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. INTRODUCION

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 CATHSSETAs Grants Policy. In addition, some of the data collected from employers is used in CATHSSETAs 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.

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.
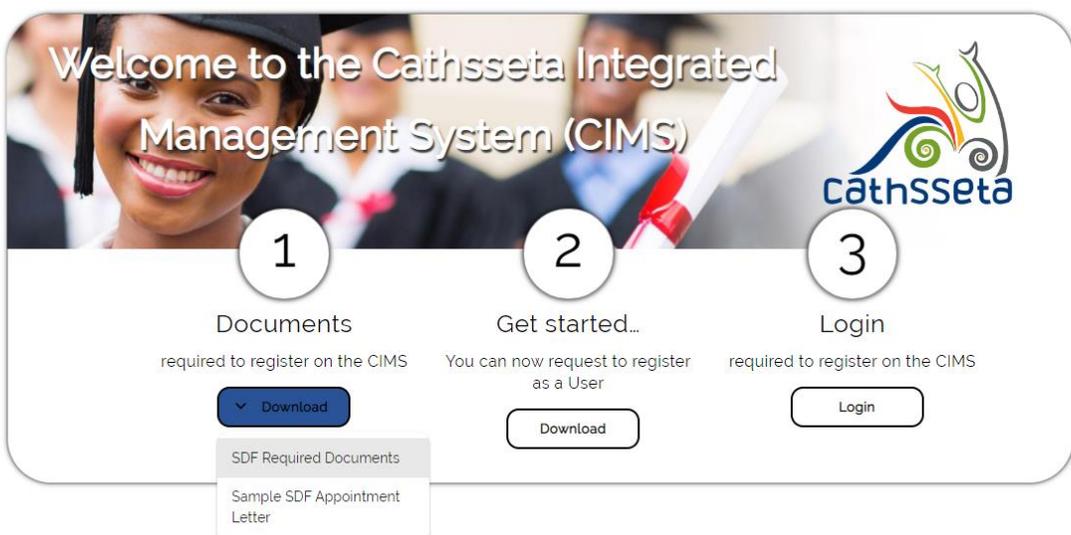
2. ACCESSING & REGISTERING ON CIMS

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.
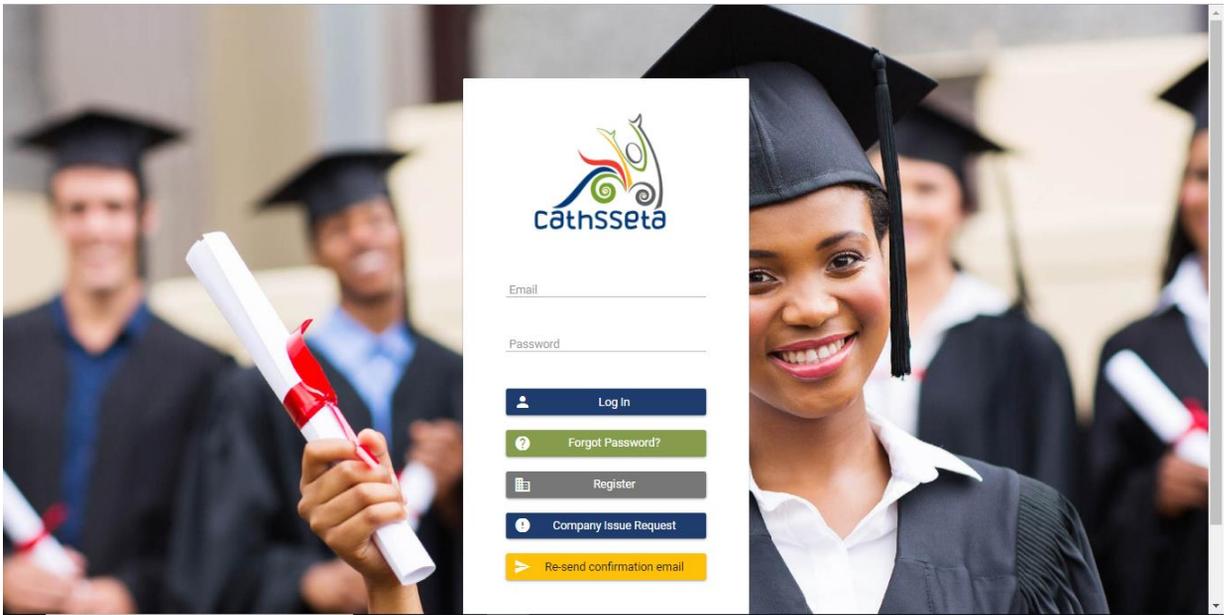
8. After selecting Register, the **Protection of Personal Information (POPI) Act** pop- up screen will be displayed.

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.
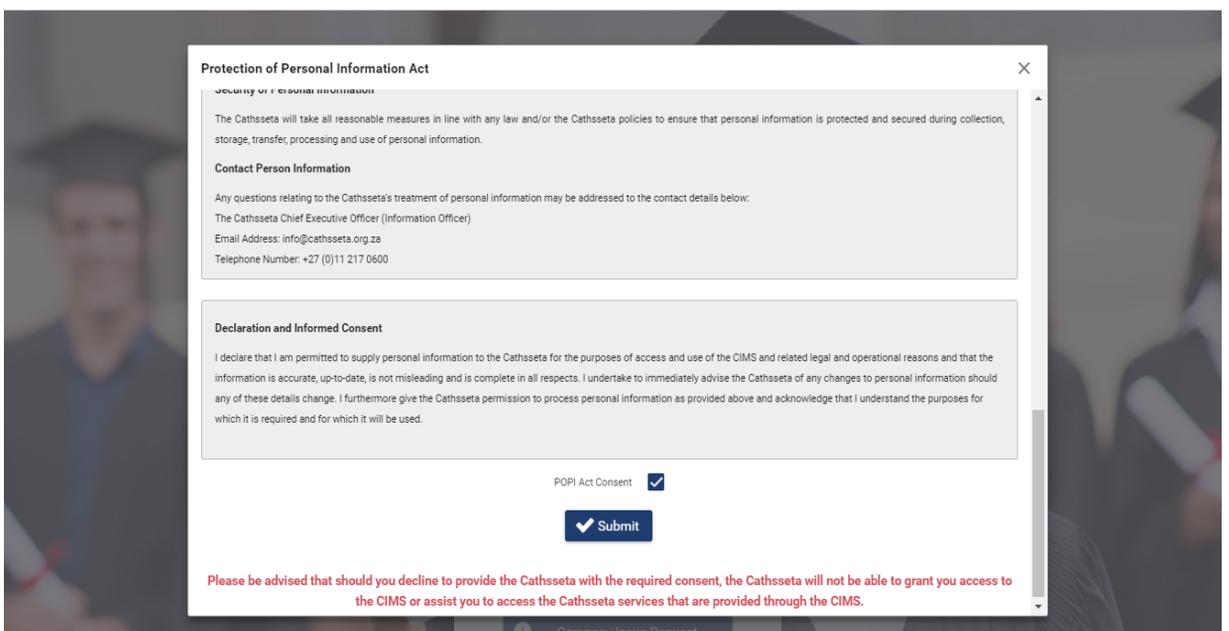
10. For SDF Registrations, select SDF Registration.
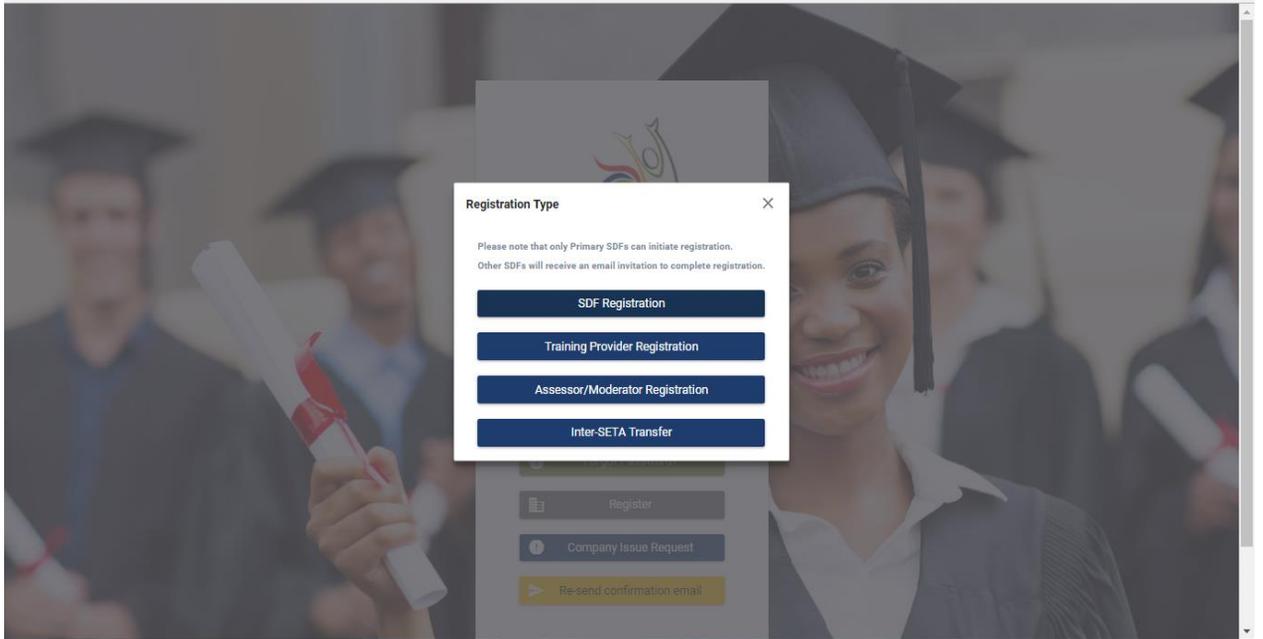
11. You will be required to enter your RSA ID Number or your Passport Number.

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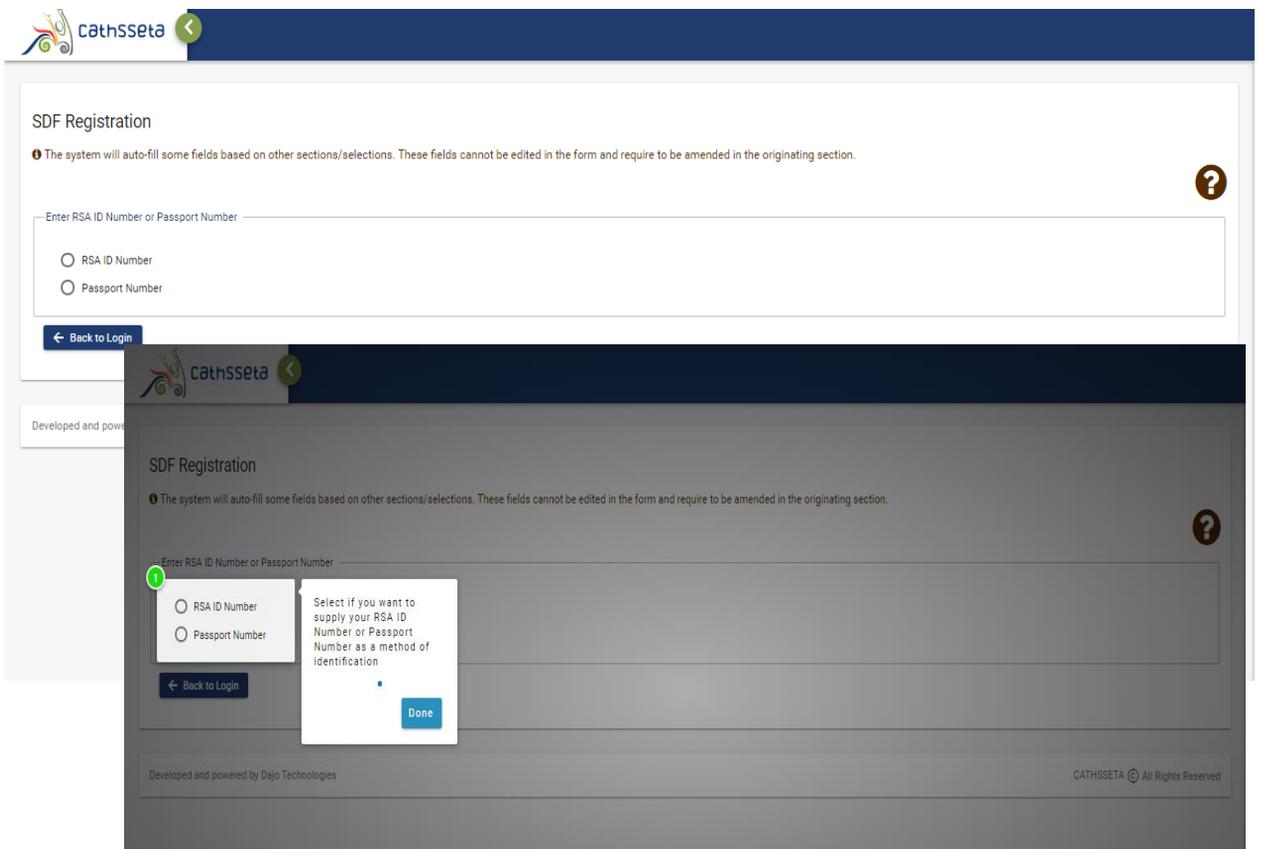
13. Enter your First Name, Surname, Email, Telephone Number, Cell Number and all the other required personal details.

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.

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.

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.**

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.

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

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.
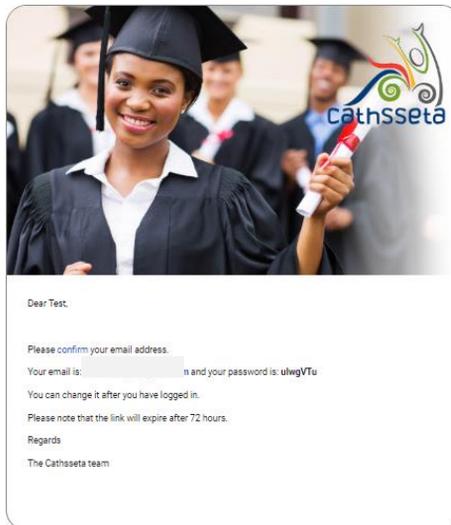
23. After clicking confirm, you will be redirected to another page where you have to click on log in and will be redirected to the login page.
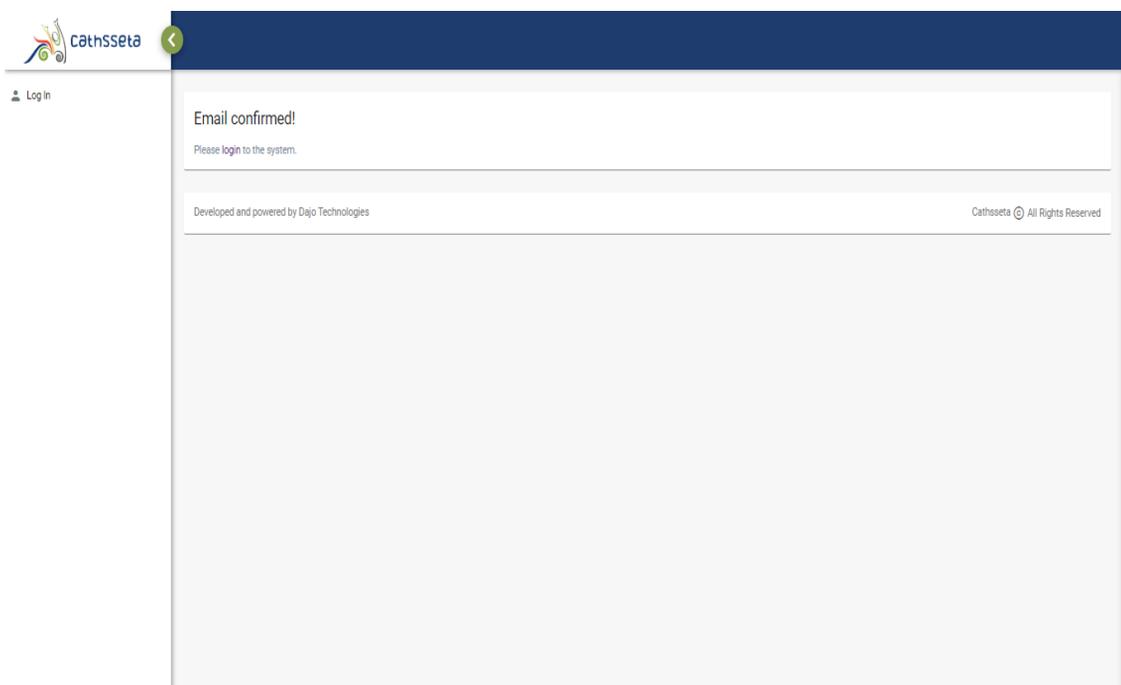
2. ACCESSING & REGISTERING ON CIMS

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.

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

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.

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.

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

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32. Select the Company Information tab

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

34. Select the update icon to update company information

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

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

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

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

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

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

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

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

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

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

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

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.