



**CATHSSETA INTEGRATED
MANAGEMENT SYSTEM
(CIMS)**

SDF & COMPANY REGISTRATION
USER TRAINING MANUAL



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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 SETA and 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 as a guide on how to gain access to CIMS as an SDF , and if approved, register and maintain an organisation profile on CIMS

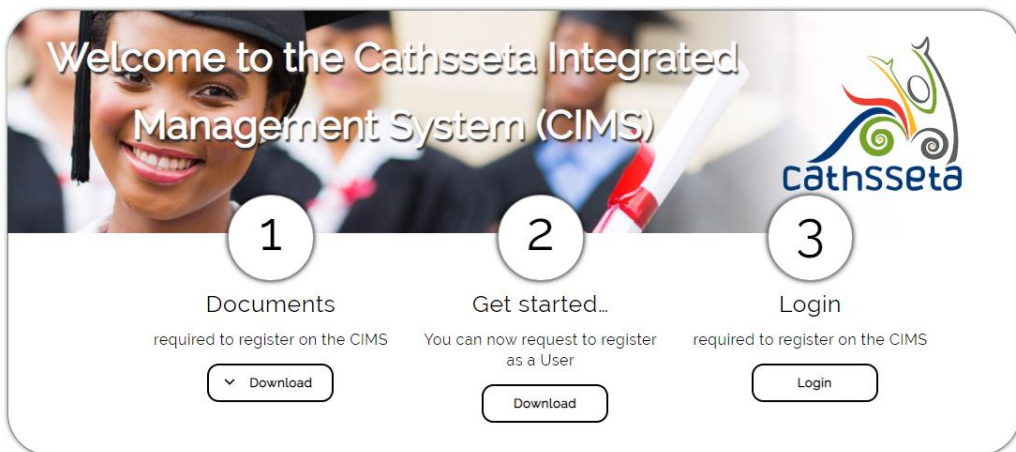
1.3 System Requirements

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

2. ACCESSING & REGISTERING ON CIMS

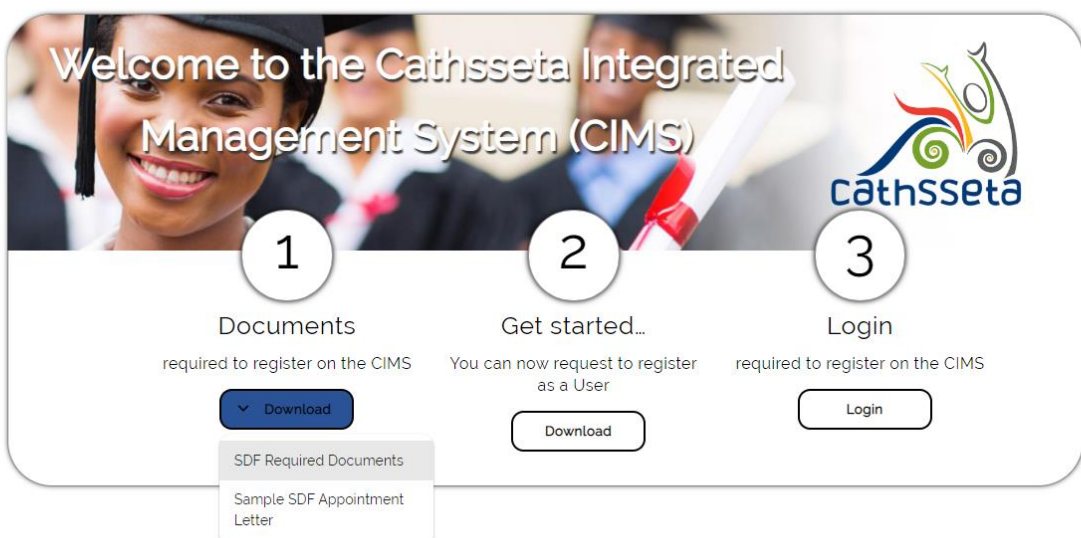


1. To access, type the address in the address bar as: <https://cims.CATHSSETA.org.za>
2. Step 1 for first time registration click on download under documents section to access information on the documents that you will need to access CIMS.



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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.



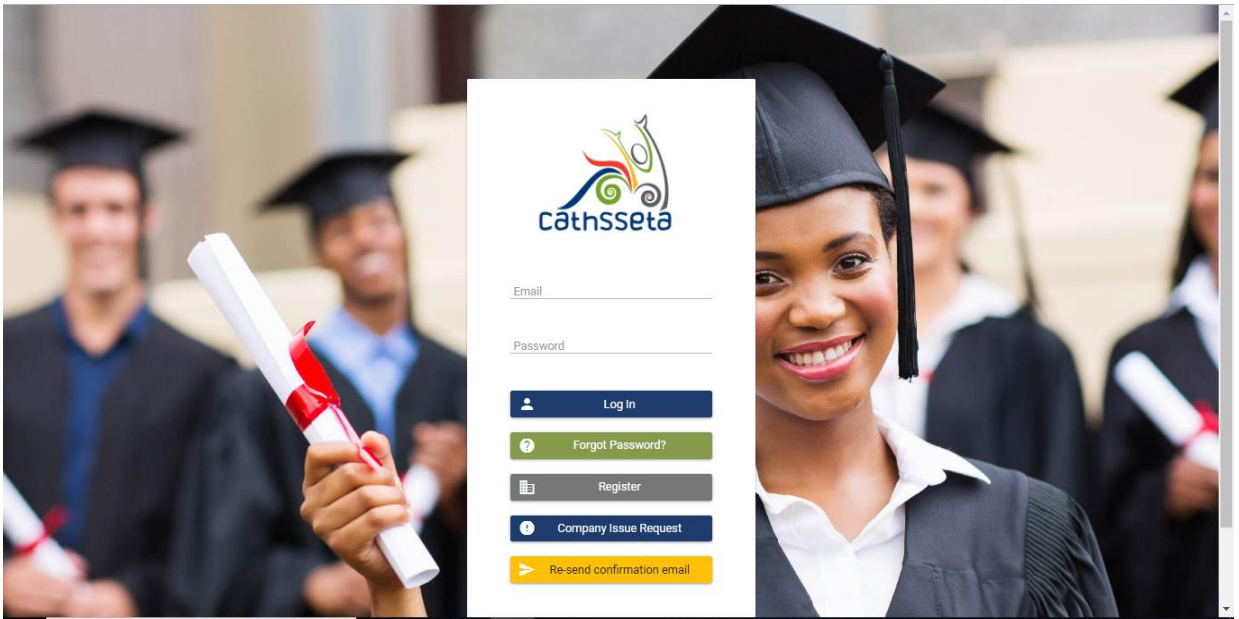
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<https://test.cathsseta.org.za/#>

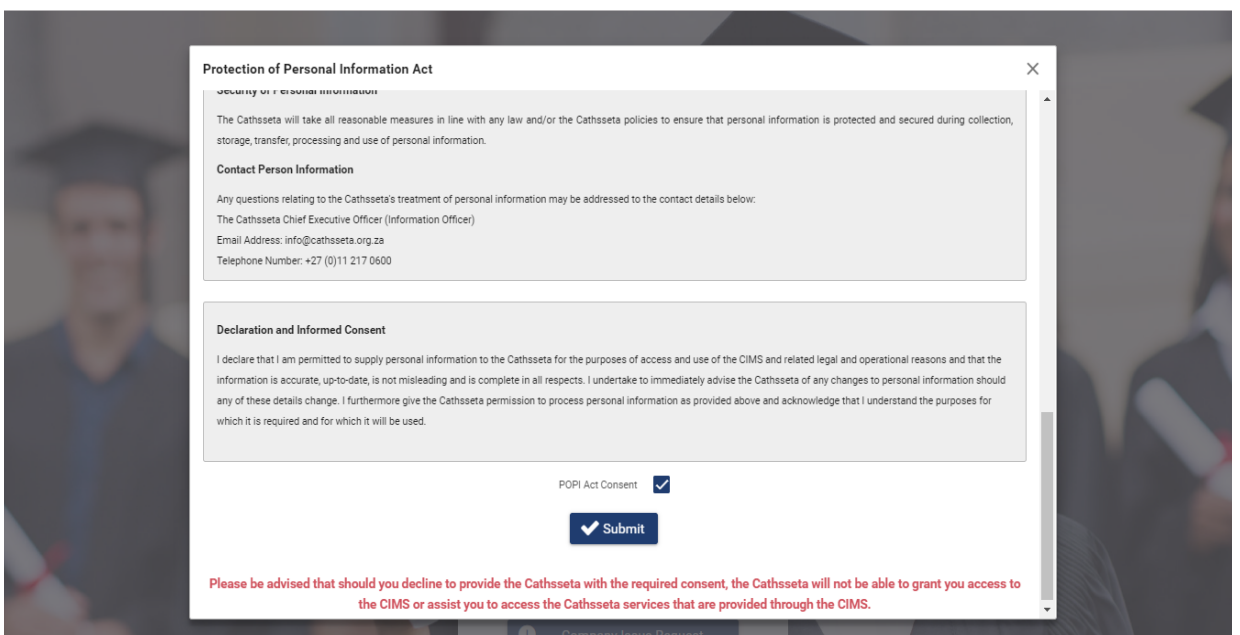
2. ACCESSING & REGISTERING ON CIMS



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.



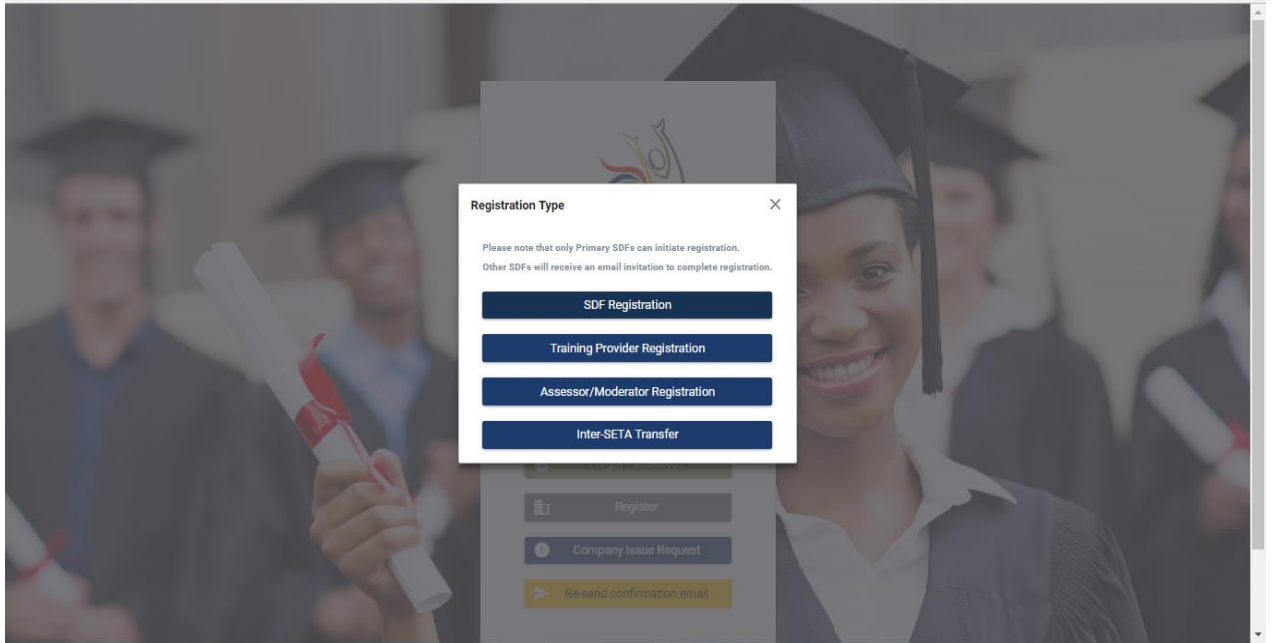
8. After selecting Register, the **Protection of Personal Information (POPI) Act** pop-up screen will be displayed.
9. You will be required to read through the screen, and check the **POPI Act Consent** box and then **Submit**. If you submit without checking the POPI Act Consent box, you will not be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



2. ACCESSING & REGISTERING ON CIMS

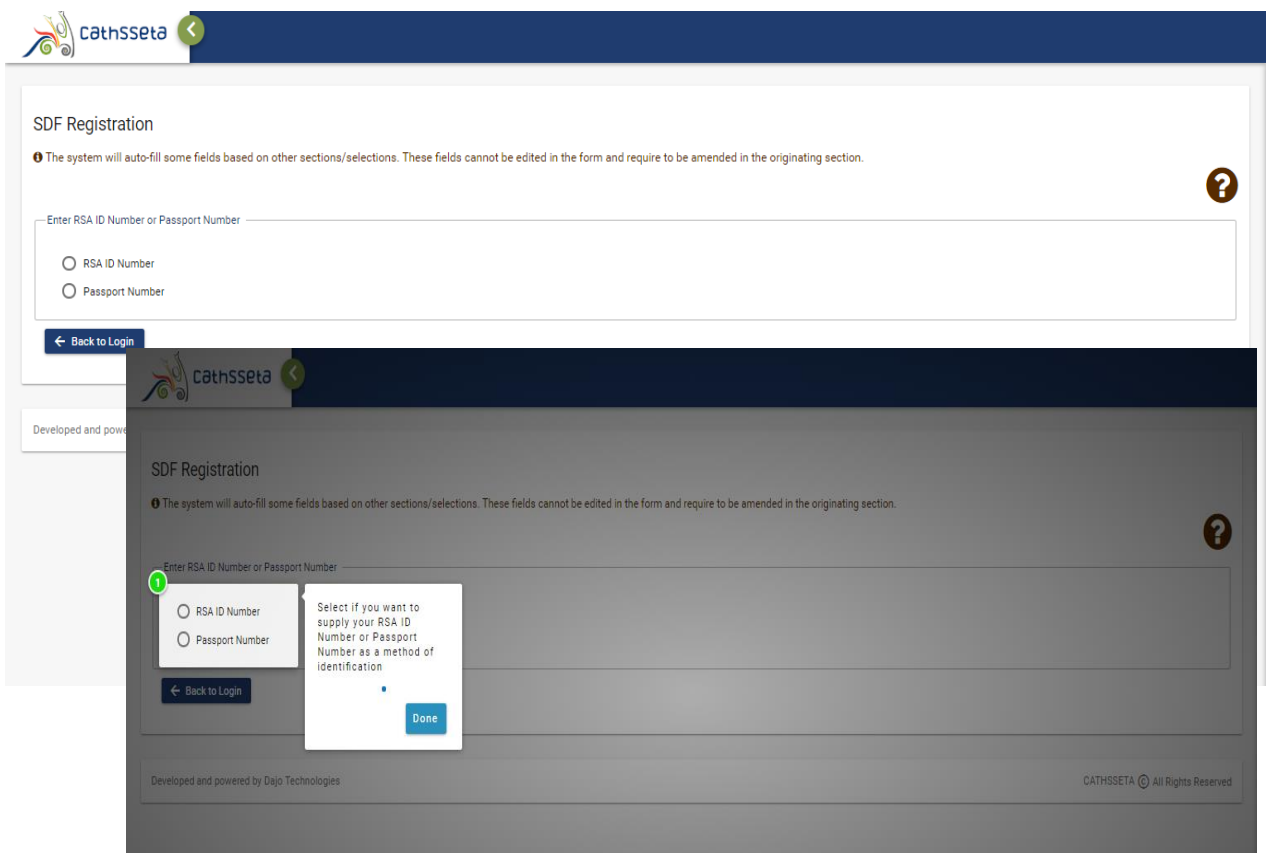


10. For SDF Registrations, select SDF Registration.



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. The top header includes the CathSseta logo and a back arrow. The form is divided into two columns of dropdown menus. The left column includes: Citizen Residence Status (Dual (SA plus other)), Highest School Qualification (NQF 8 (Bachelor Honours Degrees/Postgraduate Diploma)), and Years In Present Occupation (5). The right column includes: Socioeconomic Status (Employed), Present Occupation (Financial Accountant), and Years Of SDF Work Experience (2). Below these 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." The main section is titled "Company Registration Form" and contains three radio buttons: "Non-levy Paying Entity" (unchecked), "Existing Non-levy Paying Entity" (unchecked), and "Cathssseta Levy Paying Entity" (checked). Below the radio buttons is a text field for "Entry ID" with the value "L280745979" and a "Submit" button. At the bottom left is a "Back to Login" button.

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 company details. The top header includes the CathSseta logo and a back arrow. The form is divided into two columns. The left column includes: Company Name (STAMOS), Entity ID (L280745979), and a note: "Please upload the following compulsory document(s)". Below the note is a button for "SDF Company Appointment Letter" with a "Click to Upload" button. At the bottom left is a "Save and Submit" button. The right column is empty. Below the form is a "No records found" message. An "Upload Documents" modal window is open in the foreground, showing the title "SDF Company Appointment Letter" and a "NOTE" section with a "Select file" button and an upload icon.

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 registration form. The form is titled 'User (SA plus User)' 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 search bar with a magnifying glass icon and 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'.

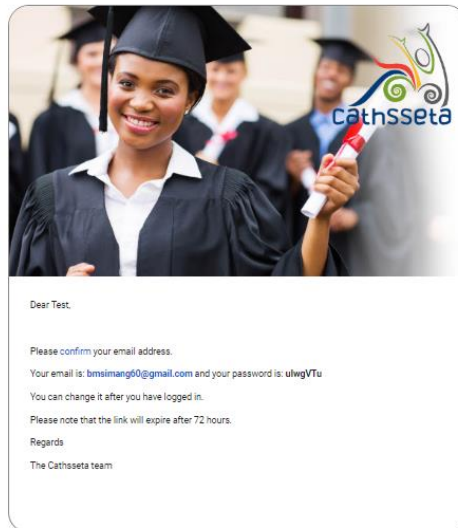
21. A notification will be displayed to indicate that your registration request is being processed.

A screenshot of the CathSseta registration form, showing a notification. The form is titled 'SDF Registration'. A blue notification box in the top right corner says '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'.

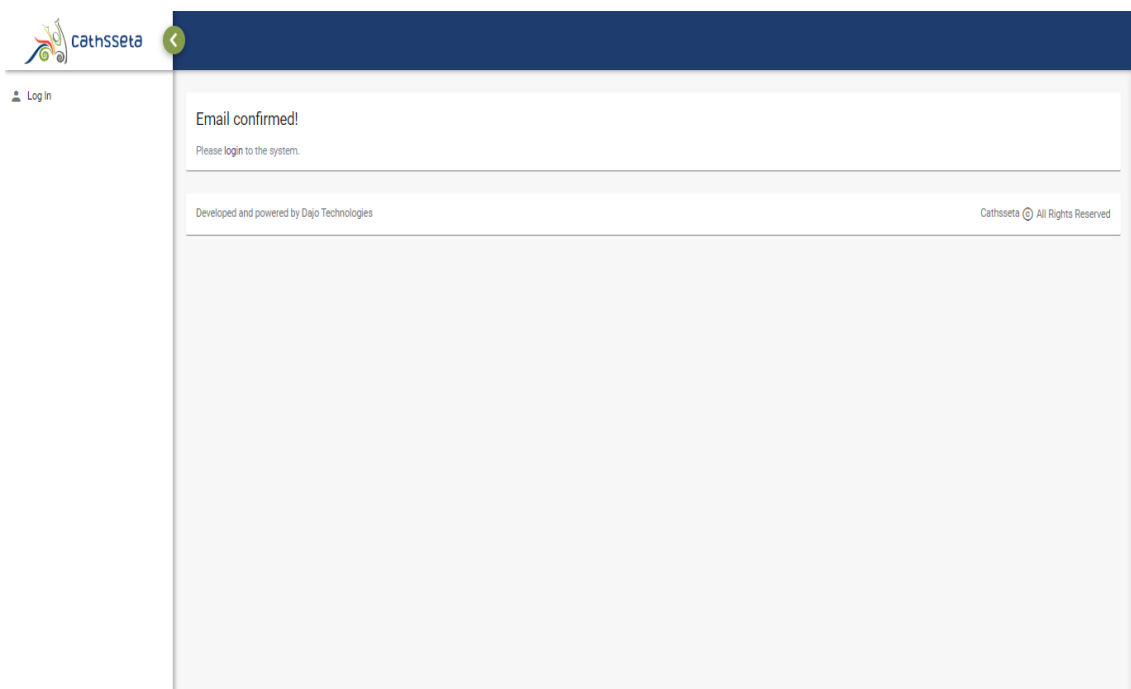
2. ACCESSING & REGISTERING ON CIMS



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.



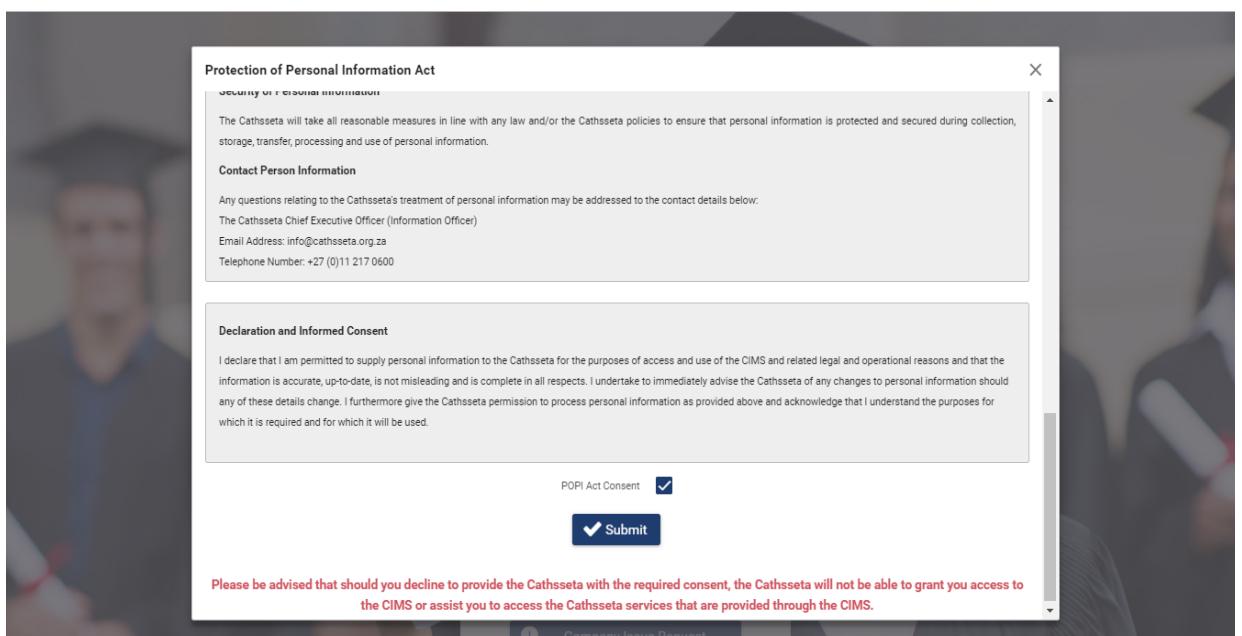
2. ACCESSING & REGISTERING ON CIMS



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

Change Password [Close]

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

New Password *

Confirm Password *

Submit

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.

CathSseta [Home] [0]

Test Person [Profile]

Profile
Logout

Dashboard
SDF
Stakeholder Relations
User Resources
Support

This DG Window Closes in

20 D 14 H 55 M

Please complete your application before the closing time to be considered

Companies

Company Name	Company Registration Number	Entity ID	Company Status	Size of Company	Levy Paying	RAG	View / Edit
XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXX	Active	Medium (50 - 149)	✓	●	→ 📅 ↻
XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXX	Pending Registration		✓	●	→ ↻

(1 of 1) [Page Navigation]

Outstanding Tasks

Process Name	Description	Last Action User	Status	Due Date	RAG	View / Edit
XXXXXXXXXXXX						

XXXXXXXXXXXX

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 CIMS dashboard for a user named 'Test Person'. The 'Outstanding Tasks' section contains one task: 'Skills Development Facilitator Registration'. The task description states: 'The initial registration application for SDF Test Person (Test12312) and HIIGHTRADE-INVEST 27 PTY LTD (L080751698) was approved. Please login and complete the rest of the application process.' The task status is 'Not Started', the due date is '22 Oct 2019', and there is a green progress indicator and a right-pointing arrow icon. Below this, the 'Qualification Development' section shows 'No records found'.

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

This screenshot shows the task details for 'Skills Development Facilitator Registration'. At the top, a progress bar indicates the current step: 'Skills Development Facilitator Registration' (highlighted in orange), 'Administrator (Days To Complete 5)' (highlighted in green), and 'Skills Development Facilitator (Days To Complete 5)' (highlighted in orange). A red arrow points to the 'Administrator (Days To Complete 5)' step. Below the progress bar, a task action bar contains a 'Complete Workflow Task' button. The main form area is titled 'SDF Details' and contains the following information:

Name:	Taryn Morgan	Email:	taryn.morgan223@gmail.com
RSA ID Number:	6806120075084	Gender: *	Female
Equity: *		Nationality: *	South Africa
Disability:			

Below the form is a table for 'SDF Documents':

Type	Uploaded By	Uploaded	Version	View / Edit
Certified Identity Document	Taryn Morgan	26 Aug 2019 (09:42)	1	[Icons for View, Edit, Download, etc.]

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

The screenshot shows the Cathsseta dashboard interface. The left sidebar contains navigation options: Profile, Logout, Dashboard, SDF, Stakeholder Relations, User Resources, and Support. The main content area displays a task notification at the top, followed by a progress bar with three steps: Skills Development Facilitator Registration (completed), Administrator (Days To Complete 5) (current), and Skills Development Facilitator (Days To Complete 5) (failed). Below this is a 'Task Action' section with a 'Complete Workflow Task' button. The 'SDF Details' section is active, showing a table with columns: Expand row, Company Name, Company Registration Number, Entity ID, Company Status, Size of Company, Levy Paying, RAG, and Company Details. A red circle highlights the expand icon in the first row of the table.

Expand row	Company Name	Company Registration Number	Entity ID	Company Status	Size of Company	Levy Paying	RAG	Company Details
⊖	TRAVEL WITH ATTITUDE PTY LTD	1234567890	1234567890	Pending Registration		✓	●	🔍 📄 📧

34. Select the update icon to update company information

This screenshot shows the same dashboard as above, but with the 'Company Details' column of the table expanded. A red box highlights the 'Company's Head Office Information' section, which contains fields for Company Name, Trading Name, Tel Number, and Fax Number. A red arrow points from the update icon (a circular arrow) in the 'Company Details' column of the table to the 'Company's Head Office Information' section.

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 * TRAVEL WITH ATTITUDE PTY LTD Trading Name * HERITAGE TRAVEL & TOURS
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, while the Postal Address section has a 'Same as Physical Address' checkbox.

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 features a navigation bar with 'Home » Latitude and Longitude of a Point' and 'FAQ | iTouchmap.com'. Below the navigation are buttons for 'Johannesburg - Durban' and 'Durban - Johannesburg', each with a 'BOOK NOW' button. A central instruction box states: 'To find the latitude and longitude of a point you can do any of the following... 1. Press and Hold the Shift Key then Click on the point on the map. 2. Drag the red marker (Press and Hold the mouse button until the marker pops up). 3. Enter the Address 167 14th Road, midrand'. Below this is a satellite map of Johannesburg with a red marker on a road. To the right of the map is a sidebar with 'Johannesburg - Durban' and 'From R828 Return' buttons. At the bottom, there are input fields for 'Latitude' and 'Longitude' in decimal, degrees, minutes, and seconds formats, along with 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 web application interface with a modal dialog box titled "Other SDFs". The dialog has a search field for "Enter RSA ID Number or Passport Number" and two radio buttons: "RSA ID Number" and "Passport Number". Below the search field 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 dialog, it says "Page (1 of 1)" and has navigation arrows. The background shows a sidebar with menu items like "Dashboard", "SDF", "Company Management", and "Mandatory Grant Application". The main content area shows "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 same "Other SDFs" dialog box, but now it is open to a registration form. The form has 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 --

At the bottom of the form is a "Submit" button. Below the form is the same table as in the previous screenshot, showing the user's details. The background shows the same web application interface as in the previous screenshot.

2. ACCESSING & REGISTERING ON CIMS



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

The screenshot shows the 'Company Contacts' registration form for 'HIGHTRADE-INVEST 27 PTY LTD Company Contacts'. The form has a search bar with the placeholder text 'Enter RSA ID Number or Passport Number'. Below the search bar are two radio button options: 'RSA ID Number' and 'Passport Number'. The left sidebar shows the user's profile 'Taryn Morgan' and various navigation options like Profile, Logout, Dashboard, SDF, Company Management, etc. The right sidebar shows a 'Company Details' section with icons for different contact types.

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

The screenshot shows the 'Company Contacts' registration form for 'FLYWELL TRAVEL AGENCIES PTY Company Contacts'. The form is divided into several sections. The 'Company Contact Details' section includes fields for Title (Miss), Surname (Morgan), RSA ID Number (9203270170088), First Name (Taryn), Initials (TL), Email (taryn@dajotechnologies.com), Telephone Number (012 559 9799), and Company Contact Type (CEO/MD). There is a checkbox for 'Add to Training Committee' which is checked. The 'Physical Address' section includes Address Line 1 (14th Road), Address Line 2 (Office park), Address Line 3, Town (Alexandra), and Postal Code (1419). The 'Postal Address' section includes Address Line 1 (14th Road), Address Line 2 (Office park), Address Line 3, Town (Alexandra), and Postal Code (1419). The left sidebar shows the user's profile 'Sbonisile M...' and various navigation options. The right sidebar shows an 'Administrator (Days To Complete 5)' notification and a 'Workflow Task' section.

2. ACCESSING & REGISTERING ON CIMS



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

The screenshot shows a "Training Committee" registration form. The form is divided into two columns of input fields. The left column includes: Email *, Passport Number, Last Name *, Tel Number *, Fax Number, and Title * (with a dropdown menu). The right column includes: RSA ID Number, First Name *, Gender * (with a dropdown menu), Cell Number, Union Name * (with a dropdown menu), and Equity * (with a dropdown menu). At the bottom of the form are "Submit" and "Clear" buttons. Below the form is a table with the following headers: 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 is divided into two columns of input fields. The left column includes: Site Name, Fax Number, and Physical Address (with three lines for Address Line 1, 2, and 3, and dropdown menus for Town and Municipality). The right column includes: Tel Number *, and Number of Employees. Remaining: 10 *. At the bottom of the form are "Submit" and "Clear" buttons. A message at the top of the form reads: "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 RUSTY CLUB (L020713741)

Delete All Employees

Employee Detail

Site Name * Johannesburg

--Select Type of ID--

First Name *

Initials *

Employment Type

OFO Code *

Gender *

Date of Birth *

Equity *

Municipality City of Johannesburg Metropolitan Municipality

Nationality *

Disability *

Highest School Qualification *

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

Page (1 of 1)

Expand row	ID Type	Employee ID	First Name	Last Name	Date of Birth	Gender	Equity	Nationality
<input type="radio"/>	Rsalid	9101040596089	Sally	Aily	1991-01-04	Female	Black: African	South Africa
<input type="radio"/>	Rsalid	9709255534080	Thanda	Masemola	1997-09-25	Male	Black: African	South Africa
<input type="radio"/>	Rsalid	9709255534080	Khanyeva	Masemola	1997-09-25	Male	Black: African	South Africa
<input type="radio"/>	Rsalid	9709255534080	Sally	Aily	1997-09-25	Male	Black: African	South Africa
<input type="radio"/>	Rsalid	9709255534080	Sally	Aily	1997-09-25	Male	Black: African	South Africa
<input type="radio"/>	Rsalid	9709255534080	Sally	Aily	1997-09-25	Male	Black: African	South Africa

Page (1 of 9)

2. ACCESSING & REGISTERING ON CIMS



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

The screenshot shows the CATHSSETA portal interface. At the top, there is a task notification: "Task: You are an approved SDF. Please login and complete the company information for the new company: RUSTY CLUB (L020713741)". Below this, a progress bar shows four steps: "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." Under "Task Action", a red message says: "SDF details were previously approved on 2019-09-17 20:20:22.0. Please proceed to review company information." A large green button with a checkmark and the text "Complete Workflow Task" is prominently displayed. Below this, there are tabs for "SDF Details" and "Company Information". The "Company Information" tab is active, showing 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
⌵	RUSTY CLUB	201713741/01	L020713741	Pending Registration	Medium (50 - 149)	✓	●	🔍 📄 👤 ⚙️

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

This screenshot shows the same CATHSSETA portal interface as above, but with a confirmation dialog box overlaid. The dialog box has a title "Confirmation" and a close button (X). The main text in the dialog asks "Are you sure?". At the bottom of the dialog, there are two options: "Yes" (with a checkmark icon) and "No" (with an X icon). The background content is dimmed, showing the same task notification and progress bar 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.