CATHSSETA INTEGRATED MANAGEMENT SYSTEM

MANDATORY GRANT APPLICATION
USER MANUAL

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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 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 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

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

2. MANDATORY GRANT APPLICATION

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

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

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
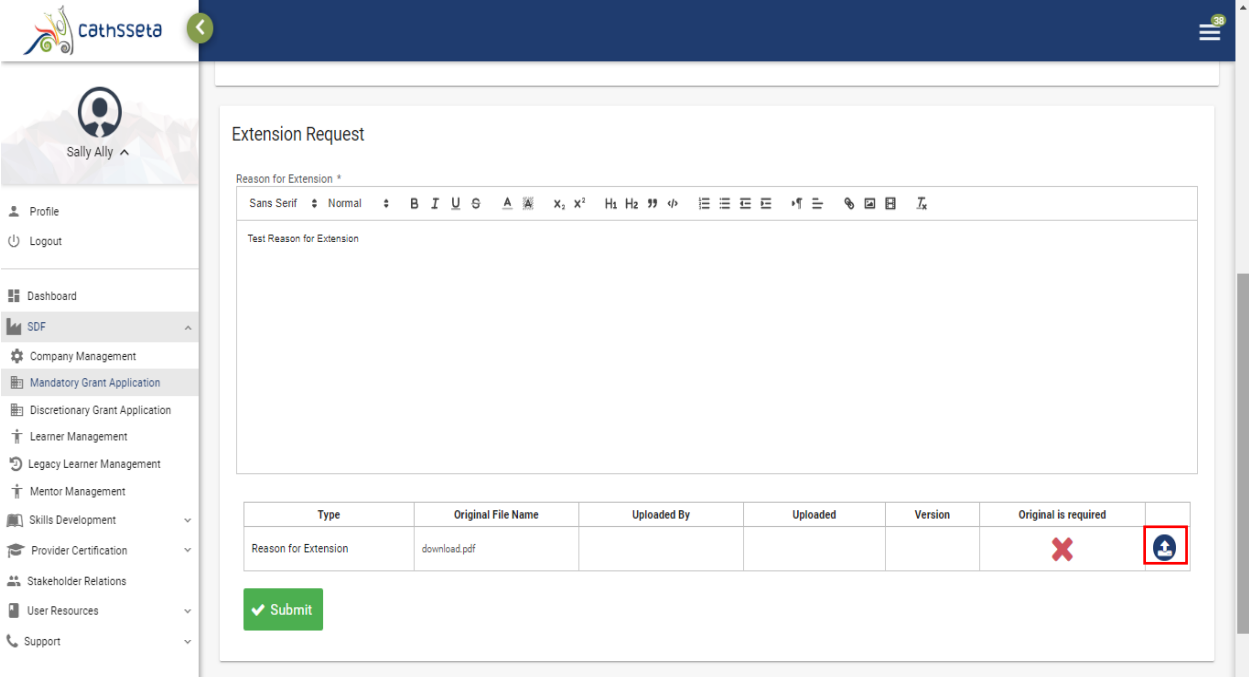
10. You will notice that a green tick will appear indicating that you have applied for a grant extension

11. Click the arrow to view/ edit your Mandatory Grant Application
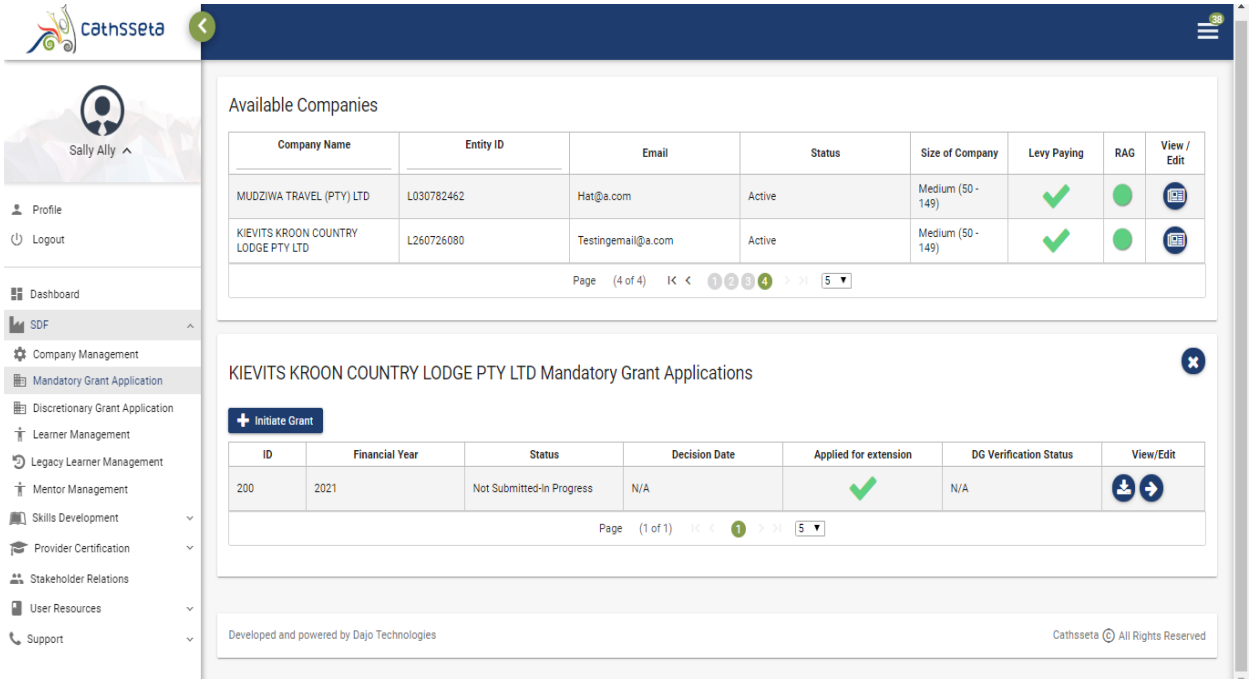
2. MANDATORY GRANT APPLICATION

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.

2. MANDATORY GRANT APPLICATION

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.

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

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.

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.

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.

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

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

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

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

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 .

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

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

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

33. Select the required file and the file will be uploaded
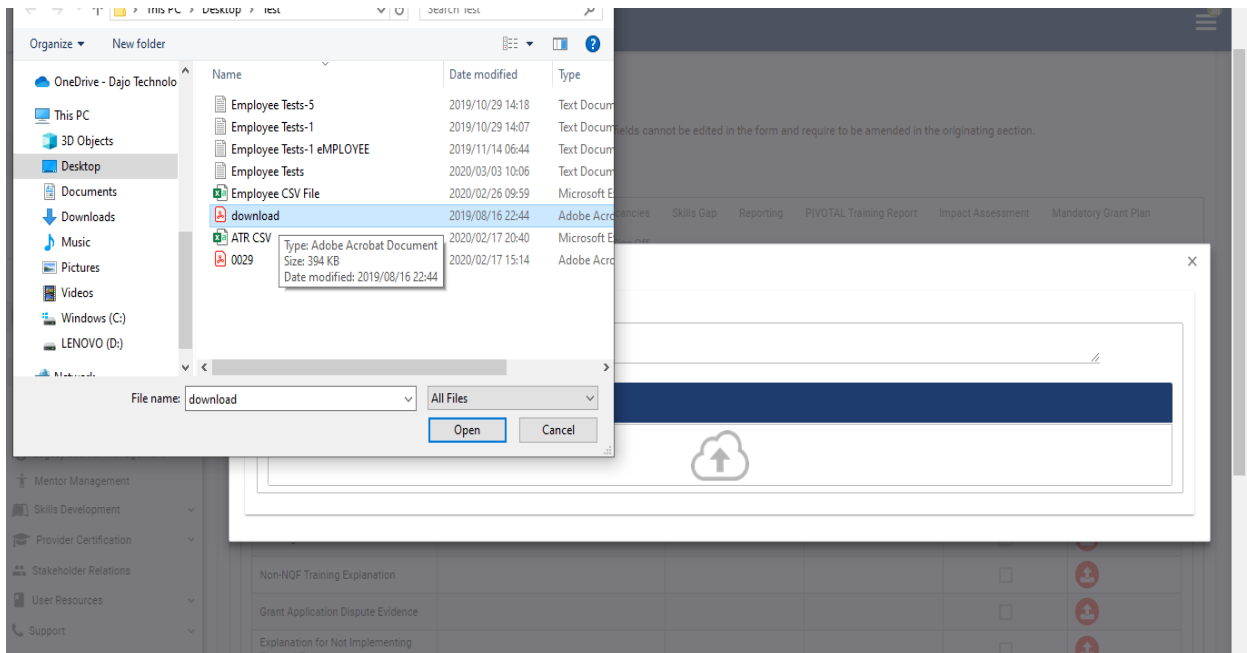
34. By clicking on the blue icons, you can view the uploaded documents online, re-upload the document, download the document or view document history.
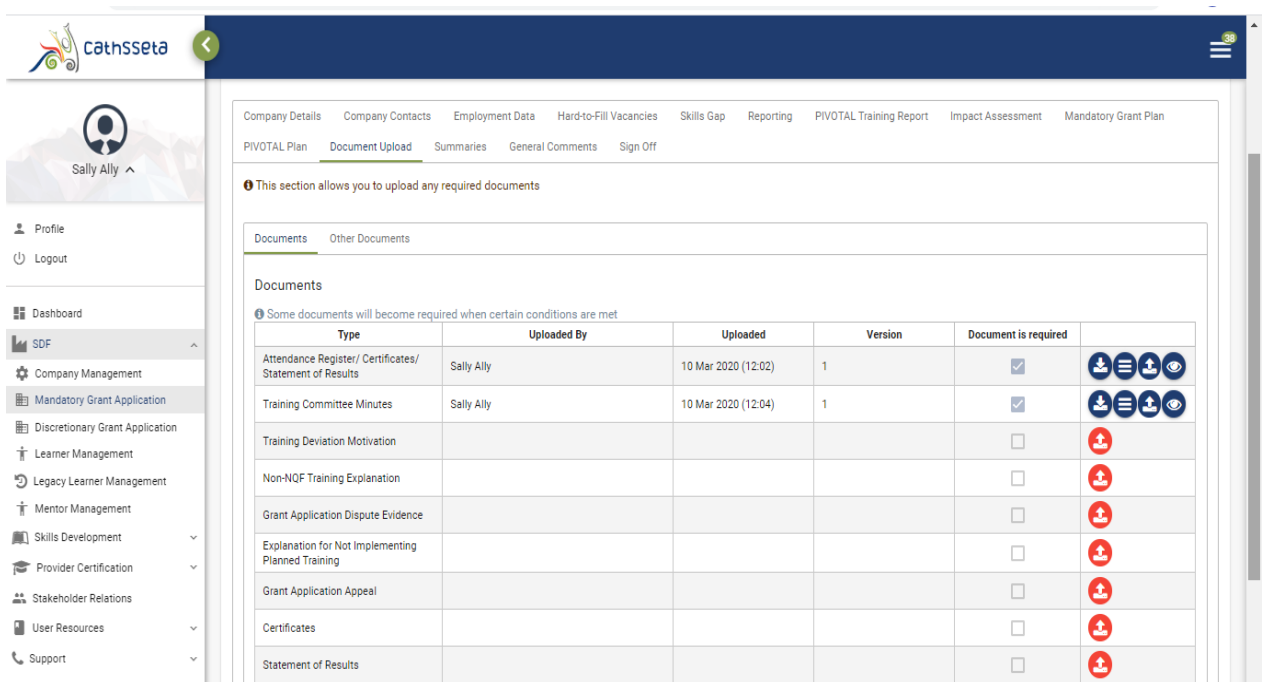
2. MANDATORY GRANT APPLICATION

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

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

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

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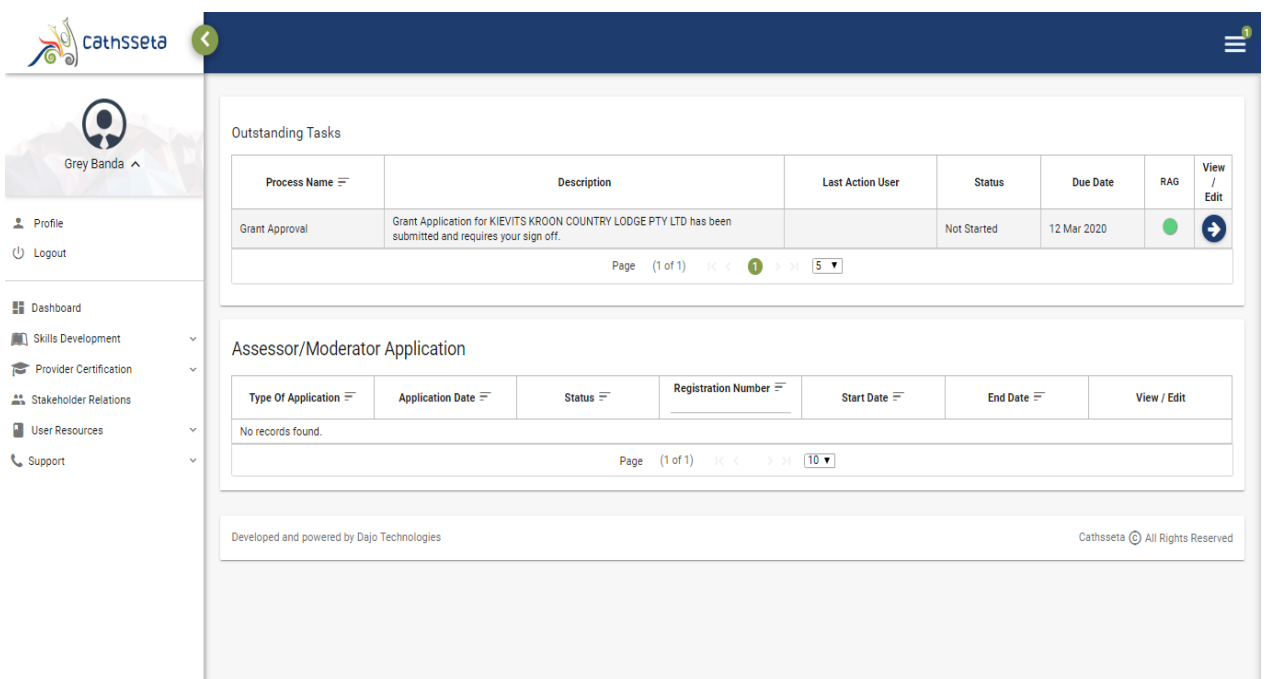
2. MANDATORY GRANT APPLICATION

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

Grant Application for KIEVITS KROON COUNTRY LODGE PTY LTD has been submitted and requires your 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

Outstanding Tasks

Process Name	Description	Last Action User	Status	Due Date	RAG	View / Edit
Grant Approval	Grant Application for KIEVITS KROON COUNTRY LODGE PTY LTD has been submitted and requires your sign off.		Not Started	12 Mar 2020	🟢	➡

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Assessor/Moderator Application

Type Of Application	Application Date	Status	Registration Number	Start Date	End Date	View / Edit
No records found.						

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2. MANDATORY GRANT APPLICATION

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

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

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.