CATHSSETA INTEGRATED MANAGEMENT SYSTEM (CIMS)

UPDATING BANKING DETAILS
USER TRAINING MANUAL

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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 update banking details.

1.3   System Requirements

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

2. UPDATING BANKING DETAILS

1. Once your company has been approved on CIMS, log into your SDF profile to add/ update company banking details.
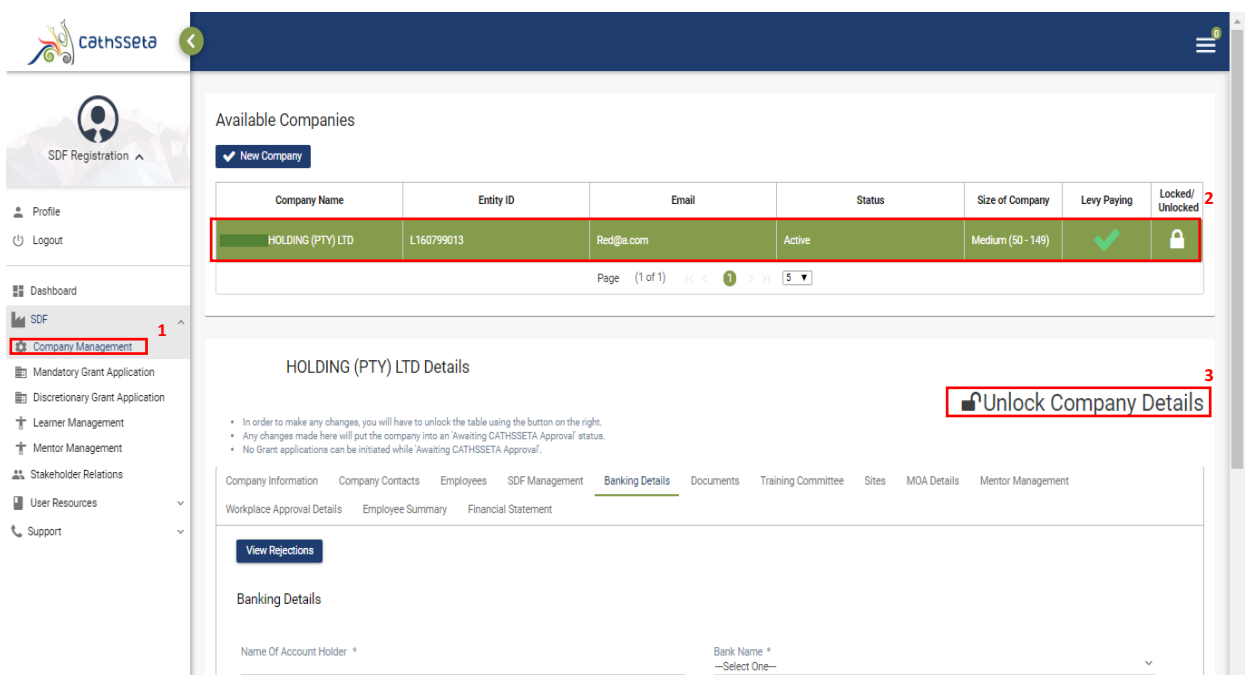

2. Once Logged in will perform the following :

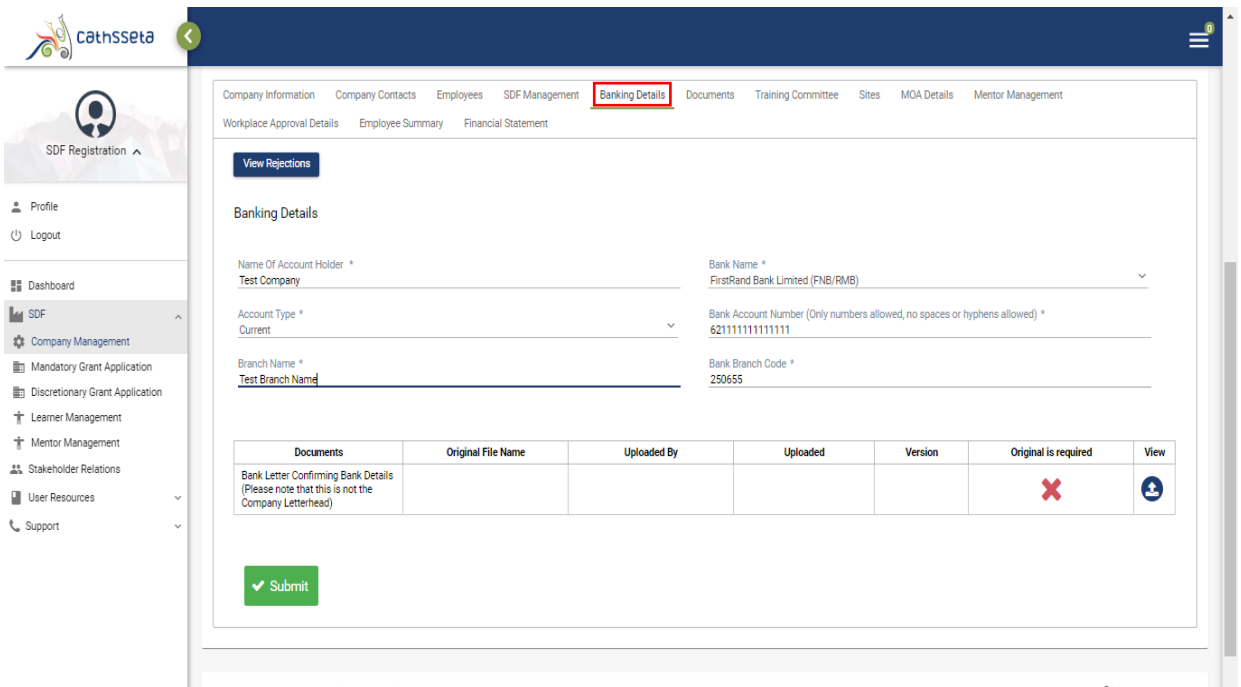Step 1: Navigate to and click on company management on the left-hand pane
Step 2: Click to select the company you wish to add/ update banking details. The selected company will be highlighted in green.
Step 3: If company details are locked, click to unlock company details, so that you can make changes.

2. UPDATING BANKING DETAILS

3. Navigate to the banking details tab to add banking details.

4. You will notice that once you have selected the Bank Name, the Bank Branch Code is auto-populated.

5. You will also be required to upload a Bank Letter Confirming Bank Details. To upload click the upload icon.

7. Click select, to select the file to upload.
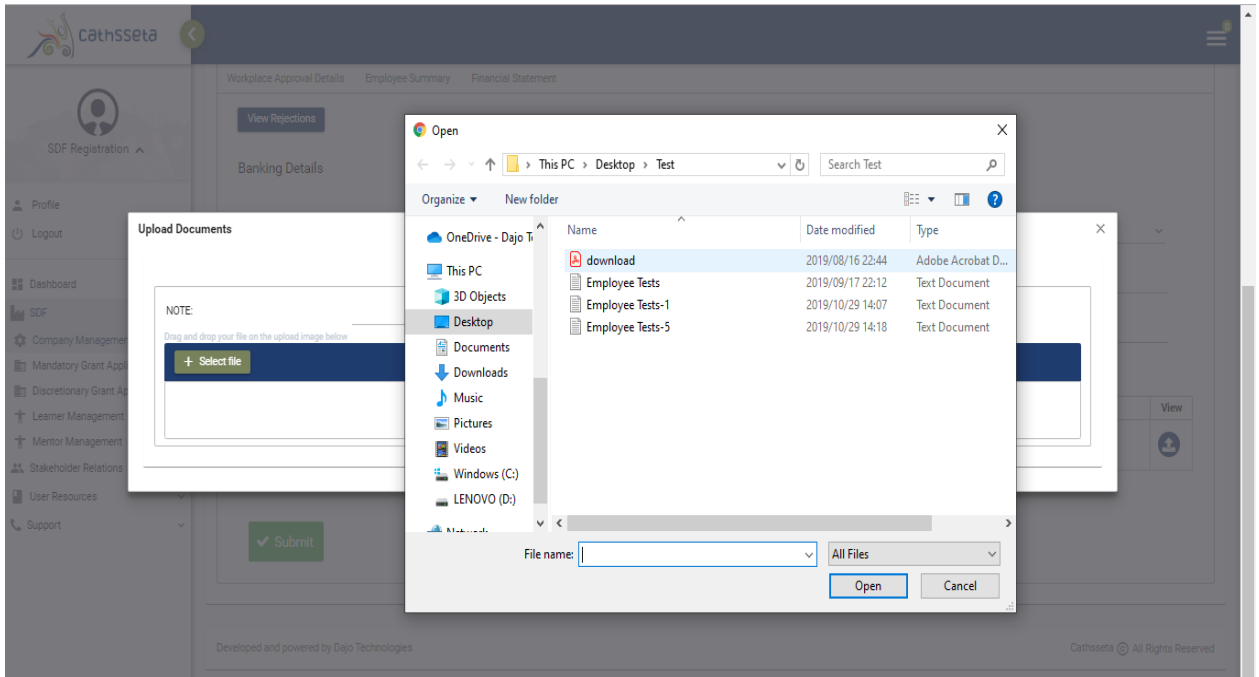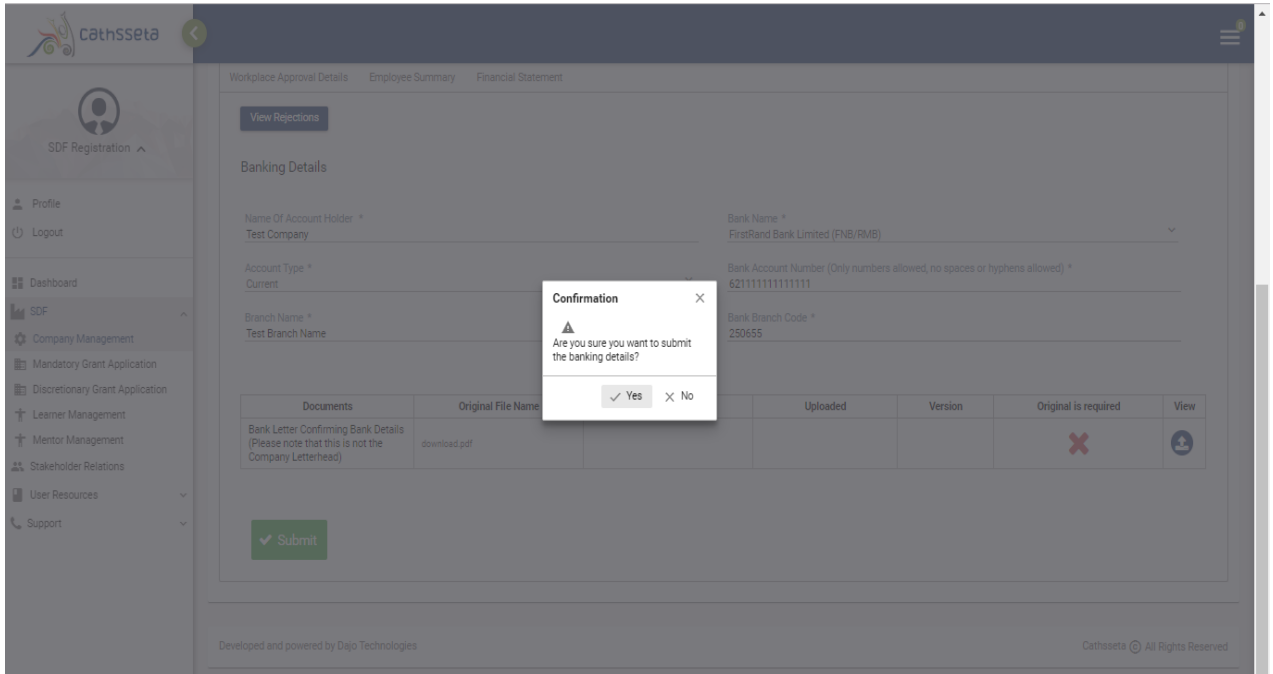
8. Once the file bank letter has been uploaded, the details will be displayed.
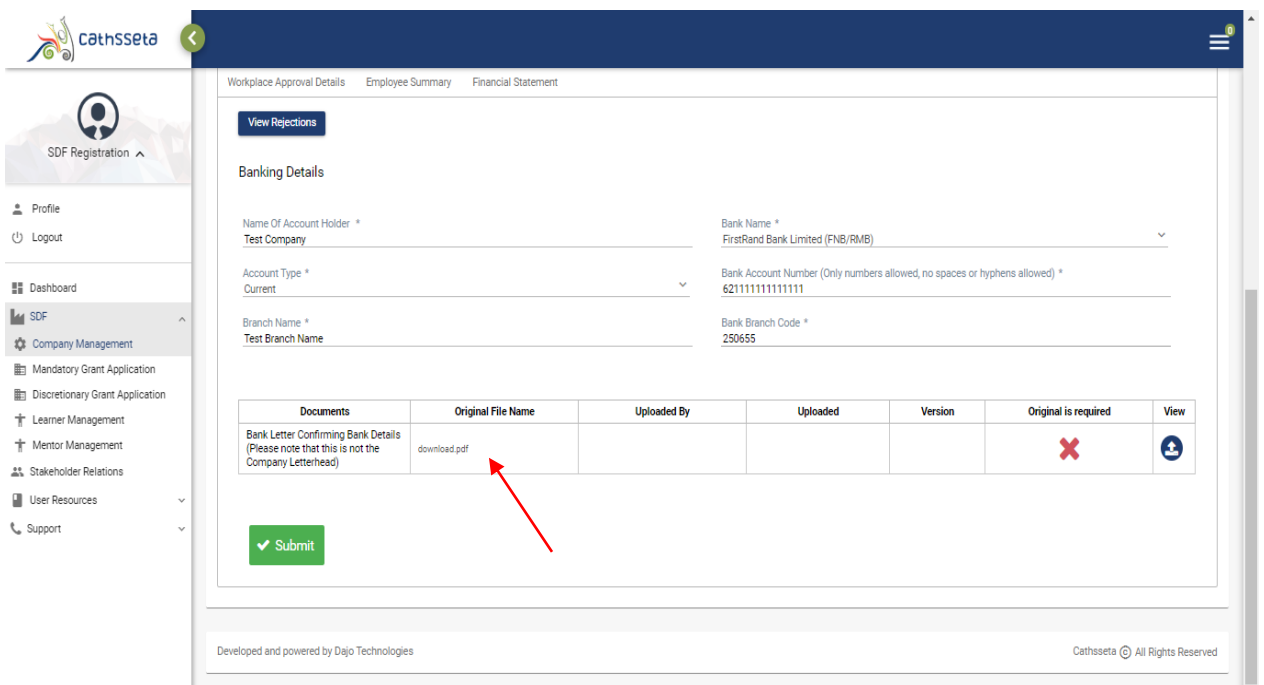
9. Click Submit, once all he required information has been captured.

2. UPDATING BANKING DETAILS

10. A confirmation will be displayed, click yes to continue.

11. Once, submitted the bank details cannot b e updated/ changed. Until they are approved/ rejected and sent back to the SDF

12. The company contact will receive an email, indicating that the banking details have been updated and require approval.

Banking details for   HOLDING (PTY) LTD (L16   13) have been uploaded/changed and require approval.

13. The company contact will login to their profile and see an outstanding task. Click the arrow to view and edit the task.

3. APPROVING BANKING DETAILS BY THE COMPANY CONTACT

14. The company contact will be able to review the banking details.

15. To view / download the bank letter or view the document history, click on the icons

16. Once, reviewed click approve or select a reject reason and click reject. If banking details were not approved the SDF will receive an email to update the banking details.

17. The details will go through an internal review process by the CATHSSETA.