



CATHSSETA INTEGRATED MANAGEMENT SYSTEM

MANDATORY GRANT APPLICATION USER MANUAL

TABLE OF CONTENTS



	Page #
1. INTRODUCTION	3
1.1 Overview of the CATHSETA Integrated Management System (System)	3
1.2 Purpose of this User Manual	3
1.3 System Requirements	3
2. MANDATORY GRANT APPLICATION	4

1. INTRODUCTION



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 initiate a Mandatory Grant Application, capture the prior year training report and the mandatory grant plan

1.3 System Requirements

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

2. MANDATORY GRANT APPLICATION



1. Once you have captured your banking details, you can proceed to initiate the Mandatory Grant
2. Click on the Initiate Grant icon
3. Then click to initiate the grant

Company Name	Entity ID	Email	Status	Size of Company	Levy Paying	RAG	View / Edit
		Hat@a.com	Active	Medium (50 - 149)	✓	●	
		Testingemail@a.com	Active	Medium (50 - 149)	✓	●	

4. You will receive a pop-up notification, click yes if you have double checked that correct Company Details, Banking Details and Employment Data have been captured

Have you double checked all relevant company information?

⚠ Ensure correct Company Details, Banking Details and Employment Data

✓ Yes ✗ No

2. MANDATORY GRANT APPLICATION



5. Review the information, then click to create the Mandatory Grant Application

Company Name	Entity ID	Email	Status	Size of Company	Levy Paying	RAG	View / Edit
MUDDIRA TRAVEL (PTY) LTD	LODGETR442	hat@a.com	Active	Medium (50 - 149)	✓	●	
LODGE PTY LTD				Medium (50 - 149)	✓	●	

6. To apply for a grant extension click on the calendar icon.

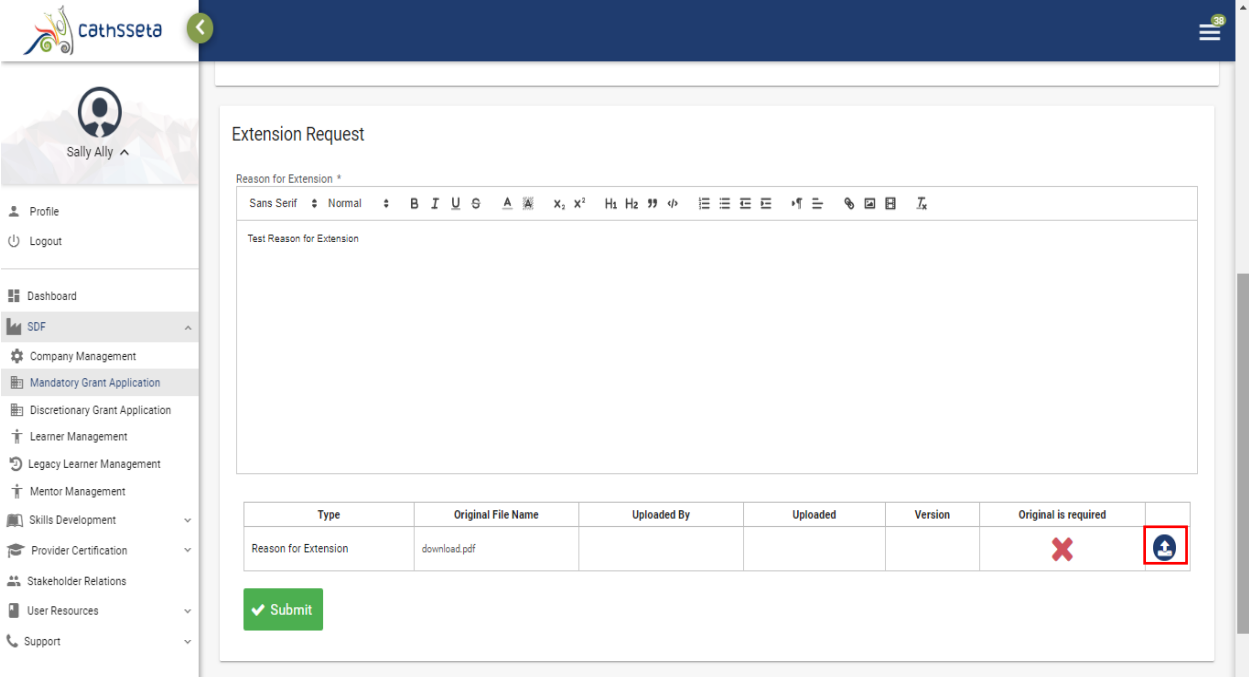
7. Please note that Grant extensions will only be open from 1 April to 15 April

ID	Financial Year	Status	Decision Date	Applied for extension	DC Verification Status	View/Edit
200	2021	Not Submitted-In Progress	N/A	✗	N/A	

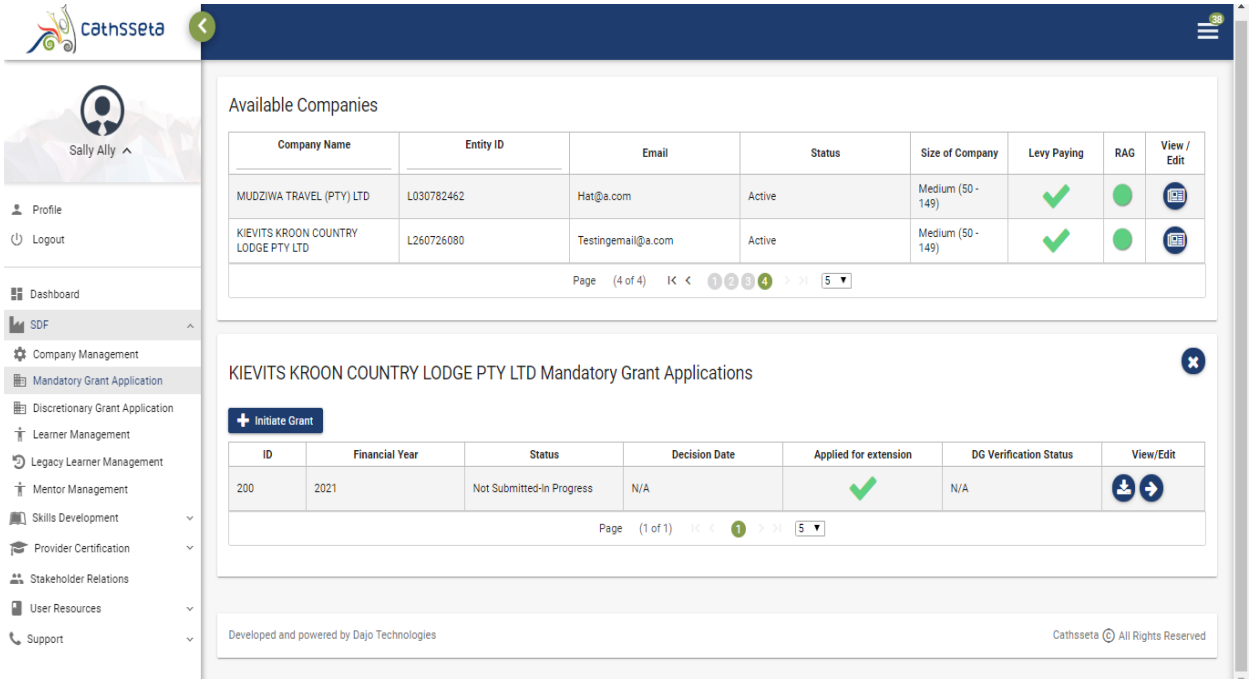
2. MANDATORY GRANT APPLICATION



- 8. You will be required to submit a reason for the extension request and upload a letter on your company letterhead. To upload click the blue icon
- 9. Once you have uploaded the letter, and captured a reason for the request click submit



- 10. You will notice that a green tick will appear indicating that you have applied for a grant extension
- 11. Click the arrow to view/ edit your Mandatory Grant Application



2. MANDATORY GRANT APPLICATION



12. The Company Details, Company Contacts and Employment Data will be auto-filled, based on information that was captured on company registration.
13. To make changes to the information, please proceed to Company Management.

Submission deadline: 30 April 2020 11:59:59

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 Details | Company Contacts | Employment Data | Hard-to-Fill Vacancies | Skills Gap | Reporting | PIVOTAL Training Report | Impact Assessment | Mandatory Grant Plan

PIVOTAL Plan | Document Upload | Summaries | General Comm..... | Sign Off

This tab shows all company information captured during the grant(s) application process

Company Name *	Trading Name *	Tel Number *
KIEVITS KROON COUNTRY LODGE PTY LTD	KIEVITS KROON COUNTRY LODGE PTY LTD	011 111 1111
Fax Number	Company Registration Number	Email
N/A	1996/006001/98	Testingemail@a.com
Entity ID	Number of Employees	SIC Code *
L260726080	51	Hotels, Motels, Boatels And Inns Registered With The Sa Touri
Organisation Type	Recognition Agreement	Union Name
Private Company (Private Ltd & CC)	NO	N/A

Banking Details

Bank Name	Bank Account Number	Bank Branch Code *	Name Of Account Holder *
Bidvest Bank Limited	*****2222	462005	Jul

Physical Address

Postal Address

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 Details | **Company Contacts** | Employment Data | Hard-to-Fill Vacancies | Skills Gap | Reporting | PIVOTAL Training Report | Impact Assessment | Mandatory Grant Plan

PIVOTAL Plan | Document Upload | Summaries | General Comments | Sign Off

This section shows Company Contacts, Training Committee and Sites

Users

Expand row	User	Email	Users Type
⊕	Sally Ally	sbonisile12@gmail.com	Skills Development Facilitator Primary SDF
⊕	Boni Msimang	bmsimang60@gmail.com	Training Committee Member (Organised Labour Representative)
⊕	Grey Banda	msimangbonnie@gmail.com	CEO/MD

Page (1 of 1) << >> 5

Training Committee

Expand row	First Name	Last Name	RSA ID Number	Passport Number	Email	Union Name
⊕	Lungiswa	Mepho	9103270995080		beemsimapng@gmail.com	
⊕	Sally	Ally	9101040596089		sbonisile12@gmail.com	
⊕	Sello	Ncube	8408195789083		msimangbee125@gmail.com	

2. MANDATORY GRANT APPLICATION



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 Details Company Contacts **Employment Data** Hard-to-Fill Vacancies Skills Gap Reporting PIVOTAL Training Report Impact Assessment Mandatory Grant Plan

PIVOTAL Plan Document Upload Summaries General Comments Sign Off

This section shows Employee data

Expand row	SDL Number	Site Number	ID Type	Employee ID	First Name	Last Name	Date of Birth	Gender	Equity	Nationality	Province	Sub Sector
▶	1.260726080	JHB	RsaId	9 010405961E	Sally	Ally	1991-01-04	Female	Black: African	South Africa	Gauteng	
▶	1.260726080	JHB	RsaId	9 092555340E	Thanda	Masemola	1997-09-25	Male	Black: African	South Africa	Gauteng	
▶	1.260726080	JHB	RsaId	9 092555340E	Khanyewa	Masemola	1997-09-25	Male	Black: African	South Africa	Gauteng	
▶	1.260726080	JHB	RsaId	9 092555340E	Sally	Ally	1997-09-25	Male	Black: African	South Africa	Gauteng	
▶	1.260726080	JHB	RsaId	9 092555340E	Sally	Ally	1997-09-25	Male	Black: African	South Africa	Gauteng	
▶	1.260726080	JHB	RsaId	9 092555340E	Sally	Ally	1997-09-25	Male	Black: African	South Africa	Gauteng	

Page (1 of 9) << < 1 2 3 4 5 6 7 8 9 > >>

13. You will be required to indicate whether there are any Hard to Fill Vacancies in your organisation, if yes you will be required to complete details regarding the Hard to Fill Vacancies.

Company Details Company Contacts Employment Data **Hard-to-Fill Vacancies** Skills Gap Reporting PIVOTAL Training Report Impact Assessment Mandatory Grant Plan

PIVOTAL Plan Document Upload Summaries General Comments Sign Off

This section helps identify any scarce skills

Vacancies Details

A hard-to-fill vacancy refers to an occupation in your organisation that takes longer than 6 months to find a suitably experienced and qualified candidate.

Did you have any hard-to-fill vacancies in the past year? *
 YES NO

Organisation Site
 Cake

Province
 Gauteng

OFO Code Occupation *
 (2019-684101) Abalone Diver

Job title as per company specification *
 Job Title

Total number of vacancies for this position *
 5

How many vacancies you were able to fill for this position: *
 1

Highest education qualification required *
 NQF 1 (General Education and Training Certificate)

Degree of Scarcity *
 3. Extreme or severe scarcity

Reason for difficulty experienced to fill vacancy *
 High staff turnover

Is this Hard to fill Vacancy Skills Related

Work Experience Required *
 Between 1 to 3 years

Period of Vacancy *
 Over a year

Are these vacancies linked to transformation and employment equity within the company? *

2. MANDATORY GRANT APPLICATION



14. Once completed click add.

15. Upon successful submission you will receive a notification.

16. If there are multiple Hard to Fill Vacancies in your organisation, you can proceed to add, and the Hard to Fill Vacancies will be displayed in the table below

The screenshot shows the 'Mandatory Grant Application' form in the CathSseta system. A blue notification box at the top right says 'Update Success'. Below the form are two buttons: 'Add' (orange) and 'Clear' (red). A table below displays the following data:

Any Vacancies	OFO Code Occupation	OFO Occupational Category	Job title as per company specification	Highest education qualification required	Degree of Scarcity	Total number of vacancies for this position	Number of vacancies Filled	Reason for difficulty experienced to fill vacancy	Province	Update/Delete
YES	Abalone Diver		Job Title	NQF 1 (General Education and Training Certificate)	3. Extreme or severe scarcity	5	1	High staff turnover	Gauteng	

Page (1 of 1) | 5

17. You will be required to indicate whether there are any Skills Gaps in your organisation, if yes you will be required to complete details on the Skills Gaps.

The screenshot shows the 'Skills Gap' assessment form. It includes a definition of skills gaps and two sections for input:

Section 1: Do you have skills gaps in your organisation? *
 YES NO

Section 2: How do you keep track of skills gaps?
 We monitor personal development plans

Please indicate the top 3 skills gaps per occupational category (you must select 3 per occupational category). You are only required to complete for occupational categories in your organisation.

	Managers	Professionals	Technicians & Associate Professionals	Clerical Support Workers	Service & Sales Workers	Skilled Trades Workers	Plant & Machine Operators & Assemblers	Elementary Workers
Adaptability	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Computer, IT and software	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention to Detail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Acumen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positive flexibility	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. MANDATORY GRANT APPLICATION



18. You will be required to indicate the top 3 reasons for skills gaps per occupational category, once selected click submit.

Verbal communication

Work Ethic

Written communication

Please indicate the top 3 reasons for skills gaps per occupational category (you must select 3 per occupational category). You are only required to complete for occupational categories in your organisation.

	Managers	Professionals	Technicians & Associate Professionals	Clerical Support Workers	Service & Sales Workers	Skilled Trades Workers	Plant & Machine Operators & Assemblers	Elementary Workers
Lack of Training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of relevant experience	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technological Changes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New work processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New job tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Submit

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19. You will be required to indicate whether your organisation has completed any training in the current reporting period, if yes you will be required to report on your organisation's prior year training.

Company Details Company Contacts Employment Data Hard-to-Fill Vacancies Skills Gap Reporting PIVOTAL Training Report Impact Assessment Mandatory Grant Plan

PIVOTAL Plan Document Upload Summaries General Comments Sign Off

Information entered in this section will appear in the relevant Plans/Reports.

- Only PIVOTAL training interventions will appear on the PIVOTAL Training Report.

Reporting Questions

Have you completed any training in the current reporting period? *

YES NO

Reporting

First Name * Sammy Last Name * Jones

ID Type * RSA ID Number RSA ID Number * 9101040596089

Date of Birth * 04/01/1991 Gender * Female

Employment Status * Employed Equity * Black: Coloured

Nationality * South Africa Disability * Multiple

2. MANDATORY GRANT APPLICATION



20. Once you have captured the required information click submit and the details will appear in the table below.

21. You can upload reporting entries using a CSV File. Click Upload CSV to upload.

Please note that the CSV File Template and Reporting Codes can be found in User Resources

The screenshot shows the CathSseta web application interface. On the left is a navigation menu with options like Profile, Logout, Dashboard, SDF, Company Management, Mandatory Grant Application, Discretionary Grant Application, Learner Management, Legacy Learner Management, Mentor Management, Skills Development, Provider Certification, Stakeholder Relations, User Resources, and Support. The main content area shows a form for a Mandatory Grant Application with fields for End Date (10/03/2020), Duration (7 Days), and Delivery Method of Training (External). A 'Submit' button is visible. Below the form is a red 'Delete All' button. A 'Reporting' table is displayed with one row for 'Sammy Jones'. The table has columns for Expand row, First Name, Last Name, RSA ID/Passport Number, OFO Code, Employment Status, Funding Method, Intervention Type, PIVOTAL/Non-PIVOTAL Programme, Delivery Method of Training, and Highest School Qualification. Below the table is a 'Download CSV' button and an 'Upload CSV' button.

Expand row	First Name	Last Name	RSA ID/Passport Number	OFO Code	Employment Status	Funding Method	Intervention Type	PIVOTAL/Non-PIVOTAL Programme	Delivery Method of Training	Highest School Qualification
	Sammy	Jones	9101040596089	2019-684101 - Abalone Diver	Employed	Mandatory Grant	Learnership Unemployed Level 5	Pivotal	External (delivered by service provider who is not part of the organisation)	

22. Once you have captured the required information click submit and the details will appear in the table below.

2. MANDATORY GRANT APPLICATION



23. PIVOTAL Learning Programmes will be auto-filled in the PIVOTAL Training Report. To make any changes to the information you will need to update Reporting

Mandatory Grant Form 2021 [Not Submitted-In Progress]

Submission deadline: 30 April 2020 11:59:59

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 Details Company Contacts Employment Data Hard-to-Fill Vacancies Skills Gap Reporting **PIVOTAL Training Report** Impact Assessment Mandatory Grant Plan

PIVOTAL Plan Document Upload Summaries General Comments Sign Off

To make any changes to the information below, you will have to update Reporting

PIVOTAL Training Report

Expand row	First Name	Last Name	RSA ID/Passport Number	OFO Code Occupation	Employment Status	Funding Method	Intervention Type	PIVOTAL/Non-PIVOTAL Programme	Delivery Method of Training
	Sammy	Jones	9101040596089	2019-684101 - Abalone Diver	Employed	Mandatory Grant	Leavership Unemployed Level 5	Pivotal	External (delivered by service provider who is not part of the organisation)

Page (1 of 1) << >> 5

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24. You will be required to indicate whether what you have reported in line with what you have planned for the year, if No you will be required to Indicate the number of people affected by the indicators below applicable to your organisation

25. Once completed click complete

Mandatory Grant Form 2021 [Not Submitted-In Progress]

Submission deadline: 30 April 2020 11:59:59

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 Details Company Contacts Employment Data Hard-to-Fill Vacancies Skills Gap Reporting PIVOTAL Training Report **Impact Assessment** Mandatory Grant Plan

PIVOTAL Plan Document Upload Summaries General Comments Sign Off

Is what you have reported in line with what you have planned for the year? *

YES NO

Impact Assessment

Indicate the number of people affected by the indicators below applicable to your organisation

Budget Constraints	Cashflow
5	0
Operational Requirements	Provider Availability or Inadequacy
5	0
Restructuring	
0	

Submit

2. MANDATORY GRANT APPLICATION



26. You will be required to indicate whether your planned training is in line with your Employment Equity Plan?,

27. You will also be required to complete the Mandatory Grant Plan .

The screenshot shows the 'Mandatory Grant Plan' form. At the top, there is a navigation bar with 'Mandatory Grant Plan' selected. Below the navigation bar, there is a message: 'Information entered in this section will appear in the relevant Plans/Reports.' The form contains several sections:

- Mandatory Grant Skills:** A section with a heading 'Indicate whether your planned training is in line with your Employment Equity Plan? *' and two radio buttons: 'YES' (selected) and 'NO'.
- Mandatory Grant Plan:** A form with multiple fields:
 - First Name, Last Name
 - ID Type: --Select Type of ID--
 - Date of Birth, Gender * (Female)
 - Equity * (White), Nationality * (South Africa)
 - Disability * (Sight (even with glasses)), OFO Code * (2019-681104) Abalone Shelter
 - Funding Method * (Mandatory Grant), Employment Status * (Unemployed)
 - Municipality *, Province

28. Once you have captured the required information click submit and the details will appear in the table below.

29. You can upload reporting entries using a CSV File. Click Upload CSV to upload.

Please note that the CSV File Template and Reporting Codes can be found in User Resources

The screenshot shows the 'Mandatory Grant Plan' table. At the top, there is a 'Submit' button. Below it, there is a red 'Delete All' button. The table has the following columns: Expand row, First Name, Last Name, RSA ID/Passport Number, OFO Code, Employment Status, Funding Method, Intervention Type, PIVOTAL/Non-PIVOTAL Programme, Delivery Method of Training, Highest School Qualification. The table contains one row of data:

Expand row	First Name	Last Name	RSA ID/Passport Number	OFO Code	Employment Status	Funding Method	Intervention Type	PIVOTAL/Non-PIVOTAL Programme	Delivery Method of Training	Highest School Qualification
⊕				2019-681104 - Abalone Shelter	Unemployed	Mandatory Grant	Leadership Unemployed Level 5	Pivotal	External (delivered by service provider who is not part of the organisation)	NQF 5 (Higher Certificate)

Below the table, there is a 'Download CSV' button and an 'Upload CSV' button. At the bottom, there is a 'CSV Import Errors' section with a table that has the same columns as the main table.

2. MANDATORY GRANT APPLICATION



30. PIVOTAL Learning Programmes will be auto-filled in the PIVOTAL Training Plan. To make any changes to the information you will need to update Reporting

Mandatory Grant Form 2021 [Not Submitted-In Progress]

Submission deadline: 30 April 2020 11:59:59

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 Details Company Contacts Employment Data Hard-to-Fill Vacancies Skills Gap Reporting PIVOTAL Training Report Impact Assessment Mandatory Grant Plan

PIVOTAL Plan Document Upload Summaries General Comments Sign Off

To make any changes to the information below, you will have to update Mandatory Grant Plan

PIVOTAL Plan

Expand row	First Name	Last Name	RSA ID/Passport Number	OFO Code Occupation	Employment Status	Municipality	Funding Method	Delivery Approach e.g. Learnerships, Bursary, Skills programme	PIVOTAL Programme
				2019-681104 - Abalone Sheller	Unemployed	City of Johannesburg Metropolitan Municipality	Mandatory Grant	Learnership Unemployed Level 5	Pivotal

Page (1 of 1) << 1 >> 10

31. You will then be required to upload the required documents. Required documents have a tick in the document is required column.

32. Click the red icon to upload a file

Mandatory Grant Form 2021 [Not Submitted-In Progress]

Submission deadline: 30 April 2020 11:59:59

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 Details Company Contacts Employment Data Hard-to-Fill Vacancies Skills Gap Reporting PIVOTAL Training Report Impact Assessment Mandatory Grant Plan

PIVOTAL Plan Document Upload Summaries General Comments Sign Off

This section allows you to upload any required documents

Documents Other Documents

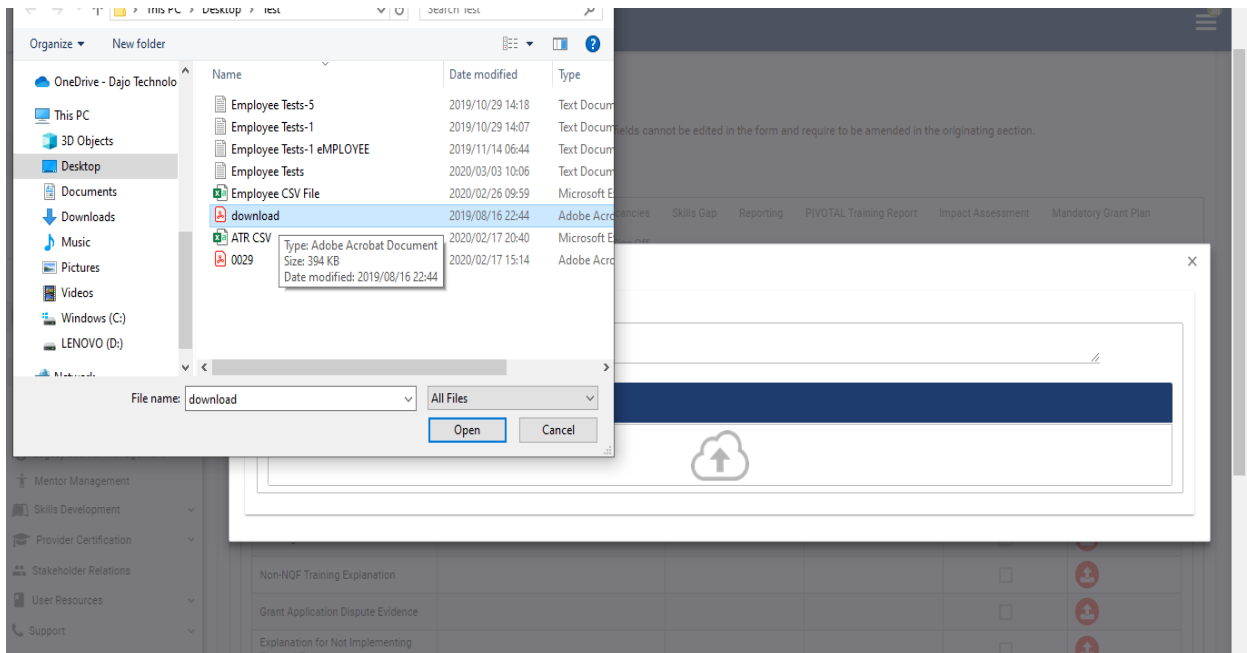
Documents

Some documents will become required when certain conditions are met

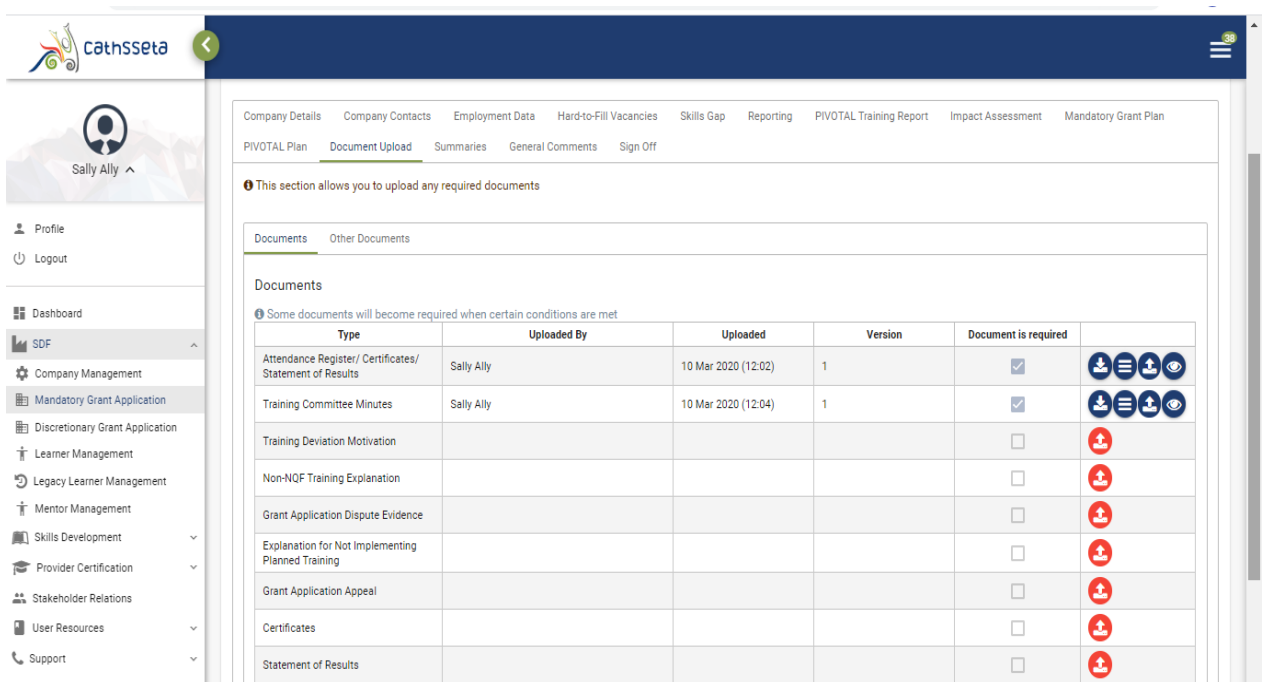
Type	Uploaded By	Uploaded	Version	Document is required	
Attendance Register/ Certificates/ Statement of Results				<input checked="" type="checkbox"/>	
Training Committee Minutes				<input checked="" type="checkbox"/>	
Training Deviation Motivation				<input type="checkbox"/>	
Non-NQF Training Explanation				<input type="checkbox"/>	
Grant Application Dispute Evidence				<input type="checkbox"/>	
Explanation for Not Implementing				<input type="checkbox"/>	

2. MANDATORY GRANT APPLICATION

33. Select the required file and the file will be uploaded



34. By clicking on the blue icons, you can view the uploaded documents online, re-upload the document, download the document or view document history.



2. MANDATORY GRANT APPLICATION



35. You can view summaries of the Employee Data, Reported Training and Planned Training information captured in the Summaries.

The screenshot shows the 'Summaries' section of the Cathseta application. It contains three data tables:

Province	Urban/Rural	OFO Code Occupation	Female	Male	PWD Female	PWD Male	SA	Non SA	OFO Code Occupation
Gauteng	Urban	(2019-111401) Elected Official	1	50	0	0	51	0	

OFO Code Occupation	Urban/Rural	Black African Female	Coloured Female	Indian/Asian Female	White Female	Black African Male	Coloured Male	Indian/Asian Male	White Male	Female	Male
(2019-111401) Elected Official	Urban	0	0	0	0	0	0	0	0	1	50

OFO Code Occupation	Urban/Rural	Permanent Employment	Contract Employment	Unemployed	Formerly Employed At	total

36. You can also add additional comments, by clicking on add comments. Capture the comment then click add

The screenshot shows the 'General Comments' section of the Cathseta application. It includes a form to add a comment and a table of existing comments.

Add Comment +

General Comments

Comment
Test Comment 2

+ Add **x Clear**

Create Date	User	Comments
10/03/2020	Sally Ally	Test Comment

2. MANDATORY GRANT APPLICATION



37. You will be required to read the declaration and as the Primary SDF you will also be required to click on the green button to submit the Mandatory Grant Application

Declarations

By checking the box below you are confirming the following:

We, the undersigned, submit this information in fulfillment of this entity's legal obligation in terms of the skills development legislation and requirements.

We declare that, to the best of our knowledge, the information contained in this Mandatory Grant Form is accurate and up to date.

We recognise that any inaccurate statement in this document may constitute fraud and be subject to the full penalty of the law.

[CATHSSETA Grant Policy](#)

Signed off by	UserType	Date	Acknowledge
Sally Ally	Primary SDF	Pending Sign Off	<input type="checkbox"/> I acknowledge that I have read and understand the CATHSSETA Grants Policy terms and conditions.
Grey Banda	Company CEO/MD	Pending Sign Off	<input type="checkbox"/> I acknowledge that I have read and understand the CATHSSETA Grants Policy terms and conditions.
Sally Ally	Training Committee Member	Pending Sign Off	<input type="checkbox"/> I acknowledge that I have read and understand the CATHSSETA Grants Policy terms and conditions.

Submit Mandatory Grant Form

38. An acknowledgement pop-up will be displayed, click on submit with sign off to submit the Mandatory Grant Application

Grant Submission With Sign Off

Submit Grant Application With Sign Off

I acknowledge that I have read and understand the CATHSSETA Grants Policy terms and conditions.

I confirm the submission and also confirm that if applicable, the Training Committee Members SDF must sign off prior to the deadline and that should the sign off not occur, the submission will be kept for record purposes only.

Submit With Sign Off

2. MANDATORY GRANT APPLICATION

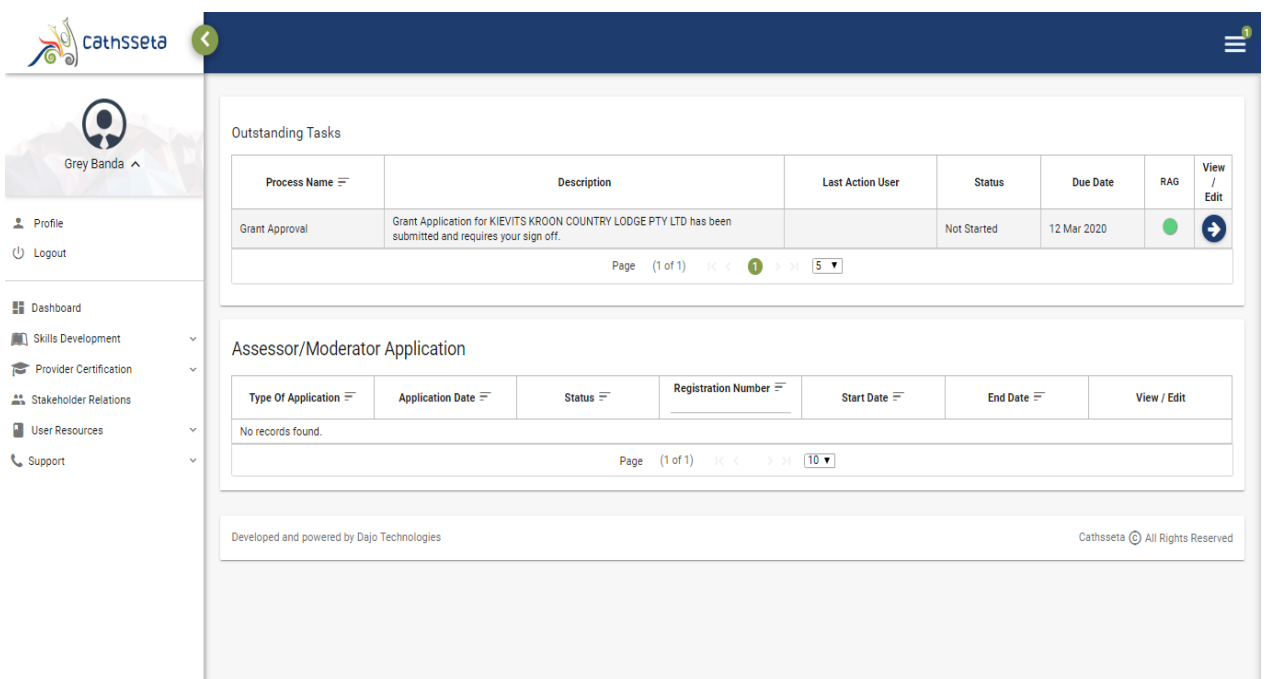


39. Upon submission, the designated users to sign-off the Mandatory Grant will receive an email notification indicating that the Mandatory Grant Application for the company has been submitted and required their sign-off



40. Upon receipt of the email, the designated users will receive an outstanding task to sign-off the Mandatory Grant Application

41. The designated users must click to the arrow to view/edit the task



2. MANDATORY GRANT APPLICATION



42. The designated user will be re-directed to the Mandatory Grant to review the grant

Submission deadline: 30 April 2020 11:59:59

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 Details | Company Contacts | Employment Data | Hard-to-Fill Vacancies | Skills Gap | Reporting | PIVOTAL Training Report | Impact Assessment | Mandatory Grant Plan

PIVOTAL Plan | Document Upload | Summaries | General Comments | Sign Off

This tab shows all company information captured during the grant(s) application process

Company Name *	Trading Name *	Tel Number *
KIEVITS KROON COUNTRY LODGE PTY LTD	KIEVITS KROON COUNTRY LODGE PTY LTD	011 111 1111
Fax Number	Company Registration Number	Email
N/A	1996/006001/98	Testingemail@a.com
Entity ID	Number of Employees	SIC Code *
L260726080	51	Hotels, Motels, Boateis And Inns Registered With The Sa Touri
Organisation Type	Recognition Agreement	Union Name
Private Company (Private Ltd & CC)	NO	N/A

Banking Details

Bank Name	Bank Account Number	Bank Branch Code *	Name Of Account Holder *
Bidvest Bank Limited	*****2222	462005	jul

Physical Address

Postal Address

43. Upon review the designated user must read the declaration and tick the acknowledgement box and click green the sign off button to submit the Mandatory Grant Application

By checking the box below you are confirming the following:

We, the undersigned, submit this information in fulfillment of this entity's legal obligation in terms of the skills development legislation and requirements.

We declare that, to the best of our knowledge, the information contained in this Mandatory Grant Form is accurate and up to date.

We recognise that any inaccurate statement in this document may constitute fraud and be subject to the full penalty of the law.

[CATHSSETA Grant Policy](#)

Signed off by	UserType	Date	Acknowledge
Sally Ally	Primary SDF	10/03/2020 12:03	<input checked="" type="checkbox"/> I acknowledge that I have read and understand the CATHSSETA Grants Policy terms and conditions.
Grey Banda	Company CEO/MD	Pending Sign Off	<input checked="" type="checkbox"/> I acknowledge that I have read and understand the CATHSSETA Grants Policy terms and conditions.
Sally Ally	Training Committee Member	10/03/2020 12:03	<input checked="" type="checkbox"/> I acknowledge that I have read and understand the CATHSSETA Grants Policy terms and conditions.

Sign Off Grant

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44. Please note that the Mandatory Grant Application will **not** be submitted to the CATHSSETA for validation and evaluation until all designated users have signed off the Grant.