gain access, and if approved, register and maintain an organisation profile on CIMS

1.3 System Requirements

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

2. ACCESSING & REGISTERING ON CIMS

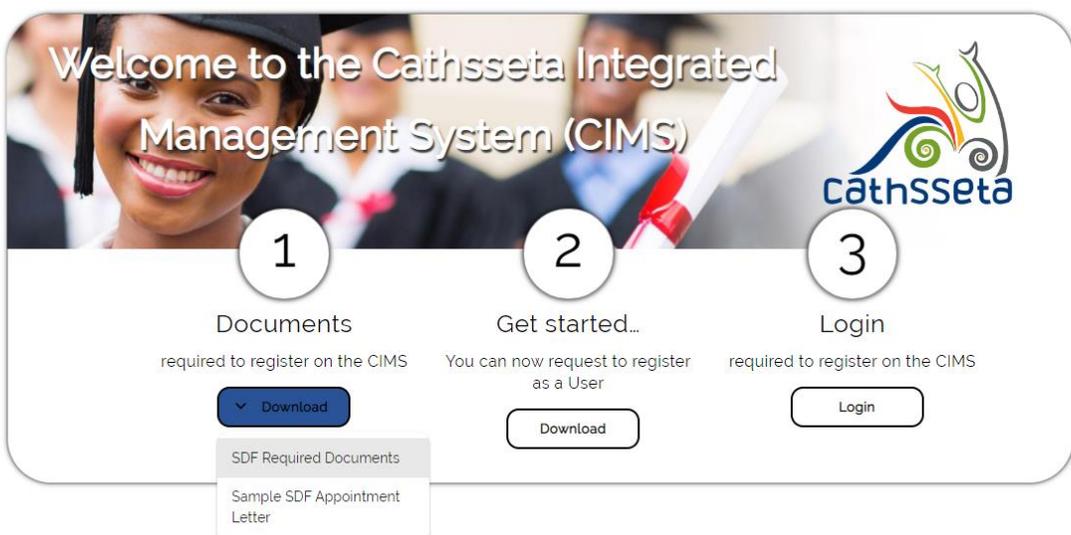


1. To access, type the address in the address bar as: <https://cims.CATHSSETA.org.za>
2. Step 1 for first time registration click on download under documents section to access information on the documents that you will need to access CIMS.



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3. You can download the file **SDF Required Documents** to get the requirements. Users wishing to register as an SDF will need to upload a certified copy of their RSA ID/RSA Smart ID card or Passport (for users not holding RSAIDs).
4. You are also required to upload a signed copy of an **SDF Appointment Letter** as part of the registration. A sample format can be downloaded and used to complete the required information.



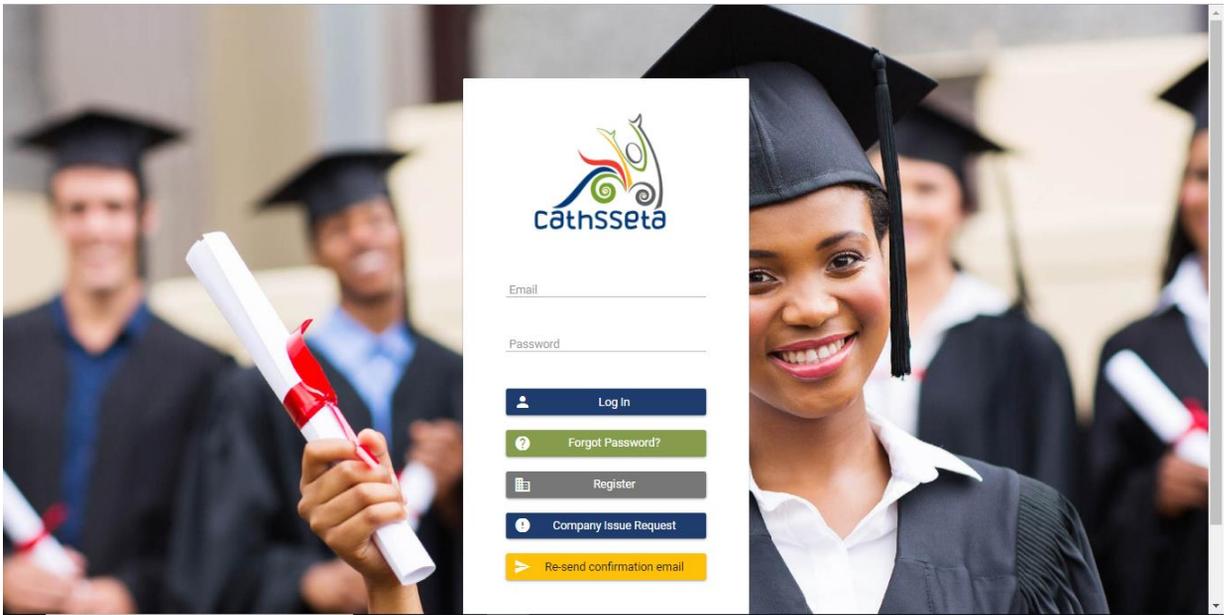
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<https://test.cathsseta.org.za/#>

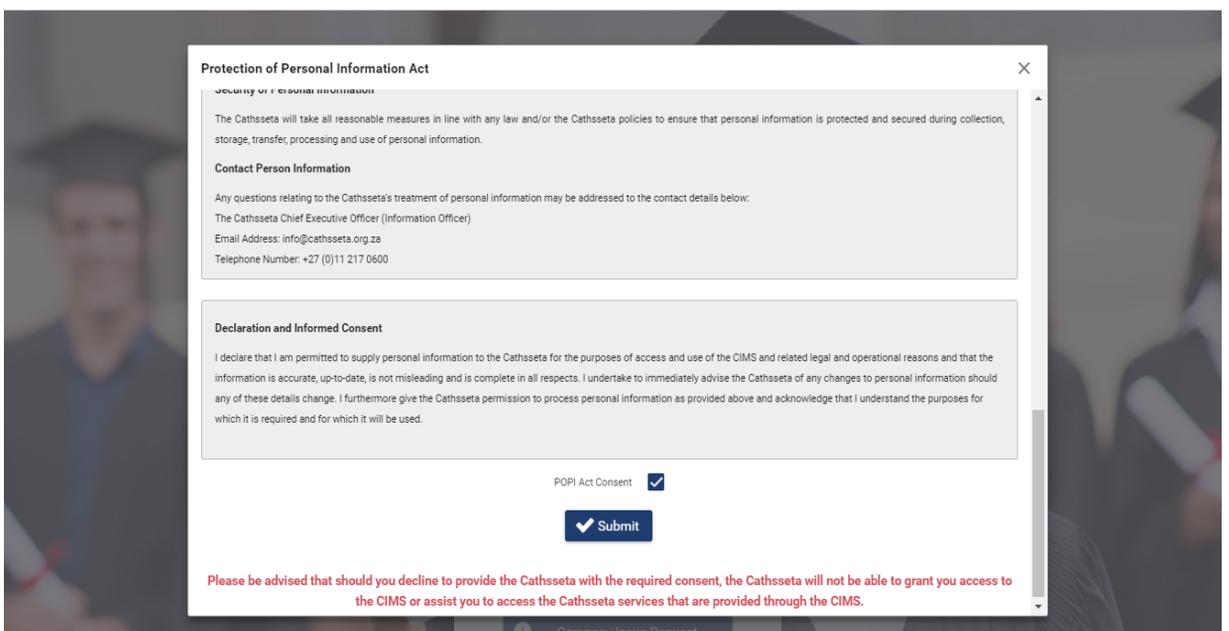
2. ACCESSING & REGISTERING ON CIMS



5. Once you have clicked on Login, you will be taken to the following page.
6. If you are registering for the first time, you will click on **Register**.
7. If you are approved to use the system, when you return, you will click on Login and enter your Login details.



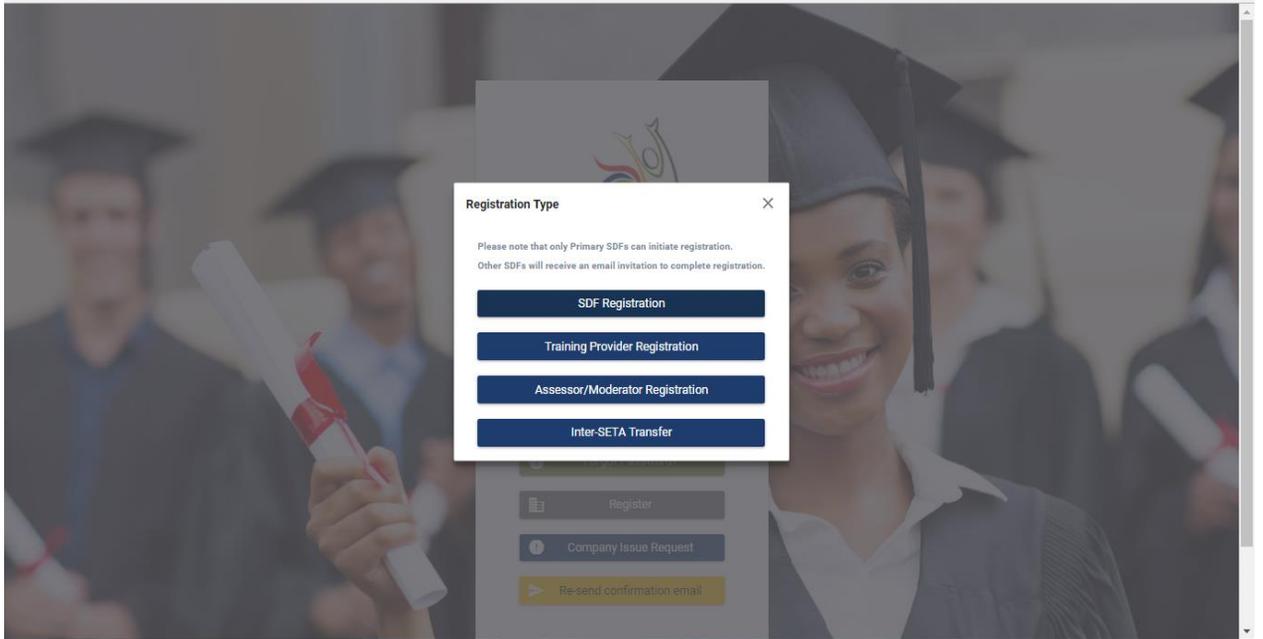
8. After selecting Register, the **Protection of Personal Information (POPI) Act** pop-up screen will be displayed.
9. You will be required to read through the screen, and check the **POPI Act Consent** box and then **Submit**. If you submit without checking the POPI Act Consent box, you will not be able to continue with the request to register on CIMS.



2. ACCESSING & REGISTERING ON CIMS

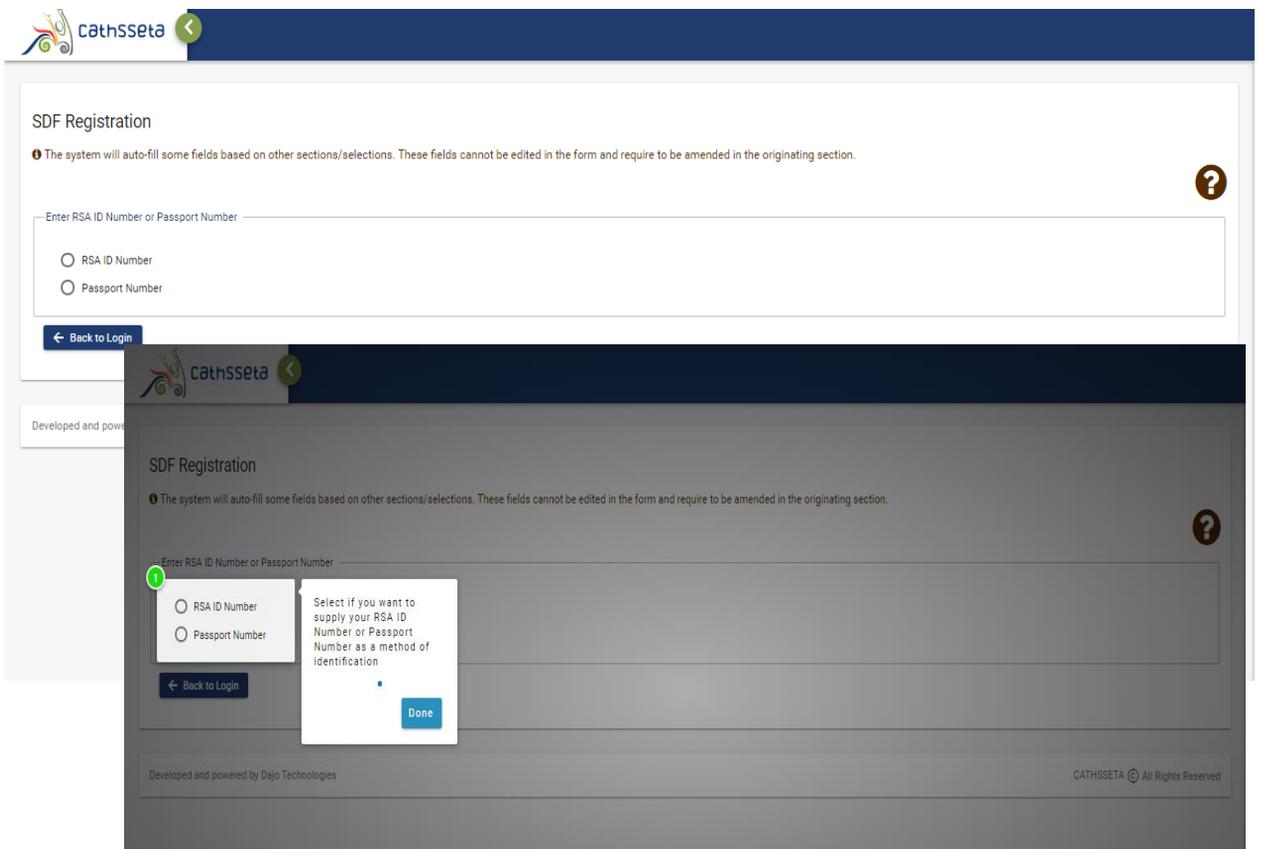


10. For SDF Registrations, select SDF Registration.



11. You will be required to enter your RSA ID Number or your Passport Number.

12. Please make use of the System Help Guide to help you navigate through the system. Select either to enter RSA ID Number or Passport Number.



2. ACCESSING & REGISTERING ON CIMS



13. Enter your First Name, Surname, Email, Telephone Number, Cell Number and all the other required personal details.

NB: Fields which have * sign at the end, indicates that the field is mandatory, and the user cannot proceed to the next section without capturing the required information.

14. When filling in the address section, if your physical address and postal address are the same, then tick on the “same as physical address” and it will duplicate all address information and if the information is not the same then you continue filling in the correct details.

15. Once all your information has been captured, click continue.

2. ACCESSING & REGISTERING ON CIMS



16. Select either to search for the Company using the SDL Number (for levy paying companies) or select Non-Levy Paying Company.
17. Capture the SDL Number or the required information and click Submit to continue.

The screenshot shows the CathSseta registration form. At the top, there is a navigation bar with the CathSseta logo and a back arrow. Below the navigation bar, there are several dropdown menus for personal and professional information:

- Citizen Residence Status * (Dual (SA plus other))
- Highest School Qualification * (NQF 8 (Bachelor Honours Degrees/Postgraduate Diploma))
- Years In Present Occupation * (5)
- Socioeconomic Status * (Employed)
- Present Occupation * (Financial Accountant)
- Years Of SDF Work Experience * (2)

Below these fields, there is 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." A question mark icon is present next to this note.

The main section is titled "Company Registration Form". It contains three radio buttons for entity types:

- Non-levy Paying Entity
- Existing Non-levy Paying Entity
- CathSseta Levy Paying Entity

Below the radio buttons, there is a field for "Entry ID *" and a "Submit" button. A "Back to Login" button is located at the bottom left of the form.

18. You will be required to capture the information Company Registration Number.
19. Click **Upload** to upload a clear and certified copy of your ID / Passport document and SDF Appointment Letter. Then click **Save** and **Submit**.

The screenshot shows the CathSseta registration form with an "Upload Documents" modal open. The modal is titled "Upload Documents" and contains the following information:

- Company Name *
- Entity ID *
- Please upload the following compulsory document(s):
- SDF Company Appointment Letter (with a "Click to Upload" button)
- Save and Submit button

The modal also includes a "NOTE:" section with a text area and a "Select file" button. A question mark icon is present in the top right corner of the modal.

2. ACCESSING & REGISTERING ON CIMS



20. To add a new company select either to search for the SDL Number (for levy paying companies) or select Non-Levy Paying Company Otherwise, click submit.

A screenshot of the Cathsseta web application showing a registration form. The form is titled "User (CAA plus Other)" and "Employed". It contains several dropdown menus and text input fields. The "Highest School Qualification" dropdown is set to "NQF 8 (Bachelor Honours Degrees/Postgraduate Diploma)". The "Years In Present Occupation" text field contains the number "5". The "Present Occupation" dropdown is set to "Financial Accountant". The "Years Of SDF Work Experience" text field contains the number "2". Below the form, there is a message: "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 message is a section titled "Company Registration Form" with three radio button options: "Non-levy Paying Entity", "Existing Non-levy Paying Entity", and "Cathsseta Levy Paying Entity". There is also a text input field with a red 'x' icon. At the bottom of the form are two buttons: "Back to Login" and "Submit". The footer of the page reads "Developed and powered by Dajo Technologies" and "Cathsseta © All Rights Reserved".

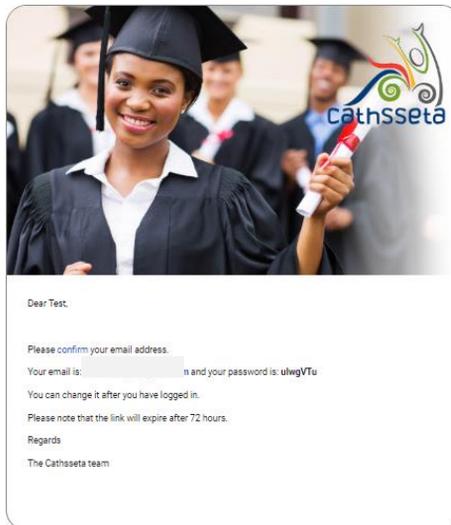
21. A notification will be displayed to indicate that your registration request is being processed.

A screenshot of the Cathsseta web application showing a registration form. The form is titled "SDF Registration". In the top right corner, there is a blue notification box with a white 'i' icon and the text "Your registration request is being processed." Below the notification, there is a message: "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 message is a section titled "Enter RSA ID Number or Passport Number of Authorised Person" with two radio button options: "RSA ID Number" and "Passport Number". At the bottom of the form is a "Back to Login" button. The footer of the page reads "Developed and powered by Dajo Technologies" and "Cathsseta © All Rights Reserved".

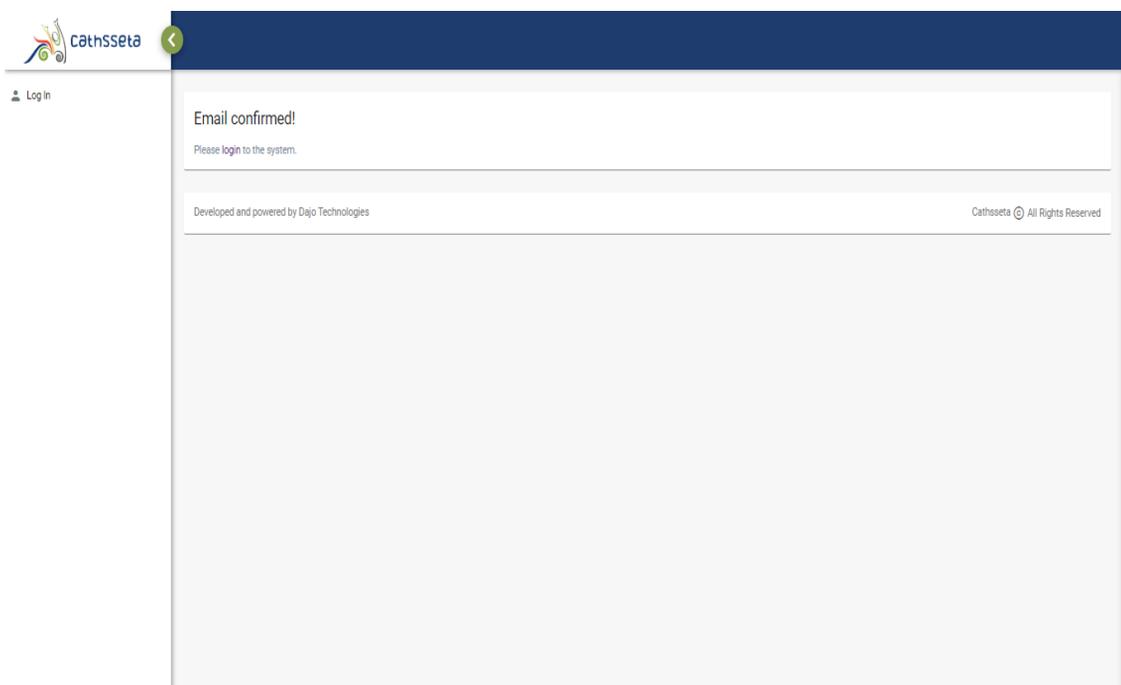
2. ACCESSING & REGISTERING ON CIMS



22. If you have entered your email address correctly, you will receive a notification in your email from CATHSSETA. The email will contain an email confirmation link and a system generated password.”. If the notification email is not in your inbox, check your spam/ junk mail.



23. After clicking confirm, you will be redirected to another page where you have to click on log in and will be redirected to the login page.



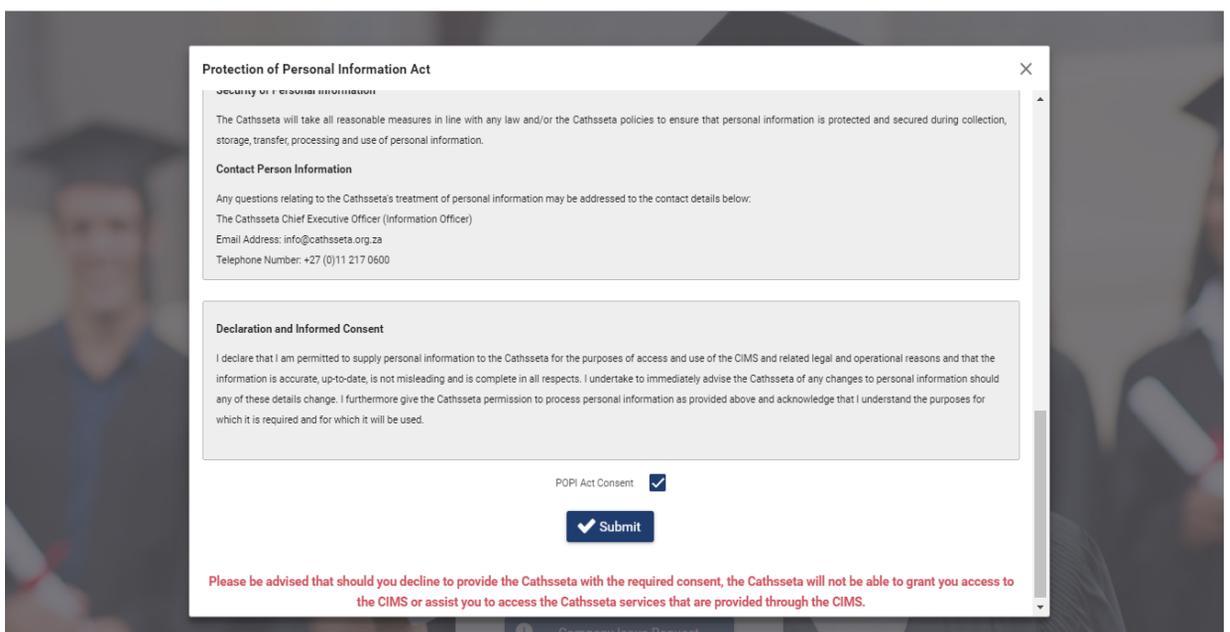
2. ACCESSING & REGISTERING ON CIMS



24. Enter the email you entered when registering, and the temporary password given to you and click log in.
25. If have not received a confirmation email, then you can click resend confirmation.



26. The POPI act will appear again and in order to go to the next step you will have to read and agree the POPI Act, then click submit.



2. ACCESSING & REGISTERING ON CIMS



27. **Change Password** screen will pop up and you must enter your new password.
28. The password must be at least 8 characters long and must contain at least one caps (i.e. A, B etc) letter, at least one small letter, one numerical character (i.e. 1, 2, 3,4 etc) and one special character (e.g. !@#\$%^& etc) and cannot be your first or surname

A screenshot of the 'Change Password' form. At the top, it says 'Change Password' with a close button. Below that is a red error message: 'Password must be minimum of 8 characters and contain at least 1 capital letter, at least one numeric character, at least one special character, cannot be your first name or surname'. There are two input fields: 'New Password *' and 'Confirm Password *'. A blue 'Submit' button is at the bottom left.

29. After entering your new password and confirming it, you will be directed to the dashboard section where you will be able to view your company status and make changes to your profile once your registration has been approved.

A screenshot of the CathSseta dashboard. The top navigation bar includes the CathSseta logo and a user profile icon labeled 'Test Person'. A sidebar on the left contains menu items: Profile, Logout, Dashboard, SDF, Stakeholder Relations, User Resources, and Support. The main content area features a green and red banner with a countdown timer: 'This DG Window Closes in 20 D 14 H 55 M'. Below the banner is a red bar with the text 'Please complete your application before the closing time to be considered'. The 'Companies' section shows a table with columns: Company Name, Company Registration Number, Entity ID, Company Status, Size of Company, Levy Paying, RAG, and View / Edit. The table has two rows: one for 'Active' status (Medium (50 - 149) size, Levy Paying checked, RAG green) and one for 'Pending Registration' (Levy Paying checked, RAG red). Below the table is a pagination control showing '(1 of 1)'. The 'Outstanding Tasks' section is partially visible at the bottom.

2. ACCESSING & REGISTERING ON CIMS



30. If approved, your profile will be available, and you will see a task below Outstanding Tasks. Click on the → to continue with completing the registration.

The screenshot shows the Cathseta user interface. On the left is a navigation menu with options like Profile, Logout, Dashboard, SDF, Stakeholder Relations, User Resources, and Support. The main content area is titled 'Outstanding Tasks' and contains a table with the following data:

Process Name	Description	Last Action User	Status	Due Date	RAG	View / Edit
Skills Development Facilitator Registration	The initial registration application for SDF Test Person (Test12312) and TRAVEL WITH Registration has been approved. Please login and complete the rest of the application process.		Not Started	22 Oct 2019	●	→

Below the table is a 'Qualification Development' section with a table that currently shows 'No records found.' The footer of the page indicates 'Developed and powered by Dajo Technologies' and 'Cathseta © All Rights Reserved'.

31. A status bar is also visible to show you where you are in the process.

The screenshot shows the Cathseta user interface for a specific task. At the top, a task description reads: 'The initial registration application for SDF Taryn Morgan (6806120075084) was approved. Please login and complete the rest of the application process.' Below this is a progress bar with three segments: 'Skills Development Facilitator Registration' (orange), 'Administrator (Days To Complete 5)' (green), and 'Skills Development Facilitator (Days To Complete 5)' (yellow). A red arrow points to the yellow segment. Below the progress bar is a 'Task Action' section with a 'Complete Workflow Task' button. The 'SDF Details' section contains the following information:

SDF Details
 To make any changes please use the profile page

Name: Taryn Morgan | Email: taryn.morgan223@gmail.com
 RSA ID Number: [Redacted] | Gender: * Female
 Equity: * [Redacted] | Nationality: * South Africa
 Disability: [Redacted]

Below the details is an 'SDF Documents' table:

Type	Uploaded By	Uploaded	Version	View / Edit
Certified Identity Document	Taryn Morgan	26 Aug 2019 (09:42)	1	👤 📄 🗑️

The footer of the page indicates 'Developed and powered by Dajo Technologies' and 'Cathseta © All Rights Reserved'.

2. ACCESSING & REGISTERING ON CIMS



32. Select the Company Information tab

33. Click on the small expand row arrow to view the company registration documents

Task: The initial registration application for SDF Test Person (Test12312) and TR4 9) was approved. Please login and complete the rest of the application process.

Skills Development Facilitator Registration Administrator (Days To Complete 5) Skills Development Facilitator (Days To Complete 5) Administrator (Days To Complete 5)

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.

Task Action

Complete Workflow Task

SDF Details Company Information

Expand row	Company Name	Company Registration Number	Entity ID	Company Status	Size of Company	Levy Paying	RAG	Company Details
⊖				Pending Registration		✓	●	🔍 📄 📧

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34. Select the update icon to update company information

Task: The initial registration application for SDF Test Person (Test12312) and 6299) was approved. Please login and complete the rest of the application process.

Skills Development Facilitator Registration Administrator (Days To Complete 5) Skills Development Facilitator (Days To Complete 5) Administrator (Days To Complete 5)

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.

Task Action

Complete Workflow Task

SDF Details Company Information

Expand row	Company Name	Company Registration Number	Entity ID	Company Status	Size of Company	Levy Paying	RAG	Company Details
⊖	T			Pending Registration		✓	●	🔍 📄 📧

Company's Head Office Information

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.

Company Name * Tradeline Name *

Tel Number * Fax Number

2. ACCESSING & REGISTERING ON CIMS



35. You will also be required to capture the **Head Office GPS Coordinates**. To find the GPS Coordinates, click check GPS Coordinates.

The screenshot shows the CIMS registration form with two main sections: Physical Address and Postal Address. Both sections have identical fields for Address Line 1-3, Town (Midrand), and Postal Code (1685). The Municipality is set to '(Gauteng) City of Johannesburg Metropolitan Municipality' and Urban/Rural is 'Urban'. Below these are fields for Latitude and Longitude in Degrees, Minutes, and Seconds. The Physical Address section has a 'Check GPS Coordinate' link, and the Postal Address section has a 'Check GPS Coordinate' link and a checkbox for 'Same as Physical Address'.

36. You will be re-directed to this page. Copy the Head Office address and click **Go**. The **GPS Coordinates will be displayed**. Capture these GPS coordinates onto the system

The screenshot shows the getLatLong.net website. It includes a navigation bar with 'getLatLong.net' and 'FAQ | iTouchmap.com'. Below the navigation bar is a breadcrumb trail: 'Home » Latitude and Longitude of a Point'. The main content area contains instructions on how to find latitude and longitude, a map with a red marker, and a form to input coordinates. The form has two sections: 'Get the Latitude and Longitude of a Point' and 'Show Point from Latitude and Longitude'. The 'Get the Latitude and Longitude of a Point' section has a red box around the input fields for Latitude and Longitude in Degrees, Minutes, and Seconds. The 'Show Point from Latitude and Longitude' section has input fields for Decimal Deg. Latitude and Longitude, and a 'Show Point' button.

2. ACCESSING & REGISTERING ON CIMS



37. If the company has more than one SDF, select the **Other SDFs** button and complete.

The screenshot shows a modal window titled "Other SDFs" overlaid on a dashboard. The modal contains a search field for "Enter RSA ID Number or Passport Number" with two radio button options: "RSA ID Number" and "Passport Number". Below this is a table with the following data:

First Name	Surname	Email	SDF Type	View / Edit
Taryn	Morgan	taryn.morgan323@gmail.com	Primary SDF	

At the bottom of the modal, it says "Page (1 of 1)" and has navigation arrows. The background dashboard shows a sidebar with menu items like "Dashboard", "SDF", "Company Management", and "Mandatory Grant Application". The main content area displays "SDF Details" for a company named "HIGHTRADE-INVEST 27 PTY LTD".

38. Once you entered the ID Number or Passport Number for the other SDF. You will then fill in all the required information.

The screenshot shows the "Other SDFs" modal window with the "Your Details" section expanded. It contains the following fields:

- First Name *
- Surname *
- Email *
- Telephone Number: *
- Cell Number: *
- Fax Number:
- Passport Number: Tm1996587
- Add SDF to Training Committee:
- Select SDF Type: SDF Type * -- Select One --

There is a "Submit" button at the bottom left of the form. Below the form is a table with the same data as in the previous screenshot:

First Name	Surname	Email	SDF Type	View / Edit
Taryn	Morgan		Primary SDF	

The background dashboard is the same as in the previous screenshot, showing the "SDF Details" for the company "HIGHTRADE-INVEST 27 PTY LTD".

2. ACCESSING & REGISTERING ON CIMS



39. Enter the **Company Contacts** ID Number or Passport.

A screenshot of the "Company Contacts" form in the CIMS system. The form is titled "HIGHTRADE-INVEST 27 PTY LTD Company Contacts". It features a sidebar on the left with navigation options like Profile, Logout, Dashboard, SDF, Company Management, etc. The main content area has a text input field labeled "Enter RSA ID Number or Passport Number" and two radio buttons: "RSA ID Number" and "Passport Number".

40. Once you entered the ID Number or Passport Number for the other Company Contact. You will then fill in all the required information.

A screenshot of the "Company Contacts" form in the CIMS system, showing the "FLYWELL TRAVEL AGENCIES PTY Company Contacts" form. The form is divided into several sections: "Company Contact Details" with fields for Title, Surname, RSA ID Number, Fax Number, Cell Number, First Name, Initials, TL, Email, Telephone Number, and Company Contact Type; a checkbox for "Add to Training Committee"; and "Physical Address" and "Postal Address" sections with fields for Address Line 1, Address Line 2, Address Line 3, Town, and Postal Code.

2. ACCESSING & REGISTERING ON CIMS



41. Complete the **Training Committee** details if applicable

The screenshot shows a 'Training Committee' registration form. The form includes the following fields:

- Email *
- Passport Number
- Last Name *
- Tel Number *
- Fax Number
- Title * (dropdown menu)
- RSA ID Number
- First Name *
- Gender * (dropdown menu)
- Cell Number
- Union Name * (dropdown menu)
- Equity * (dropdown menu)

At the bottom of the form are 'Submit' and 'Clear' buttons. Below the form is a table with the following columns: Title, Email, RSA ID Number, Passport Number, First Name, Last Name, Gender, Equity, Telephone Number, Cell Number, Fax Number, and Union Name.

42. Complete **Sites** if applicable. A site is a different physical location for a company

The screenshot shows a 'Sites' registration form. The form includes the following fields:

- Site Name
- Fax Number
- Physical Address (Address Line 1, Address Line 2, Address Line 3)
- Town (dropdown menu)
- Postal Code *
- Municipality (dropdown menu)
- Tel Number *
- Number of Employees. Remaining: 10 *

At the bottom of the form are 'Submit' and 'Clear' buttons. A message at the top of the form states: 'Site Name should use a physical location of site as name i.e. Benoni'.

2. ACCESSING & REGISTERING ON CIMS



43. Complete the **Employee Details** manually or via CSV upload

Employee Captured for

Employees

Delete All Employees

Employee Detail

Site Name * Johannesburg

--Select Type of ID--

First Name *

Last Name *

Initials *

Employment Type

OFO Code *

Gender *

Date of Birth *

Equity *

Municipality City of Johannesburg Metropolitan Municipality

Nationality *

Disability *

Highest School Qualification *

Submit Clear

Expand row	ID Type	Employee ID	First Name	Last Name	Date of Birth	Gender	Equity	Nationality	
No records found									

Page (1 of 1) 10

CSV Upload

Submit Clear

Expand row	ID Type	Employee ID	First Name	Last Name	Date of Birth	Gender	Equity	Nationality
⊖	Rsalid		Ailly		1991-01-04	Female	Black: African	South Africa
⊖	Rsalid		Masemola		1997-09-25	Male	Black: African	South Africa
⊖	Rsalid		Masemola		1997-09-25	Male	Black: African	South Africa
⊖	Rsalid		Ailly		1997-09-25	Male	Black: African	South Africa
⊖	Rsalid		Ailly		1997-09-25	Male	Black: African	South Africa
⊖	Rsalid		Ailly		1997-09-25	Male	Black: African	South Africa

Page (1 of 9) 10

CSV Upload

2. ACCESSING & REGISTERING ON CIMS



44. Once completed click on **Complete Workflow Task**

The screenshot shows the CATHSSETA CIMS portal interface. At the top, there is a navigation bar with the CATHSSETA logo and a menu icon. Below the navigation bar, a task description reads: "Task: You are an approved SDF. Please login and complete the comp...". A progress bar indicates the current step: "Skills Development Facilitator Registration" (completed), "Coordinator (Days To Complete 5)" (current step), "Skills Development Facilitator (Days To Complete 5)" (pending), and "Coordinator (Days To Complete 5)" (pending). A message states: "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." The "Task Action" section contains a red message: "SDF details were previously approved on 2019-09-17 20:20:22.0. Please proceed to review company information." A green button labeled "Complete Workflow Task" is visible. Below this, there are tabs for "SDF Details" and "Company Information". The "Company Information" tab is active, displaying a table with the following data:

Expand row	Company Name	Company Registration Number	Entity ID	Company Status	Size of Company	Levy Paying	RAG	Company Details
⌵	RL			Pending Registration	Medium (50 - 149)	✓	●	

45. Confirm submission by selecting **Yes**, if you select **No**, go back and review the section you wish to

The screenshot shows the CATHSSETA CIMS portal interface with a confirmation dialog box overlaid. The dialog box is titled "Confirmation" and contains the text: "Are you sure?". Below the text are two buttons: "Yes" and "No". The background shows the same task completion workflow as in the previous screenshot, but it is dimmed. The "Company Information" tab is active, and the table below it shows the same data as in the previous screenshot.

46. If your request for access and registration is approved by the CATHSSETA, you will receive an email notification. If not successful, you will receive a notification with the reason and depending on the reason, you may re-submit.