

LMIS USER GUIDE



FUTURE PERFECT
SKILLS DEVELOPMENT

SDP

Skills Development Provider

External

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1. Introduction

Dear Skills Development Provider,

Hello and welcome to the Learner Management Integrated System's (LMIS) User Guide. This document will help you navigate the system effectively and efficiently to help you achieve the following tasks:

- i. Registration of Skills Development Provider on LMIS
- ii. Application for Accreditation at FP&M SETA on LMIS
- iii. Approval of applications by FP&M SETA
- iv. Applying for Extension of Scope
- v. Learner Site Visits and Certification Management
- vi. View single Truth of the information about the Skills Development Providers accredited with the FP&M SETA

This user manual only covers Skills Development Provider functionality

Below is the URL to access the application

Application Name	Learner Management Information System
URL	https://fpmseta.endorseds.co.za/
Recommended Supported	<ul style="list-style-type: none"> • Google Chrome • Mozilla Firefox • Apple Safari • Microsoft Edge

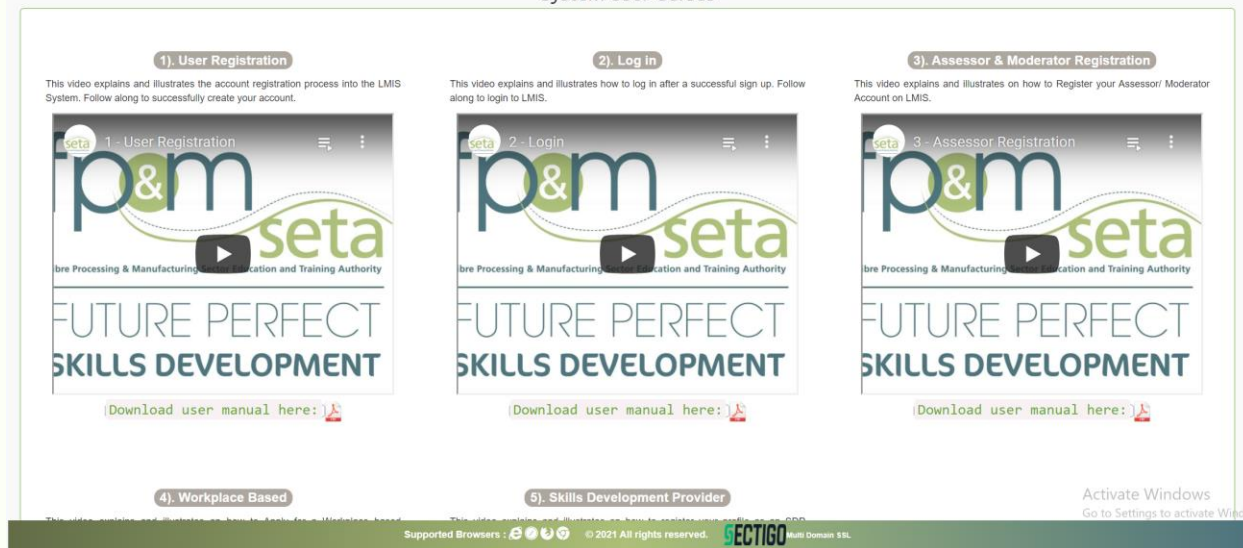
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Welcome to Integrated LMIS, to gain Access to the System please click the link below.



System User Guides



2. Skills Development Provider Registration

- i. This section demonstrates and explains how a Skills Development Provider can gain access to LMIS and start applying for Accreditation at the FP&M SETA.

2.1 User Registration

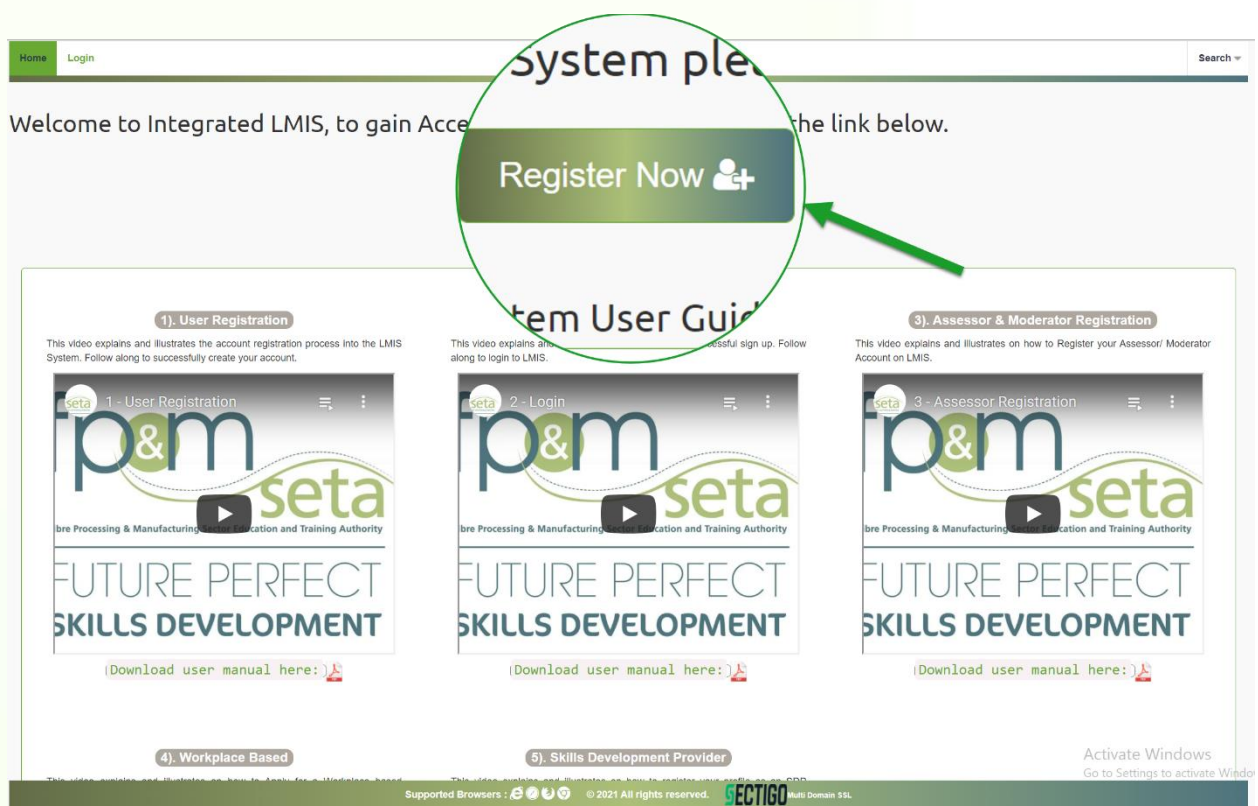
- i. You need to Register on the system as a Training Provider before gaining access to the following key features:
 - a. Capturing Skills Development Provider details
 - b. Adding learning units that they are accredited for
 - c. Uploading Supporting Documentation

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- d. Capturing their Professional Experience
- e. Adding the Educational background and submitting the application for registration

2.2 Register a User

- i. To register on the LMIS System, you click on the “Register Now” button to open the Registration page as below:



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- ii. You must complete your information shown in the screen below to register as a Skills Development Provider:

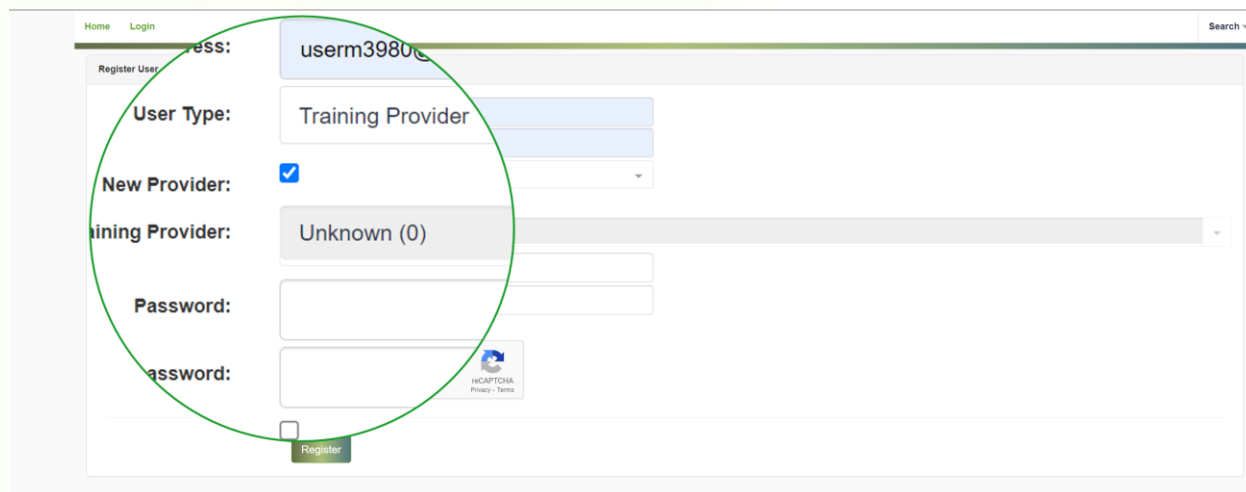
The screenshot shows the 'Register User' form in the LMIS system. The form is titled 'Register User' and is located within a web application interface. At the top of the page, there are links for 'Home' and 'Login', and a search bar on the right. The form itself contains the following fields and elements:

- User Name:** A text input field containing the value 'admin'.
- E-mail Address:** An empty text input field.
- User Type:** A dropdown menu with the text '-- select --'.
- Password:** A text input field with masked characters (dots).
- Confirm password:** An empty text input field.
- Show Password(s)?:** A checkbox that is currently unchecked.
- Security:** A CAPTCHA section with a checkbox labeled 'I'm not a robot', a CAPTCHA image, and a 'Verify' button.
- Privacy Policy:** A link labeled 'Privacy - Terms'.
- Register Button:** A green button labeled 'Register' at the bottom of the form.

2.2.1 New Skills Development Providers

- i. Skills Development Providers that are **NOT** Accredited with the FP&M SETA need to select "Training Provider" under the "User Type" menu and click on the "New Provider" checkbox.
- ii. The System will then add "Unknown (0)" to the "Training Provider" field, as below.

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Home Login Search

Register User

Username: userm3980

User Type: Training Provider

New Provider: ☒

Training Provider: Unknown (0)

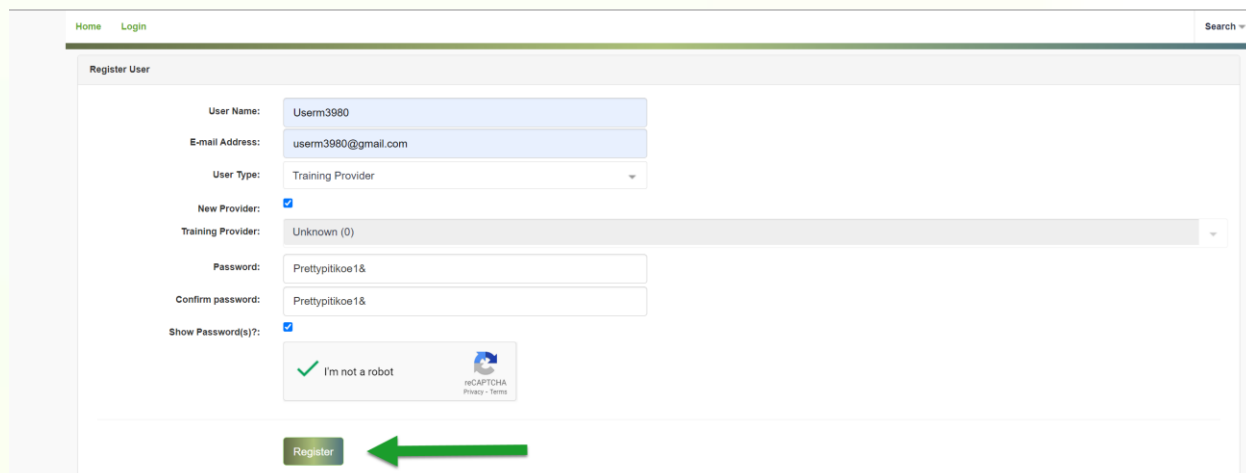
Password:

Confirm Password:

☐ [Register](#)

hCAPTCHA Privacy - Terms

- iii. You can then continue to add the other information and then click on “Register” to conclude the process.



Home Login Search

Register User

User Name: Userm3980

E-mail Address: userm3980@gmail.com

User Type: Training Provider

New Provider: ☒

Training Provider: Unknown (0)

Password: Prettyptikoe1&

Confirm password: Prettyptikoe1&

Show Password(s)?: ☒

☒ I'm not a robot

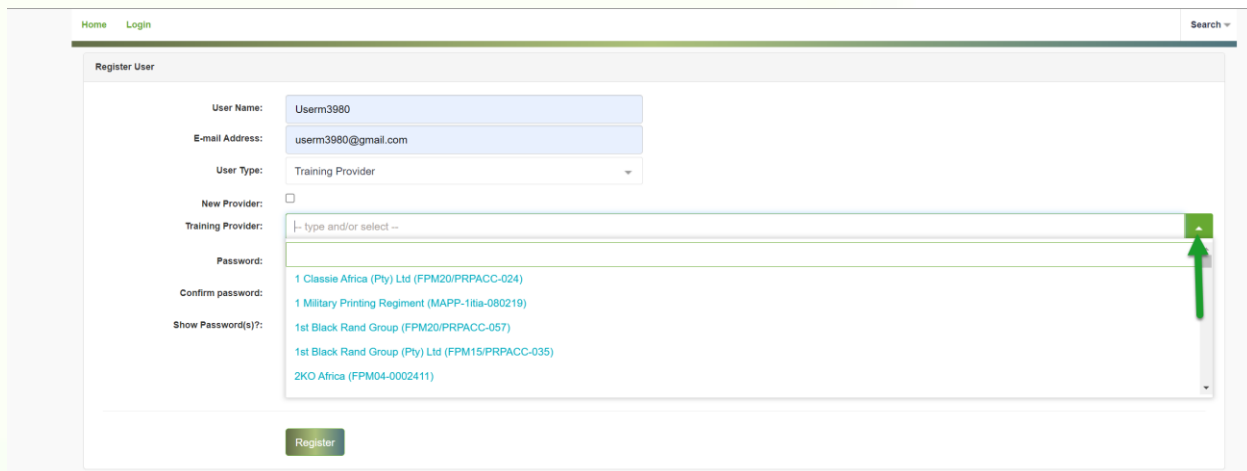
[Register](#)

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2.2.2 Accredited Skills Development Providers

- i. Skills Development Providers that are already Accredited with the FP&M SETA need to select “Training Provider” under the “User Type” menu.
- ii. You then leave the “New Provider” checkbox **unmarked** and type the name of the FP&M SETA Accredited Provider on the “Training Provider” field. The system will populate the Provider name and Registration Number, as below:



Home Login Search

Register User

User Name: Userm3980

E-mail Address: userm3980@gmail.com

User Type: Training Provider

New Provider: ☐

Training Provider: -- type and/or select --

1 Classie Africa (Pty) Ltd (FPM20/PRPACC-024)

1 Military Printing Regiment (MAPP-1titia-080219)

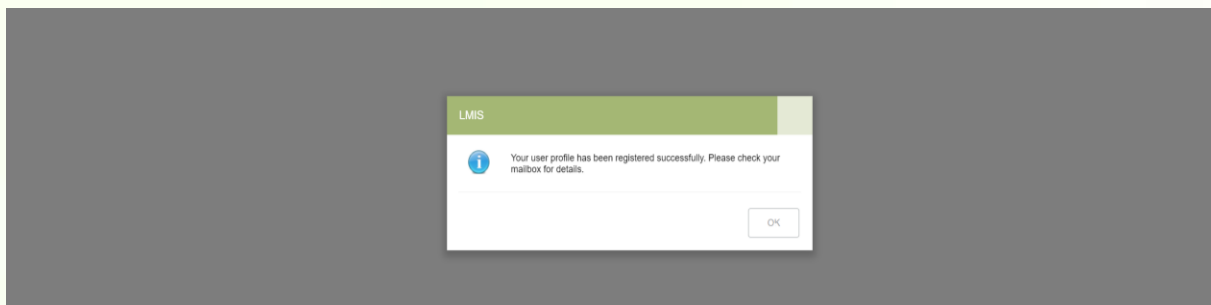
1st Black Rand Group (FPM20/PRPACC-057)

1st Black Rand Group (Pty) Ltd (FPM15/PRPACC-035)

2KO Africa (FPM04-0002411)

Register

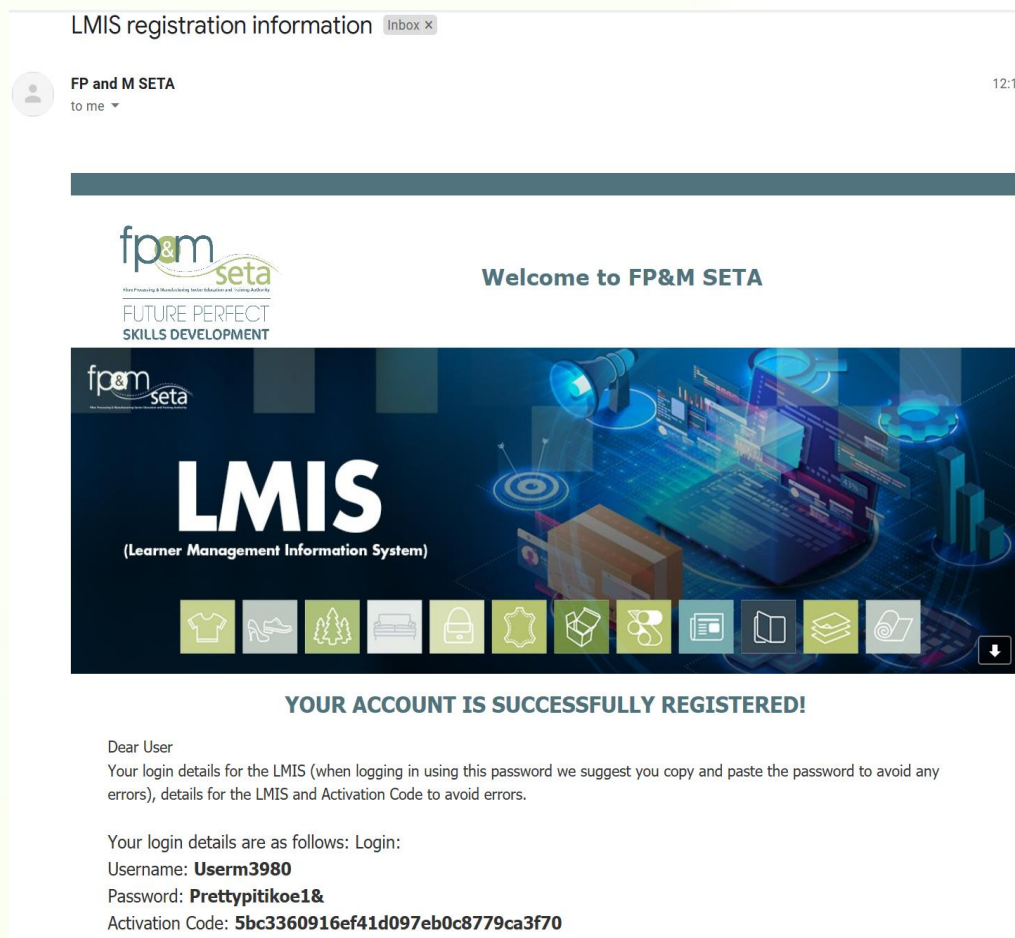
- i. You click on the correct Skills Development Provider name, then continue to add the rest of the information and click on “Register” to conclude the process.
- ii. Once the registration information is successfully captured, a success message with instructions on how to activate the account will appear as below:



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2.3 User Account Activation

- i. An activation email with your details and an Activation Code is then sent to you, as below.
- ii. You copy the Activation Code and proceed to the LMIS Login Screen.

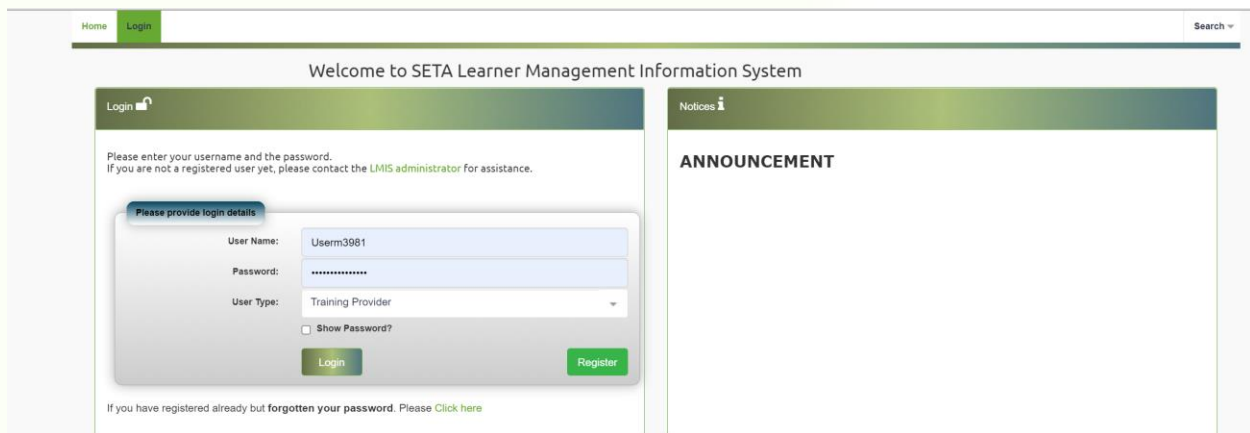


2.3.1 User Login

- i. Once the Activation Email has been received, you navigate to the LMIS Login page.
- ii. On the LMIS Login Page, you enter your username and password as seen on the Activation email.

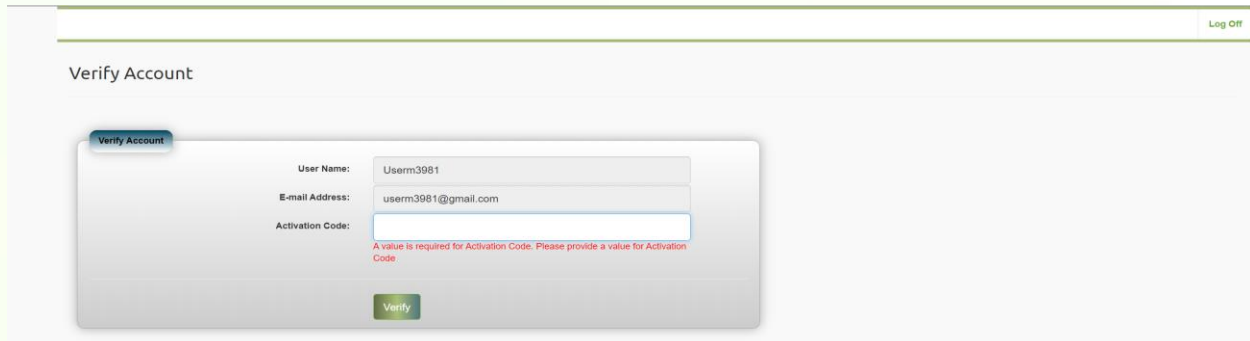
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- iii. The system automatically populates the “User Type” field in accordance with what you have registered for, as below:
- iv. You then click on the “Login” button to proceed.



The screenshot shows the 'Welcome to SETA Learner Management Information System' login page. It features a 'Login' button in the top navigation bar and a 'Search' dropdown. The main content area is divided into two sections: 'Login' and 'Notices'. The 'Login' section contains a form with fields for 'User Name' (filled with 'Userm3981'), 'Password' (masked with asterisks), and 'User Type' (a dropdown menu set to 'Training Provider'). There is a 'Show Password?' checkbox and 'Login' and 'Register' buttons. A message above the form states: 'Please enter your username and the password. If you are not a registered user yet, please contact the LMIS administrator for assistance.' Below the form, a link says 'Click here' for forgotten passwords. The 'Notices' section has an 'ANNOUNCEMENT' header.

- i. Before accessing your profile, you will need to verify the account. The system will navigate to the “Verify Account” (New User Verification) page as below. Enters (copy and paste) the Verification Code on the activation email, then click on the “Verify” button to proceed.



The screenshot shows the 'Verify Account' page. It has a 'Log Off' button in the top right corner. The main content area is titled 'Verify Account' and contains a form with fields for 'User Name' (filled with 'Userm3981'), 'E-mail Address' (filled with 'userm3981@gmail.com'), and 'Activation Code'. A red error message below the 'Activation Code' field states: 'A value is required for Activation Code. Please provide a value for Activation Code.' There is a 'Verify' button at the bottom of the form.

3. Application for Accreditation

- i. This menu handles all the Accreditation process for the Skills Development Providers within the LMIS system. Skills Development Provider Accreditation allows the application for a NEW Training Provider, be it a first application, re-registration, or the Extension of Scope - in the case of those Training Providers that are already registered on the system.

3.1 Step 1 - Training Provider Details

- i. After successfully activating your account and having logged in, you land on the application page, as below:

- ii. By clicking on “Full Qualification”, then click on Next and the system will lead you to the next page:

- iii. You continue to fill out your details in the fields provided, as below:

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Logged on as: User3982.....User Type: Training Provider

1 Details 2 QMS 3 Programme Scope 4 ETD Staff 5 Satellite Offices & Delivery Sites 6 Documents 7 Verify Information

Enter the details of the training provider. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing record.

Save **Next**

Provider ID: 0 Provider Code: FPM- Entity Registration No.:

Provider Name:

Trading Name:

Select Primary SETA: -- select --

Proof of Primary Accreditation and RL:

Registered with DHET: Y DHET Registration No.:

DHET Registration Start Date: DHET Registration End Date:

BBBEE Rating: -- select -- BBBEE Recognition: 0.00%

No. Full Time Staff: 0 No. Contracted Staff: 0

Main Province Of Operation: -- select --

Latitude Degrees: 0 Latitude Minutes: 0 Latitude Seconds: 0.000

Longitude Degrees: 0 Longitude Minutes: 0 Longitude Seconds: 0.000

Contact Details

First Name: Last Name: Title:

Position in Organization:

Tel No.: Cell No.:

E-mail:

Physical Address: Postal Address:

House No./Complex Name: House No./Complex Name:

Street Name: Street Name:

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Activate Windows
Go to Settings to activate Windows



Should you attempt to click on “Save” with mandatory information missing, the system will highlight the missing data in “RED” as below:

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Logged on as: User3982... User Type: Training Provider

1 Details 2 QMS 3 Programme Scope 4 ETO Staff 5 Satellite Offices & Delivery Sites 6 Documents 7 Verify Information

Enter the details of the training provider. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing record.

Save **Next**

Provider ID: 0 Provider Code: FPM- Entity Registration No.: Entity Registration No. value is required

Provider Name:

Trading Name: Trading Name value is required

Select Primary SETA: Select Primary SETA value is required

Proof of Primary Accreditation and RL:

Registered with DHET: Y DHET Registration No.:

DHET Registration Start Date: DHET Registration End Date:

BBBEE Rating: BBBEE Rating value is required BBBEE Recognition: 0.00%

No. Full Time Staff: No. Contracted Staff: 0

Main Province Of Operation: Main Province Of Operation value is required

Latitude Degrees: Please enter a value less than or equal to -90 Latitude Minutes: Latitude Seconds:

Longitude Degrees: Please enter a value greater than or equal to 90 Longitude Minutes: Longitude Seconds:

Contact Details

First Name: The First Name field is required Title:

Last Name: The Last Name field is required Position in Organization:

Activate Windows
Go to Settings to activate Windows

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Should you select a different SETA from FP&M, the system requires that you also add the MOU Request Letter, the system will highlight the missing data in “RED” as below:

Logged on as: User3982... User Type: Training Provider

1 Details 2 QMS 3 Programme Scope 4 ETO Staff 5 Satellite Offices & Delivery Sites 6 Documents 7 Verify Information

Enter the details of the training provider. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing record.

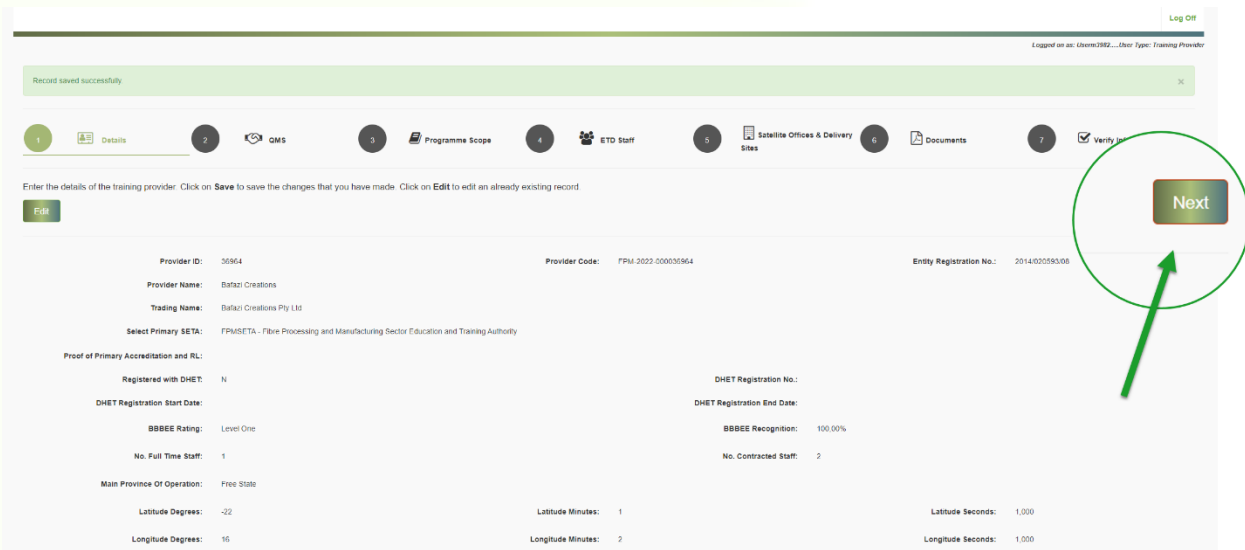
Save **Next**

If the ETQE is not SETA then the MOU Request Letter should be supplied.

- iv. Fill in all the required details, then click on the “Save” button. The system will proceed to save the details. Once your details have been successfully captured,

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you click on the “Next” button and the system will navigate to the next step, as below:



Record saved successfully

Logged on as: User3882...User Type: Training Provider

1 Details 2 QMS 3 Programme Scope 4 ETO Staff 5 Satellite Offices & Delivery Sites 6 Documents 7 Verify Information

Enter the details of the training provider. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing record.

Edit

Provider ID: 36964 Provider Code: FPM-2022-000035964 Entity Registration No.: 201402059306

Provider Name: Bafazi Creations
Trading Name: Bafazi Creations Pty Ltd
Select Primary SETA: FPM/SETA - Fibre Processing and Manufacturing Sector Education and Training Authority

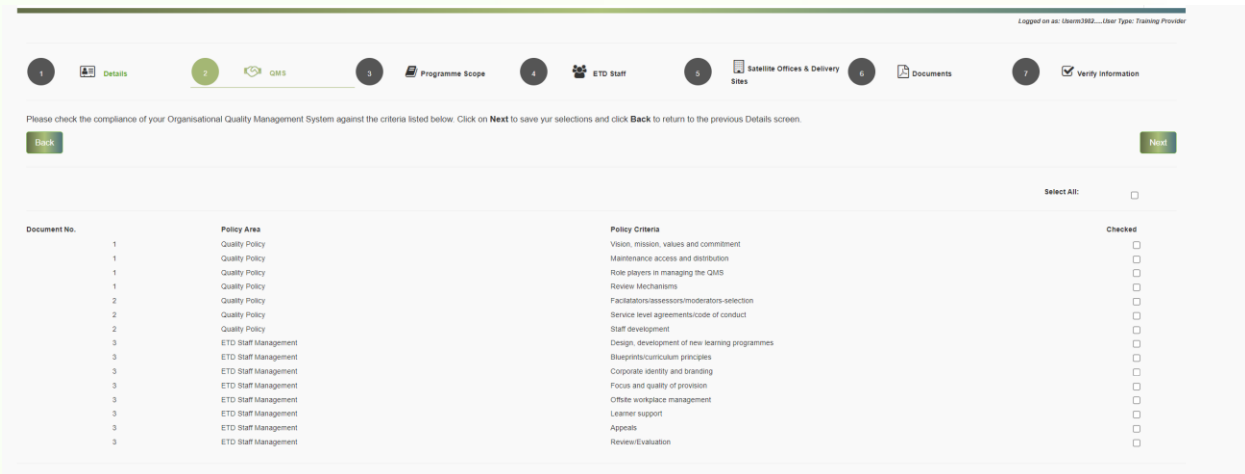
Proof of Primary Accreditation and RL:
Registered with DHET: N
DHET Registration Start Date:
BBBEE Rating: Level One
No. Full Time Staff: 1
Main Province Of Operation: Free State
Latitude Degrees: -22
Longitude Degrees: 16

DHET Registration No.:
DHET Registration End Date:
BBBEE Recognition: 100.00%
No. Contracted Staff: 2
Latitude Minutes: 1
Longitude Minutes: 2
Latitude Seconds: 1,000
Longitude Seconds: 1,000

Next

3.2 Step 2 – QMS

- i. This step allows you to mark/check Quality Management Systems of the Training Provider. This step requires that you “check” all the relevant fields.



Logged on as: User3882...User Type: Training Provider

1 Details 2 QMS 3 Programme Scope 4 ETO Staff 5 Satellite Offices & Delivery Sites 6 Documents 7 Verify Information

Please check the compliance of your Organisational Quality Management System against the criteria listed below. Click on **Next** to save your selections and click **Back** to return to the previous Details screen.

Back **Next**

Select All: ☐

Document No.	Policy Area	Policy Criteria	Checked
1	Quality Policy	Vision, mission, values and commitment	<input type="checkbox"/>
1	Quality Policy	Maintenance access and distribution	<input type="checkbox"/>
1	Quality Policy	Role players in managing the QMS	<input type="checkbox"/>
1	Quality Policy	Review Mechanisms	<input type="checkbox"/>
2	Quality Policy	Facilitator/assessors/moderators selection	<input type="checkbox"/>
2	Quality Policy	Service level agreements/code of conduct	<input type="checkbox"/>
2	Quality Policy	Staff development	<input type="checkbox"/>
3	ETO Staff Management	Design, development of new learning programmes	<input type="checkbox"/>
3	ETO Staff Management	Blueprints/curriculum principles	<input type="checkbox"/>
3	ETO Staff Management	Corporate identity and branding	<input type="checkbox"/>
3	ETO Staff Management	Focus and quality of provision	<input type="checkbox"/>
3	ETO Staff Management	Offsite workplace management	<input type="checkbox"/>
3	ETO Staff Management	Learner support	<input type="checkbox"/>
3	ETO Staff Management	Appraisals	<input type="checkbox"/>
3	ETO Staff Management	Review/Evaluation	<input type="checkbox"/>

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Should you attempt to click on “Next” without marking the necessary QMS fields, the system will highlight the missing data in “RED” as below:

Log Off

Logged on as: User2082... User Type: Training Provider

1 Details 2 QMS 3 Programme Scope 4 Satellite Offices & Delivery 5 Documents 6 Verify information

Please check the compliance of your Organisational Quality Management System against the criteria

Back

Policy Criteria

- Vision, mission, values and commitment
- Maintenance access and distribution
- Role players in managing the QMS
- Review Mechanisms

Select All: ☐

Checked: ☐

Document No. Policy Area

1	Quality Policy
1	Quality Policy
1	Quality Policy
1	Quality Policy
2	Quality Policy
2	Quality Policy
2	Quality Policy
3	ETD Staff Management
3	ETD Staff Management
3	ETD Staff Management
3	ETD Staff Management
3	ETD Staff Management
3	ETD Staff Management
3	ETD Staff Management
3	ETD Staff Management

LMIS

Please check the compliance of your Organisational Quality Management System against the listed criteria before clicking Next.

OK

- ii. You can use the individual “checkboxes” to mark each QMS item, or you can simply click on the “Select All” button to proceed to have all items checked.
- iii. Once all QMS fields have been “checked”, you can proceed to the next step of the application.
- iv. Once all QMS fields have been “checked”, you can proceed to the next step of the application.

3.3 Step 3 - Programme Scope

- i. This step allows you to capture the learning units that you are accredited for.
- ii. Programme Scope allows you to capture Full Qualifications, Learning Programs, Unit Standards and Skills Programs that fall under the FP&M SETA.

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- iii. When the “Qualifications” section is selected, the system only activates the related fields to enter information and deactivates the other fields, as below:

[Log Off](#)

Logged on as: bonolo.....User Type: Training Provider

Please select the qualifications and unit standards that you need to be considered in your application. Note that you must indicate **at least one** learning unit. Click on **Next** to continue with the process.

1
Details

2
QMS

3
Programme Scope

4
Staff

5
ETD

6
**Satellite
Offices &
Delivery
Sites**

7
Documents

8
**Verify
Information**

Back
Next

☒ Qualifications
 ☐ Unit Standards
 ☐ Skills Programs

Search Options
☒ By ID
 ☐ By Title

Learning Program:

Qualification:

Start Date:

End Date:

Qualification Learning Units

Qualification ID	Title	Learning Prog

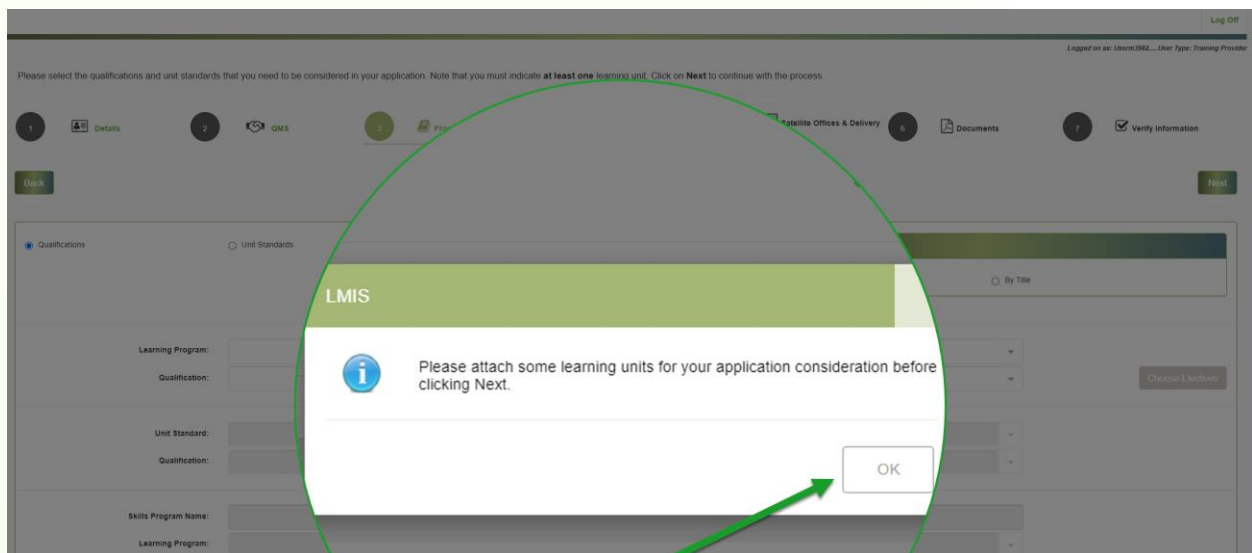
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3.3.1 Qualifications

- i. This portion of “Programme Scope” allows you to capture Full Qualifications as well as Learning Programs, you wish to be accredited for with the FP&M SETA.



Should you attempt to click on “Next” without adding any Learning Units, the system will produce an error message as below:



3.3.1.1 Full Qualifications

- i. This function allows you to capture a Full Qualification that is not linked to a Learning Program.
- ii. You enter the values (Learning Unit ID or Title) of the Full Qualification in the “Qualification” field, as below:

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Log Off

Logged on as: bonolo.....User Type: Training Provider

Please select the qualifications and unit standards that you need to be considered in your application. Note that you must indicate **at least one** learning unit. Click on **Next** to continue with the process.

1 Details

2 QMS

3 Programme Scope

4 Staff

5 ETD

Satellite
Offices & Delivery Sites

6 Documents

7 Verify Information

Back

Next

☒ Qualifications
 ☐ Unit Standards
 ☐ Skills Programs

Search Options
☒ By ID
 ☐ By Title

Learning Program:

Qualification:

Start Date:

Choose Electives

Add Learning Unit

Qualification Learning Units

Qualification ID	Title	Learning Prog

- iii. Once the Qualification has been entered, you proceed to add additional “Elective” Learning Units related to the Qualification.
- iv. You click on the “Choose Electives” button and the system generates a menu for you to add Electives and ensure that your Learning Units meet the minimum credits for the Qualification (as per SAQA Rules of Combination), as below:

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Log Off

Lapsed on as: User3882... User Type: Training Provider

Please select the qualifications and unit standards that you need to be considered in your application. Note that you must indicate **at least one** learning unit. Click on **Next** to continue with the process.

1 Details 2 CMS 3 **Programme Scope** 4 ETO Staff 5 Satellite Offices & Delivery Sites 6 Documents 7 Verify Information

Back Next

Qualifications Unit Standards Skills Programs

Search Options
☒ By ID ☐ By Title

Learning Program: [Dropdown]
 Qualification: 48643 - Further Education and Training Certificate: Chemical Pulp Manufacturing

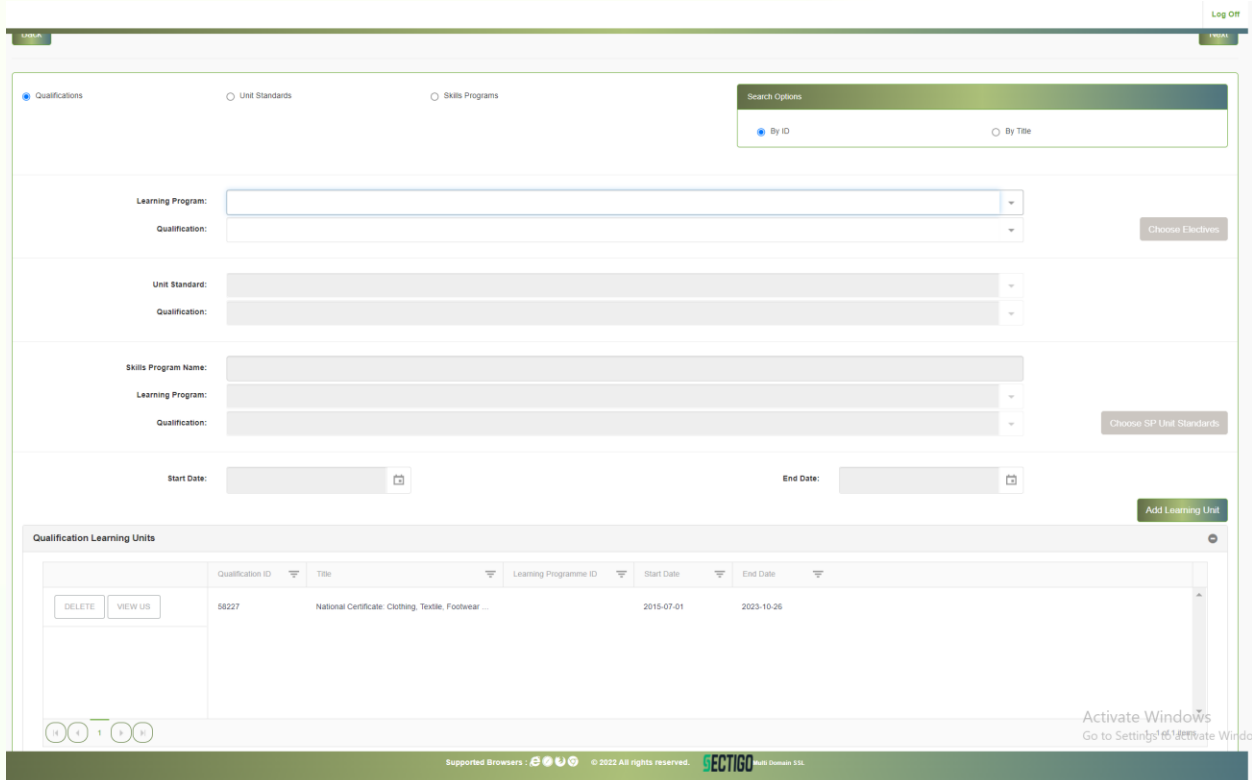
Please choose electives to ensure that enough credits make up

Select	Code	Title	Credits
<input type="checkbox"/>	12465	Develop a learning plan and a portfolio for assessment	6
<input type="checkbox"/>	7547	Operate a personal computer system	6
<input type="checkbox"/>	9973	Apply basic business concepts	8
<input type="checkbox"/>	9926	Coach learners	10
<input type="checkbox"/>	110030	Demonstrate understanding of the water treatment and effluent treatment processes in the pulp and paper ...	10
<input type="checkbox"/>	114244	Generate chlorine dioxide for pulp bleaching	30
<input type="checkbox"/>	9527	Lead a team, plan, allocate and assess their work	4

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 1039 1040 1041 1042 1043 1044 1045 1046 1047 1048 1049 1050 1051 1052 1053 1054 1055 1056 1057 1058 1059 1060 1061 1062 1063 1064 1065 1066 1067 1068 1069 1070 1071 1072 1073 1074 1075 1076 1077 1078 1079 1080 1081 1082 1083 1084 1085 1086 1087 1088 1089 1090 1091 1092 1093 1094 1095 1096 1097 1098 1099 1100 1101 1102 1103 1104 1105 1106 1107 1108 1109 1110 1111 1112 1113 1114 1115 1116 1117 1118 1119 1120 1121 1122 1123 1124 1125 1126 1127 1128 1129 1130 1131 1132 1133 1134 1135 1136 1137 1138 1139 1140 1141 1142 1143 1144 1145 1146 1147 1148 1149 1150 1151 1152 1153 1154 1155 1156 1157 1158 1159 1160 1161 1162 1163 1164 1165 1166 1167 1168 1169 1170 1171 1172 1173 1174 1175 1176 1177 1178 1179 1180 1181 1182 1183 1184 1185 1186 1187 1188 1189 1190 1191 1192 1193 1194 1195 1196 1197 1198 1199 1200 1201 1202 1203 1204 1205 1206 1207 1208 1209 1210 1211 1212 1213 1214 1215 1216 1217 1218 1219 1220 1221 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1622 1623 1624 1625 1626 1627 1628 1629 1630 1631 1632 1633 1634 1635 1636 1637 1638 1639 1640 1641 1642 1643 1644 1645 1646 1647 1648 1649 1650 1651 1652 1653 1654 1655 1656 1657 1658 1659 1660 1661 1662 1663 1664 1665 1666 1667 1668 1669 1670 1671 1672 1673 1674 1675 1676 1677 1678 1679 1680 1681 1682 1683 1684 1685 1686 1687 1688 1689 1690 1691 1692 1693 1694 1695 1696 1697 1698 1699 1700 1701 1702 1703 1704 1705 1706 1707 1708 1709 1710 1711 1712 1713 1714 1715 1716 1717 1718 1719 1720 1721 1722 1723 1724 1725 1726 1727 1728 1729 1730 1731 1732 1733 1734 1735 1736 1737 1738 1739 1740 1741 1742 1743 1744 1745 1746 1747 1748 1749 1750 1751 1752 1753 1754 1755 1756 1757 1758 1759 1760 1761 1762 1763 1764 1765 1766 1767 1768 1769 1770 1771 1772 1773 1774 1775 1776 1777 1778 1779 1780 1781 1782 1783 1784 1785 1786 1787 1788 1789 1790 1791 1792 1793 1794 1795 1796 1797 1798 1799 1800 1801 1802 1803 1804 1805 1806 1807 1808 1809 1810 1811 1812 1813 1814 1815 1816 1817 1818 1819 1820 1821 1822 1823 1824 1825 1826 1827 1828 1829 1830 1831 1832 1833 1834 1835 1836 1837 1838 1839 1840 1841 1842 1843 1844 1845 1846 1847 1848 1849 1850 1851 1852 1853 1854 1855 1856 1857 1858 1859 1860 1861 1862 1863 1864 1865 1866 1867 1868 1869 1870 1871 1872 1873 1874 1875 1876 1877 1878 1879 1880 1881 1882 1883 1884 1885 1886 1887 1888 1889 1890 1891 1892 1893 1894 1895 1896 1897 1898 1899 1900 1901 1902 1903 1904 1905 1906 1907 1908 1909 1910 1911 1912 1913 1914 1915 1916 1917 1918 1919 1920 1921 1922 1923 1924 1925 1926 1927 1928 1929 1930 1931 1932 1933 1934 1935 1936 1937 1938 1939 1940 1941 1942 1943 1944 1945 1946 1947 1948 1949 1950 1951 1952 1953 1954 1955 1956 1957 1958 1959 1960 1961 1962 1963 1964 1965 1966 1967 1968 1969 1970 1971 1972 1973 1974 1975 1976 1977 1978 1979 1980 1981 1982 1983 1984 1985 1986 1987 1988 1989 1990 1991 1992 1993 1994 1995 1996 1997 1998 1999 2000 2001 2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035 2036 2037 2038 2039 2040 2041 2042 2043 2044 2045 2046 2047 2048 2049 2050 2051 2052 2053 2054 2055 2056 2057 2058 2059 2060 2061 2062 2063 2064 2065 2066 2067 2068 2069 2070 2071 2072 2073 2074 2075 2076 2077 2078 2079 2080 2081 2082 2083 2084 2085 2086 2087 2088 2089 2090 2091 2092 2093 2094 2095 2096 2097 2098 2099 2100 2101 2102 2103 2104 2105 2106 2107 2108 2109 2110 2111 2112 2113 2114 2115 2116 2117 2118 2119 2120 2121 2122 2123 2124 2125 2126 2127 2128 2129 2130 2131 2132 2133 2134 2135 2136 2137 2138 2139 2140 2141 2142 2143 2144 2145 2146 2147 2148 2149 2150 2151 2152 2153 2154 2155 2156 2157 2158 2159 2160 2161 2162 2163 2164 2165 2166 2167 2168 2169 2170 2171 2172 2173 2174 2175 2176 2177 2178 2179 2180 2181 2182 2183 2184 2185 2186 2187 2188 2189 2190 2191 2192 2193 2194 2195 2196 2197 2198 2199 2200 2201 2202 2203 2204 2205 2206 2207 2208 2209 2210 2211 2212 2213 2214 2215 2216 2217 2218 2219 2220 2221 2222 2223 2224 2225 2226 2227 2228 2229 2230 2231 2232 2233 2234 2235 2236 2237 2238 2239 2240 2241 2242 2243 2244 2245 2246 2247 2248 2249 2250 2251 2252 2253 2254 2255 2256 2257 2258 2259 2260 2261 2262 2263 2264 2265 2266 2267 2268 2269 2270 2271 2272 2273 2274 2275 2276 2277 2278 2279 2280 2281 2282 2283 2284 2285 2286 2287 2288 2289 2290 2291 2292 2293 2294 2295 2296 2297 2298 2299 2300 2301 2302 2303 2304 2305 2306 2307 2308 2309 2310 2311 2312 2313 2314 2315 2316 2317 2318 2319 2320 2321 2322 2323 2324 2325 2326 2327 2328 2329 2330 2331 2332 2333 2334 2335 2336 2337 2338 2339 2340 2341 2342 2343 2344 2345 2346 2347 2348 2349 2350 2351 2352 2353 2354 2355 2356 2357 2358 2359 2360 2361 2362 2363 2364 2365 2366 2367 2368 2369 2370 2371 2372 2373 2374 2375 2376 2377 2378 2379 2380 2381 2382 2383 2384 2385 2386 2387 2388 2389 2390 2391 2392 2393 2394 2395 2396 2397 2398 2399 2400 2401 2402 2403 2404 2405 2406 2407 2408 2409 2410 2411 2412 2413 2414 2415 2416 2417 2418 2419 2420 2421 2422 2423 2424 2425 2426 2427 2428 2429 2430 2431 2432 2433 2434 2435 2436 2437 2438 2439 2440 2441 2442 2443 2444 2445 2446 2447 2448 2449 2450 2451 2452 2453 2454 2455 2456 2457 2458 2459 2460 2461 2462 2463 2464 2465 2466 2467 2468 2469 2470 2471 2472 2473 2474 2475 2476 2477 2478 2479 2480 2481 2482 2483 2484 2485 2486 2487 2488 2489 2490 2491 2492 2493 2494 2495 2496 2497 2498 2499 2500 2501 2502 2503 2504 2505 2506 2507 2508 2509 2510 2511 2512 2513 2514 2515 2516 2517 2518 2519 2520 2521 2522 2523 2524 2525 2526 2527 2528 2529 2530 2531 2532 2533 2534 2535 2536 2537 2538 2539 254

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- III. The system will generate a success message and add the Learning Unit to the grid section, as below:
- IV. Once you are satisfied with the entry, the system will generate a success message and populate the information in the grid, as below:

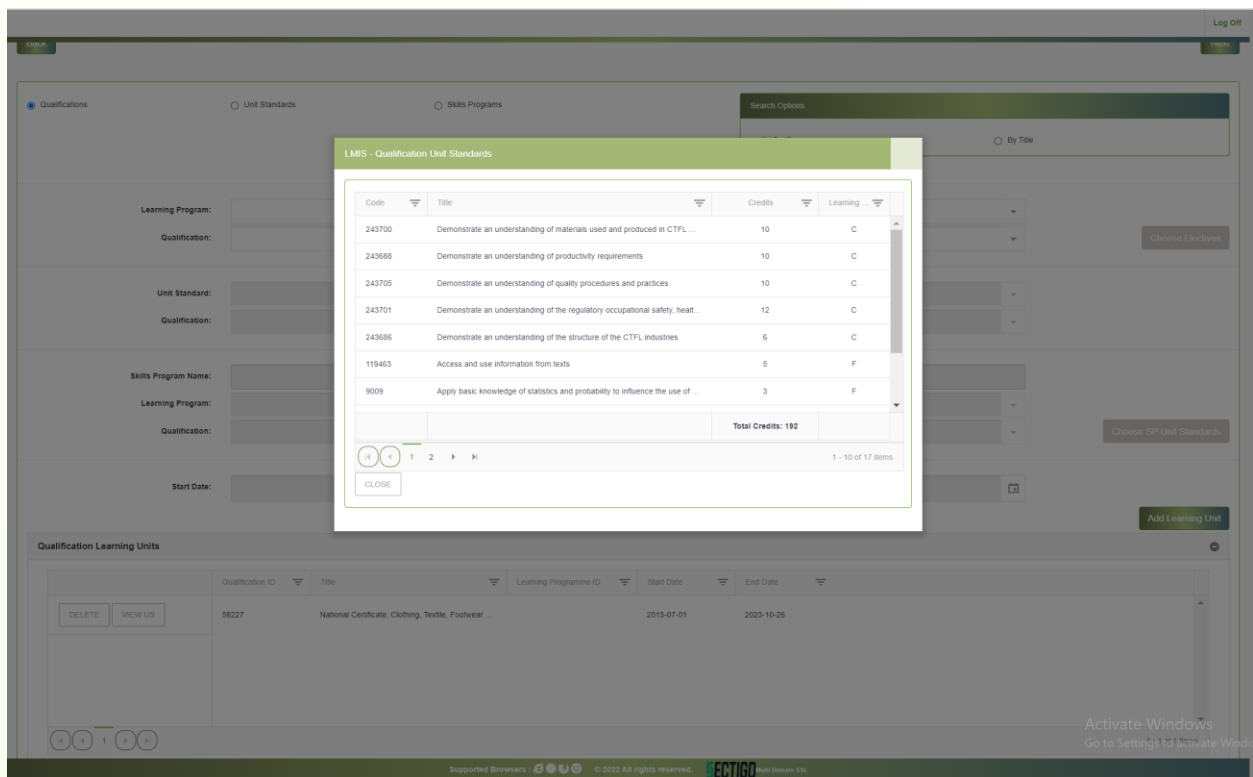


The screenshot displays the 'Qualifications' section of the LMIS User Guide - SDP interface. It features a search bar with options to search by ID or Title. Below the search bar, there are several input fields for selecting a Learning Program, Qualification, Unit Standard, and Skills Program Name. A table titled 'Qualification Learning Units' is shown at the bottom, containing columns for Qualification ID, Title, Learning Programme ID, Start Date, and End Date. The table lists a single entry with Qualification ID 58227, Title 'National Certificate: Clothing, Textile, Footwear ...', Learning Programme ID, Start Date 2015-07-01, and End Date 2023-10-26. The interface also includes a 'Log Off' button in the top right corner and a 'Log On' button in the bottom right corner.

- i. The grid provides you with the following information:
 - a. Qualification ID – the qualification code that uniquely identifies a qualification as on the SAQA database
 - b. Title - the title that identifies a learning unit as on the SAQA database
 - c. Learning Programme ID - the Learning Programme code that uniquely identifies an LP as on the SAQA database

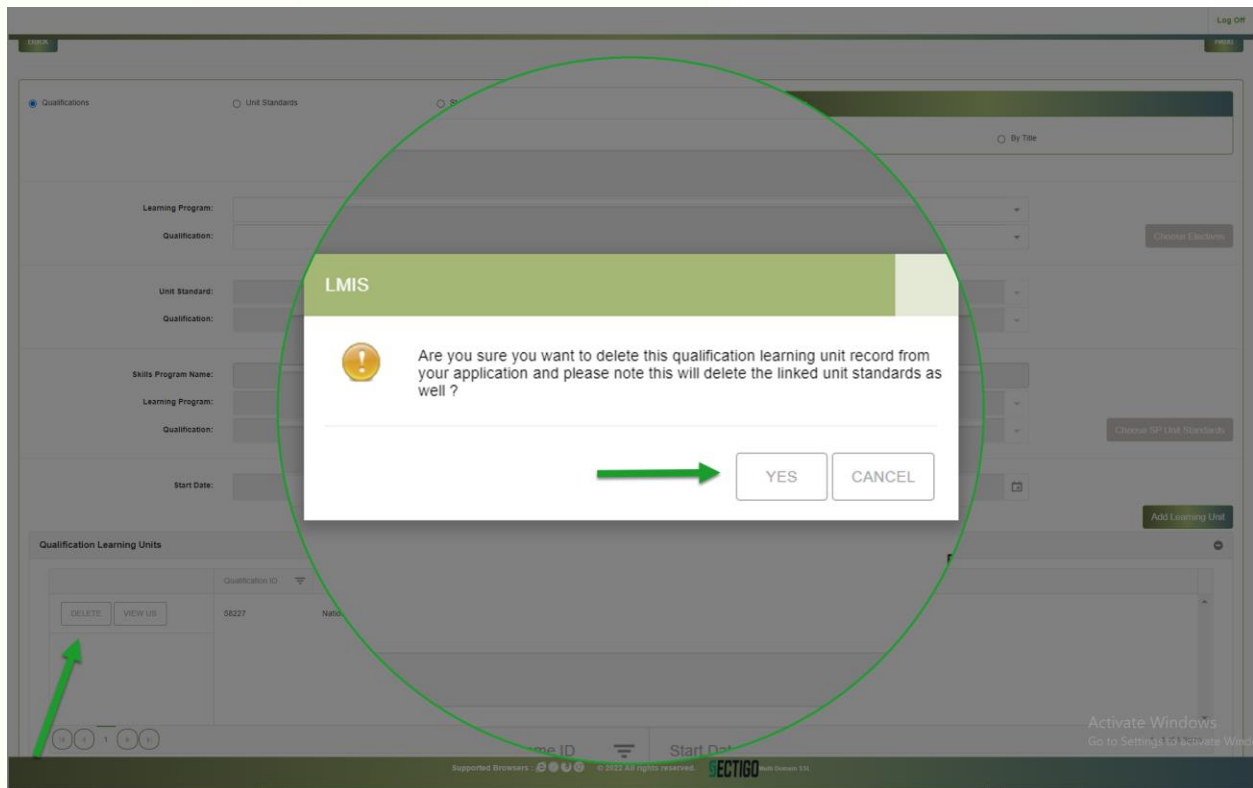
LMIS User Guide - SDP

- d. Start Date – the proposed start date for the learning unit accreditation and conforms to the registration start date of the learning unit
- e. End Date – the proposed end date for the learning unit accreditation and conforms to the registration end date of the learning unit
- f. View US button – this button allows you to view all the Learning Units that you have captured for the Qualification/Learning Programme, as below:

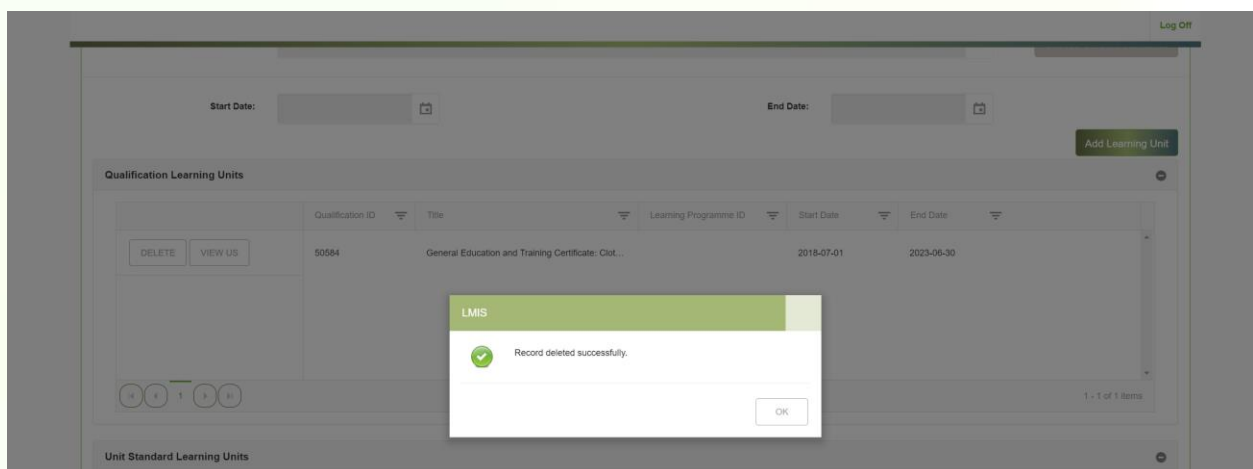


- g. Delete – this button allows the user to remove the added Qualification/Learning Programme.
- ii. When you click on the “Delete” button, the system will prompt you to confirm the deletion process, as below:

LMIS User Guide - SDP



- iii. Clicking on “Cancel” aborts the deletion process, and clicking on “Yes” proceeds to remove the Learning Unit from the application, with a success message as below:



3.3.2 Unit Standards

LMIS User Guide - SDP

- i. This portion of “Programme Scope” allows you to capture Unit Standards you wish to be accredited for with the FP&M SETA.
- ii. Selecting the “Unit Standards” portion of the “Programme Scope” step deactivates the other sections (Qualification and Skills Program fields) and allows you to capture the Unit Standard and the Qualification it is linked to, as below:

Log Off

Logged on as: User3862.....User Type: Training Provider

Please select the qualifications and unit standards that you need to be considered in your application. Note that you must indicate **at least one** learning unit. Click on **Next** to continue with the process.

1 Details 2 QMS 3 Programme Scope 4 ETD Staff 5 Satellite Offices & Delivery Sites 6 Documents 7 Verify Information

Back Next

Qualifications ☒ Unit Standards Skills Programs

Search Options
☒ By ID ☐ By Title

Learning Program:
 Qualification: Choose Electives

Unit Standard:
 Qualification:

Skills Program Name:
 Learning Program:
 Qualification: Choose SP Unit Standards

Start Date: End Date: Add Learning Unit

Qualification Learning Units

Qualification ID	Title	Learning Programme ID	Start Date	End Date
58222	Microsoft Certificate in Office Applications	21013-07214	2013-01-01	2013-12-31

Activate Windows
Go to Settings to activate Windows

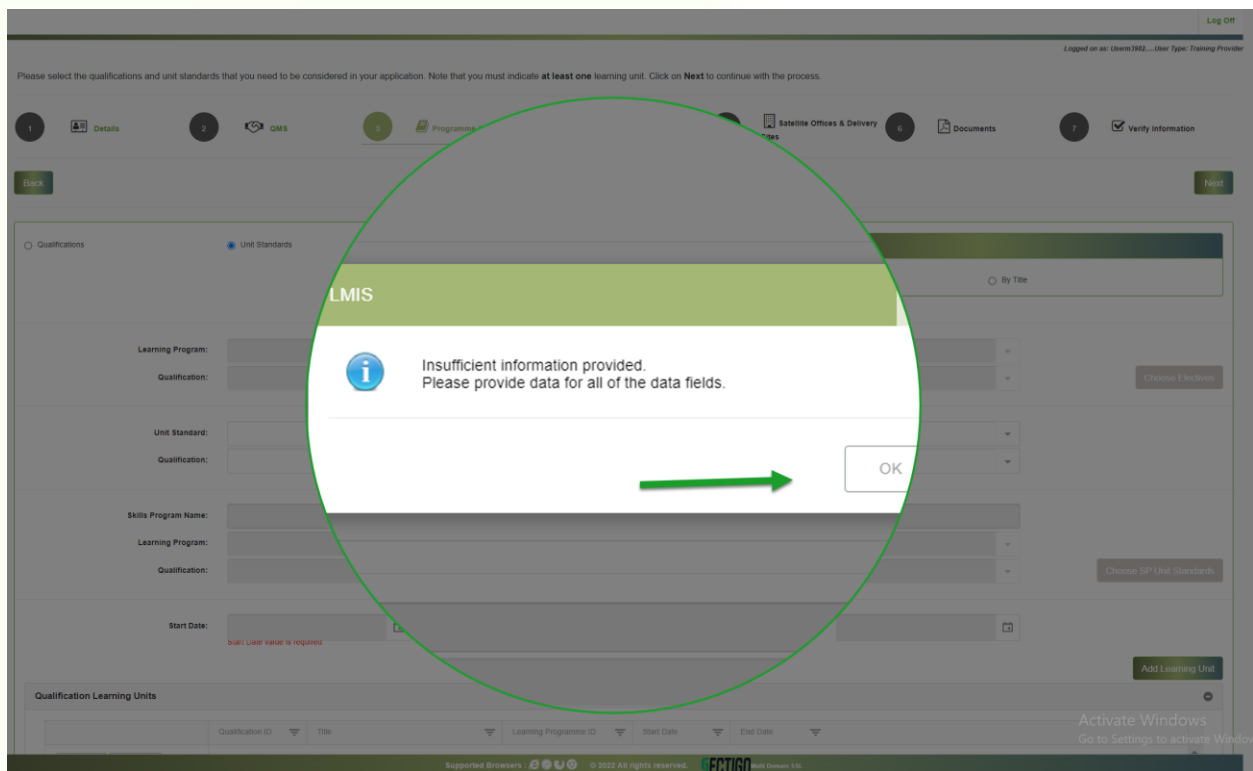
Supported Browsers: © 2022 All rights reserved. **SECTIGO** Built on ASP.NET

- iii. Once you have added the valid Unit Standard and the Qualification it is linked to, you proceed to click on the “Add Learning Unit” button.



Should you attempt to click on “Add Learning Unit” without adding any Learning Units, the system will produce an error message as below:

LMIS User Guide - SDP



- i. Once "Unit Standard" has been selected, choose "Qualification" and click the "Add Learning Unit to save" as below:

LMIS User Guide - SDP

Log Off

Logged on as: User03882... User Type: Training Provider

Please select the qualifications and unit standards that you need to be considered in your application. Note that you must indicate **at least one** learning unit. Click on **Next** to continue with the process.

1 Details 2 CMS 3 **Programme Scope** 4 ETD Staff 5 Satellite Offices & Delivery Sites 6 Documents 7 Verify Information

Back Next

☐ Qualifications
 ☒ Unit Standards
 ☐ Skills Programs

Search Options

☐ By ID
 ☒ By Title

Learning Program:

 Qualification:

 Choose Electives

Unit Standard: Complete crafted furniture (117351)

 Qualification:

 Choose Electives

Skills Program Name: National Certificate: Furniture Making: Wood (49105)

 Learning Program:

 Qualification:

 Choose SP Unit Standards

Start Date: 2018-07-01

 End Date: 2023-06-30

Add Learning Unit

Qualification Learning Units

Qualification ID	Title	Learning Programme ID	Start Date	End Date
66222	National Certificate: Clothing, Textile, Footwear		2015-07-01	2023-10-26

Activate Windows
Go to Settings to activate Windows

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- iv. Should all the learning unit fields be supplied, the system generates a success message and populates the “Unit Standards” grid as below:

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Log Off

Start Date: 2018-07-01 End Date: 2023-06-30

Add Learning Unit

Qualification Learning Units

Qualification ID	Title	Learning Programme ID	Start Date	End Date
58227	National Certificate: Clothing, Textile, Footwear ...		2015-07-01	2023-10-25

1 - 1 of 1 Items

Unit Standard Learning Units

Qualification ID	Learning Programme ID	Unit Standard ID	Title	Start Date	End Date	Learning Type
49105		117351	Complete crafted furniture	2018-07-01	2023-06-30	E

1 - 1 of 1 Items

Skills Programs Learning Units

Qualification ID	Unit Standard ID	Title	Start Date	End Date	Learning Type	SP Title
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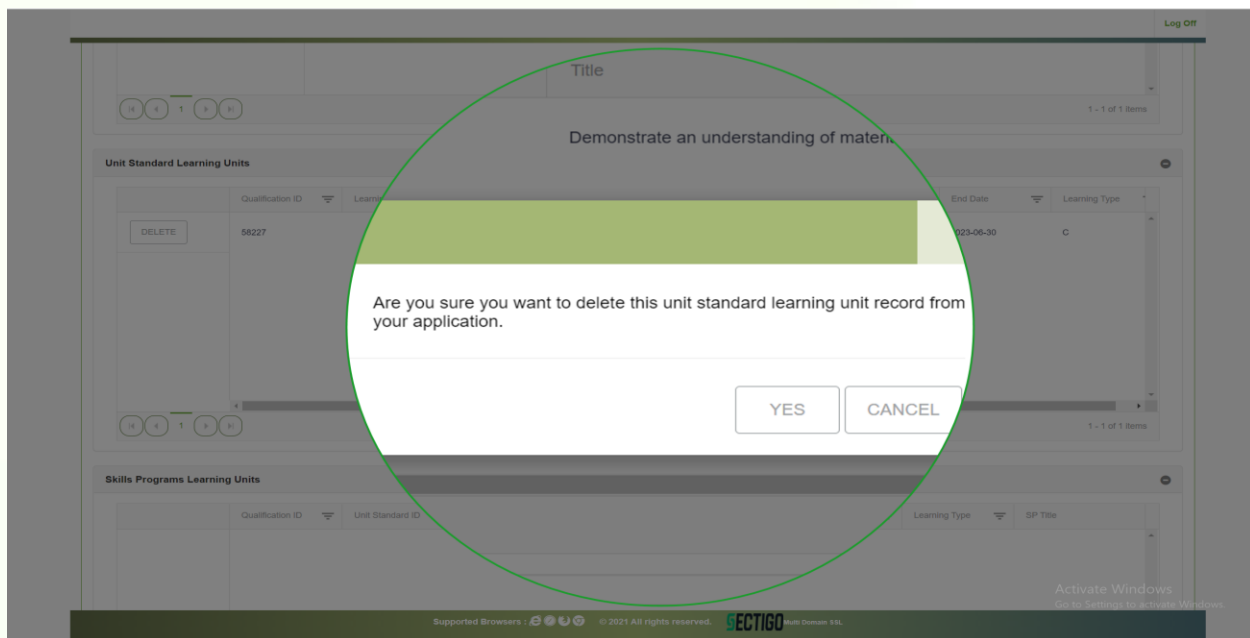
Activate Windows
Go to Settings to activate Windows

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- v. The grid provides you with the following information:
- Qualification ID – the qualification code that uniquely identifies a qualification as on the SAQA database
 - Learning Programme ID - the Learning Programme code that uniquely identifies an LP as on the SAQA database
 - Unit Standard ID - the unit standard code that uniquely identifies a unit standard as on the SAQA database
 - Title - the title that identifies a learning unit as on the SAQA database
 - Start Date – the proposed start date for the learning unit accreditation and conforms to the registration start date of the learning unit
 - End Date – the proposed end date for the learning unit accreditation and conforms to the registration end date of the learning unit

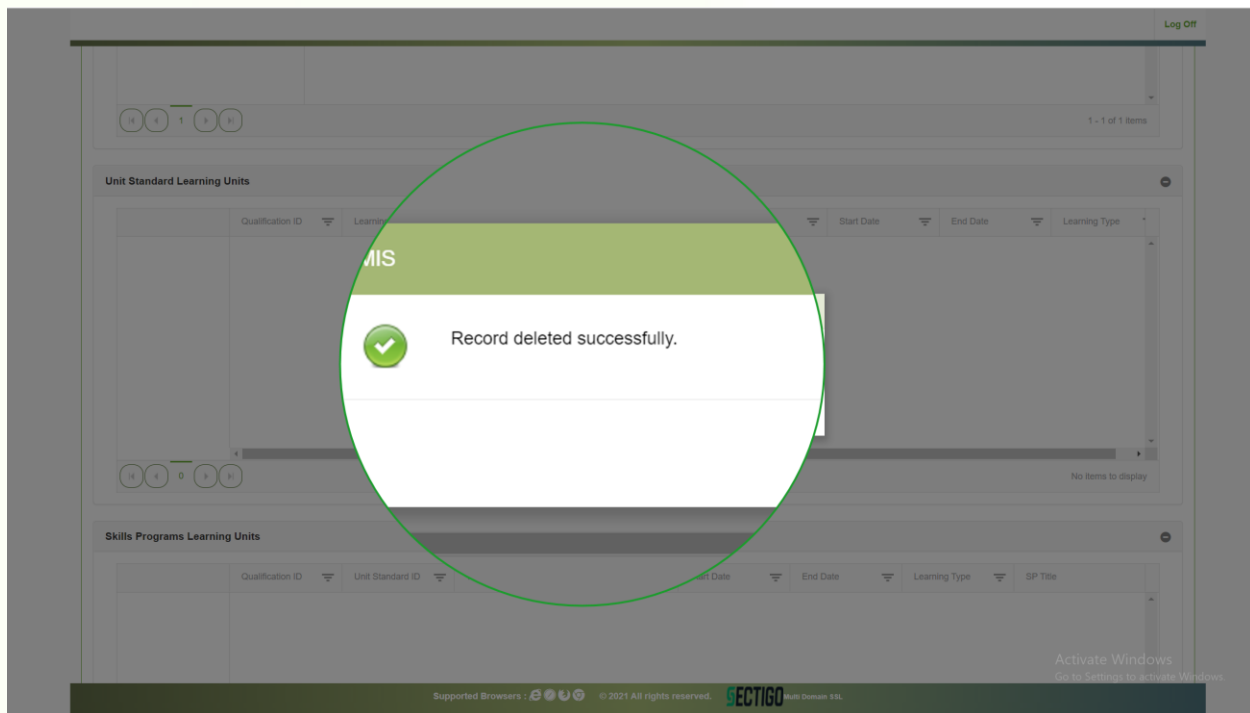
LMIS User Guide - SDP

- g. Learning Type – this applies to the unit standards and specifies whether the application is a Core, Fundamental or Elective.
 - h. Delete - this button allows you to remove the added Unit Standard
- vi. When you click on the “Delete” button, the system will prompt you to confirm the deletion process, as below:



- vii. Clicking on “Cancel” aborts the deletion process, and clicking on “Yes” proceeds to remove the Learning Unit from the application, with a success message as below:

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3.4 Skills Programs

- i. This portion of the Learning Units process allows you to capture Skills Programs you wish to be accredited for, Extend or Remediate with the FP&M SETA.

LMIS User Guide - SDP

Log Off

Logged on as: User3982... User Type: Training Provider

Please select the qualifications and unit standards that you need to be considered in your application. Note that you must indicate **at least one** learning unit. Click on **Next** to continue with the process.

1 Details 2 QMS 3 **Programme Scope** 4 ETD Staff 5 Satellite Offices & Delivery Sites 6 Documents 7 Verify Information

Back Next

☐ Qualifications ☐ Unit Standards ☒ Skills Programs

Search Options:
☐ By ID ☒ By Title

Learning Program:
Qualification: [Choose Electives](#)

Unit Standard:
Qualification:

Skills Program Name:
Learning Program:
Qualification: [Choose SP Unit Standards](#)

Start Date:
End Date: [Add Learning Unit](#)

Qualification Learning Units

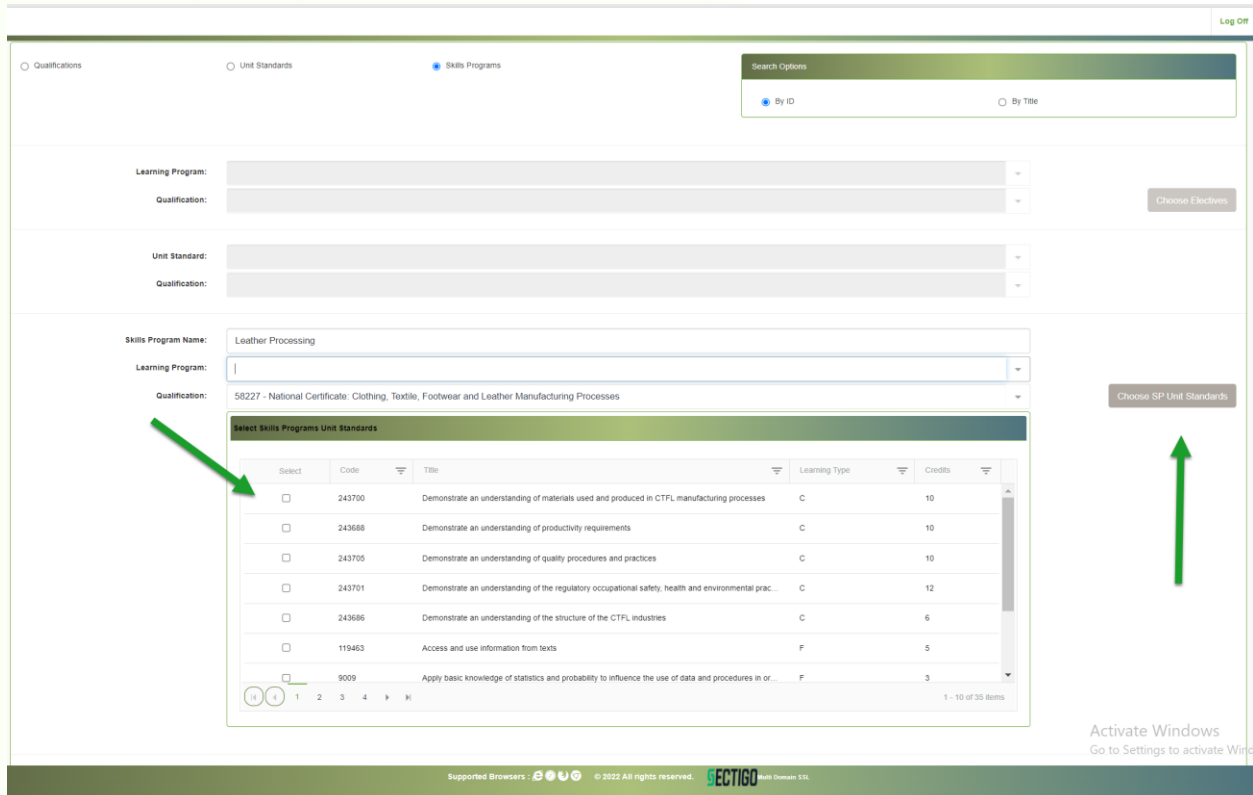
Qualification ID	Title	Learning Programme ID	Start Date	End Date
68222	National Certificate: Christian, Twelve, Endurance		2015-07-01	2023-10-30

Activate Windows
Go to Settings to activate Windows

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- ii. Selecting the “Skills Programs” option deactivates the other sections (Qualification and Unit Standards fields) and allows you to capture the Skills Program Name and the Qualification it is linked to, as below:

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Log Off

Qualifications Unit Standards Skills Programs

Search Options

By ID By Title

Learning Program: [Dropdown]

Qualification: [Dropdown] Choose Electives

Unit Standard: [Dropdown]

Qualification: [Dropdown]

Skills Program Name: Leather Processing

Learning Program: [Dropdown]

Qualification: 58227 - National Certificate: Clothing, Textile, Footwear and Leather Manufacturing Processes


Choose SP Unit Standards

Select Skills Programs Unit Standards

Select	Code	Title	Learning Type	Credits
<input type="checkbox"/>	243700	Demonstrate an understanding of materials used and produced in CTFL manufacturing processes	C	10
<input type="checkbox"/>	243688	Demonstrate an understanding of productivity requirements	C	10
<input type="checkbox"/>	243705	Demonstrate an understanding of quality procedures and practices	C	10
<input type="checkbox"/>	243701	Demonstrate an understanding of the regulatory occupational safety, health and environmental prac...	C	12
<input type="checkbox"/>	243686	Demonstrate an understanding of the structure of the CTFL industries	C	6
<input type="checkbox"/>	119463	Access and use information from texts	F	5
<input type="checkbox"/>	9009	Apply basic knowledge of statistics and probability to influence the use of data and procedures in or...	F	5

1 - 10 of 35 items

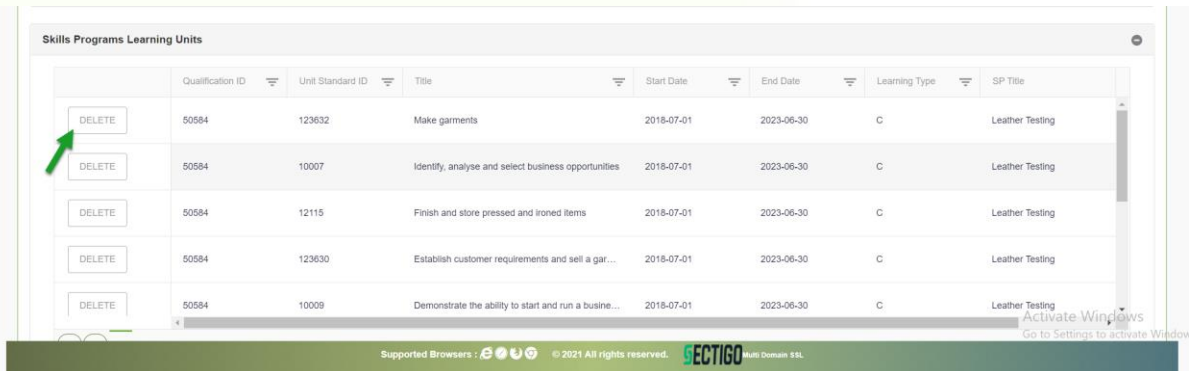
Activate Windows
Go to Settings to activate Windows

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- iii. Once the Skills Program Name and linked Qualification have been captured, you click on the “Choose SP Unit Standards” button and the system generates a menu for you to add Unit Standards to the Skills Program, as above.
- iv. The Skills Program Unit Standards grid provides you with the following information:
 - a. Code – the Unit Standard code that uniquely identifies the Learning Unit as on the SAQA database
 - b. Title - the title that identifies a learning unit as on the SAQA database
 - c. Learning Type – whether the Learning Unit is a Fundamental, Core or Elective
 - d. Credits – the individual Elective credits as on the SAQA database
 - e. Select – clicking on the checkbox allows you to choose the individual Unit Standard and highlights selected items, as above.

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- viii. Once you have added the Skills Program Name, Qualification and linked Unit Standards, you proceed to click on the “Add Learning Unit” button.
- a. Should all the learning unit fields be supplied, the system generates a success message and populates the “Skills Program” grid as below:

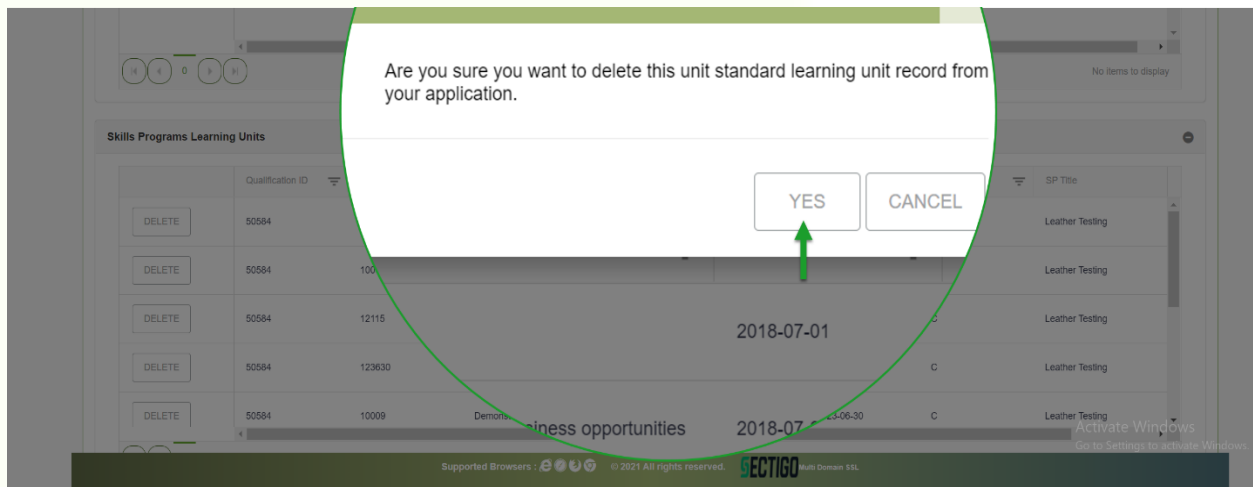


	Qualification ID	Unit Standard ID	Title	Start Date	End Date	Learning Type	SP Title
DELETE	50584	123632	Make garments	2018-07-01	2023-06-30	C	Leather Testing
DELETE	50584	10007	Identify, analyse and select business opportunities	2018-07-01	2023-06-30	C	Leather Testing
DELETE	50584	12115	Finish and store pressed and ironed items	2018-07-01	2023-06-30	C	Leather Testing
DELETE	50584	123630	Establish customer requirements and sell a gar...	2018-07-01	2023-06-30	C	Leather Testing
DELETE	50584	10009	Demonstrate the ability to start and run a busine...	2018-07-01	2023-06-30	C	Leather Testing

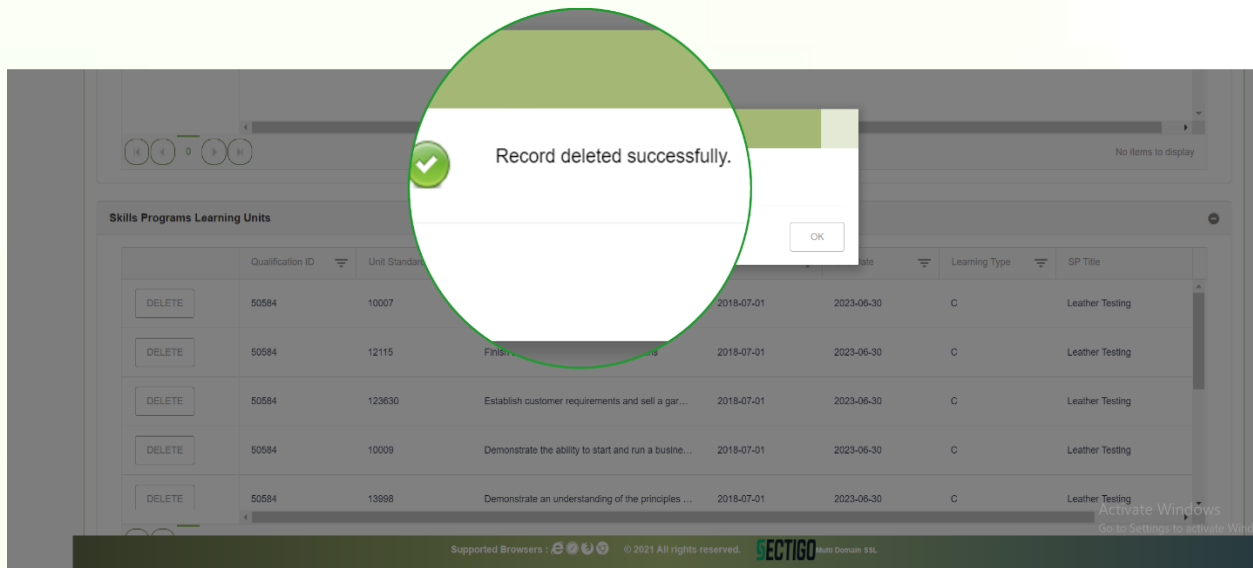
- ix. The grid provides you with the following information:
- Qualification ID – the qualification code that uniquely identifies a qualification as on the SAQA database
 - Unit Standard ID - the unit standard code that uniquely identifies a unit standard as on the SAQA database
 - Title - the title that identifies a learning unit as on the SAQA database
 - Start Date – the proposed start date for the learning unit accreditation and conforms to the registration start date of the learning unit
 - End Date – the proposed end date for the learning unit accreditation and conforms to the registration end date of the learning unit
 - Learning Type – this applies to the unit standards and specifies whether the application is a Core, Fundamental or Elective.
 - Skills Program Name – The Name of the Skills Program
 - Delete** - this button allows you to remove the added Unit Standard.

LMIS User Guide - SDP

- i. When you click on the “Delete” button, the system will prompt you to confirm the deletion process, as below:



- j. Clicking on “Cancel” aborts the deletion process, and clicking on “Yes” proceeds to remove the Learning Unit from the application, with a success message as below:



3.5 Step 4 – ETD Staff

- i. This Step allows you to add Assessors and Moderators to the Programme Scope Learning Units captured in Step 3.

LMIS User Guide - SDP

- ii. The ETD Staff page presents you with both Qualifications and Unit Standards Fields to enter the Identity Numbers of their Constituent Assessors and Moderators in relation to the Learning Unit selected, as below:

Log Off

Logged on as: User0002... User Type: Training Provider

Please add your assessors and moderators by searching assessor or moderator and then clicking the Add button. Note that you must add **at least one** at least one ETD staff for each learning unit. Click on **Next** to continue with the process.

1 Details 2 QMS 3 Programme Scope 4 ETD Staff 5 Satellite Offices & Delivery Sites 6 Documents 7 Verify Information

Back Next

Qualifications

	Qualification ID	Title	Learning Programme ID	Assessor ID Number	Moderator ID Number
EDIT	58227	National Certificate: Clothing, Textile, Footwear and Leather ...		0	0

1 - 1 of 1 Items

Unit Standards

	Unit Standard ID	Title	Qualification ID	Assessor ID Number	Moderator ID Number
EDIT	117351	Complete crafted furniture	49105	0	0

1 - 1 of 1 Items

Activate Windows
Go to Settings to activate Windows

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endorseds.co.za/SDP/Provider/selectUSLUAjax01?id=rgmqw/PUk3M/AfqaCjSPVQ%3D%3D&USGrid-sort=ibs_assessor_id_01-asc

- iii. The Qualification field consists of the following features:
- Qualification ID – the qualification code that uniquely identifies a qualification as on the SAQA database.
 - Title - the title that identifies a learning ID unit as on the SAQA database
 - Learning Programme ID – the Learning Programme code that uniquely identifies an LP as on the SAQA database
 - Assessor ID Number – The Assessor's Government issued Identification Number
 - Moderator ID Number – The Moderator's Government issued Identification Number

LMIS User Guide - SDP

- f. Save – Clicking on the Save button allows you to conclude the Assessor and Moderator link to the Qualification and the system populates the captured records under the “Assessors” and “Moderators” grids, as below.
- g. Cancel – clicking on Cancel aborts the ETD staff inclusion process for the Learning Unit.

The screenshot displays the LMIS User Guide - SDP interface. At the top, there are 'Back' and 'Next' buttons. Below them, the 'Qualifications' grid is shown with the following data:

	Qualification ID	Title	Learning Programme ID	Assessor Id Number	Moderator Id Number
EDIT	56227	National Certificate: Clothing, Textile, Footwear and Leather ...		0	0

Below the 'Qualifications' grid is the 'Unit Standards' grid with the following data:

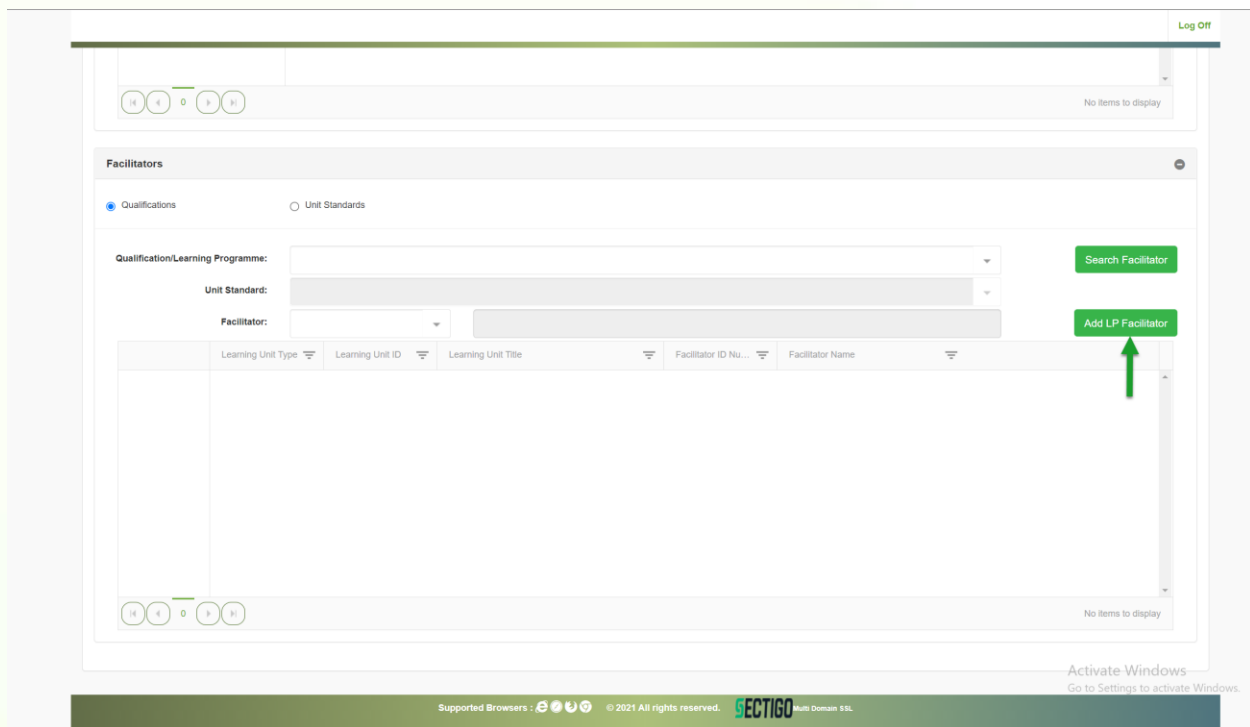
	Unit Standard ID	Title	Qualification ID	Assessor Id Number	Moderator Id Number
EDIT	117351	Complete crafted furniture	49105	0	0

At the bottom of the interface, there is a footer with the text: 'Supported Browsers: © 2022 All rights reserved. ECTIGO South Eastern SBL'. There is also a watermark for 'Activate Windows Go to Settings to activate Windows'.

- iv. The Assessor/Moderator Grids provide you with the following Information:
 - a. Learning Unit Type – Whether the Learning Unit is a Qualification or Unit Standard
 - b. Learning Unit ID – the Learning Unit code that uniquely identifies a unit as on the SAQA database.
 - c. Learning Unit Title - the title that identifies a Learning Unit as on the SAQA database
 - d. Assessor ID – The Assessor’s Government issued Identification Number
 - e. Moderator ID – The Moderator’s Government issued Identification Number
 - f. Assessor/Moderator Name – The Assessor/Moderator’s Name as on the Identification Document

LMIS User Guide - SDP

- g. Delete – Clicking on the Delete button allows you to remove the added Assessor/Moderator record from the application.
- v. Add Facilitator - This section (bottom of the ETD Staff page) allows you to add Learning Programme Facilitators to the application.
 - a. The Facilitators portion has the information entry fields as well as the data grid, as below:



- b. The entry fields present you with the following information:
 - i. **Qualification/Learning Programme** – the Learning Programme unique identifier as on SAQA;
 - ii. **Facilitator** – the Facilitator's Identity Number;
 - iii. **Search Facilitator button** – clicking on the button presents a search page where you can find the Facilitator you wish to add to the Learning Programme;

LMIS User Guide - SDP

Unit Standard:

Facilitator:

Log Off

Add LP Facilitator

LMIS - Search Facilitator

Search Facilitator

National ID: Id Type: -- select --

First Name: Surname:

Add Facilitator Search

Id Number	First Name(s)	Last Name
No items to display		

16 4 1 3 31

As Windows
Cancel G... to Activate Windows

- iv. **Add Facilitator button** – clicking on the button once all the required information has been entered, completes the process.



Should you attempt to click on “Add LP Facilitator” without adding any information, the system will produce an error message as below:

LMIS - Search Facilitator

Search Facilitator

National ID: Id Type: -- select --

First Name: Surname:

Add Facilitator Search

Id Number	First Name(s)	Last Name
No items to display		

LMIS

Insufficient information provided.
Please provide data for all of the data fields.
ID No. value is required. Please supply a valid ID No. before proceeding.
First Name value is required. Please supply a valid First Name before proceeding.
Last Name value is required. Please supply a valid Last Name before proceeding.
ID Type value is required. Please supply a valid ID Type before proceeding.

OK

LMIS User Guide - SDP

The screenshot displays the 'Facilitators' section of the LMIS interface. It includes a search bar for 'Qualification/Learning Programme' and 'Unit Standard', with buttons for 'Search Facilitator' and 'Add LP Facilitator'. Below the search bar is a table with the following columns: Learning Unit Type, Learning Unit ID, Learning Unit Title, Facilitator ID No., and Facilitator Name. The table contains one row of data: 'National Certificate: Furniture Making: Wood' with ID '9408040363084' and name 'Mpho Pitsoe'. A 'DELETE' button is located to the left of the table. The footer of the interface mentions 'Supported Browsers' and '© 2022 All rights reserved. SPECTIGO'.

- c. The Facilitator grid presents you with the following information:
- Learning Programme** – the Learning Programme unique identifier as on SAQA;
 - Learning Programme Title** – the name of the Learning Programme;
 - Facilitator ID Number** – the added Facilitator’s Identity Number;
 - Facilitator Name** – the name and surname of the added Facilitator;
 - Delete button** – allows you to remove the added information
 - When satisfied with the ETD Staff added to the Learning Units, you click on “Next” to proceed.

3.6 Step 5 – Satellite Offices & Delivery Sites

- This Step allows you to capture all the Training Provider’s Satellite Offices and add Qualifications delivered at those sites (Delivery of Site).
- The Step consists of two sections: The Satellite Site details input fields and the information grid at the bottom of the page, as below:

LMIS User Guide - SDP

Log Off

Logged on as: User000000... User Type: Training Provider

Please add your satellite offices by filling the site details and then clicking the Add button. Click on **Next** to continue with the process.

1 Details 2 QMS 3 Programme Scope 4 ETO Staff 5 Satellite Offices & Delivery Sites 6 Documents 7 Verify Information

Back Next

Satellite Sites

Site Name: Tel No.:

Physical Address:

Line 1:

Line 2:

Line 3:



Line 4:

Postal Code: Province: -- select --

Site Name	Tel No.	Province
No items to display		

Delivery Sites

Activate Windows
Go to Settings to activate Windows.

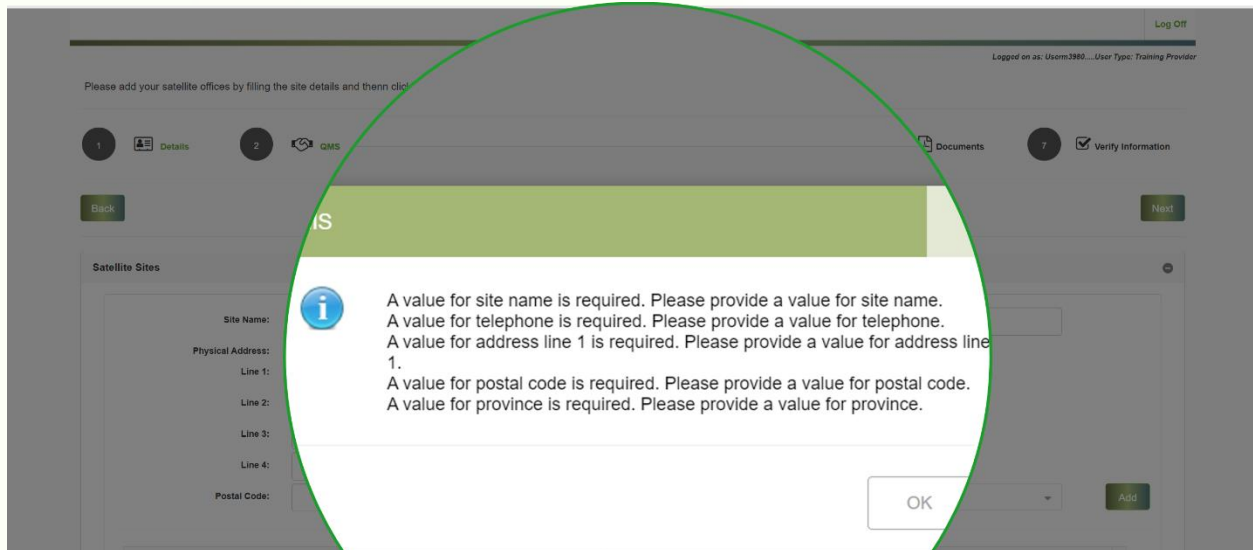
Supported Browsers:  © 2022 All rights reserved. 

- iii. The Site information fields allows you to capture the following information:
- Site Name – the name of the site office being captured.
 - Tel No. – The site office’s contact numbers
 - Physical Address – the site office physical address.
 - Postal Code – the site office area code.
 - Province – the site office Province, this is automatically populated based on the values given for “Postal Code”, as above.
 - Add button – once all the information required has been captured, you click on the “Add” button to proceed.

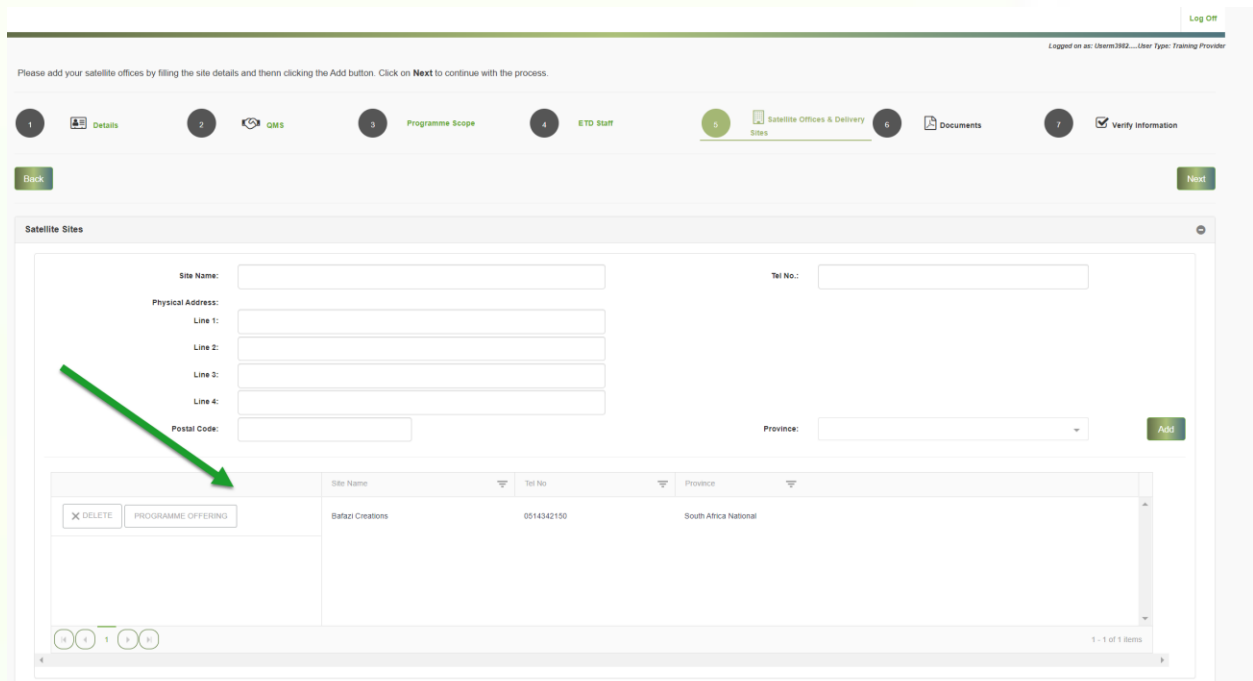


Should you attempt to click on “Add” without adding any information; the system will produce an error message as below:

LMIS User Guide - SDP



- i. The bottom section has a grid that contains the already captured site office information as seen below:



- ii. The Site Office grid provides you with the following information
 - a. Site Name – the name of the site office being captured.

LMIS User Guide - SDP

- b. Tel No. – The site office’s contact numbers
- c. Province – the site office Province,
- d. Delete button – clicking on the “Delete” button allows you to remove the entry.

Programme Offering

- iii. The Programme Offering page provides you with the following information:

Site ID: 32 Site Name: Bafazi Creations Cancel

Qualifications

Available Qualifications

Action	Qualification ID	Title	Start Date	End Date
ADD	58227	National Certificate: Clothing, Textile, Footwear and Leath...	2015-07-01	2023-10-26

1 - 1 of 1 Items

Offered Qualifications

Action	Qualification ID	Title	Start Date	End Date
--------	------------------	-------	------------	----------

No Items to display

Unit Standards

Available Unit Standards

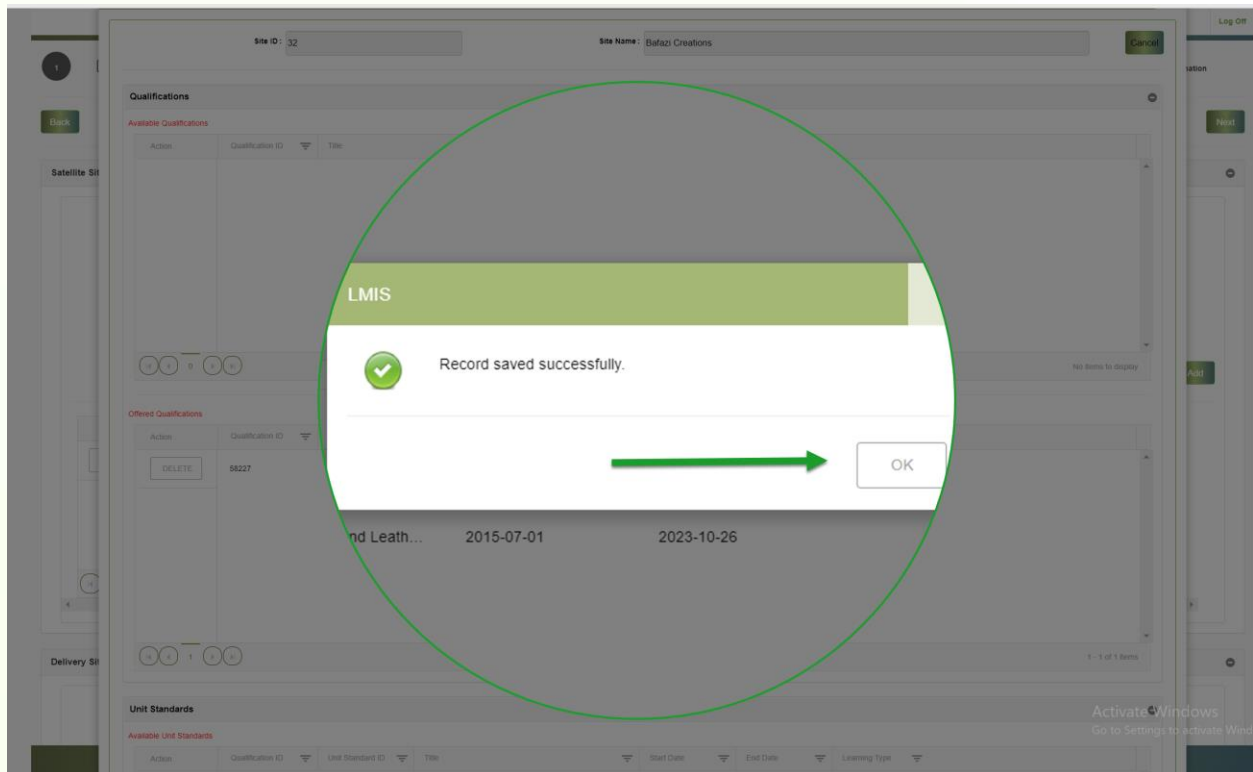
Action	Qualification ID	Unit Standard ID	Title	Start Date	End Date	Learning Type
--------	------------------	------------------	-------	------------	----------	---------------

Activate Windows
Go to Settings to activate Windows.

- iv. On this screen, the following information will appear:
 - e. Site ID – the system-generated unique identifier for the site office added.
 - f. Site Name – the name of the site office as added by Training Provider.

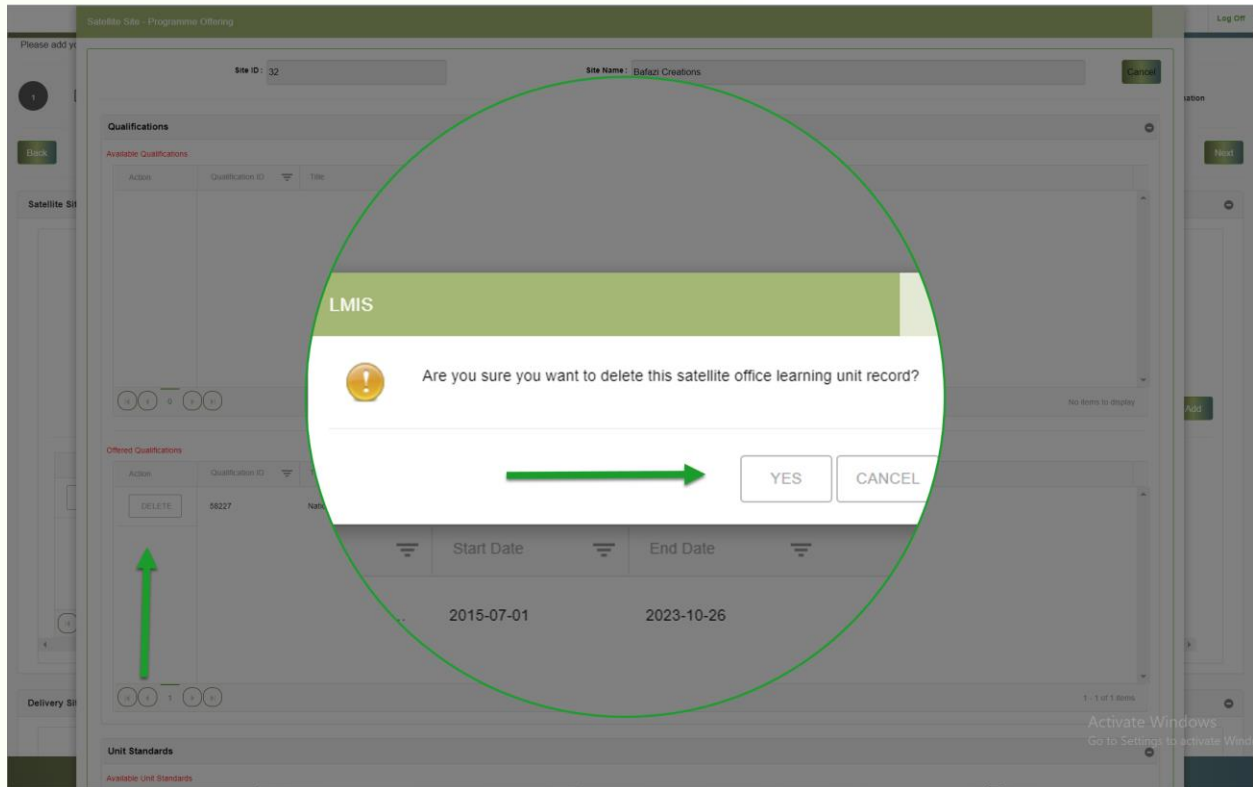
LMIS User Guide - SDP

- g. Qualifications grids – this shows the “Available Qualifications” as captured in the “Programme Scope” step, as well as “Offered Qualifications” grid to add the available Qualifications to the site office, grid contents are as below:
- Qualification ID – the qualification code that uniquely identifies a qualification as on the SAQA database
 - Title – the title that identifies a learning unit as on the SAQA database.
 - Start Date – the Learning Unit’s commencement date
 - End date – the Learning Unit’s expiry date
 - Add button** – clicking on the “Add” button allows you to add the selected Available Learning Unit to the site office offering, and populate the unit in the “Offered Qualifications” grid as below:



- h. Should you wish to remove the Learning Unit from the site office Programme Offering, you click on the “Delete” button and the system prompts you to confirm the deletion, as below:

LMIS User Guide - SDP

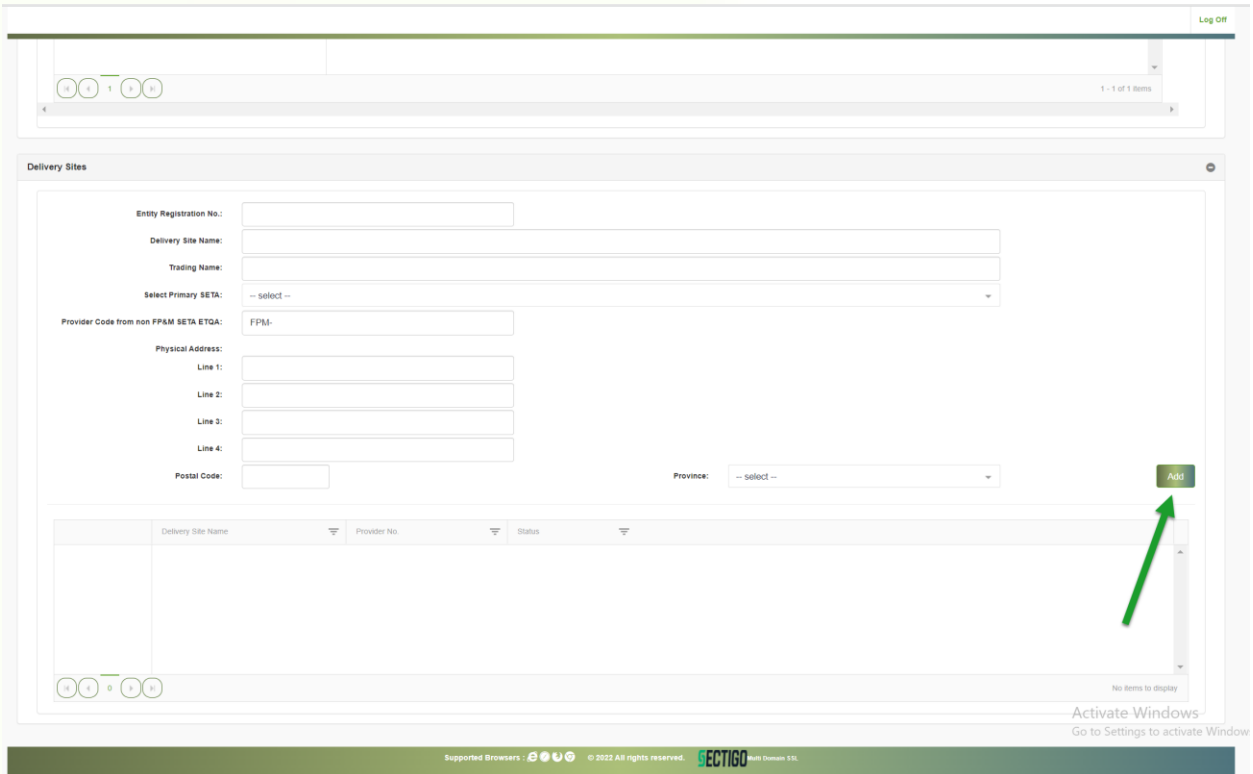


- v. Unit Standards Grid – you follow the same step as “Qualifications” to add the “Available Unit Standards” to the “Offered Unit Standards” grid.

Unit Standards								
Available Unit Standards								
Action	Qualification ID	Unit Standard ID	Title	Start Date	End Date	Learning Type		
ADD	58227	7547	Operate a personal computer system	2015-07-01	2023-10-26			
ADD	58227	9973	Apply basic business concepts	2015-07-01	2023-10-26			
ADD	58227	9926	Coach learners	2015-07-01	2023-10-26			
ADD	58227	110030	Demonstrate understanding of the water treatment and ef...	2015-07-01	2023-10-26			
ADD	58227	114244	Generate chlorine dioxide for pulp bleaching	2015-07-01	2023-10-26			

- vi. Once done, you close the “Programme Offering” page by clicking on “Cancel”.
- vii. Once all the Site Offices and linked Learning Units have been added, scroll down to “Delivery Sites” as below:

LMIS User Guide - SDP



Log Off

1 - 1 of 1 items

Delivery Sites

Entity Registration No.:

Delivery Site Name:

Trading Name:

Select Primary BETA: -- select --

Provider Code from non FPM BETA ETQA:

Physical Address:

Line 1:

Line 2:

Line 3:

Line 4:


Postal Code:

Province: -- select --

Add

Delivery Site Name	Provider No.	Status
No items to display		

Activate Windows
Go to Settings to activate Window

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- viii. Continue to add Delivery Sites linked to the Training Provider in the fields provided.
- ix. Once done, click on the “Add” button to finish

LMIS User Guide - SDP

Log Off

1 - 1 of 1 Items

Delivery Sites

Entity Registration No.:

Delivery Site Name:

Trading Name:

Select Primary SETA:

Provider Code from non FP&M SETA ETQA:

Physical Address:

Line 1:

Line 2:

Line 3:

Line 4:

Postal Code:



Province:

Add

	Delivery Site Name	Provider No.	Status
X WITHDRAW	Safazi Creations	PFM-2022-000036964	Closed

1 - 1 of 1 Items

Activate Windows
Go to Settings to activate Windows

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- x. Click on “Withdraw” to remove the added Delivery Site.
- xi. Click on the “Next” button to proceed.

3.7 Step 6 – Documents

1. This Step allows you to capture all the documents that support the application.
2. The Documents section consists of two sections – The Document Upload section and the Upload Grid at the bottom of the page, as below:

Log Off

Logged on as: User03802... User Type: Training Provider

Please review the information that you have provided and confirm that the information provided is correct. Click on **Back** to return to the previous step in the process and click on **Submit Application** to complete the process.

1 Details 2 QMS 3 Programme Scope 4 ETD Staff 5 Satellite Offices & Delivery Sites 6 Documents 7 Verify Information

Back Next

Documents

Document Type: -- type and/or select --

File Name:

Comments:

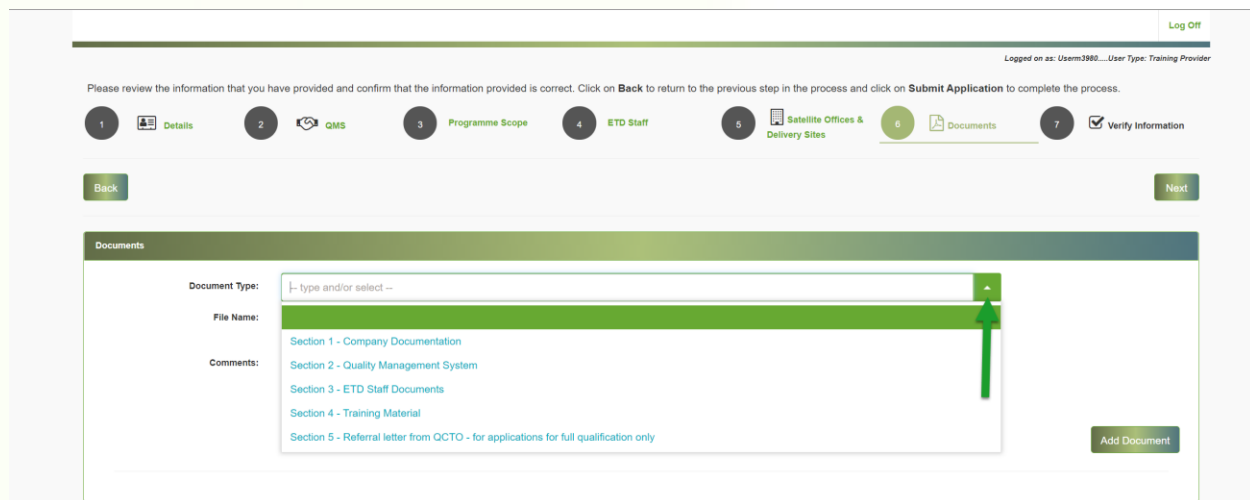
Document Type	File Name	Comments
No items to display		

Activate Windows
Go to Settings to activate Windows.

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3. The Documents Upload section allows you to capture the following information:

LMIS User Guide - SDP



4. Document Type;

1) Section 1 - Company Documentation

- CIPC Document
- Tax Clearance Certificate:
- Business Plan:
- Confirmation of Bank:
- Audited Financial statements:
- Auditor Details:
- Training Venue:
- Public Liability Insurance:
- Occupational Health and Safety Audit Report

2) Section 2 Quality Management Systems

- All the required policies and procedures (signed by authorised personnel with dates, indicate the next review date and must be current)
- Minutes of meetings
- Review templates

3) Section 3 Assessor & Moderator Documents

- Assessor documents
- Moderator documents

LMIS User Guide - SDP

4) Section 4 - Training Material

- **Skills Programme**
- Curriculum learning programme overview
- Alignment Matrix
- Formative Assessment
- Summative Assessment
- Assessment Guide
- Learner POE guide
- Learner Guides
- Facilitator Guide
- Notional hour matrix
- Moderator Guide
- Internal Moderation Report
- Source of Learning material

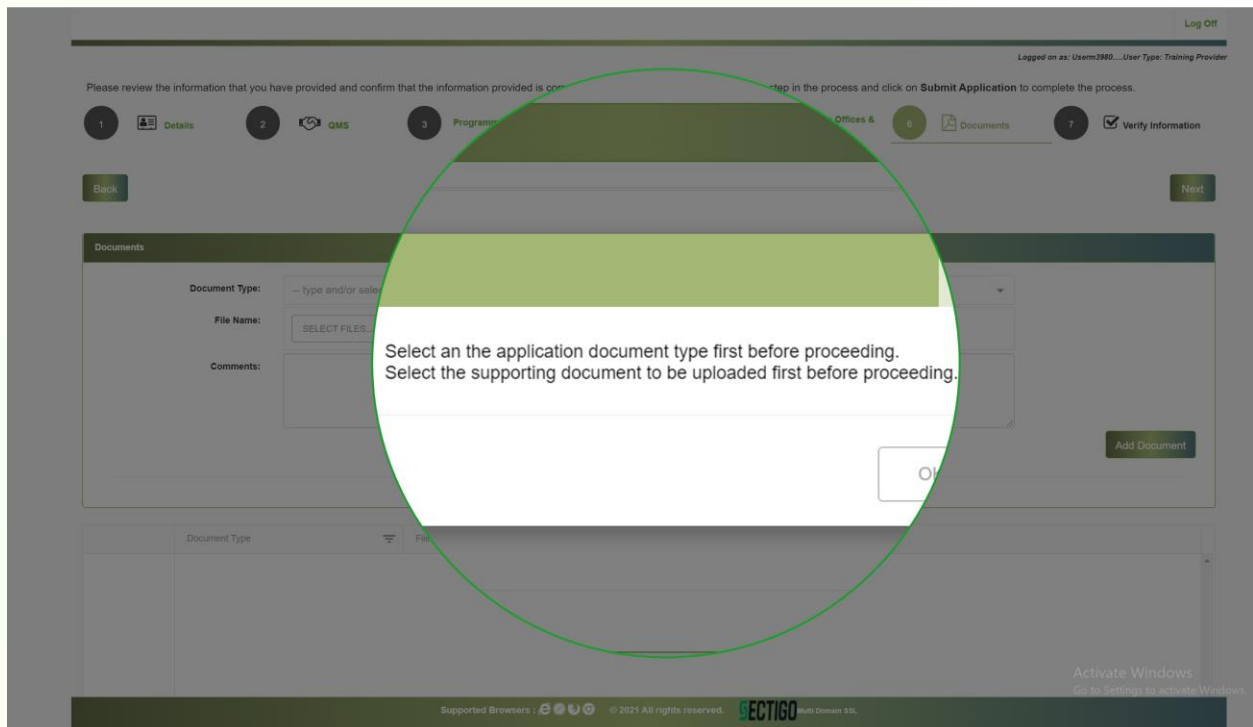
5) Referral Letter – Referral Letter from QCTO (Full Qualification applications only)

- i. **File Name** – this section allows you to upload the document related to what you selected on “Document Type”. You click on the “Select Files” button, which opens a window for you to select the relevant document then click on “Open” to load.
- ii. **Comments** – when the document has been uploaded, you can add comments to the document upload e.g. the name of the document.
- iii. **Add Document** – the button allows you to upload the selected document.
- iv. Click on “Add Document” button to upload.

LMIS User Guide - SDP



Should you attempt to click on “Add document” button without capturing the required information, the system provides a notification to prompt action from you as below:



LMIS User Guide - SDP

- v. You continue to select all the relevant documents and add them to your application. The uploaded documents appear in the upload Grid as below:

Log Off

Logged on as: User3982... User Type: Training Provider

Please review the information that you have provided and confirm that the information provided is correct. Click on **Back** to return to the previous step in the process and click on **Submit Application** to complete the process.

1 Details 2 QMS 3 Programme Scope 4 ETD Staff 5 Satellite Offices & Delivery Sites 6 Documents 7 Verify Information

Back Next

Documents

Document Type: -- type and/or select --

File Name:

Comments:

Add Document

	Document Type	File Name	Comments
<input type="button" value="X DELETE"/>	Section 1 - Company Documentation	Company Documentation	
<input type="button" value="X DELETE"/>	Section 2 - Quality Management System	Quality Management System	
<input type="button" value="X DELETE"/>	Section 3 - ETD Staff Documents	ETD Staff Documents	
<input type="button" value="X DELETE"/>	Section 4 - Training Material	Training Material	
<input type="button" value="X DELETE"/>	Section 5 - Referral letter from QCTO - for appl...	Referral Letter From QCTO	

1 - 5 of 5 items

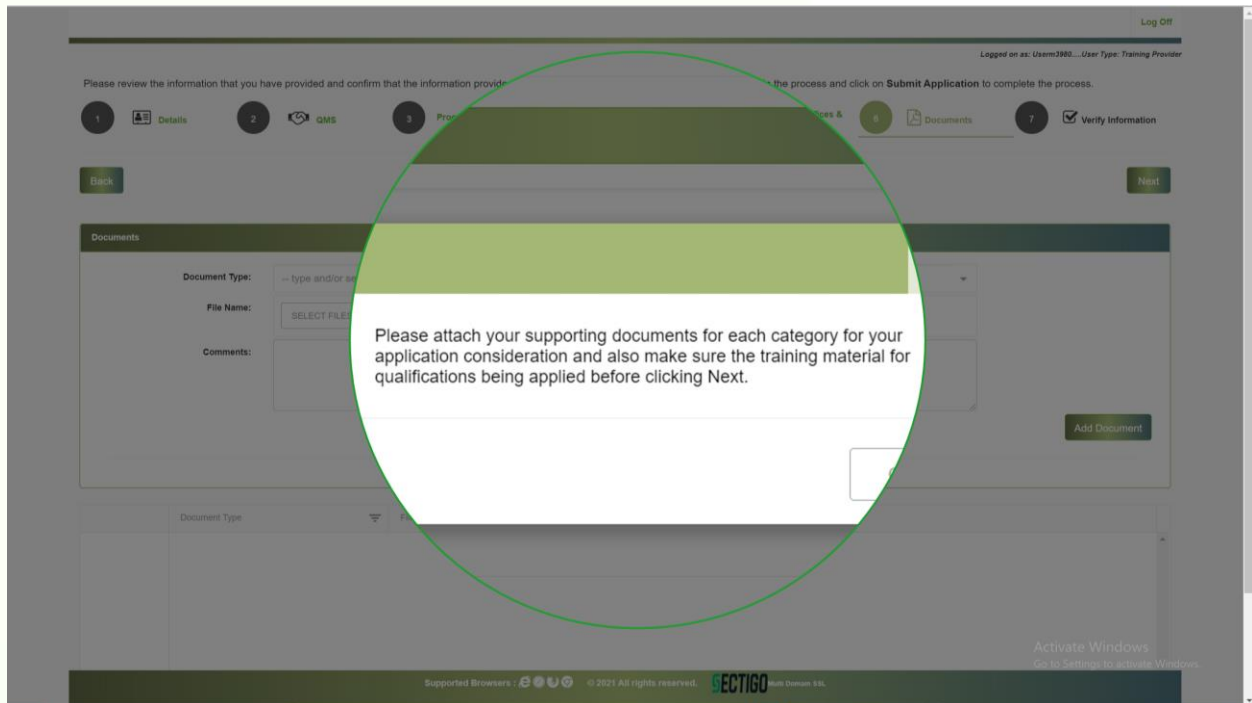
Activate Windows
Go to Settings to activate Windows

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- vi. The upload Grid provides the user with the following information:
- Document type** – The kind of the document uploaded
 - File Name** – the name of the file as saved on the user's computer
 - Comments** – the comments added by the user.
 - Delete** – the button allows you to remove uploaded documents.



Should you attempt to click on “Next” button without capturing the required documents, the system provides a notification in RED to prompt action from you as below:



- e. If all documents are supplied, then you click on the “Next” button to go the Next step.

3.8 Step 7 – Verify Information

- i. This step lists all the details for the application. You use this page to check on the details captured in the application and if corrections need to be done, you can use the back button or click on the relevant “Step” to navigate to that specific page that needs to be reviewed:

LMIS User Guide - SDP

Log Off

Logged on as: Userm3962... User Type: Training Provider

Please review the information that you have provided and confirm that the information provided is correct. Click on **Back** to return to the previous step in the process and click on **Submit Application** to complete the process.

1 Details

2 QMS

3 Programme Scope

4 ETD Staff

5 Satellite Offices & Delivery Sites

6 Documents

7 Verify Information

Submit Application

☐ I hereby certify that the information supplied is, to the best of my knowledge, true and correct in all respects and that my application may be disqualified should the information supplied proved to be false.

Training Provider Details

Provider ID:	36964	Provider Code:	FPM-2022-000036964	Entity Registration No.:	2014/020593/08
Provider Name:	Bafazi Creations				
Trading Name:	Bafazi Creations Pty Ltd				
Select Primary SETA:	FPMSETA - Fibre Processing and Manufacturing Sector Education and Training Authority				

Proof of Primary Accreditation and RL:

Registered with DHET:	N	DHET Registration No.:	
DHET Registration Start Date:		DHET Registration End Date:	
BBBEE Rating:	Level One	BBBEE Recognition:	100.00%
No. Full Time Staff:	1	No. Contracted Staff:	2
Main Province Of Operation:	Free State		

Latitude Degrees:	-22	Latitude Minutes:	1	Latitude Seconds:	1.000
Longitude Degrees:	16	Longitude Minutes:	2	Longitude Seconds:	1.000

Contact Details

First Name:	Bonolo	Title:	Mrs
Last Name:	Banda	Position in Organization:	Bafazi Creations Pty Ltd
Tel No.:		Cell No.:	0613950077
E-mail:	userm3962@gmail.com		
Physical Address:		Postal Address:	

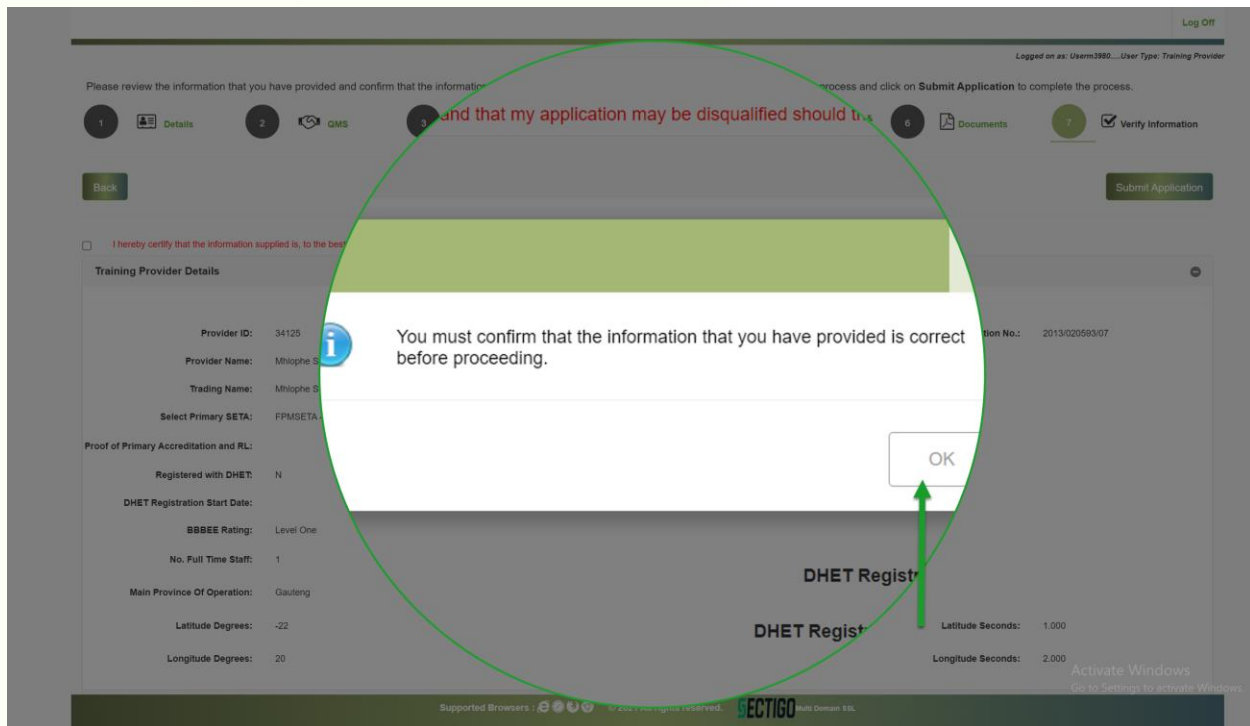
Activate Windows
Go to Settings to activate Windows

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Should you attempt to click on “Submit Application” button without ticking on the declaration statement, the system provides a notification to prompt action from you as below:

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Log Off

Logged on as: Userm3989... User Type: Training Provider

Please review the information that you have provided and confirm that the information is correct and click on **Submit Application** to complete the process.

1 Details 2 QMS 3 and that my application may be disqualified should this 4 Documents 5 Verify Information

Back Submit Application

☐ I hereby certify that the information supplied is, to the best of my knowledge, correct and true.

Training Provider Details

Provider ID: 34125

Provider Name: Mthophe S

Trading Name: Mthophe S

Select Primary SETA: FPMSETA

Proof of Primary Accreditation and RL:

Registered with DHET: N

DHET Registration Start Date:

BBBEE Rating: Level One

No. Full Time Staff: 1

Main Province Of Operation: Gauteng

Latitude Degrees: -22

Longitude Degrees: 20

Confirmation No.: 2013/020593/07

You must confirm that the information that you have provided is correct before proceeding.

OK


DHET Register

DHET Register

Latitude Seconds: 1.000

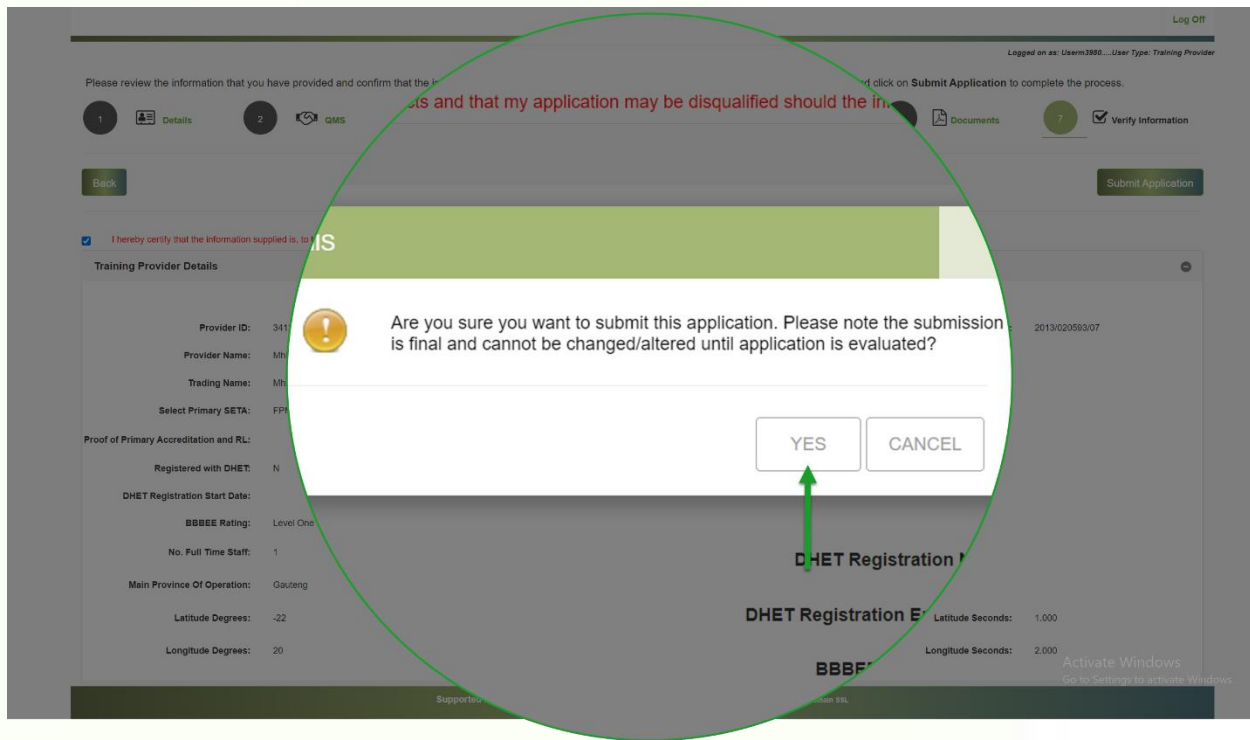
Longitude Seconds: 2.000

Activate Windows
Go to Settings to activate Windows.

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- ii. You tick the declaration statement (highlighted in Red).
- iii. Once you are satisfied with the contents of the application, you click on the “Submit Application” button. The system will generate a notification confirming the submission, as below:

LMIS User Guide - SDP



- iv. Clicking on “Cancel” aborts the submission process and clicking on “Yes” continues to submit the application.



- v. The system will file the application and navigate to application complete page, with your application reference number (Red) as above.
- vi. An application submission email containing the process is then sent to you as below.

LMIS User Guide - SDP

Training Provider Application Inbox x



FP and M SETA <noreply@lms.co.za>
to me, william.mueze ▾

1:18 PM (1 minute ago) ☆ ↶



PROVIDER REGISTRATION NOTIFICATION

Dear Applicant,

Your application has been filed successfully.

Kind Regards

The LMIS can be accessed by clicking the following link: [Click here to log in](#)

Copyright FP & M SETA 2021. All rights reserved. [Terms & Conditions](#)[Privacy Policy](#)

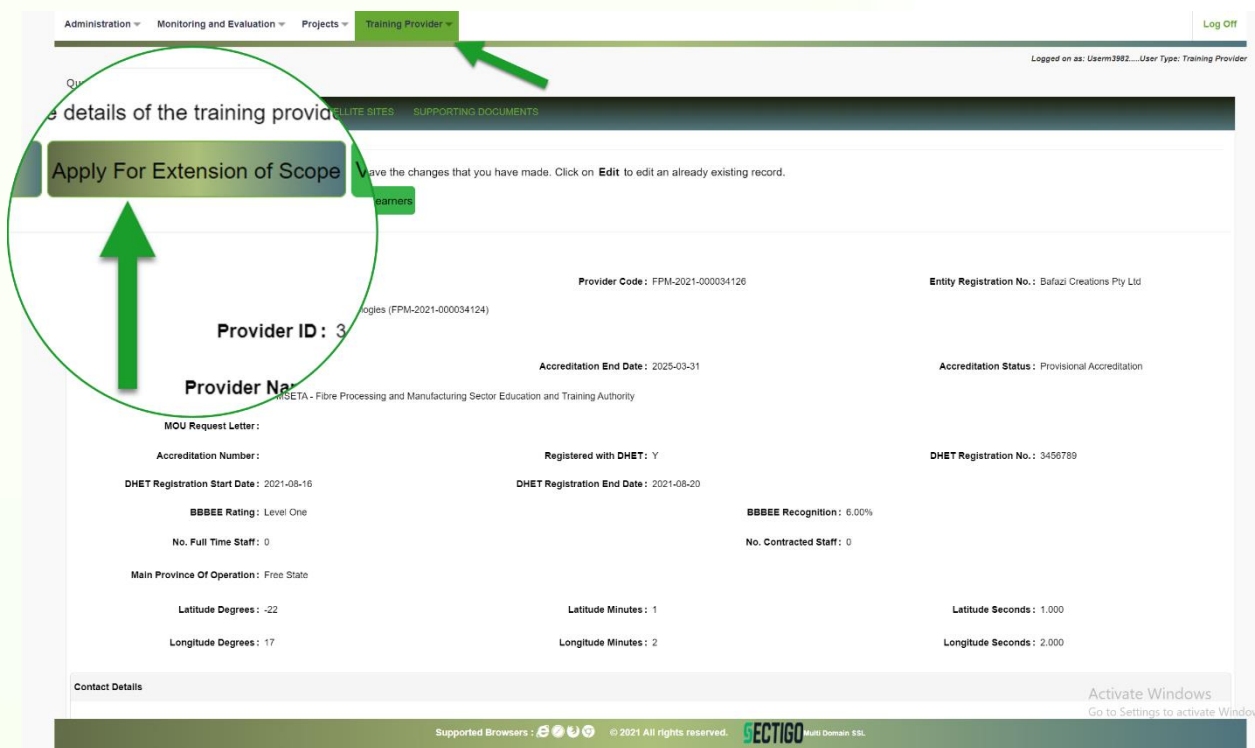
FP&M SETA Team
Information & Communications Technology

Acti
Go to

- vii. The application will now enter the evaluation phase of the Accreditation process. You can view the progress of their application through their LMIS Profile “Dashboard”.

4. Apply for Extension of Scope

- i The Extension of Scope process allows Training Providers that are already accredited and wish to expand the FP&M SETA Registered Learning Units or **Apply for Remediation**.
- ii The “Apply for Extension of Scope” button is only generated once the initial application has been approved and Skills Development Provider is Accredited, as below:



4.1 Step 1 - Learning Units (Extension of Scope)

- i To initiate this process, you click on the “Apply for Extension of Scope” button on the Provider Profile page and the system will load the page to capture the learning units to be considered as below:

LMIS User Guide - SDP

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Logged on as: User3982... User Type: Training Provider

Quality Assurance > Training Provider > **Extension of Scope**

Please select the qualifications and unit standards that you need to be considered in your application. Note that you must indicate **at least one** learning unit. Click on **Next** to continue with the process.

Next

☒ Qualifications
 ☐ Unit Standards
 ☐ Skills Programs

Search Options

☒ By ID
☐ By Title

Learning Program:

Qualification:
Choose Electives

Unit Standard:

Qualification:





Skills Program Name:

Learning Program:

Qualification:
Choose SP Unit Standards

Start Date:

End Date:

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- ii This step allows you to capture the learning units that you are accredited for or wish to Remediate.
- iii It allows you to capture Full Qualifications, Learning Programs, Unit Standards and Skills Programs that fall under the FP&M SETA.
- iv When the “Qualifications” section is selected, the system only activates the related fields to enter information and deactivates the other fields, as below:

LMIS User Guide - SDP

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Logged on as: User3982... User Type: Training Provider

Quality Assurance > Training Provider > **Extension of Scope**

Please select the qualifications and unit standards that you need to be considered in your application. Note that you must indicate **at least one** learning unit. Click on **Next** to continue with the process.

Next

☒ Qualifications
 ☐ Unit Standards
 ☐ Skills Programs

Search Options
☒ By ID ☐ By Title

Learning Program:
 Qualification: Choose Electives

Unit Standard:
 Qualification:

Skills Program Name:
 Learning Program:
 Qualification: Choose SP Unit Standards

Start Date:
 End Date:

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Activate Windows
Go to Settings to activate Windows.

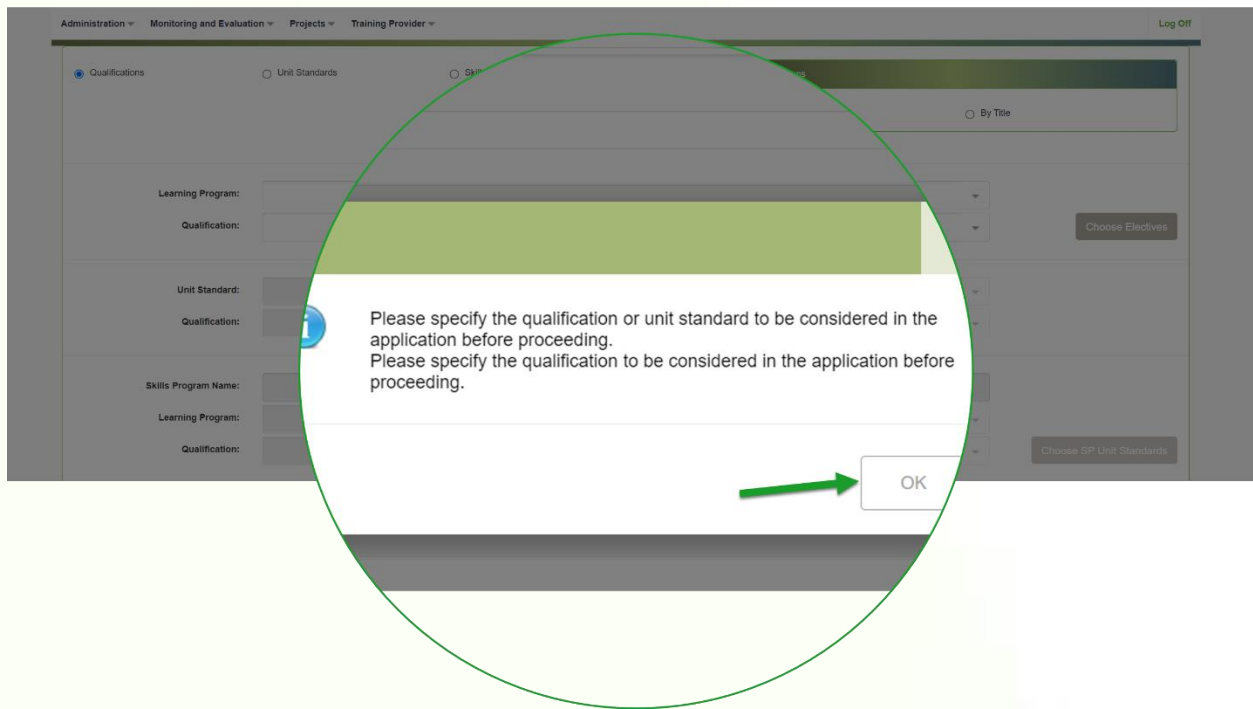
4.1.1 Qualifications

- This portion of Extension of Scope allows you to capture Full Qualifications as well as Learning Programs you wish to extend or remediate with the FP&M SETA.



Should you attempt to click on “Next” without adding any Learning Units, the system produces an error message as below:

LMIS User Guide - SDP



Full Qualifications

- i. This function allows you to capture a Full Qualification that is not linked to a Learning Program.
- ii. You enter the values (Learning Unit ID or Title) of the Full Qualification in the "Qualification" field, as below:

LMIS User Guide - SDP

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Logged on as: Userm3982...User Type: Training Provider

Quality Assurance > Training Provider > **Extension of Scope**

Please select the qualifications and unit standards that you need to be considered in your application. Note that you must indicate **at least one** learning unit. Click on **Next** to continue with the process.

Next

☒ Qualifications
 ☐ Unit Standards
 ☐ Skills Programs

Search Options
☒ By ID ☐ By Title

Learning Program:		
Qualification:	66312 - National Certificate: Lumber Milling	Choose Electives
Unit Standard:	50584 - General Education and Training Certificate: Clothing Manufacturing Processes	
Qualification:	58227 - National Certificate: Clothing, Textile, Footwear and Leather Manufacturing Processes	
	66329 - National Certificate: Lumber Milling	
	66312 - National Certificate: Lumber Milling	
Skills Program Name:	66269 - General Education and Training Certificate: Lumber Milling	
Learning Program:		
Qualification:		Choose SP Unit Standards

Start Date: 2018-07-01 End Date: 2023-06-30

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Activate Windows
Go to Settings to activate Windows.

- iii. Once the Qualification has been entered, you proceed to add additional “Elective” Learning Units related to the Qualification.
- iv. You click on the “Choose Electives” button and the system generates a menu for you to add Electives and ensure that your Learning Units meet the minimum credits for the Qualification (as per SAQA Rules of Combination), as below:

LMIS User Guide - SDP

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Logged on as: Userm3922... User Type: Training Provider

Quality Assurance > Training Provider > **Extension of Scope**

Please select the qualifications and unit standards that you need to be considered in your application. Note that you must indicate **at least one** learning unit. Click on **Next** to continue with the process.

Next

Qualifications ☒ Unit Standards ☐ Skills Programs ☐

Search Options
☒ By ID ☐ By Title

Learning Program:

Qualification: 66312 - National Certificate: Lumber Milling

Please choose electives to ensure that enough credits make up

Select	Code	Title	Credits
<input type="checkbox"/>	243189	Manage personal finances	8
<input type="checkbox"/>	116932	Operate a personal computer system	3
<input type="checkbox"/>	259619	Conduct workplace Occupational Health and Safety (OHS) inspections	3
<input type="checkbox"/>	263683	Describe basic principles of a Lumber Kiln drying schedule	7
<input type="checkbox"/>	263674	Describe drying defects occurring in wood, and methods to use in minimizing them	5
<input type="checkbox"/>	263757	Describe kiln types, construction materials for kilns, and auxiliary equipment	5

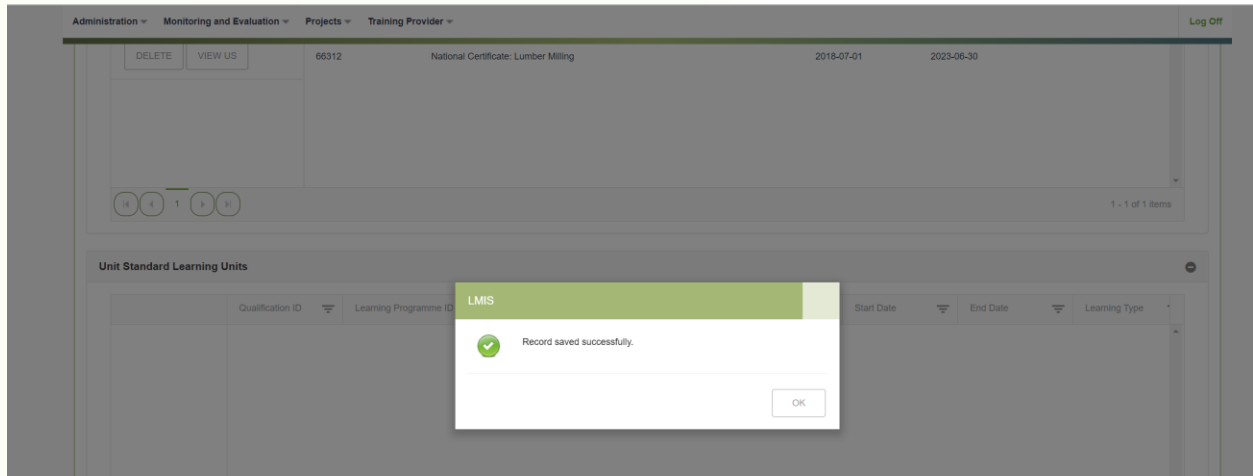
Choose Electives

Activate Windows
Go to Settings to activate Windows.

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- v. The Electives grid provides you with the following information:
 - h. Code – the Elective code that uniquely identifies the Learning Unit as on the SAQA database
 - i. Title - the title that identifies a learning unit as on the SAQA database
 - j. Credits – the individual Elective credits as on the SAQA database
 - k. Select – clicking on the checkbox allows you to choose the individual Elective and highlights selected items, as above.
- vi. Once the Electives have been selected and the minimum credits have been met for the Qualification, you click on the “Add Learning Unit” button to proceed.
- vii. The system will generate a success message and add the Learning Unit to the grid section, as below:

LMIS User Guide - SDP



Learning Program

- i. The system allows you to capture Learning Programs that are related to Qualifications.
- ii. You need to enter the Learning Program ID or Title in the “Learning Program” field, enter the linked Qualification ID or Title in the “Qualification” field, you then continue to add Elective Learning Units by clicking on the “Choose Electives” as below:

LMIS User Guide - SDP

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Logged on as: Userm3982... User Type: Training Provider

Quality Assurance > Training Provider > **Extension of Scope**

Please select the qualifications and unit standards that you need to be considered in your application. Note that you must indicate **at least one** learning unit. Click on **Next** to continue with the process.

Next

☒ Qualifications
 ☐ Unit Standards
 ☐ Skills Programs

Search Options
☒ By ID ☐ By Title


Learning Program: 66269- General Education and Training Certificate: Lumber Milling
 Qualification: 66269 - General Education and Training Certificate: Lumber Milling

Please choose electives to ensure that enough credits make up

Select	Code	Title	Credits
<input checked="" type="checkbox"/>	252250	Apply fire fighting techniques	3
<input checked="" type="checkbox"/>	263654	Clean saws and cutters returned for maintenance in Saw shop of Lumber Mill	5
<input checked="" type="checkbox"/>	14656	Demonstrate an understanding of sexuality and sexually transmitted infections in...	5
<input checked="" type="checkbox"/>	13176	Describe and discuss basic issues relating to the nature of business, the stakehol...	3
<input checked="" type="checkbox"/>	14445	Frame and implement an individual action plan to improve productivity within an o...	3
<input checked="" type="checkbox"/>	263681	Handle, mix and apply adhesive glue manually in finger-jointing and laminating fa...	5

Choose Electives

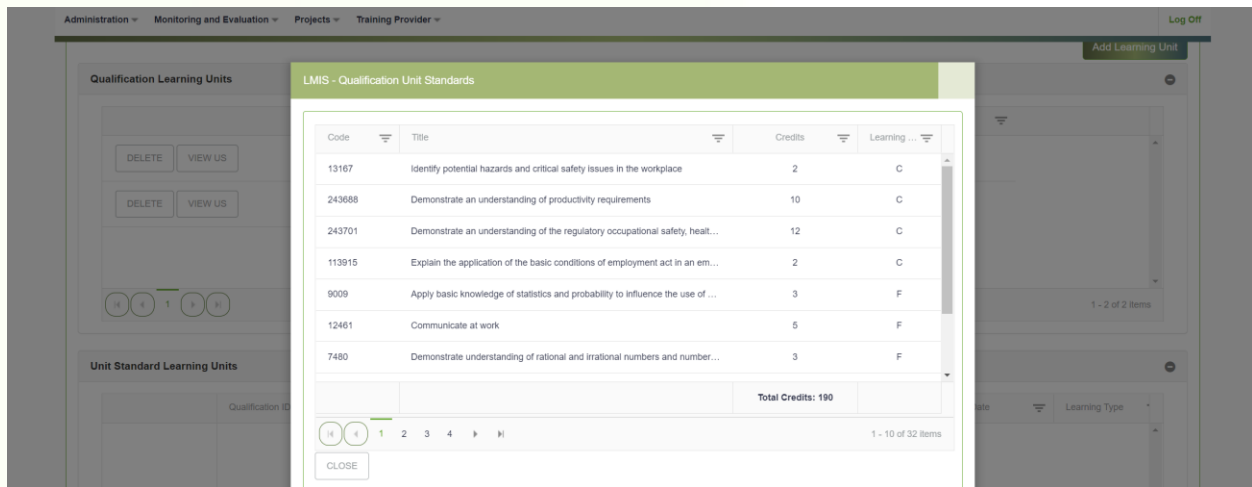
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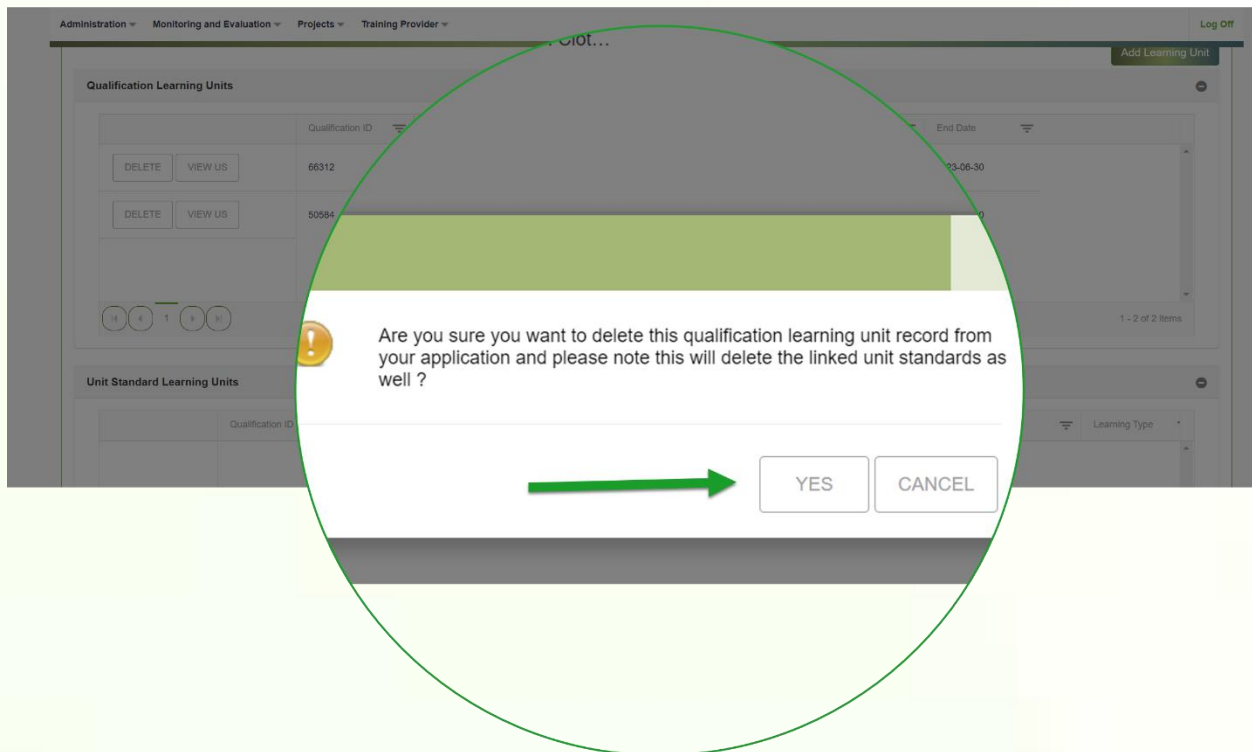
- iii. Once you are satisfied with the entry, you click on “Add Learning Unit” to proceed and the system will generate a success message and populate the information in the grid, as below:

- iv. The grid provides you with the following information:
 - a. Qualification ID – the qualification code that uniquely identifies a qualification as on the SAQA database
 - b. Title - the title that identifies a learning unit as on the SAQA database
 - c. Learning Programme ID - the Learning Programme code that uniquely identifies an LP as on the SAQA database
 - d. Start Date – the proposed start date for the learning unit accreditation and conforms to the registration start date of the learning unit
 - e. End Date – the proposed end date for the learning unit accreditation and conforms to the registration end date of the learning unit
 - f. **View US button** – this button allows you to view all the Learning Units that you have captured for the Qualification/Learning Programme, as below:

LMIS User Guide - SDP

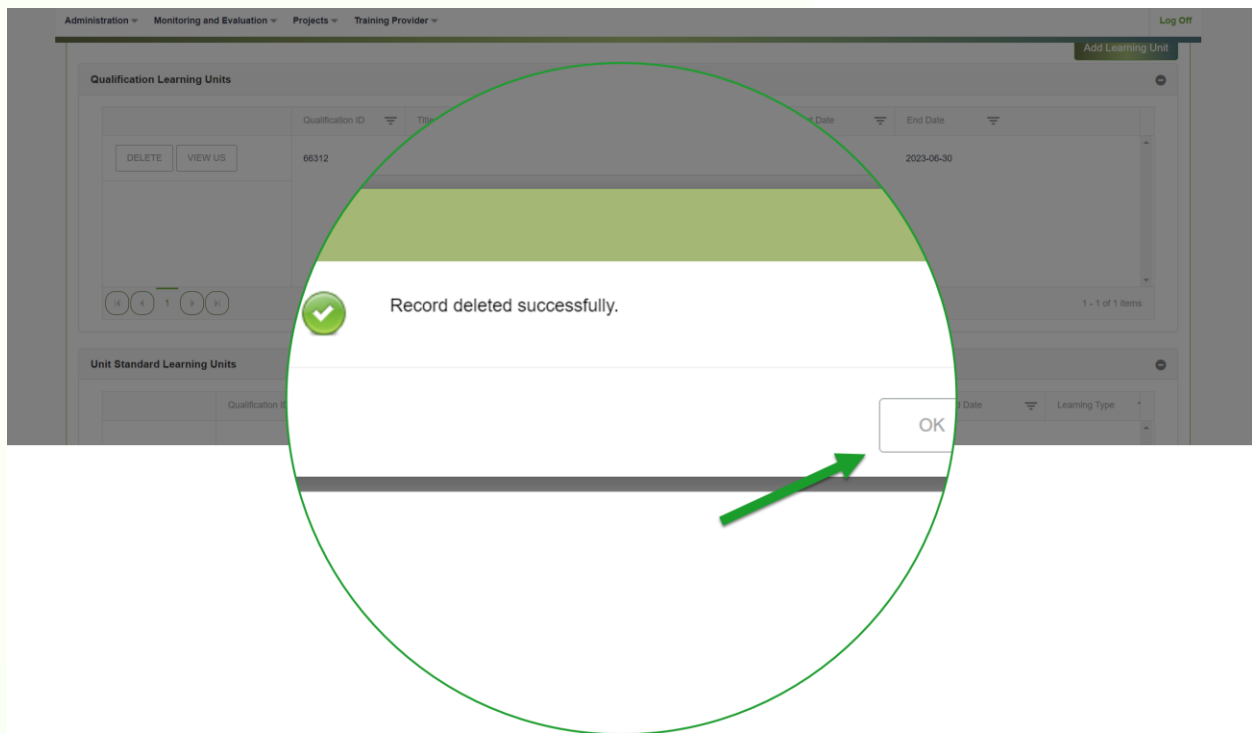


- g. **Delete** – this button allows the user to remove the added Qualification/Learning Programme.
 - i. When you click on the “Delete” button, the system will prompt you to confirm the deletion process, as below:



LMIS User Guide - SDP

- ii. Clicking on “Cancel” aborts the deletion process, and clicking on “Yes” proceeds to remove the Learning Unit from the application, with a success message as below:



Unit Standards

- i. This portion of “Programme Scope” allows you to capture Unit Standards you wish to be accredited for with the FP&M SETA.
- ii. Selecting the “Unit Standards” portion of the “Programme Scope” step deactivates the other sections (Qualification and Skills Program fields) and allows you to capture the Unit Standard and the Qualification it is linked to, as below:

LMIS User Guide - SDP

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Logged on as: Userm392.....User Type: Training Provider

Quality Assurance > Training Provider > **Extension of Scope**

Please select the qualifications and unit standards that you need to be considered in your application. Note that you must indicate **at least one** learning unit. Click on **Next** to continue with the process.

Next

☐ Qualifications ☒ Unit Standards ☐ Skills Programs

Search Options
☒ By ID ☐ By Title

Learning Program:

Qualification: Choose Electives

Unit Standard: 243700 - Demonstrate an understanding of materials used and produced in CTFL manufacturing processes

Qualification: 58227 - National Certificate: Clothing, Textile, Footwear and Leather Manufacturing Processes

- iii. Once you have added the valid Unit Standard and the Qualification it is linked to, you proceed to click on the “Add Learning Unit” button.



Should you attempt to click on “Add Learning Unit” without adding any Learning Units, the system will produce an error message as below:

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

☐ Qualifications ☒ Unit Standards ☐ Skills Programs

Search Options
☐ By ID ☐ By Title

Learning Program:

Qualification: Choose Electives

Unit Standard:

Qualification:

Skills Program Name:

Learning Program:

Qualification:

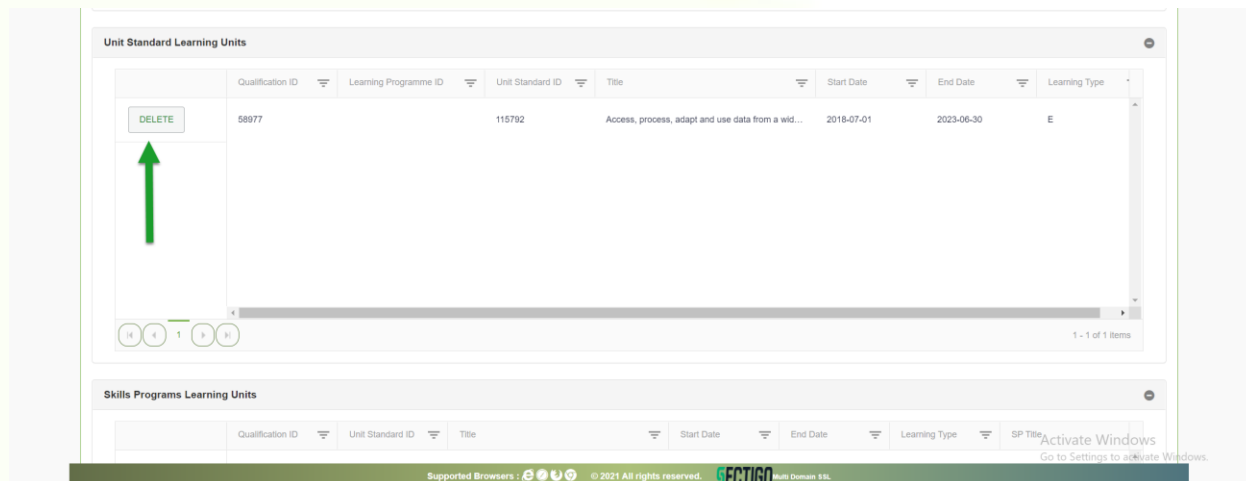
Start Date:

OK Choose SP Unit Standards Add Learning Unit

Insufficient information provided.
Please provide data for all of the data fields.

LMIS User Guide - SDP

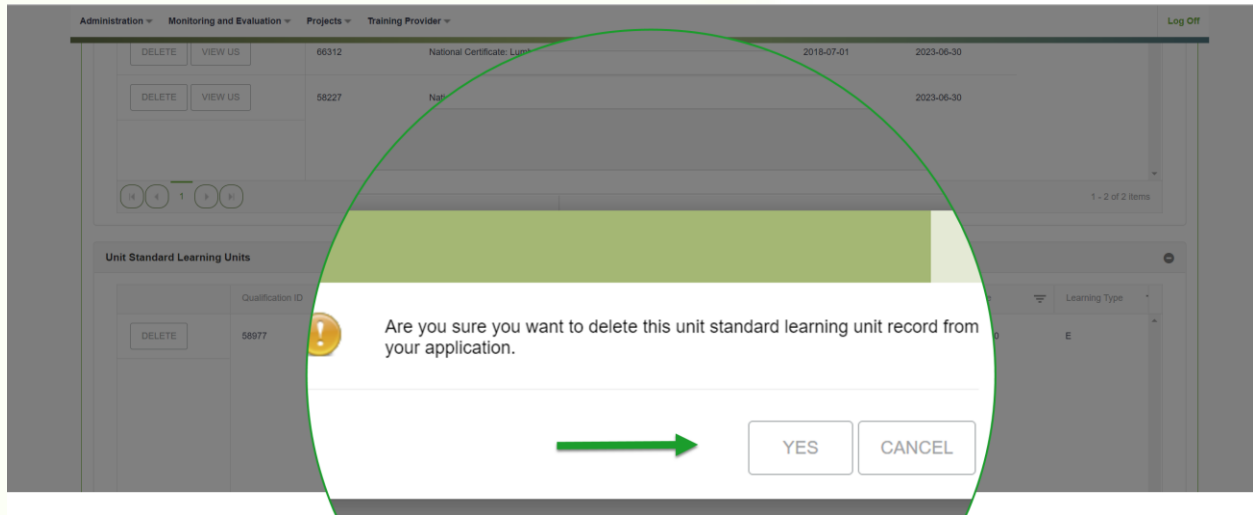
- iv. Should all the learning unit fields be supplied, the system generates a success message and populates the “Unit Standards” grid as below:



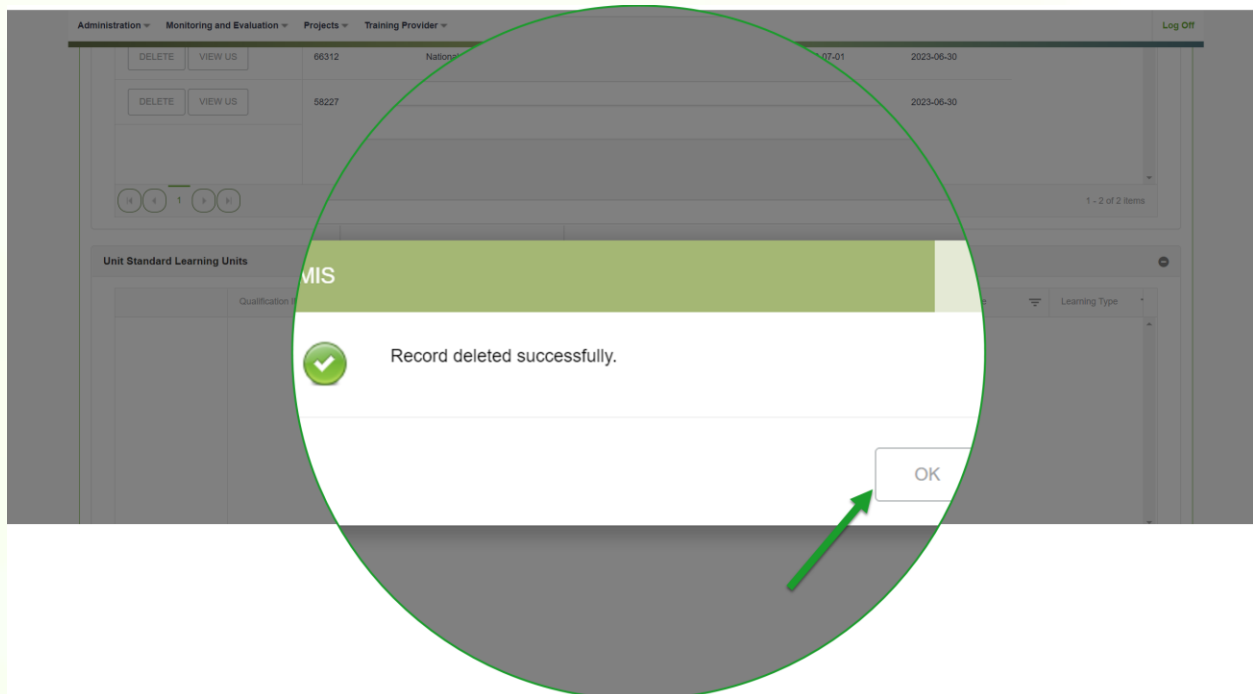
- v. The grid provides you with the following information:
- Qualification ID – the qualification code that uniquely identifies a qualification as on the SAQA database
 - Learning Programme ID - the Learning Programme code that uniquely identifies an LP as on the SAQA database
 - Unit Standard ID - the unit standard code that uniquely identifies a unit standard as on the SAQA database
 - Title - the title that identifies a learning unit as on the SAQA database
 - Start Date – the proposed start date for the learning unit accreditation and conforms to the registration start date of the learning unit
 - End Date – the proposed end date for the learning unit accreditation and conforms to the registration end date of the learning unit
 - Learning Type – this applies to the unit standards and specifies whether the application is a Core, Fundamental or Elective.
 - Delete - this button allows you to remove the added Unit Standard

LMIS User Guide - SDP

- i. When you click on the “Delete” button, the system will prompt you to confirm the deletion process, as below:



- ii. Clicking on “Cancel” aborts the deletion process, and clicking on “Yes” proceeds to remove the Learning Unit from the application, with a success message as below:



LMIS User Guide - SDP

Skills Programs

- v. This portion of the Learning Units process allows you to capture Skills Programs you wish to be accredited for, Extend or Remediate with the FP&M SETA.
- vi. Selecting the “Skills Programs” option deactivates the other sections (Qualification and Unit Standards fields) and allows you to capture the Skills Program Name and the Qualification it is linked to, as below:

Unit Standard:

Qualification:

Skills Program Name: Lumber Milling

Learning Program: 23356 - Certificate Lumber

Qualification: 23356 - Certificate Lumber

Select Skills Programs Unit Standards

Select	Code	Title	Learning Type	Credits
<input checked="" type="checkbox"/>	117275	Apply quality control in the wood preservation plant	C	10
<input checked="" type="checkbox"/>	120330	Conduct a continuous risk assessment in a workplace	C	4
<input checked="" type="checkbox"/>	263837	Control basic maintenance and lubrication programme in relevant workplace...	C	15
<input checked="" type="checkbox"/>	263839	Demonstrate understanding of influence of wood structure and properties, a...	C	15
<input checked="" type="checkbox"/>	119472	Accommodate audience and context needs in oral/signing communication	F	5
<input checked="" type="checkbox"/>	9010	Demonstrate an understanding of the use of different number bases and me...	F	2

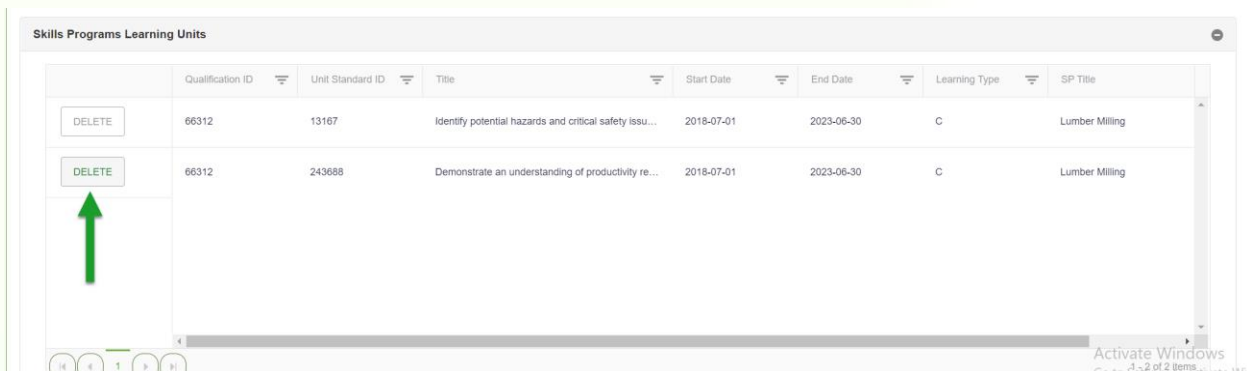
1 - 10 of 41 items

Choose SP Unit Standards

- vii. Once the Skills Program Name and linked Qualification have been captured, you click on the “Choose SP Unit Standards” button and the system generates a menu for you to add Unit Standards to the Skills Program, as above.
- viii. The Skills Program Unit Standards grid provides you with the following information:
 - a. Code – the Unit Standard code that uniquely identifies the Learning Unit as on the SAQA database
 - b. Title - the title that identifies a learning unit as on the SAQA database

LMIS User Guide - SDP

- c. Learning Type – whether the Learning Unit is a Fundamental, Core or Elective
 - d. Credits – the individual Elective credits as on the SAQA database
 - e. Select – clicking on the checkbox allows you to choose the individual Unit Standard and highlights selected items, as above.
- vi. Once you have added the Skills Program Name, Qualification and linked Unit Standards, you proceed to click on the “Add Learning Unit” button.
- a. Should all the learning unit fields be supplied, the system generates a success message and populates the “Skills Program” grid as below:

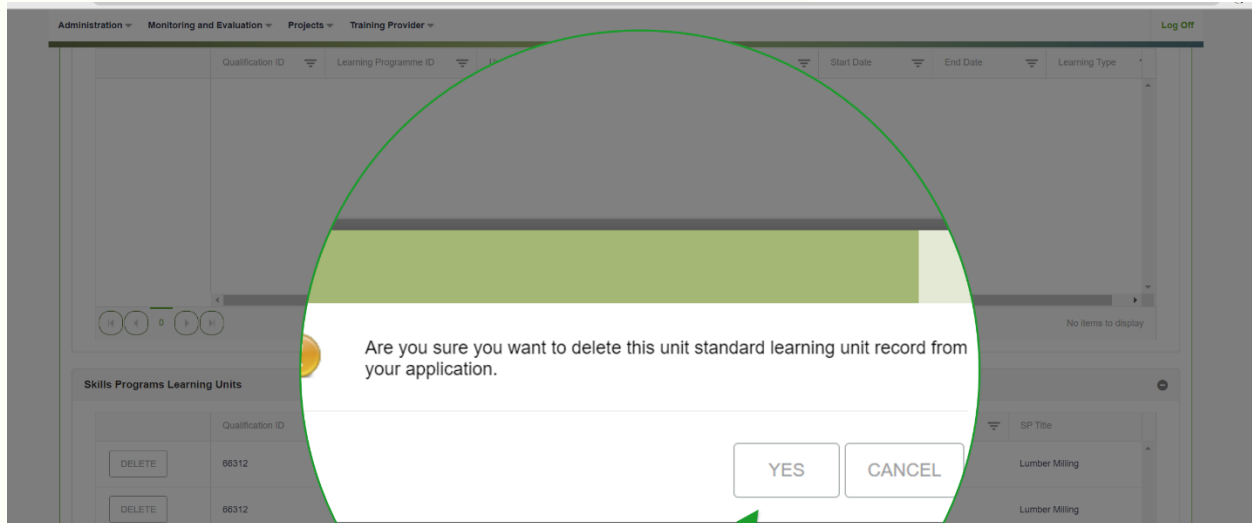


	Qualification ID	Unit Standard ID	Title	Start Date	End Date	Learning Type	SP Title
DELETE	66312	13167	Identify potential hazards and critical safety issu...	2018-07-01	2023-06-30	C	Lumber Milling
DELETE	66312	243688	Demonstrate an understanding of productivity re...	2018-07-01	2023-06-30	C	Lumber Milling

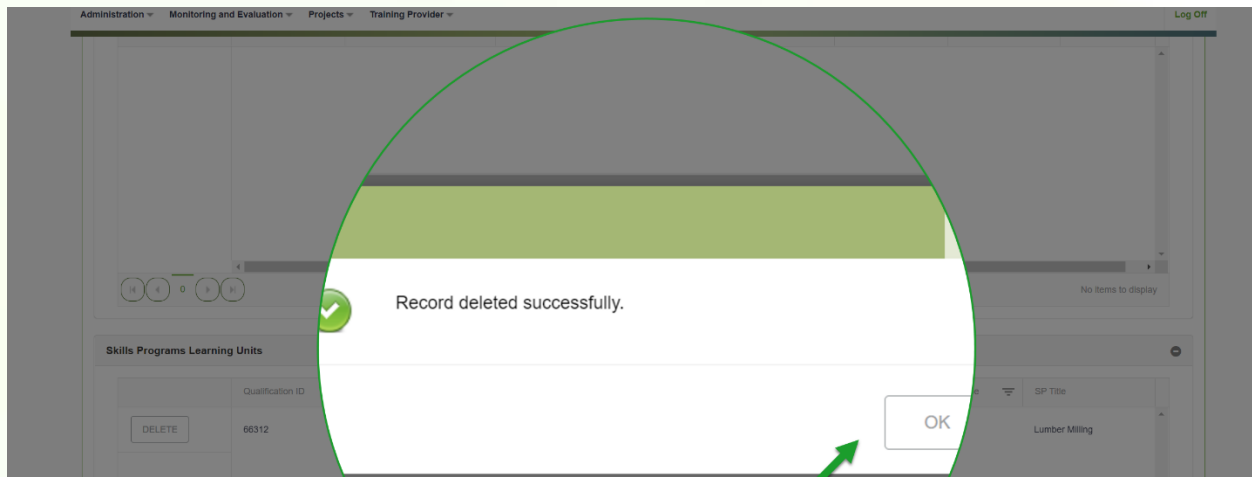
- vii. The grid provides you with the following information:
- a. Qualification ID – the qualification code that uniquely identifies a qualification as on the SAQA database
 - b. Unit Standard ID - the unit standard code that uniquely identifies a unit standard as on the SAQA database
 - c. Title - the title that identifies a learning unit as on the SAQA database
 - d. Start Date – the proposed start date for the learning unit accreditation and conforms to the registration start date of the learning unit
 - e. End Date – the proposed end date for the learning unit accreditation and conforms to the registration end date of the learning unit
 - f. Learning Type – this applies to the unit standards and specifies whether the application is a Core, Fundamental or Elective.

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- g. Skills Program Name – The Name of the Skills Program
- h. **Delete** - this button allows you to remove the added Unit Standard.
- i. When you click on the “Delete” button, the system will prompt you to confirm the deletion process, as below:



- ii. Clicking on “Cancel” aborts the deletion process, and clicking on “Yes” proceeds to remove the Learning Unit from the application, with a success message as below:

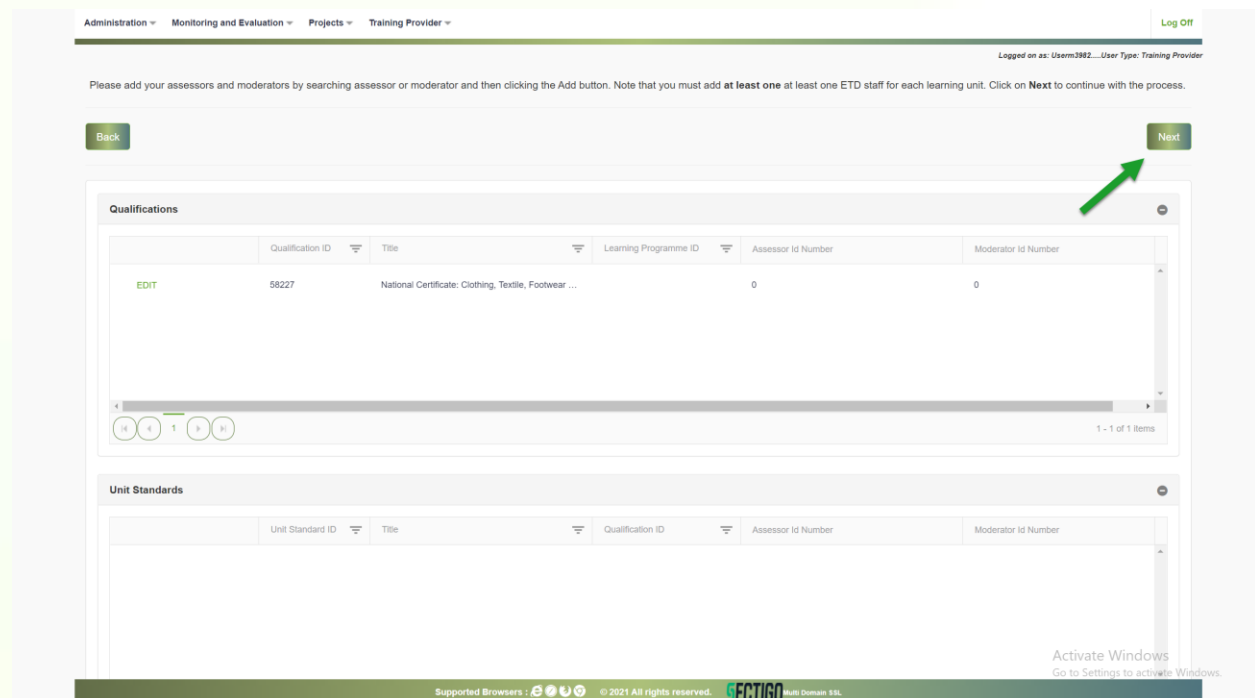


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- i. When satisfied with the Programme Scope Information added, you click on “Next” to proceed.

4.2 Step 2 – ETD Staff

- i. This Step allows you to add Assessors and Moderators to the Programme Scope Learning Units captured in Step 1.
- ii. The ETD Staff page presents you with both Qualifications and Unit Standards Fields to enter the Identity Numbers of their Constituent Assessors and Moderators in relation to the Learning Unit selected, as below:



The screenshot shows the 'ETD Staff' page in the LMIS system. At the top, there is a navigation bar with links: Administration, Monitoring and Evaluation, Projects, and Training Provider. A 'Log Off' button is in the top right corner. Below the navigation bar, a message states: 'Please add your assessors and moderators by searching assessor or moderator and then clicking the Add button. Note that you must add at least one at least one ETD staff for each learning unit. Click on Next to continue with the process.' There are 'Back' and 'Next' buttons. The 'Next' button is highlighted with a green arrow. The main content area has two sections: 'Qualifications' and 'Unit Standards'. The 'Qualifications' section contains a table with columns: Qualification ID, Title, Learning Programme ID, Assessor Id Number, and Moderator Id Number. A single row is visible with Qualification ID 58227, Title 'National Certificate: Clothing, Textile, Footwear ...', Learning Programme ID 0, Assessor Id Number 0, and Moderator Id Number 0. There is an 'EDIT' button next to the first row. The 'Unit Standards' section is currently empty. At the bottom, there is a footer with 'Supported Browsers' icons, copyright information '© 2021 All rights reserved.', and the 'ECTIGO' logo.

- iii. The Qualification field consists of the following features:
 - a. Qualification ID – the qualification code that uniquely identifies a qualification as on the SAQA database.
 - b. Title - the title that identifies a learning unit as on the SAQA database

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- c. Learning Programme ID – the Learning Programme code that uniquely identifies an LP as on the SAQA database
- d. Assessor ID Number – The Assessor’s Government issued Identification Number
- e. Moderator ID Number – The Moderator’s Government issued Identification Number
- f. Save – Clicking on the Save button allows you to conclude the Assessor and Moderator link to the Qualification and the system populates the captured records under the “Assessors” and “Moderators” grids, as below.
- g. Cancel – clicking on Cancel aborts the ETD staff inclusion process for the Learning Unit.

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Logged on as: Userm3982... User Type: Training Provider

Please add your assessors and moderators by searching assessor or moderator and then clicking the Add button. Note that you must add **at least one** at least one ETD staff for each learning unit. Click on **Next** to continue with the process.

Back Next

Qualifications

	Qualification ID	Title	Learning Programme ID	Assessor Id Number	Moderator Id Number
<div> <div>SAVE</div> <div>CANCEL</div> </div> <div> <div>58227</div> <div>National Certificate: Clothing, Textile, Footwear and L</div> <div>9408040363083</div> <div>9408040363088</div> </div>					

1 - 1 of 1 items

Unit Standards

Unit Standard ID	Title	Qualification ID	Assessor Id Number	Moderator Id Number
------------------	-------	------------------	--------------------	---------------------

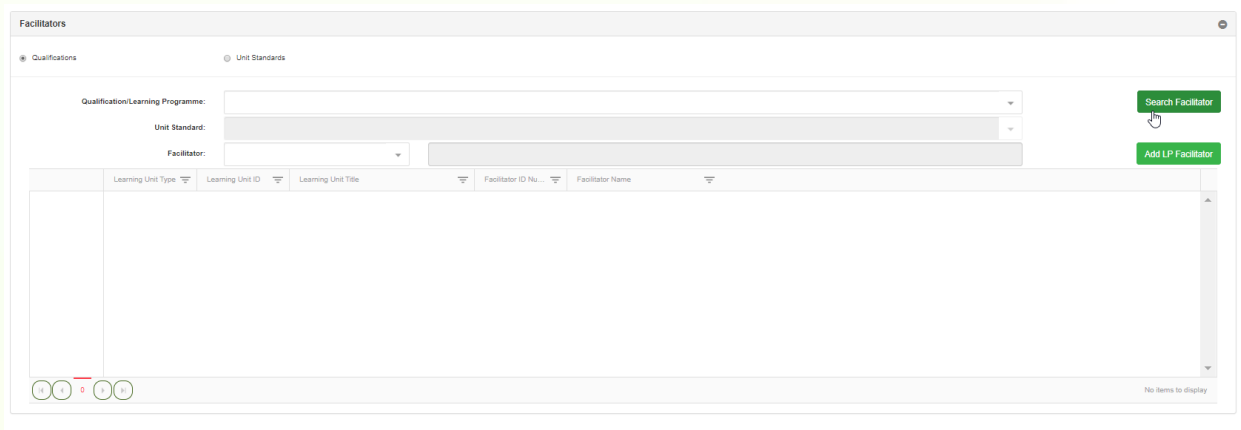
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- iv. The Assessor/Moderator Grids provide you with the following Information:
 - a. Learning Unit Type – Whether the Learning Unit is a Qualification or Unit Standard

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- b. Learning Unit ID – the Learning Unit code that uniquely identifies a unit as on the SAQA database.
 - c. Learning Unit Title - the title that identifies a Learning Unit as on the SAQA database
 - d. Assessor ID – The Assessor’s Government issued Identification Number
 - e. Moderator ID – The Moderator’s Government issued Identification Number
 - f. Assessor/Moderator Name – The Assessor/Moderator’s Name as on the Identification Document
 - g. Delete – Clicking on the Delete button allows you to remove the added Assessor/Moderator record from the application.
- v. Add Facilitator - This section (bottom of the ETD Staff page) allows you to add Learning Programme Facilitators to the application.
- a. The Facilitators portion has the information entry fields as well as the data grid, as below:



The screenshot shows the 'Facilitators' section of the application. It includes a search bar with a 'Search Facilitator' button and an 'Add LP Facilitator' button. Below these are input fields for 'Qualification/Learning Programme', 'Unit Standard', and 'Facilitator'. A data grid is present with columns for 'Learning Unit Type', 'Learning Unit ID', 'Learning Unit Title', 'Facilitator ID No...', and 'Facilitator Name'. The grid is currently empty, displaying 'No items to display'.

- b. The entry fields present you with the following information:
 - i. **Qualification/Learning Programme** – the Learning Programme unique identifier as on SAQA;
 - ii. **Facilitator** – the Facilitator’s Identity Number;

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- iii. **Search Facilitator button** – clicking on the button presents a search page where you can find the Facilitator you wish to add to the Learning Programme;

The screenshot shows the 'LMIS - Search Facilitator' form. It includes input fields for 'National ID', 'First Name', 'Id Type' (a dropdown menu), and 'Surname'. Below these fields are two buttons: 'Add Facilitator' and 'Search'. A green arrow points to the 'Add Facilitator' button.

- v. **Add Facilitator button** – clicking on the button once all the required information has been entered, completes the process.



Should you attempt to click on “Add LP Facilitator” without adding any information, the system will produce an error message as below:

The screenshot shows the 'LMIS - Search Facilitator' form with an error message overlay. The error message states: "Insufficient information provided. Please provide data for all of the data fields. ID No. value is required. Please supply a valid ID No. before proceeding. First Name value is required. Please supply a valid First Name before proceeding. Last Name value is required. Please supply a valid Last Name before proceeding. ID Type value is required. Please supply a valid ID Type before proceeding." An "OK" button is at the bottom right of the error message. A green arrow points to the "OK" button.

LMIS User Guide - SDP

Facilitators

☒ Qualifications ☐ Unit Standards

Qualification/Learning Programme: **Search Facilitator**

Unit Standard: **Add LP Facilitator**

Facilitator:

	Learning Unit Type	Learning Unit ID	Learning Unit Title	Facilitator ID Number	Facilitator Name
DELETE	Qualification/LP	66329	National Certificate: Lumber Milling	9408040363083	Mpho Pitikoe
DELETE	Unit Standard	264815	Control Dry Mill facilities in dry timber processin...	9408040363083	Mpho Pitikoe
DELETE	Qualification/LP	66312	National Certificate: Lumber Milling	9408040363084	Mpho Pitikoe

1 - 3 of 3 items

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- c. The Facilitator grid presents you with the following information:
- i **Learning Programme** – the Learning Programme unique identifier as on SAQA;
 - ii **Learning Programme Title** – the name of the Learning Programme;
 - iii **Facilitator ID Number** – the added Facilitator’s Identity Number;
 - iv **Facilitator Name** – the name and surname of the added Facilitator;
 - v **Delete button** – allows you to remove the added information
- vi. When satisfied with the ETD Staff added to the Learning Units, you click on “Next” to proceed.

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4.3 Step 3 – Documents

- This Step allows you to capture all the documents that support the application.
- The Documents section consists of two sections – The Document Upload section and the Upload Grid at the bottom of the page, as below:

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Logged on as: Userm3982... User Type: Training Provider

Please review the information that you have provided and confirm that the information provided is correct. Click on **Back** to return to the previous step in the process and click on **Submit Application** to complete the process.

Back Next

Documents

Document Type: -- type and/or select --

File Name: SELECT FILES...

Comments:

Add Document

	Document Type	File Name	Comments
✕ DELETE	Section 1 - Company Documentation	Certificates-8_15_2021 (2).pdf	
✕ DELETE	Section 2 - Quality Management System	Certificates-8_15_2021 (1).pdf	
✕ DELETE	Section 3 - ETD Staff Documents	SOR-7407045679081-66269 (2).pdf	
✕ DELETE	Section 4 - Training Material	Performance_Agreement-.pdf	

Activate Windows
Go to Settings to activate Windows

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- The Documents Upload section allows you to capture the following information:

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Logged on as: Userm3982... User Type: Training Provider

Please review the information that you have provided and confirm that the information provided is correct. Click on **Back** to return to the previous step in the process and click on **Submit Application** to complete the process.

Back Next

Documents

Document Type: -- type and/or select --

File Name:

Comments:

Add Document

iv. Document Type;

1. Section 1 - Company Documentation

- CIPC Document
- Tax Clearance Certificate:
- Business Plan:
- Confirmation of Bank:
- Audited Financial statements:
- Auditor Details:
- Training Venue:
- Public Liability Insurance:
- Occupational Health and Safety Audit Report

2. Section 2 Quality Management Systems

- All the required policies and procedures (signed by authorised personnel with dates, indicate the next review date and must be current)
- Minutes of meetings
- Review templates

3. Section 3 Assessor & Moderator Documents

- Assessor documents
- Moderator documents

4. Section 4 - Training Material

- Skills Programme
- Curriculum learning programme overview
- Alignment Matrix
- Learner Guides
- Facilitator Guide
- Moderator Guide
- Internal Moderation Report
- Notional hour matrix
- Formative Assessment
- Summative Assessment
- Assessment Guide
- Learner POE guide
- Source of Learning material

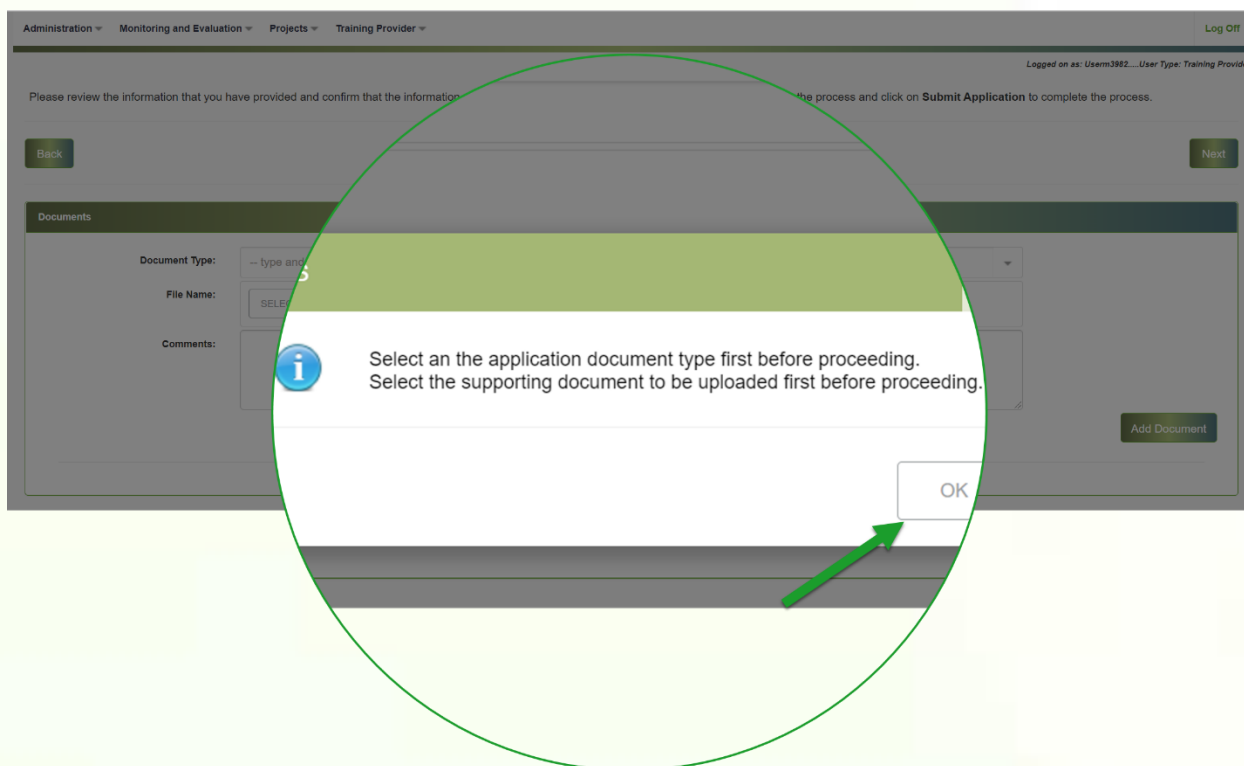
LMIS User Guide - SDP

5. Referral Letter – Referral Letter from QCTO (Full Qualification applications only)

- v. **File Name** – this section allows you to upload the document related to what you selected on “Document Type”. You click on the “Select Files” button, which opens a window for you to select the relevant document then click on “Open” to load.
- vi. **Comments** – when the document has been uploaded, you can add comments to the document upload e.g. the name of the document.
- vii. **Add Document** – the button allows you to upload the selected document.
 - b. Click on “Add Document” button to upload.



Should you attempt to click on “Add document” button without capturing the required information, the system provides a notification to prompt action from you as below:



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- viii. You continue to select all the relevant documents and add them to your application.
The uploaded documents appear in the upload Grid as below:

The screenshot shows the 'Documents' section of the LMIS User Guide - SDP interface. It features a form for adding documents and a table for the uploaded documents.

Documents Form:

- Document Type:** -- type and/or select --
- File Name:** SELECT FILES...
- Comments:** (Text area)
- Add Document** button

Document Grid:

	Document Type	File Name	Comments
<input type="button" value="X DELETE"/>	Section 1 - Company Documentation	Certificates-0_15_2021 (2).pdf	
<input type="button" value="X DELETE"/>	Section 2 - Quality Management System	Certificates-0_15_2021 (1).pdf	
<input type="button" value="X DELETE"/>	Section 3 - ETD Staff Documents	SOR-7407045679081-66269 (2).pdf	
<input type="button" value="X DELETE"/>	Section 4 - Training Material	Performance_Agreement-.pdf	
<input type="button" value="X DELETE"/>	Section 5 - Referral letter from GCTO - for appli...	9011230642082_-_Learner_Agreement.pdf	

A green arrow points to the 'Section 3 - ETD Staff Documents' row.

- ix. The upload Grid provides the user with the following information:
- Document type** – The kind of the document uploaded
 - File Name** – the name of the file as saved on the user’s computer
 - Comments** – the comments added by the user.
 - Delete** – the button allows you to remove uploaded documents.
- x. If all documents are supplied, then you click on the “Next” button to complete and submit your EOS Application.
- xi. The system will navigate to the “Dashboard”, with a success message linked to your reference number, as below:

LMIS User Guide - SDP

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾

Log Off

Logged on as: Userm3982... User Type: Training Provider

Application Process complete.....

Your application has been successfully submitted for consideration and your reference number is : **FPM-2021-000034126** and use this reference for any correspondence with regard to this application. Please also note that the Accreditation process takes 90 working days.

5. Learner Interventions

- i. The Accredited Training Provider portal presents you with all function and features that are related to your tasks.
- ii. The Main Menu (top of the provider page) allows you to navigate to the following functionality/pages.

5.1 User Login

- i. To gain access to LMIS, visit the LMIS Homepage and click on “Login” to proceed. Enter your login details, the system will automatically populate the “User Type” field based on the Username entered. Once done, click on “Login” to complete the process.

Home Login Search ▾

Welcome to SETA Learner Management Information System

Login

Please enter your username and the password.
If you are not a registered user yet, please contact the [LMIS administrator](#) for assistance.

Please provide login details

User Name: Userm3982

Password: *****

User Type: Training Provider ▾

☐ Show Password?

Login Register

If you have registered already but forgotten your password. Please [Click here](#)

Notices

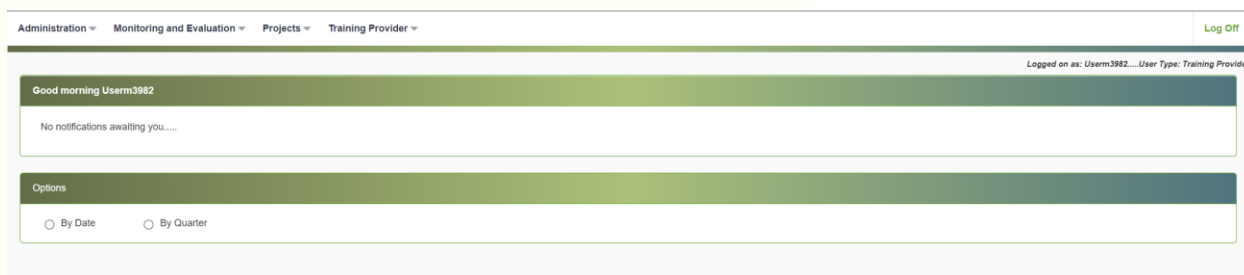
ANNOUNCEMENT

Activate Windows
Go to Settings to activate Windows

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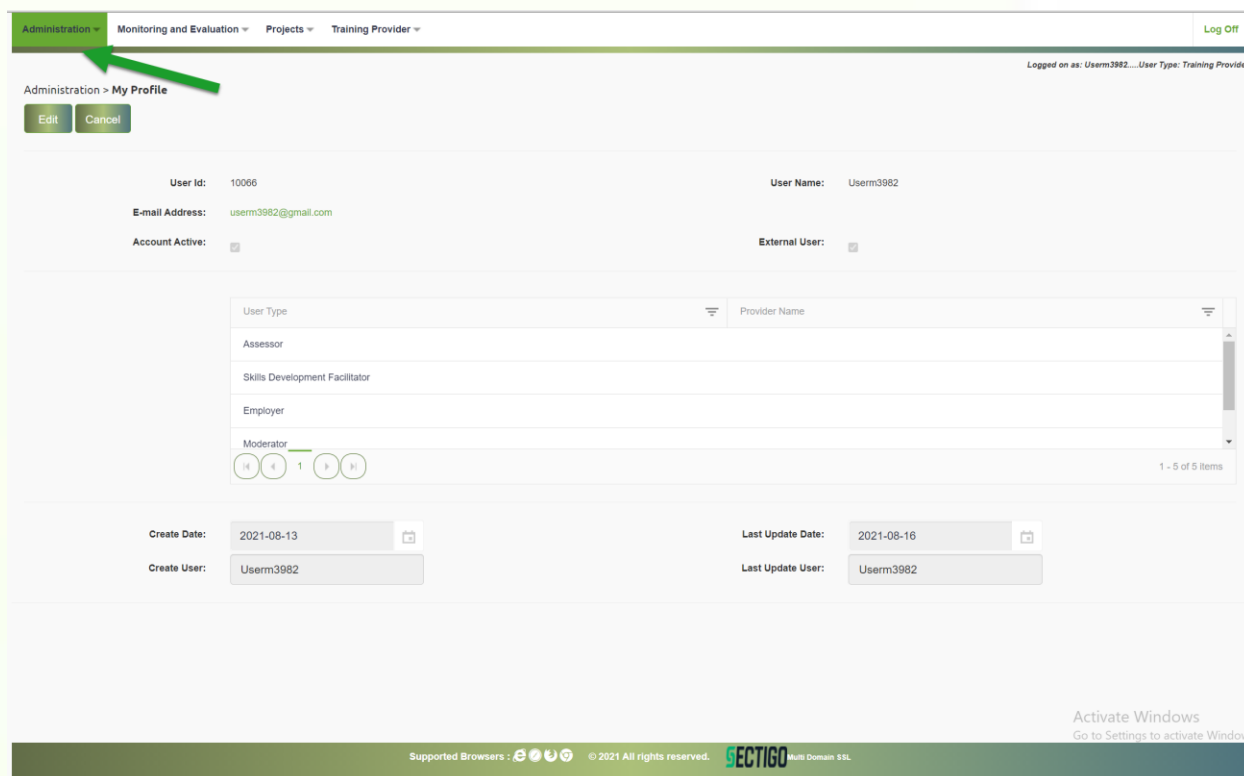
LMIS User Guide - SDP

- ii. Login as a Training Provider, and the system will authenticate and authorize then display the landing page when the login is successful.



5.2 Administration

- i. By navigating to “Administration”, “User” and clicking on “My Profile”, you can view your editable abridged LMIS profile, as below:



LMIS User Guide - SDP

5.3 Learner Programmes

- i. To view and process all Learner Interventions, you navigate to “Learner Interventions”, “Facilitation” and click on “Enrolment Overview”.
- ii. This page allows you to enrol and exit learners on LMIS. You can add/edit important information related to the learner, such as the learner’s personal details and the learning units that the learner is enrolled on, as below:

Administration ▾ Monitoring and Evaluation ▾ **Projects ▾** Training Provider ▾ [Log Off](#)

Logged on as: User3982... User Type: Training Provider

Learner [Send List For Site Visit](#)

LEARNER QUALIFICATION UNIT STANDARDS LEARNERSHIPS CLASSES

Create New Class Search Learner

The grid below details all of the active enrolments for your training provider. Note that you are able to sort and filter the records in the grid

ID Type	National ID	First Name	Surname	Race	Gender	Class No
No items to display						

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- iii. The “**Enrolments Overview**” page presents you with a sub-menu (dark Green bar with light Green text) which provides you with the following information:

LMIS User Guide - SDP

Administration ▾ Monitoring and Evaluation ▾ **Projects ▾** Training Provider ▾ Log Off

Logged on as: Userm3982... User Type: Training Provider

Learner Send List For Site Visit

LEARNER QUALIFICATION UNIT STANDARDS LEARNERSHIPS **CLASSES**

Create New Class Search Learner

The grid below details all of the active enrolments for your training provider. Note that you are able to sort and filter the records in the grid

	ID Type ▾	National ID ▾	First Name ▾	Surname ▾	Race ▾	Gender ▾	Class No
No items to display							

Navigation: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 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1820 1821 1822 1823 1824 1825 1826 1827 1828 1829 1830 1831 1832 1833 1834 1835 1836 1837 1838 1839 1840 1841 1842 1843 1844 1845 1846 1847 1848 1849 1850 1851 1852 1853 1854 1855 1856 1857 1858 1859 1860 1861 1862 1863 1864 1865 1866 1867 1868 1869 1870 1871 1872 1873 1874 1875 1876 1877 1878 1879 1880 1881 1882 1883 1884 1885 1886 1887 1888 1889 1890 1891 1892 1893 1894 1895 1896 1897 1898 1899 1900 1901 1902 1903 1904 1905 1906 1907 1908 1909 1910 1911 1912 1913 1914 1915 1916 1917 1918 1919 1920 1921 1922 1923 1924 1925 1926 1927 1928 1929 1930 1931 1932 1933 1934 1935 1936 1937 1938 1939 1940 1941 1942 1943 1944 1945 1946 1947 1948 1949 1950 1951 1952 1953 1954 1955 1956 1957 1958 1959 1960 1961 1962 1963 1964 1965 1966 1967 1968 1969 1970 1971 1972 1973 1974 1975 1976 1977 1978 1979 1980 1981 1982 1983 1984 1985 1986 1987 1988 1989 1990 1991 1992 1993 1994 1995 1996 1997 1998 1999 2000 2001 2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035 2036 2037 2038 2039 2040 2041 2042 2043 2044 2045 2046 2047 2048 2049 2050 2051 2052 2053 2054 2055 2056 2057 2058 2059 2060 2061 2062 2063 2064 2065 2066 2067 2068 2069 2070 2071 2072 2073 2074 2075 2076 2077 2078 2079 2080 2081 2082 2083 2084 2085 2086 2087 2088 2089 2090 2091 2092 2093 2094 2095 2096 2097 2098 2099 2100 2101 2102 2103 2104 2105 2106 2107 2108 2109 2110 2111 2112 2113 2114 2115 2116 2117 2118 2119 2120 2121 2122 2123 2124 2125 2126 2127 2128 2129 2130 2131 2132 2133 2134 2135 2136 2137 2138 2139 2140 2141 2142 2143 2144 2145 2146 2147 2148 2149 2150 2151 2152 2153 2154 2155 2156 2157 2158 2159 2160 2161 2162 2163 2164 2165 2166 2167 2168 2169 2170 2171 2172 2173 2174 2175 2176 2177 2178 2179 2180 2181 2182 2183 2184 2185 2186 2187 2188 2189 2190 2191 2192 2193 2194 2195 2196 2197 2198 2199 2200 2201 2202 2203 2204 2205 2206 2207 2208 2209 2210 2211 2212 2213 2214 2215 2216 2217 2218 2219 2220 2221 2222 2223 2224 2225 2226 2227 2228 2229 2230 2231 2232 2233 2234 2235 2236 2237 2238 2239 2240 2241 2242 2243 2244 2245 2246 2247 2248 2249 2250 2251 2252 2253 2254 2255 2256 2257 2258 2259 2260 2261 2262 2263 2264 2265 2266 2267 2268 2269 2270 2271 2272 2273 2274 2275 2276 2277 2278 2279 2280 2281 2282 2283 2284 2285 2286 2287 2288 2289 2290 2291 2292 2293 2294 2295 2296 2297 2298 2299 2300 2301 2302 2303 2304 2305 2306 2307 2308 2309 2310 2311 2312 2313 2314 2315 2316 2317 2318 2319 2320 2321 2322 2323 2324 2325 2326 2327 2328 2329 2330 2331 2332 2333 2334 2335 2336 2337 2338 2339 2340 2341 2342 2343 2344 2345 2346 2347 2348 2349 2350 2351 2352 2353 2354 2355 2356 2357 2358 2359 2360 2361 2362 2363 2364 2365 2366 2367 2368 2369 2370 2371 2372 2373 2374 2375 2376 2377 2378 2379 2380 2381 2382 2383 2384 2385 2386 2387 2388 2389 2390 2391 2392 2393 2394 2395 2396 2397 2398 2399 2400 2401 2402 2403 2404 2405 2406 2407 2408 2409 2410 2411 2412 2413 2414 2415 2416 2417 2418 2419 2420 2421 2422 2423 2424 2425 2426 2427 2428 2429 2430 2431 2432 2433 2434 2435 2436 2437 2438 2439 2440 2441 2442 2443 2444 2445 2446 2447 2448 2449 2450 2451 2452 2453 2454 2455 2456 2457 2458 2459 2460 2461 2462 2463 2464 2465 2466 2467 2468 2469 2470 2471 2472 2473 2474 2475 2476 2477 2478 2479 2480 2481 2482 2483 2484 2485 2486 2487 2488 2489 2490 2491 2492 2493 2494 2495 2496 2497 2498 2499 2500 2501 2502 2503 2504 2505 2506 2507 2508 2509 2510 2511 2512 2513 2514 2515 2516 2517 2518 2519 2520 2521 2522 2523 2524 2525 2526 2527 2528 2529 2530 2531 2532 2533 2534 2535 2536 2537 2538 2539 2540 2541 2542 2543 2544 2545 2546 2547 2548 2549 2550 2551 2552 2553 2554 2555 2556 2557 2558 2559 2560 2561 2562 2563 2564 2565 2566 2567 2568 2569 2570 2571 2572 2573 2574 2575 2576 2577 2578 2579 2580 2581 2582 2583 2584 2585 2586 2587 2588 2589 2590 2591 2592 2593 2594 2595 2596 2597 2598 2599 2600 2601 2602 2603 2604 2605 2606 2607 2608 2609 2610 2611 2612 2613 2614 2615 2616 2617 2

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- ii. The page is divided into two sections; the top section which has the:
- “Enrol New Learner” button** – allows you to capture a learner on LMIS;
 - “Search Learner” button** – once clicked, the button allows you to find a particular learner as below:

Administration Monitoring and Evaluation Projects Training Provider

Logged on as: Userm3982... User Type: Training Provider

Learner

IBS - Search Learner

Search Learner

ID Number:

Search

National ID	First Name	Surname	ID Type
-------------	------------	---------	---------

No items to display

- You enter the Identity Number of the learner and click on the “Search” button to find the record, which is populated in the grid as below:

Administration Monitoring and Evaluation Projects Training Provider

Logged on as: Userm3982... User Type: Training Provider

Learner

IBS - Search Learner

Search Learner

ID Number:

Search

National ID	First Name	Surname	ID Type
SELECT	Mpho	Pitsoe	National ID

1 - 1 of 1 items

Cancel

LMIS User Guide - SDP

iii. The bottom section/Grid provides you with the following data:

- National ID** – the unique Identification Number of the learner;
- First Name** – The name of the learner;
- Surname** – the learner’s last name;
- ID Type** – the type of identification of the learner;
- Select button** – clicking on this button navigates you to the learner’s profile page, as below:

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Logged on as: Userm3982.....User Type: Training Provider

Learner

LEARNER QUALIFICATION ENROLMENT UNIT STANDARD ENROLMENT LEARNERSHIPS ENROLMENT

Enter the details of the learner. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing learner record request. Click on **Back** to return to the overview screen. Please check to see if all required fields have been supplied

Edit Back

Id Type: National ID

First Name: Mpho **Middle Name:** Pretty **National ID:** [REDACTED] **Last Name:** Pitikoe

Previous Last Name: Pitikoe

Title: Miss **Date Of Birth:** [REDACTED]

Race: African **Nationality:** South Africa

Home Language: seSotho **Gender:** Female

Citizenship Status: South Africa **Socioeconomic Status:** Unemployed

Disability Status: None **Host Employer SDL No:** L600722021 - SAPPI LTD

Highest School Qualification: GRADE 12 **Highest Qualification:** Advanced Diploma

Last School EMIS No.: Moemedi (440304045) **Last School Year:** 2012

STATSSA Area: 199039013 - Rocklands **Municipality:** Mangaung

Contact Details

Physical Address: **Postal Address:**

House No./Complex Name: 87 **House No./Complex Name:** 87

Street Name: San Henriques **Street Name:** San Henriques

Suburb: Broadacres **Suburb:** Broadacres

Town/City: Johannesburg **Town/City:** Johannesburg

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Activate Windows
Go to Settings to activate Windows

iv. You can also use the information grid to filter and find learners. You click on the “Downward Arrow” next to each Heading on the grid, this produces a menu where you can customise your search, as below:

LMIS User Guide - SDP

Administration ▾ Monitoring and Evaluation ▾ **Projects ▾** Training Provider ▾ Log Off

Logged on as: Userm3882... User Type: Training Provider

Learner Send List For Site Visit

LEARNER QUALIFICATION UNIT STANDARDS LEARNERSHIPS CLASSES

Create New Class Search Learner

The grid below details all of the active enrolments for your training provider. Note that you are able to sort and filter the records in the grid

ID Type	National ID	First Name	Surname	Race	Gender	Class No
<div> Show items with value that: <div>Is equal to</div> <div>And</div> <div>Is equal to</div> <div>CLEAR FILTER</div> </div>						

No items to display

Activate Windows
Go to Settings to activate Windows

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- v. Once the information has been entered, you click on “Filter” to search, or clear to cancel all search parameters.

Learner

- i. The “Learner” tab in the “Enrolments Overview” page allows you to enrol, view or search for all learners that are linked to the Training Provider, as above.

The grid below details all of the active enrolments for your training provider. Note that you are able to sort and filter the records in the grid

ID Type	National ID	First Name	Surname	Race	Gender	Class No
<div> Show items with value that: <div>Is equal to</div> <div>And</div> <div>Is equal to</div> <div>CLEAR FILTER</div> </div>						

No items to display

- ii. This Learner grid provides you with the following information:

LMIS User Guide - SDP

- a. **ID Type** – the learner's ID type
 - b. **National ID** – the learner's Identification Number
 - c. **First Name** – the learner's name
 - d. **Surname** – the learner's last name
 - e. **Equity** – the learner's equity
 - f. **Gender** – the learner's gender
 - g. **LA Number** – the learner achievement number generated by FP&M SETA
 - h. **Create User** – the user who created the learner record
 - i. **Create Date** – the date that the learner record was created
 - j. **Last Update User** – the last user to update the learner record
 - k. **Last Update Date** – the last date that the learner record was updated
- iii. **View button** – clicking on this button allows you to gain access into the selected learner's profile, as below:

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Logged on as: Userm3982.....User Type: Training Provider

Learner

LEARNER QUALIFICATION ENROLMENT UNIT STANDARD ENROLMENT LEARNERSHIP ENROLMENT

Enter the details of the learner. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing learner record request. Click on **Back** to return to the overview screen. Please check to see if all required fields have been supplied

Edit **Back**

Id Type: National ID

National ID: [REDACTED]

First Name: Mpho **Middle Name:** Pretty **Last Name:** Pitikoe

Previous Last Name: Pitikoe

Title: Miss **Date Of Birth:** [REDACTED]

Race: African **Nationality:** South Africa

Home Language: seSotho **Gender:** Female

Citizenship Status: South Africa **Socioeconomic Status:** Unemployed

Disability Status: None **Host Employer SDL No:** L000722021 - SAPPI LTD

Highest School Qualification: GRADE 12 **Highest Qualification:** Advanced Diploma

Last School EMIS No.: Moemedi (440304045) **Last School Year:** 2012

STATSSA Area: 199039013 - Rocklands **Municipality:** Mangaung

Contact Details

Physical Address: **Postal Address:**

House No./Complex Name: 87 **House No./Complex Name:** 87

Street Name: San Henriques **Street Name:** San Henriques

Suburb: Broadacres **Suburb:** Broadacres

Town/City: Johannesburg **Town/City:** Johannesburg

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Go to Settings to activate Windows

LMIS User Guide - SDP

- iv. You can edit the learner's information by clicking on the "Edit" button on the profile, as below:

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ [Log Off](#)

Logged on as: Userm3982... User Type: Training Provider

Learner

LEARNER QUALIFICATION ENROLMENT UNIT STANDARD ENROLMENT LEARNERSHIPS ENROLMENT

Enter the details of the learner. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing learner record request. Click on **Back** to return to the overview screen. Please check to see if all required fields have been supplied

[Save](#) [Back](#)

Id Type: National ID	National ID:
First Name: Mpho	Middle Name: Pretty
Previous Last Name: Pitikoe	Last Name: Pitikoe
Title: Miss	Date Of Birth:
Race: African	Nationality: South Africa
Home Language: seSotho	Gender: Female
Citizenship Status: South Africa	Socioeconomic Status: Unemployed
Disability Status: None	Host Employer SDL No: L600722021
Highest School Qualification: GRADE 12	Highest Qualification: Advanced Diploma
Last School EMIS No.: 10943	Last School Year: 2012
STATSSA Area: 199039013 - Rocklands	Municipality: 162

Contact Details

Physical Address:	Postal Address:
House No./Complex Name: 87	House No./Complex Name: 87
Street Name: San Henriques	Street Name: San Henriques
Suburb: Broadacres	Suburb: Broadacres

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- v. You continue to amend the necessary information and click on "Save" to complete the process.

Qualification Enrolment

- i. This tab allows you to view and add Qualifications to the learner profile, as below:

LMIS User Guide - SDP

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Logged on as: Userm3982...User Type: Training Provider

Qualification Enrolment

LEARNER
QUALIFICATION ENROLMENT
UNIT STANDARD ENROLMENT
LEARNERSHIP ENROLMENT

Qualification: -- type and/or select --

Learning Programme: -- type and/or select --

Enrolment Date: 2021-08-19

Achievement Type: -- select --

Assessor ID: -- type and/or select --

Moderator ID: -- type and/or select --

Achievement Date: 2022-08-19

Achievement Status: -- select --

Assessor Name:

Moderator Name:

Add

Qualification ID	LP	Enrolment Start Date	Achievement Status	Achievement Type	End Date	Assessor ID
No items to display						

- ii. The tab has two sections; the data entry fields as well as the grid, as above.
 - a. The **data entry** fields:
 - I. **Qualification** – the accredited qualification to be added to the learner profile
 - II. **Enrolment Date** – the date that the learner is enrolled on the qualification
 - III. **Achievement Date** – the date that the learner concludes the qualification
 - IV. **Achievement Type** – the mode of delivery for the qualification
 - V. **Achievement Status** – the learner’s status regarding qualification completion
 - VI. **Assessor ID** – the ID Number of the Assessor on the Qualification
 - VII. **Moderator ID** - the ID Number of the Assessor on the Qualification
 - iii. **Add button** – this button allows you to save the captured information in the grid.

LMIS User Guide - SDP

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Logged on as: Userm3982...User Type: Training Provider

Qualification Enrolment

LEARNER | **QUALIFICATION ENROLMENT** | UNIT STANDARD ENROLMENT | LEARNERSHIP ENROLMENT

Qualification: -- type and/or select --

Learning Programme: -- type and/or select --

Enrolment Date: 2021-08-19

Achievement Type: -- select --

Assessor ID: -- type and/or select --

Moderator ID: -- type and/or select --

Achievement Date: 2022-08-19

Achievement Status: -- select --

Assessor Name:

Moderator Name:

Add

Qualification ID	LP	Enrolment Start Date	Achievement Status	Achievement Type	End Date	Assessor ID
No items to display						

a. **The Grid** provides you with the following information:

- i. **Qualification ID** – the accredited qualification added to the learner profile
- ii. **Enrolment Start Date** – the date that the learner is enrolled on the qualification
- iii. **Achievement Status** – the learner's status regarding qualification completion
- iv. **Achievement Type** – the mode of delivery for the qualification
- v. **End Date** – the date that the learner concludes the qualification
- vi. **Assessor ID** – the ID Number of the Assessor on the Qualification
- vii. **Moderator ID** - the ID Number of the Assessor on the Qualification
- viii. **Total Credits** – the total number of credits required for the Qualification
- ix. **Achieved Credits** – the number of credits achieved by learner

iv. **Edit button** – this button allows you to amend the captured information. Once clicked, the system generates a window for you to change the necessary information, as below:

LMIS User Guide - SDP

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Logged on as: Userm3982... User Type: Training Provider

Unit Standard Enrolment

LEARNER QUALIFICATION ENROLMENT UNIT STANDARD ENROLMENT LEARNERSHIPS ENROLMENT

LMIS

Qualification: 66312 - National Certificate: Lumber Milling

Unit Standard: 13167 - Identify potential hazards and critical safety issues in the workplace

Skills Programme ? ☐ Enrolment Date: 2021-08-20 Achievement Date: 2022-08-20

Achievement Type: Distance Learning Achievement Status: Enrolled

Assessor ID: 7710230028083 Assessor Name: Yvonne Mari Van Romburgh

Moderator ID: 5806090075081 Moderator Name: Desre Nobbs

Create Date: 2021-08-20 Last Update Date:

Create User: Userm3982 Last Update User:

Save Cancel

- v. You continue to amend the necessary information and click on “Save” to proceed.

Unit Standard Enrolment

- i. This tab allows you to view and add Unit Standards to the learner profile, as below:

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Logged on as: Userm3982... User Type: Training Provider

Unit Standard Enrolment

LEARNER QUALIFICATION ENROLMENT UNIT STANDARD ENROLMENT LEARNERSHIPS ENROLMENT

Qualification: -- type and/or select --
Qualification value is required

Unit Standard: -- type and/or select --
Unit Standard value is required

Skills Programme ? ☒ Enrolment Date: 2021-08-20 Achievement Date: 2022-11-25

Achievement Type: -- select -- Achievement Status: -- select --
Achievement Status value is required

Assessor ID: -- type and/or select -- Assessor Name:

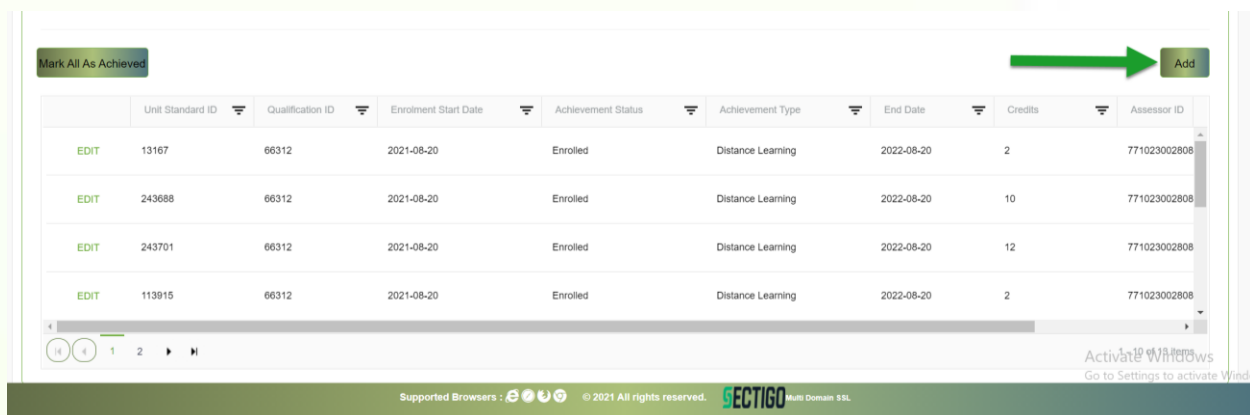
Moderator ID: -- type and/or select -- Moderator Name:

Mark All As Achieved Add

	Unit Standard ID	Qualification ID	Enrolment Start Date	Achievement Status	Achievement Type	End Date	Credits	Assessor ID
EDIT	13167	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	2	771023002808
EDIT	243688	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	10	771023002808
EDIT	243701	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	12	771023002808

LMIS User Guide - SDP

- ii. This tab has two sections; the data entry fields as well as the grid, as above.
 - a. The **data entry** fields:
 - i. **Qualification** – the accredited qualification to be added to the learner profile
 - ii. **Unit Standard** – the Unit Standard linked to the Qualification
 - iii. **Enrolment Date** – the date that the learner is enrolled on the qualification
 - iv. **Achievement Date** – the date that the learner concludes the qualification
 - v. **Achievement Type** – the mode of delivery for the qualification
 - vi. **Achievement Status** – the learner's status regarding qualification completion
 - vii. **Assessor ID** – the ID Number of the Assessor on the Qualification
 - viii. **Moderator ID** - the ID Number of the Assessor on the Qualification
 - iii. **Add button** – this button allows you to save the captured information in the grid.

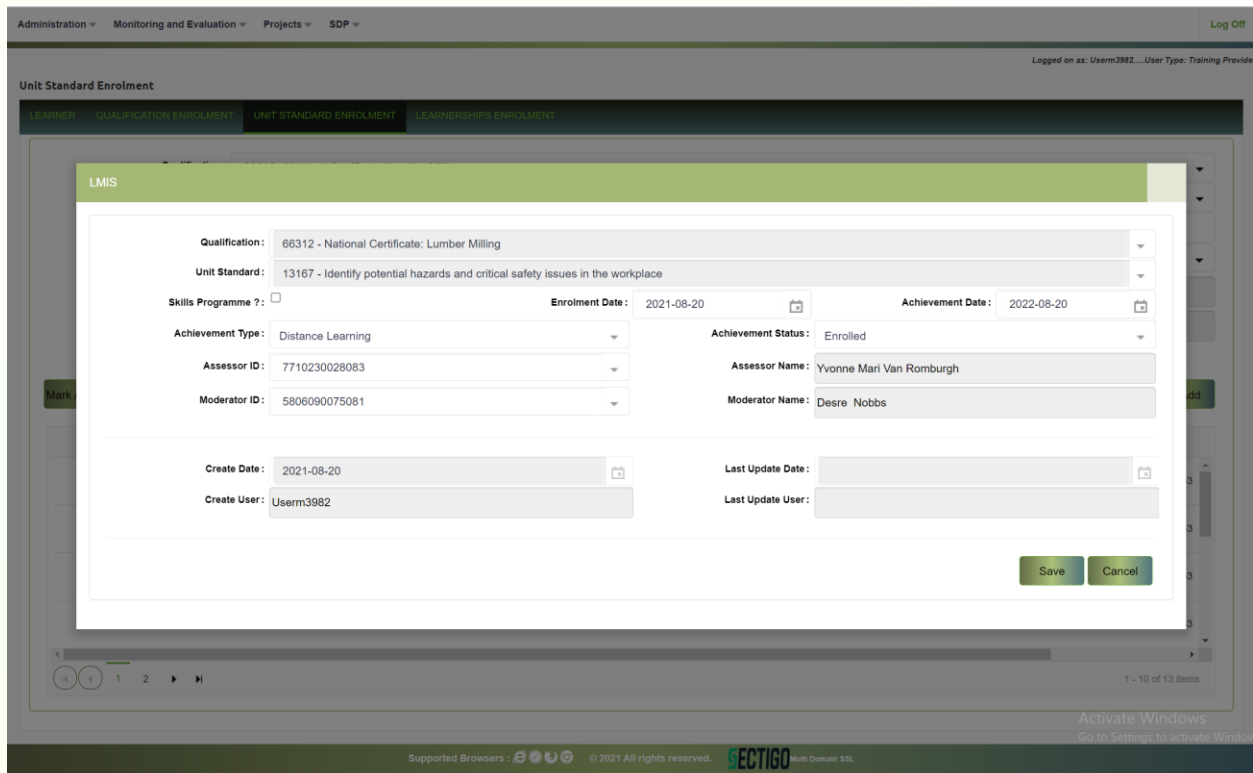


	Unit Standard ID	Qualification ID	Enrolment Start Date	Achievement Status	Achievement Type	End Date	Credits	Assessor ID
EDIT	13167	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	2	771023002808
EDIT	243688	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	10	771023002808
EDIT	243701	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	12	771023002808
EDIT	113915	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	2	771023002808

- a. The Grid provides you with the following information:
 - i. **Unit Standard** – The Unit Standard that the learner is enrolled on.
 - ii. **Qualification ID** – the accredited qualification added to the learner profile
 - iii. **Enrolment Start Date** – the date that the learner is enrolled on the Unit Standard

LMIS User Guide - SDP

- iv. **Achievement Status** – the learner’s status regarding Unit Standard completion
 - v. **Achievement Type** – the mode of delivery for the Unit Standard
 - vi. **End Date** – the date that the learner concludes the Unit Standard
 - vii. **Assessor ID** – the ID Number of the Assessor on the Unit Standard
 - viii. **Moderator ID** - the ID Number of the Assessor on the Unit Standard
- iv. **Edit button** – this button allows you to amend the captured information. Once clicked, the system generates a window for you to change the necessary information, as below:



The screenshot shows the 'Unit Standard Enrolment' form in the LMIS system. The form is titled 'Unit Standard Enrolment' and has a navigation bar with 'LEARNER', 'QUALIFICATION ENROLMENT', 'UNIT STANDARD ENROLMENT', and 'LEARNERSHIP ENROLMENT'. The 'UNIT STANDARD ENROLMENT' tab is selected. The form contains the following fields:

- Qualification:** 66312 - National Certificate: Lumber Milling
- Unit Standard:** 13167 - Identify potential hazards and critical safety issues in the workplace
- Skills Programme ?:** ☐
- Enrolment Date:** 2021-08-20
- Achievement Date:** 2022-08-20
- Achievement Type:** Distance Learning
- Achievement Status:** Enrolled
- Assessor ID:** 7710230028083
- Assessor Name:** Yvonne Mari Van Romburgh
- Moderator ID:** 5806090075081
- Moderator Name:** Desre Nobbs
- Create Date:** 2021-08-20
- Last Update Date:**
- Create User:** Userm3982
- Last Update User:**

At the bottom right of the form, there are 'Save' and 'Cancel' buttons. The form is displayed within a window titled 'LMIS'.

- v. You continue to amend the necessary information and click on “Save” to proceed.

Learnership Enrolment

LMIS User Guide - SDP

i. This tab allows you to view and add Learnerships to the learner profile, as below:

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ [Log Off](#)

Logged on as: Userm3952... User Type: Training Provider

Learnerships Enrolment

LEARNER QUALIFICATION ENROLMENT UNIT STANDARD ENROLMENT **LEARNERSHIPS ENROLMENT**

Learnership ID: -- type and/or select --
Learnership ID value is required

OFO: -- type and/or select --

Financial Year: -- type and/or select --

Start Date: 2021-08-19

End Date: 2022-08-19

Competent?: ☐

Completed?: ☐

Funded?: ☐

Registration No.:

Contract No.:

Training Type.:

[Add](#)

Learnership ID	Start Date	End Date	Registration No.	Contract No.	Completed	Competent
No items to display						

Activate Windows
Go to Settings to activate Windows

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ii. This tab has two sections; the data entry fields as well as the grid, as above.

a. The **data entry** fields:

- i **Learnership ID**– The Learnership that the learner is enrolled on
- ii **OFO** – the OFO Code linked to the Learnership
- iii **Financial Year** – the Learnership’s financial year
- iv **Start Date** – the date that the Learnership commences
- v **End Date** – the date that the Learnership concludes
- vi **Competent?** – whether learner is found competent
- vii **Completed?** – whether learner has completed the Learnership
- viii **Funded?** – whether Learnership is funded
- ix **Registration No** – the Learnership registration number
- x **Contract No** – the Learnership Contract Number
- xi **Training type** – FET / HET / N/A

LMIS User Guide - SDP

- iii. **Add button** – this button allows you to save the captured information in the grid.

The screenshot displays the 'Learnerships Enrolment' form within the LMIS system. The form is divided into several sections for data entry. At the top, there are navigation tabs: 'LEARNER', 'QUALIFICATION ENROLMENT', 'UNIT STANDARD ENROLMENT', and 'LEARNERSHIPS ENROLMENT'. The 'LEARNERSHIPS ENROLMENT' tab is currently selected. The form includes the following fields:

- Learnership ID:** A dropdown menu with a red error message 'Learnership ID value is required'.
- OFO:** A dropdown menu.
- Financial Year:** A dropdown menu.
- Start Date:** A date field with the value '2021-08-19'.
- End Date:** A date field with the value '2022-08-19'.
- Registration No.:** A text input field.
- Contract No.:** A text input field.
- Completed?:** A checkbox.
- Funded?:** A checkbox.
- Training Type:** A dropdown menu.

Below the form fields is a table with columns: Learnership ID, Start Date, End Date, Registration No., Contract No., Completed, and Competent. A green arrow points to the 'Add' button located at the top right of the table. The table currently displays 'No items to display'.

- a. **The Grid** provides you with the following information:

- i. **Learnership ID** – The unique Learnership identifier that the learner is enrolled on
- ii. **Start Date** – the date that the Learnership commences
- iii. **End Date** – the date that the Learnership concludes
- iv. **Registration No** – the Learnership registration number
- v. **Contract No** – the Learnership Contract Number
- vi. **Competent?** – whether learner is found competent
- vii. **Completed?** – whether learner has completed the Learnership

- iv. **Edit button** – this button allows you to amend the captured information. Once clicked, the system generates a window for you to change the necessary information, as below:

LMIS User Guide - SDP

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Logged on as: Userm3982... User Type: Training Provider

Learnerships Enrolment

LEARNER QUALIFICATION ENROLMENT UNIT STANDARD ENROLMENT LEARNERSHIPS ENROLMENT

Learnership ID: -- type and/or select --

LMIS

Learnership ID: 100

OFO: 111201 - Defence Force Senior Officer

Financial Year: 2021 Start Date: 2021-10-22 End Date: 2022-10-22

Competent?: ☒ Completed?: ☒ Funded?: ☒

Registration No.: 15Q00000O000001FET Contract No.: 57689 Training Type: FET

Create Date: 2021-10-22 Last Update Date:

Create User: Userm3982 Last Update User:

Save Cancel

- v. You continue to amend the necessary information and click on “Save” to proceed.

5.4 Learner Enrolments

- i. This function allows you to enrol new learners on LMIS.
- ii. To enrol a new Learner, you click on the “**Enrol New Learner**” button, as pictured below

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Logged on as: Userm3982... User Type: Training Provider

Classes Send List For Site Visit

LEARNER QUALIFICATION UNIT STANDARDS LEARNERSHIPS **CLASSES**

Export

The grid below details all of the classes for your training provider. Note that you are able to sort and filter the records in the grid

	Class No.	Qualification ID	Learning Progra...	Learnership Code	SP Code	Contract No.	Electives	Start Date
ENROL CLASS	FPMSETA_CS_000...	66269				57689	116932, 120496, 12...	2021-08-20
ENROL CLASS SITE VISIT	FPMSETA_CS_000...	66269				57689	116932, 120496, 12...	2021-08-20
ENROL CLASS	FPMSETA_CS_000...	58227		04Q040092151202		57689	243682, 243683	2021-08-20
ENROL CLASS SITE VISIT	FPMSETA_CS_000...	58227		04Q040092151202		57689	243682	2021-08-20

1 - 4 of 4 items

LMIS User Guide - SDP

The screenshot shows the 'LMIS - Enrol Class' form. It contains several input fields for learner and class details. Green arrows with numbers 3, 4, and 5 indicate the workflow: Arrow 3 points to the 'ID Number' field (9408040363081), Arrow 4 points to the 'Search Learner' button, and Arrow 5 points to the 'Enrol Learner' button. Below the form is a table showing learner details.

ID Type	National ID	First Name	Surname	Race	Gender
National ID	9408040363084	Mpho	Pitsoe	African	Female

Enrol New Learner

- i. Once the “Enrol New Learner” button is clicked the system navigates to the learner Details page as below:

The screenshot shows the 'Enter the details of the learner' form. It includes a header with 'Save' and 'Cancel' buttons. The form is divided into two main sections: personal details and contact details. The personal details section contains fields for ID Type, National ID, First Name, Last Name, Previous Last Name, Title, Race, Home Language, Citizenship Status, Disability Status, Highest School Qualification, Last School EMIS No., and STATSSA Area. The contact details section contains fields for Physical Address (House No./Complex Name, Street Name, Suburb, Town/City, Postal Code, Province, E-mail) and Postal Address (House No./Complex Name, Street Name, Suburb, Town/City, Postal Code, Province). Navigation buttons '>>' and '<<' are located between the two address sections.

LMIS User Guide - SDP

- ii. You then populate the screen above with Learner information and then scroll further down to capture contact details.



Should you attempt to click on “Save” without mandatory information missing, the system will highlight the missing data in “RED” as below:

The screenshot shows the 'LMIS - Enrol New Learner' form. The form is divided into two main sections: 'Personal Details' and 'Contact Details'. In the 'Personal Details' section, the 'First Name' and 'Last Name' fields are highlighted in red with the message 'First Name value is required' and 'Last Name value is required' respectively. In the 'Contact Details' section, the 'Physical Address' and 'Postal Address' fields are also highlighted in red with the message 'House No./Complex Name value is required'. The form includes various dropdown menus for 'Id Type', 'Race', 'Home Language', 'Citizenship Status', 'Disability Status', 'Highest School Qualification', 'Last School EMIS No.', 'STATSSA Area', 'National ID', 'Nationality', 'Gender', 'Socioeconomic Status', 'Host Employer SDL No.', 'Highest Qualification', 'Last School Year', and 'Municipality'. There are 'Save' and 'Cancel' buttons at the top left of the form area.

- iii. You then continue to enter the necessary learner information as below:

LMIS User Guide - SDP

Administrative LMIS - Enrol New Learner Log Off

Enter the details of the learner. Click on **Save** to save the changes that you have made. Please check to see if all **required fields** have been supplied

Save **Cancel**

Id Type: National ID	National ID:
First Name: Disebo	Last Name: Mmutsi
Previous Last Name: Dikeledi	Date Of Birth:
Title: Miss	Nationality: South Africa
Race: African	Gender: Female
Home Language: seSotho	Socioeconomic Status: Unemployed
Citizenship Status: South Africa	Host Employer SDL No.: -- type and/or select --
Disability Status: None	Highest Qualification: Advanced Certificate
Highest School Qualification: GRADE 12	Last School Year: 2021
Last School EMIS No.: Tsosetso (440304121)	Municipality: Mangaung
STATSSA Area: 199039013 - Rocklands	

Contact Details

Physical Address:	Postal Address:
House No./Complex Name: 7703	House No./Complex Name: 7703
Street Name: 7703 Letlabika Street, Rocklands	Street Name: 7703 Letlabika Street, Rocklands
Suburb: Letlabika	Suburb: Letlabika
Town/City: Bloemfontein	Town/City: Bloemfontein
Postal Code: 9323	Postal Code: 9323

Activate Windows
Go to Settings to activate Windows

- iv. Once all the information required has been captured, you click on the “Save” button to proceed. The system will then generate a success message in “Green” and the learner profile, as below:

Administration Monitoring and Evaluation Projects SDP Log Off

Logged on as: User3982... User Type: Training Provider

Record saved successfully.

Learner

LEARNER QUALIFICATION ENROLMENT UNIT STANDARD ENROLMENT LEARNERSHIP ENROLMENT

Enter the details of the learner. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing learner record request. Click on **Back** to return to the overview screen. Please check to see if all **required fields** have been supplied

Edit **Back**

Id Type: National ID	National ID:	National IC:	Last Name: Pitsoe
First Name: Mpho	Middle Name: Pretty		
Previous Last Name: Pitsoe			
Title: Miss	Date Of Birth: 19		
Race: African	Nationality: South Africa		
Home Language: seSotho	Gender: Female		
Citizenship Status: South Africa	Socioeconomic Status: Unemployed		

LMIS User Guide - SDP

- v. With the Learner details saved, you can continue to add the relevant Learning Units to the learner's profile.

Qualification Enrolment

- i. After successfully saving the new learner profile, you need to capture the learning units related to the learner. To do this, you need to click on the "Qualification" tab to navigate to the qualifications page, as below:

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Record saved successfully. X

Qualification Enrolment

LEARNER QUALIFICATION ENROLMENT UNIT STANDARD ENROLMENT LEARNERSHIP'S ENROLMENT

Qualification: -- type and/or select --

Learning Programme: -- type and/or select --

Enrolment Date: 2021-08-19

Achievement Date: 2022-08-19

Achievement Type: -- select --

Achievement Status: -- select --

Assessor ID: -- type and/or select --

Assessor Name:

Moderator ID: -- type and/or select --

Moderator Name:

Add

Qualification ID	LP	Enrolment Start Date	Achievement Status	Achievement Type	End Date	Assessor ID
No items to display						

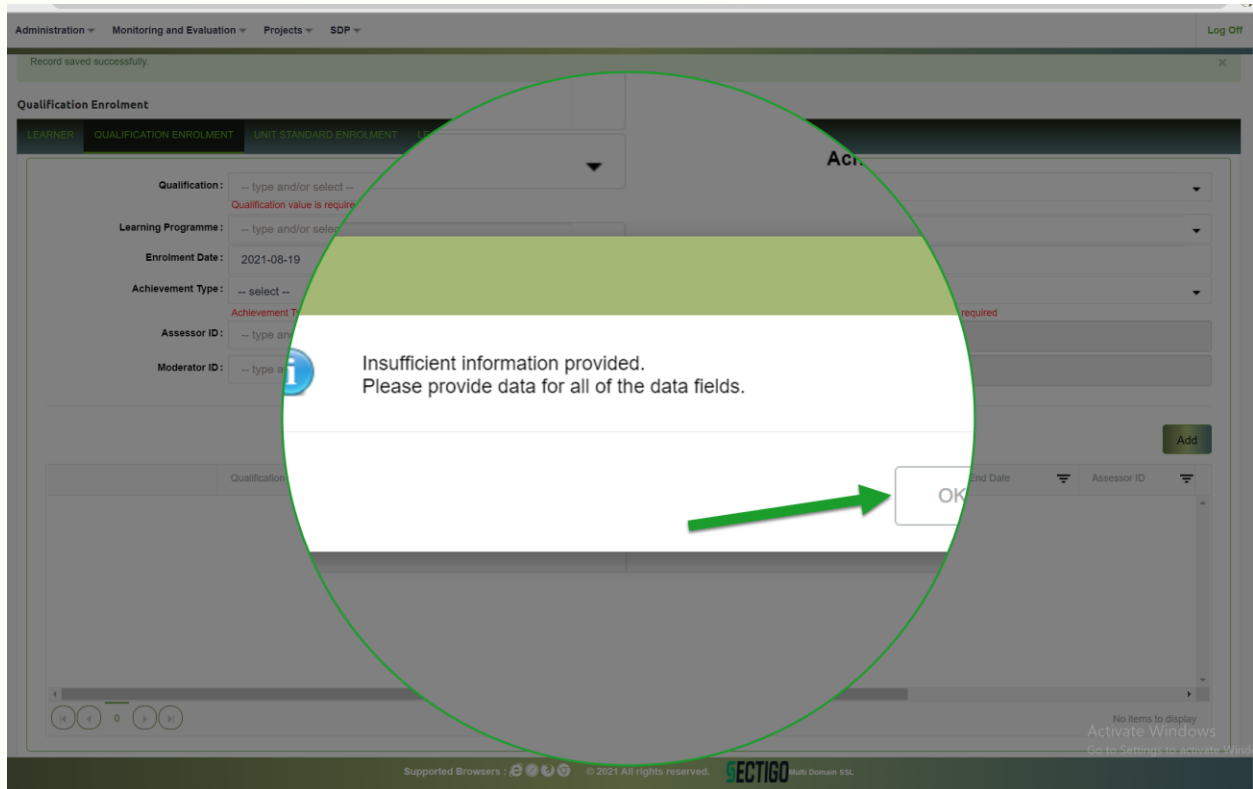
Activate Windows
Go to Settings to activate Windows

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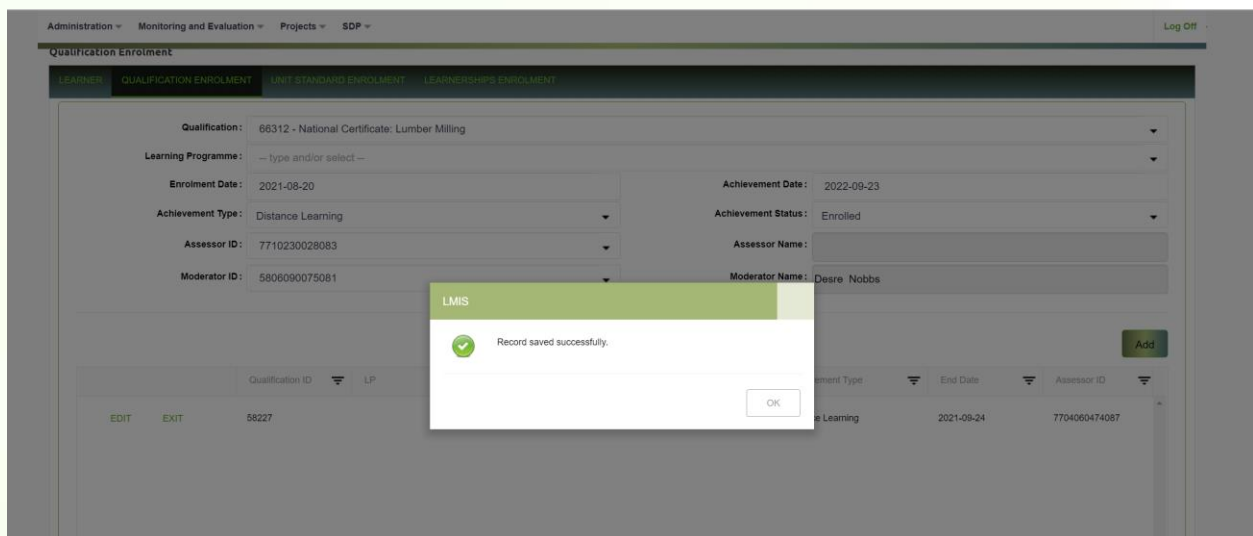


Should you attempt to click on "Add" with mandatory information missing, the system will highlight the missing information in a pop-up notification, as below:

LMIS User Guide - SDP



- ii. Once all the information has been captured, you click on the “Add” button, the system will generate a success notification. You click on the “OK” button and the learner’s Qualification will be part of the Qualification grid as shown below:



LMIS User Guide - SDP

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Qualification Enrolment

LEARNER QUALIFICATION ENROLMENT UNIT STANDARD ENROLMENT LEARNERSHIP ENROLMENT

Qualification: 66312 - National Certificate: Lumber Milling

Learning Programme: -- type and/or select --

Enrolment Date: 2021-08-20

Achievement Date: 2022-09-23

Achievement Type: Distance Learning

Achievement Status: Enrolled

Assessor ID: 7710230028083

Assessor Name:

Moderator ID: 5806090075081

Moderator Name: Desre Nobbs

Add

	Qualification ID	LP	Enrolment Start Date	Achievement Status	Achievement Type	End Date	Assessor ID
EDIT EXIT	58227		2021-08-20	Enrolled	Distance Learning	2021-09-24	

1 - 1 of 1 items

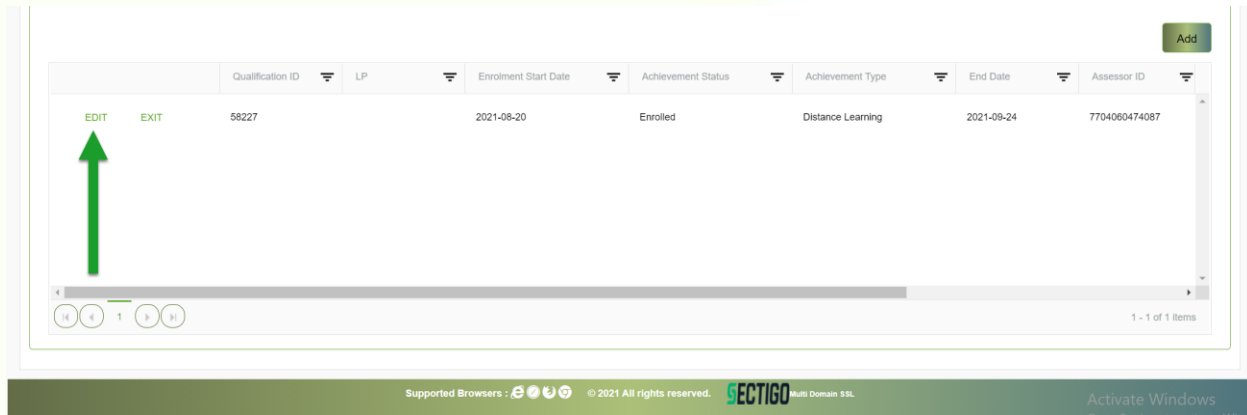
Supported Browsers: © 2021 All rights reserved. **SECTIGO** Multi Domain SSL

Activate Windows

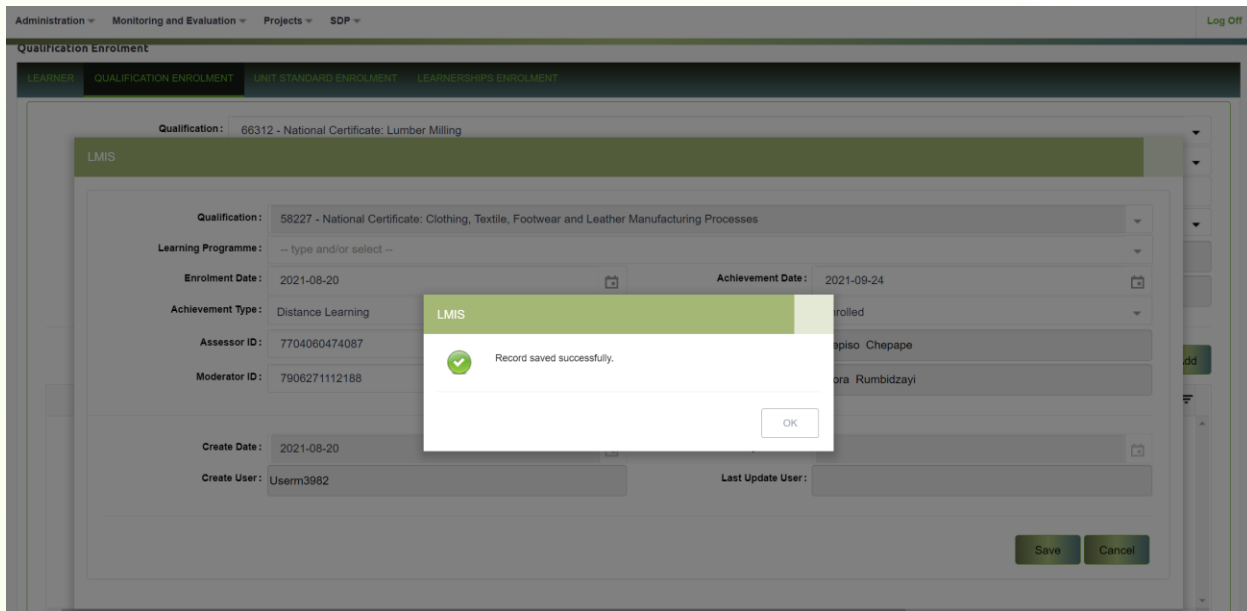
- iii. The “**Qualification**” page grid provides you with the following information:
- Qualification ID** - the unique, SAQA registered qualification identifying number;
 - Enrolment Start Date** – the date when the learner is enrolled on the captured qualification;
 - Achievement Status** – the current state of the learner in relation to the Qualification;
 - Achievement Type** – the mode of learning adopted for the learning unit;
 - End Date** – the learner’s learning unit completion date;
 - Assessor ID** – the identification number of the Assessor responsible for the qualification;
 - Moderator ID** - the identification number of the Moderator responsible for the qualification;
 - Total Credits** – the total number of credits related to the qualification captured;
 - Achieved Credits** – the number of credits that the learner has accumulated to date;

LMIS User Guide - SDP

- j. **“Edit” button** – clicking on this button allows you to amend the learning unit information.



- iv. Once the necessary information is edited, you click on the “Cancel” button to abort the editing process, and click on the “Save” to proceed.
- v. The system then generates a success message as below:



Unit Standard Enrolment

- i. This tab allows you to capture Unit Standards that are linked to the learner. To capture unit standards for the learner, you click on the “Unit Standards” tab and the system will open the page as below:

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Record saved successfully.

Unit Standard Enrolment

LEARNER QUALIFICATION ENROLMENT **UNIT STANDARD ENROLMENT** LEARNERSHIPS ENROLMENT

Qualification: -- type and/or select --

Unit Standard: -- type and/or select --

Skills Programme ? ☐ Enrolment Date: 2021-08-19 Achievement Date: 2022-08-19

Achievement Type: -- select -- Achievement Status: -- select --

Assessor ID: -- type and/or select -- Assessor Name:

Moderator ID: -- type and/or select -- Moderator Name:

Mark All As Achieved Add

Unit Standard ID	Qualification ID	Enrolment Start Date	Achievement Status	Achievement Type	End Date	Credits	Assessor ID
No items to display							

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- ii. The page is divided into two sections; the top section which has data entry fields which are:
 - a. **Qualification** – the qualification that the unit standard falls under;
 - b. **Unit Standard** – the related unit standard to be added to the learner;
 - c. **Enrolment Date** – the date of learning unit commencement;
 - d. **Achievement Date** – the projected date of completion for the unit standard captured;
 - e. **Achievement Type** – The Unit Standard’s mode of delivery;
 - f. **Achievement Status** – the learner’s Unit Standard progress indicator;
 - g. **Assessor ID** – the identification number of the Assessor responsible;

LMIS User Guide - SDP

- h. **Moderator ID** – the identification number of the Moderator responsible;
- i. **“Add” button** – this button allows you to add the unit standard information onto the learner’s profile.

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Record saved successfully.

Unit Standard Enrolment

LEARNER QUALIFICATION ENROLMENT UNIT STANDARD ENROLMENT LEARNERSHIPS ENROLMENT

Qualification: -- type and/or select --
Unit Standard: -- type and/or select --
Skills Programme?: ☐ Enrolment Date: 2021-08-19 Achievement Date: 2022-08-19
Achievement Type: -- select -- Achievement Status: -- select --
Assessor ID: -- type and/or select -- Assessor Name:
Moderator ID: -- type and/or select -- Moderator Name:

Mark All As Achieved

Unit Standard ID	Qualification ID	Enrolment Start Date	Achievement Status	Achievement Type	End Date	Credits	Assessor ID



Should you attempt to click on “Add” with mandatory information missing; the system will highlight the missing information in a pop-up notification, as below:

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Record saved successfully.

Unit Standard Enrolment

Enrolment Date: 2021-08-19

Qualification: -- type and/or select --
Unit Standard: -- type and/or select --
Skills Programme?: ☐ Achievement Date: 2022-08-19
Achievement Type: -- select -- Achievement Status: -- select --
Assessor ID: -- type and/or select -- Assessor Name:
Moderator ID: -- type and/or select -- Moderator Name:

Mark All As Achieved

Insufficient information provided.
Please provide data for all of the data fields.

LMIS User Guide - SDP

- iii. You click on the “OK” button on the pop-up message and continues to capture the Unit Standard related information. After the “Add” button is clicked, the system generates a success message to notify you.
- iv. The successfully captured data is then populated in the bottom section of the page as below:

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Logged on as: Userm3982... User Type: Training Provider

Unit Standards Send List For Site Visit

LEARNER QUALIFICATION UNIT STANDARDS LEARNERSHIPS CLASSES

Export

The grid below details all of the active enrolments for your training provider. Note that you are able to sort and filter the records in the grid

Select All Mark As Achieved Mark For Site Visit

Select	National ID	Unit Standard ID	Qualification ID	Enrolment Start Date	Achievement Status	Achievement Type	End Date	Credits
<input type="checkbox"/>	9408040363084	13167	66312	2021-08-20	Achieved	Distance Learning	2022-08-20	2
<input type="checkbox"/>	9408040363084	243688	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	10
<input type="checkbox"/>	9408040363084	243701	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	12
<input type="checkbox"/>	9408040363084	113915	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	2
<input type="checkbox"/>	9408040363084	9009	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	3
<input type="checkbox"/>	9408040363084	12461	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	5

1 - 10 of 4 items

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- v. The **Unit Standard Grid** provides you with the following information:
 - a. **Unit Standard ID** – the unique SAQA registered Unit Standard number;
 - b. **Qualification ID** – the unique SAQA registered Qualification number;
 - c. **Enrolment Start Date** – the date of learning unit commencement;
 - d. **Achievement Status** – the learner’s Unit Standard progress indicator;
 - e. **Achievement Type** – The Unit Standard’s mode of delivery;
 - f. **End Date** – the projected date of completion for the unit standard captured;
 - g. **Assessor ID** – the identification number of the Assessor responsible;
 - h. **Moderator ID** – the identification number of the Moderator responsible;

LMIS User Guide - SDP

- i. **“Edit” button** – this button allows you to amend the added Unit Standard information. Clicking on this button opens the Unit Standard edit pop-up page as below:

The screenshot shows the 'Unit Standard Enrolment' form in the LMIS system. The form is titled 'Unit Standard Enrolment' and has a navigation bar with tabs: LEARNER, QUALIFICATION ENROLMENT, UNIT STANDARD ENROLMENT (selected), and LEARNERSHIP ENROLMENT. The form contains the following fields:

- Qualification: 58227 - National Certificate: Clothing, Textile, Footwear and Leather Manufacturing Processes
- Unit Standard: 243700 - Demonstrate an understanding of materials used and produced in CTFL manufacturing processes
- Skills Programme?: ☐
- Enrolment Date: 2021-08-20
- Achievement Date: 2021-09-24
- Achievement Type: Distance Learning
- Achievement Status: Enrolled
- Assessor ID: 7704060474087
- Assessor Name: Tshepiso Chepape
- Moderator ID: 7906271112188
- Moderator Name: Gatora Rumbidzayi
- Create Date: 2021-08-20
- Last Update Date:
- Create User: Userm3982
- Last Update User:

At the bottom right of the form, there are two buttons: 'Save' and 'Cancel'.

- vi. Clicking on the “Cancel” button aborts the editing process, and the “Save” button continues to capture the changes made to the Unit Standard information and generates a success message as below:

The screenshot shows the same 'Unit Standard Enrolment' form as above, but with a success message overlay. The message is a green box with a checkmark icon and the text 'Record saved successfully.' Below the message is an 'OK' button. The form fields and buttons are still visible in the background.

Learnership Enrolment

- i This tab allows you to view and add Learnerships to the learner profile, as below:

Record saved successfully.

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾

Logged on as: Userm3882... User Type: Training Provider

Log Off

Learnership Enrolment

LEARNER QUALIFICATION ENROLMENT UNIT STANDARD ENROLMENT **LEARNERSHIP ENROLMENT**

Learnership ID: -- type and/or select --

OFO: -- type and/or select --

Financial Year: -- type and/or select --

Start Date: 2021-08-19

End Date: 2022-08-19

Competent?: ☐

Completed?: ☐

Funded?: ☐

Registration No.:

Contract No.:

Training Type:

Add

Learnership ID	Start Date	End Date	Registration No.	Contract No.	Completed	Competent	
No items to display							

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- ii This tab has two sections; the data entry fields as well as the grid, as above.

a. The **data entry** fields:

- i. **Learnership ID**– The learnership that the learner is enrolled on
- ii. **OFO** – the **OFO Code linked to the Learnership**
- iii. **Financial Year** – the Learnership’s financial year
- iv. **Start Date** – the date that the Learnership commences
- v. **End Date** – the date that the Learnership concludes
- vi. **Competent?** – whether learner is found competent
- vii. **Completed?** – whether learner has completed the Learnership
- viii. **Funded?** – whether Learnership is funded
- ix. **Registration No** – the Learnership registration number

LMIS User Guide - SDP

- x. **Contract No** – the Learnership Contract Number
- xi. **Training type** – FET / HET / N/A
- iii. **Add button** – this button allows you to save the captured information in the grid.

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Logged on as: Userm3902...User Type: Training Provider

Record saved successfully.

Learnerships Enrolment

LEARNER QUALIFICATION ENROLMENT UNIT STANDARD ENROLMENT **LEARNERSHIPS ENROLMENT**

Learnership ID: -- type and/or select --
 OFO: -- type and/or select --
 Financial Year: -- type and/or select --
 Competent?: ☐
 Registration No.:

Start Date: 2021-08-19
 Completed?: ☐
 Contract No.:

End Date: 2022-08-19
 Funded?: ☐
 Training Type:

Add

Learnership ID	Start Date	End Date	Registration No.	Contract No.	Completed	Competent
No items to display						

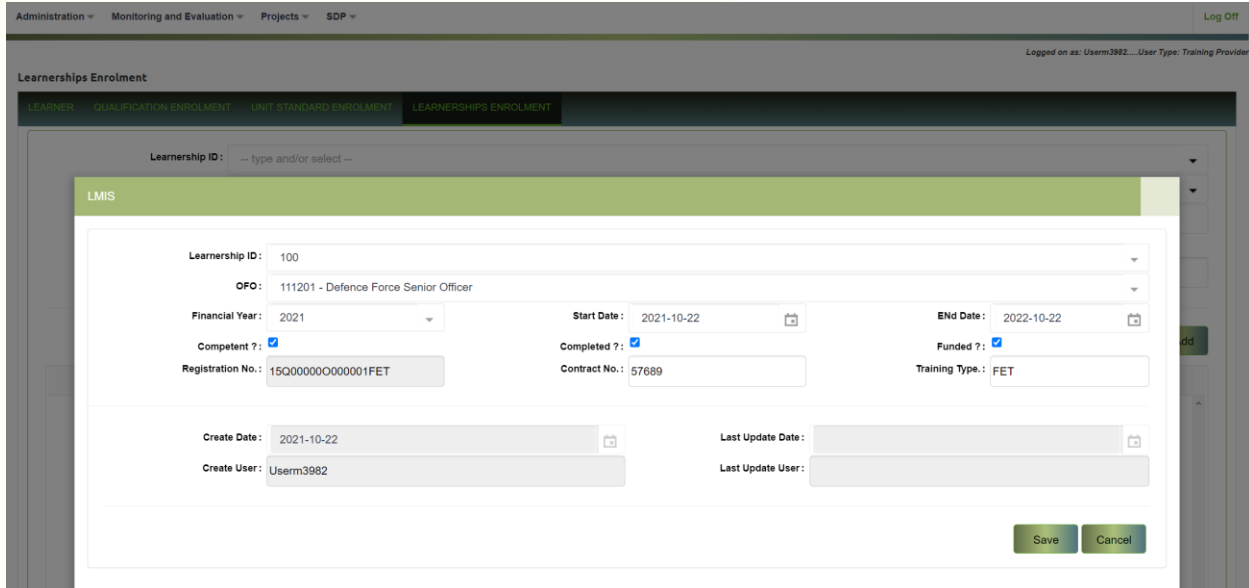
Activate Windows
Go to Settings to activate Windows

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a. **The Grid** provides you with the following information:

- i. **Learnership ID** – The unique Learnership identifier that the learner is enrolled on
- ii. **Start Date** – the date that the Learnership commences
- iii. **End Date** – the date that the Learnership concludes
- iv. **Registration No** – the Learnership registration number
- v. **Contract No** – the Learnership Contract Number
- vi. **Competent?** – whether learner is found competent
- vii. **Completed?** – whether learner has completed the Learnership
- iv. **Edit button** – this button allows you to amend the captured information. Once clicked, the system generates a window for you to change the necessary information, as below:

LMIS User Guide - SDP



Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Logged on as: Userm3982...User Type: Training Provider

Learnerships Enrolment

LEARNER QUALIFICATION ENROLMENT UNIT STANDARD ENROLMENT **LEARNERSHIPS ENROLMENT**

Learnership ID: — type and/or select —

LMIS

Learnership ID: 100

OFO: 111201 - Defence Force Senior Officer

Financial Year: 2021 Start Date: 2021-10-22 End Date: 2022-10-22

Competent?: ☒ Completed?: ☒ Funded?: ☒

Registration No.: 15Q00000O000001FET Contract No.: 57689 Training Type.: FET

Create Date: 2021-10-22 Last Update Date:

Create User: Userm3982 Last Update User:

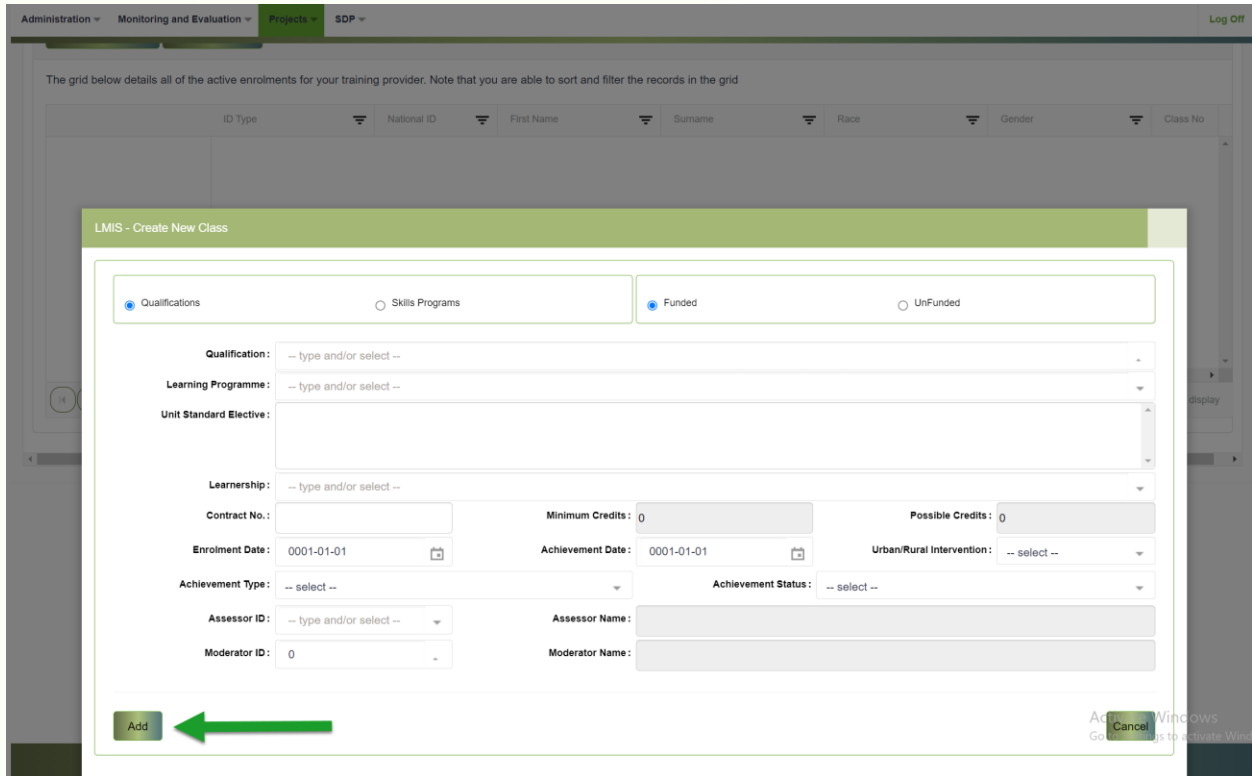
Save Cancel

- v. You continue to amend the necessary information and click on “Save” to proceed.

Class Enrolments

- i. Clicking on the “Create New Class” button allows you to create a group of learners under the same learning units.
- ii. The system navigates to the pop-up screen as below:

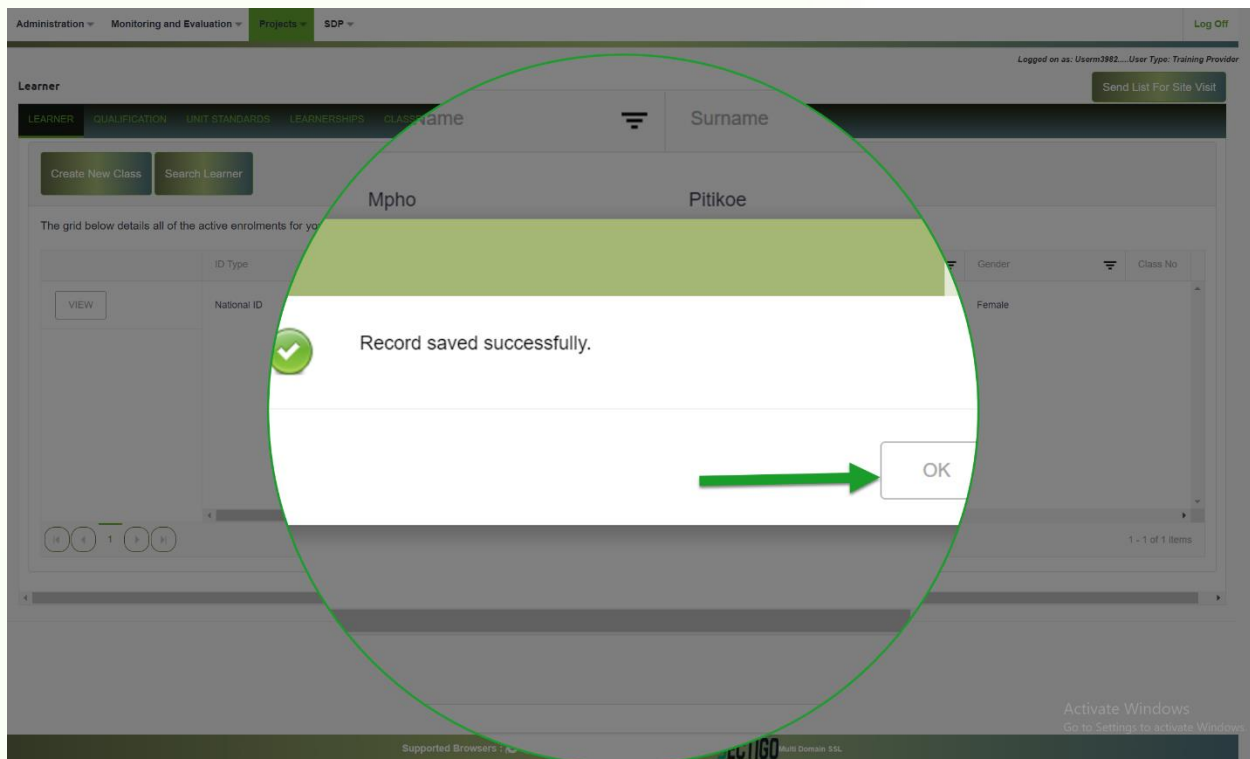
LMIS User Guide - SDP



- iii. The screen allows you to capture the following class information:
- Qualification or Skills Program – select whether you are capturing qualification or Skills Program information
 - Qualification – the SAQA qualification ID/Title
 - Learning Programme – the Learning Programme linked to the entered qualification
 - Unit Standard Elective – the electives linked to the qualification/learning programme
 - Learnership – learnership ID and Title
 - Contract Number – the Training Provider’s contract number
 - Minimum and Possible Credits – Credits linked to the entered Qualification/Skills Program
 - Rural/Urban Interventions – whether the intervention is directed towards urban or rural learners
 - Achievement Type –

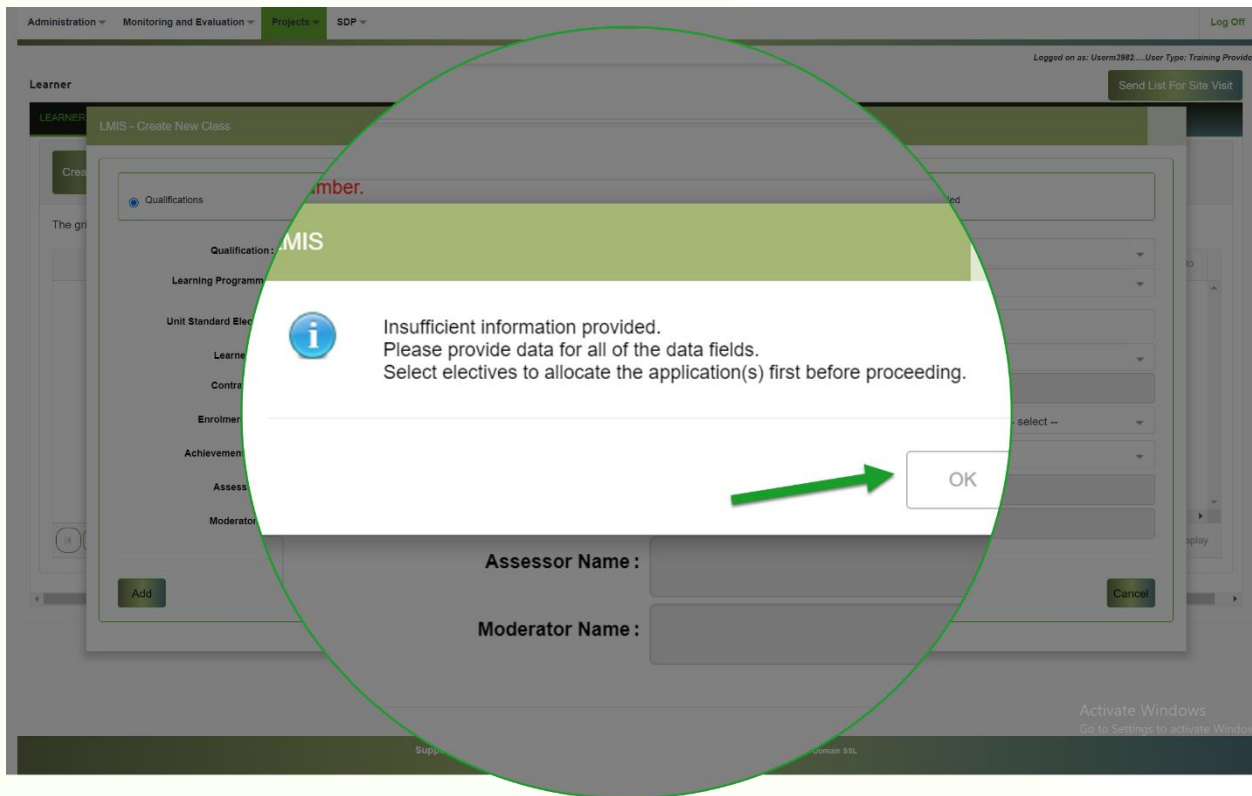
LMIS User Guide - SDP

- j. Achievement Status – whether the learners are enrolled or have achieved the Qualification/Skills Program
- k. Assessor and Moderator IDs - Identity numbers of Constituent Assessor and Moderator linked to the Learning Units.
- l. Add Button – clicking on this button allows you to add the information to the created class, with a success message as below:

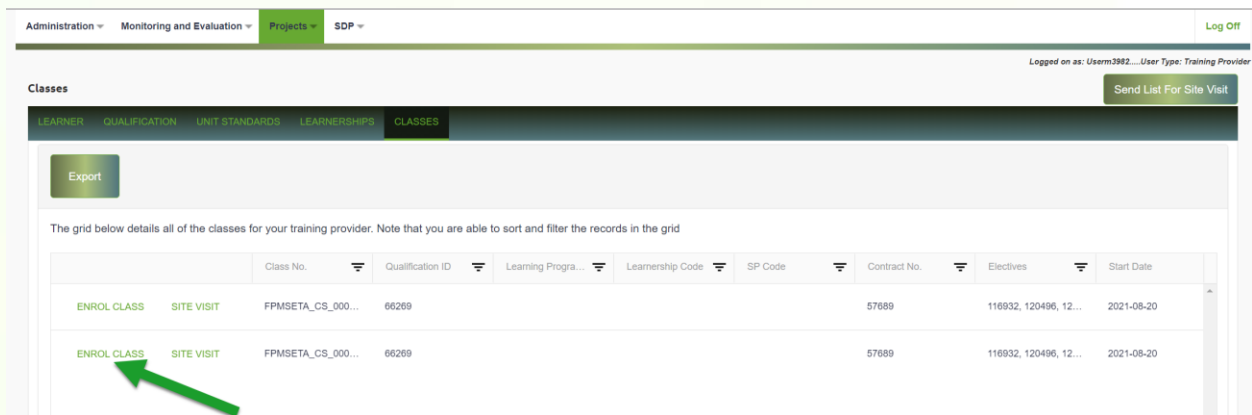


Should you attempt to click on “Add” with mandatory information missing; the system will highlight the missing information in a pop-up notification, as below:

LMIS User Guide - SDP



- iv. Once the information is saved, navigate to the “Classes” tab. The new class will show in the “Classes” grid, as below:



- v. The “Classes” grid has the following information populated:
- Class Number
 - Qualification ID

- c. Learning Program
- d. Learnership Code
- e. Skills Program Code
- f. Contract Number
- g. Electives
- l. Assessor and Moderator IDs
- m. Class Size – the number of learner enrolled in the class
- n. Create User – the person who created the record
- o. Last Update User – the last person to edit the record
- h. Start Date
- i. Achievement Type
- j. Achievement Status
- k. End Date

Enrol Class

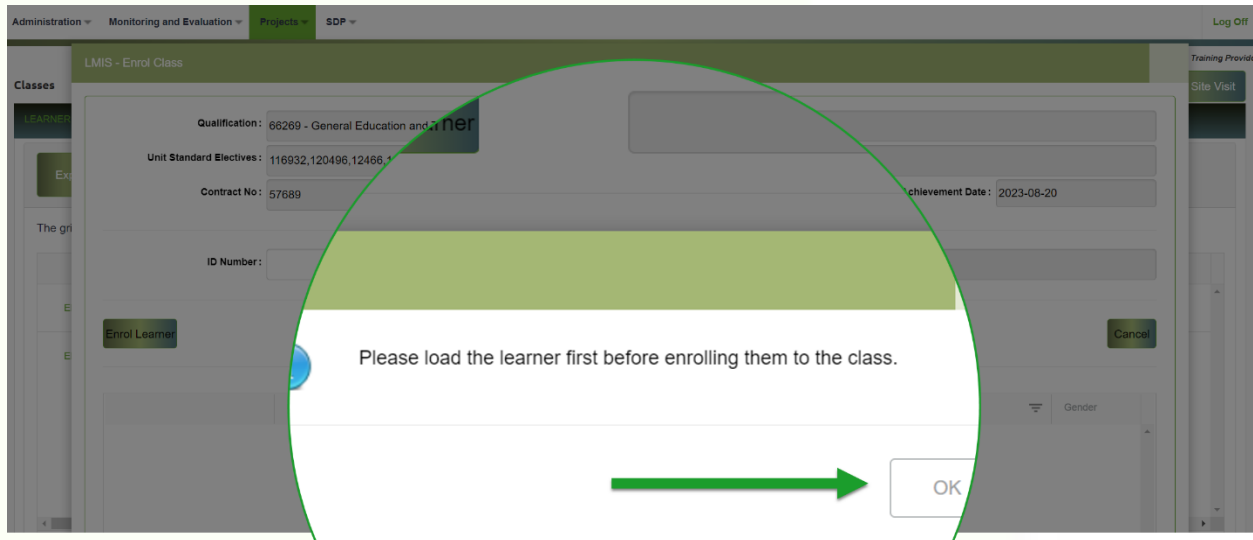
- i. Clicking on this button allows you to add learners to the class created. The system will navigate to the enrolment screen as below:

The screenshot shows the 'LMIS - Enrol Class' interface. At the top, there are navigation tabs: Administration, Monitoring and Evaluation, Projects, and SDP. The main content area is titled 'LMIS - Enrol Class'. It contains several input fields for class information: Qualification (66269 - General Education and Training Certificate: Lumber Milling), Unit Standard Electives (116932,120496,12466,13172,13176,14445,14656,243189,263681,264), Contract No (57689), Enrolment Date (2021-08-20), and Achievement Date (2023-08-20). Below these fields is a search bar for ID Number with a 'Search Learner' button. A green arrow points to the 'Enrol Learner' button. Below the button is a table with columns: ID Type, National ID, First Name, Surname, Race, and Gender. The table is currently empty, and a message at the bottom right says 'No items to display'. The footer of the page includes 'Supported Browsers', '© 2021 All rights reserved.', and 'SEC7IG0'.

- ii. The “Enrol Class” screen shows you the class information created, as well as a section for you to search and add learners to the class.

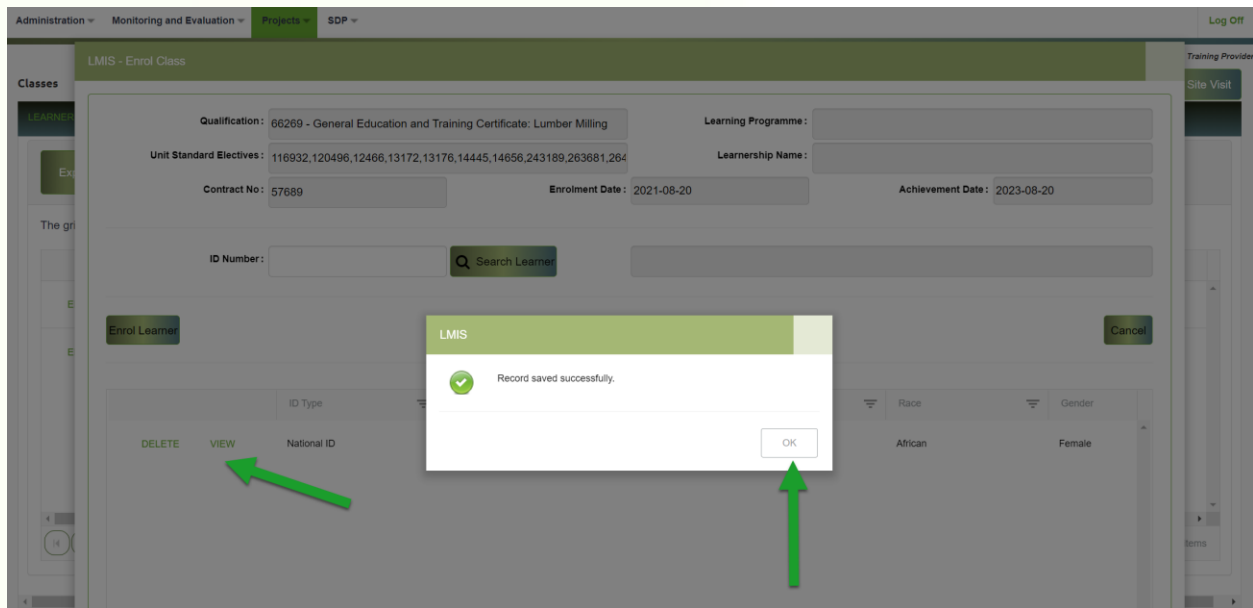


Should you attempt to click on “Enrol Learner” with mandatory information missing; the system will highlight the missing information in a pop-up notification, as below:



- iii. Continue to search for learners using their Identity Number, the name of the learner will appear alongside the ID number added. Once done, click on the “Enrol Learner” button to add the learner.
- iv. The added learner will be populated in the grid, as below:

LMIS User Guide - SDP

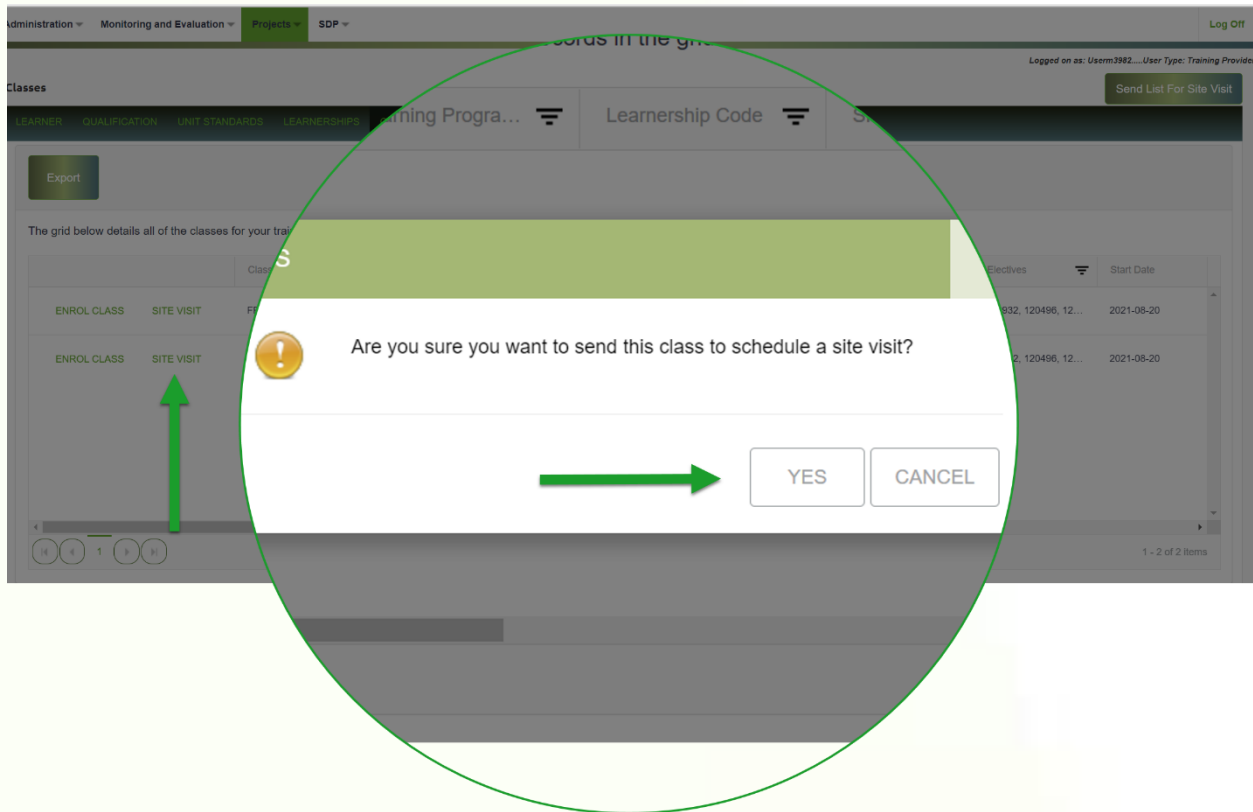


- v. Continue to add the rest of the learners to the class and close the “Enrol Class” window when completed.

Class Site Visit

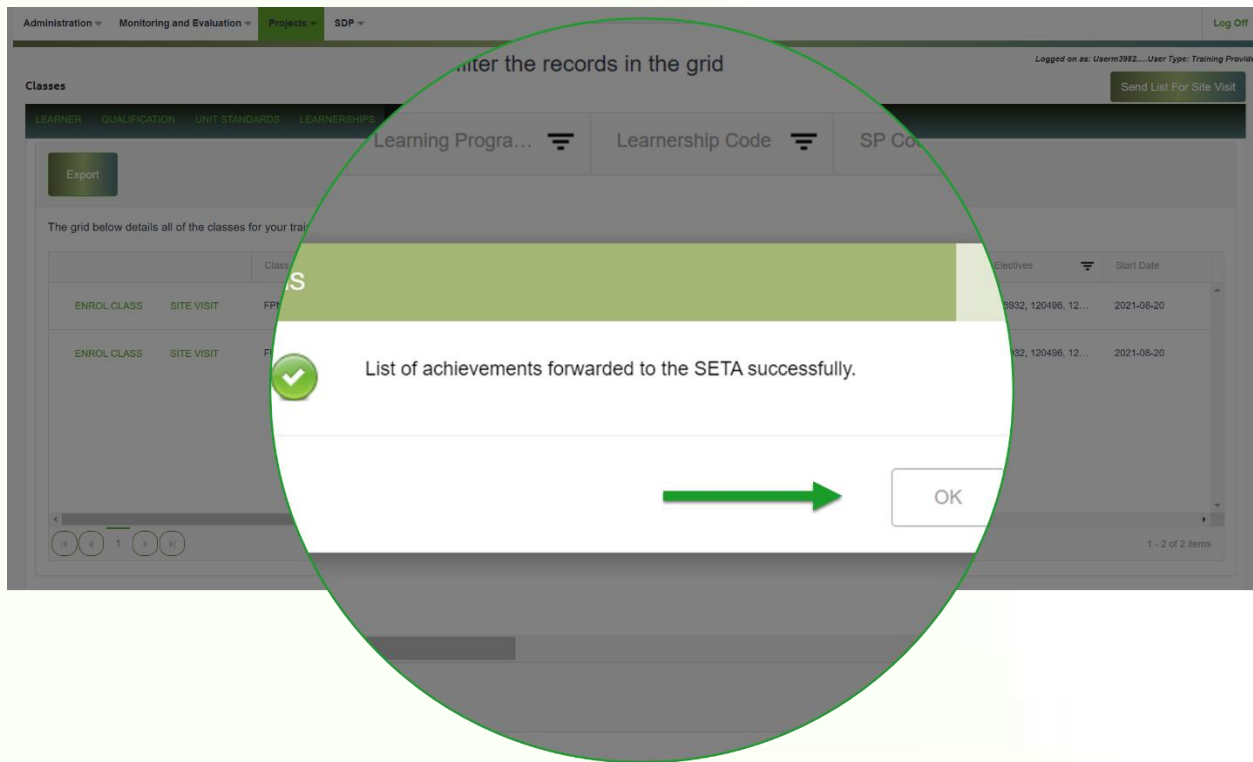
- i. Clicking on this button allows you to send the learners in the created class to FP&M Seta for a site visit, with a confirmation message as below:

LMIS User Guide - SDP



- ii. Click on "Cancel" to abort the Site Visit request or click on "Yes" to continue with the process. The system will remove the "Site Visit" button and generate a success message as below:

LMIS User Guide - SDP



Class Export

- i. Clicking on this button downloads an Excel Spreadsheet containing class information, as below:

1	2	3	4	5	6	7	8	9	10
CLASS NO.	QUALIFICATION ID	LEARNING PROGRAMME	ENROLMENT START DATE	ACHIEVEMENT/ END DATE	CLASS SIZE	ACHIEVEMENT TYPE	ACHIEVEMENT STATUS	LEARNERSHIP CODE	
FPMSETA_CS_000014	66269		8/20/2021	8/20/2023	1	Distance Learning	Enrolled		
FPMSETA_CS_000015	66269		8/20/2021	12/16/2021	0	Distance Learning	Enrolled		

6. Site Visits

6.1 Prepare for Site Visit (Individual Learner)

- i. This portion of LMIS allows you to change the Achievement Status of the learners to "Achieved", "Prepare the list of learners" and "Send to the FP&M SETA" for a Site Visit.
- ii. To prepare and send the list of Achieved learners to the FP&M SETA for a Site Visit, you must log into LMIS using their registered credentials, navigate to the "Enrolments

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Overview” page by clicking on the “Enrolments Overview” menu under the “Learner Interventions” tab, as below:

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Logged on as: Userm3982... User Type: Training Provider

Learner

LEARNER QUALIFICATION UNIT STANDARDS LEARNERSHIPS CLASSES

Create New Class Search Learner

The grid below details all of the active enrolments for your training provider. Note that you are able to sort and filter the records in the grid

ID Type	National ID	First Name	Surname	Race	Gender	Class No

- iii. On the page, you can either click on the “View” button alongside each learner on the grid to see the learner’s profile, or you can click on the “Search Learner” button to find a particular learner. The system will generate the learner profile as below:

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Logged on as: Userm3982... User Type: Training Provider

Learner

LEARNER QUALIFICATION ENROLMENT UNIT STANDARD ENROLMENT LEARNERSHIPS ENROLMENT

Enter the details of the learner. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing learner record request. Click on **Back** to return to the overview screen. Please check to see if all required fields have been supplied

Edit Back

Id Type: National ID

National ID: [Field]

First Name: Mpho **Middle Name:** Pretty **Last Name:** Pitikoe

Previous Last Name: Pitikoe

Title: Miss **Date Of Birth:** 14

Race: African **Nationality:** South Africa

Home Language: seSotho **Gender:** Female

Citizenship Status: South Africa **Socioeconomic Status:** Unemployed

Disability Status: None **Host Employer:** SDL No: L600722021 - SAPPI LTD

Highest School Qualification: GRADE 12 **Highest Qualification:** Advanced Diploma

Last School EMIS No.: Moemedi (440304045) **Last School Year:** 2012

STATSSA Area: 199039013 - Rooklands **Municipality:** Mangaung

- iv. To search for the learner, you enter the Identity Number of the learner and click on the “Search” button to find the record, click on “Select” and the system will show the learner’s profile as above.

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Qualification Enrolment

- i. Once in the learner profile, you click on the “Qualification Enrolment” tab to change the Achievement Status of the learner, as below:

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Logged on as: Userm3982... User Type: Training Provider

Qualification Enrolment

LEARNER QUALIFICATION ENROLMENT UNIT STANDARD ENROLMENT LEARNERSHIPS ENROLMENT

Qualification: -- type and/or select --

Learning Programme: -- type and/or select --

Enrolment Date: 2021-08-20

Achievement Type: -- select --

Assessor ID: -- type and/or select --

Moderator ID: -- type and/or select --

Achievement Date: 2022-08-20

Achievement Status: -- select --

Assessor Name:

Moderator Name:

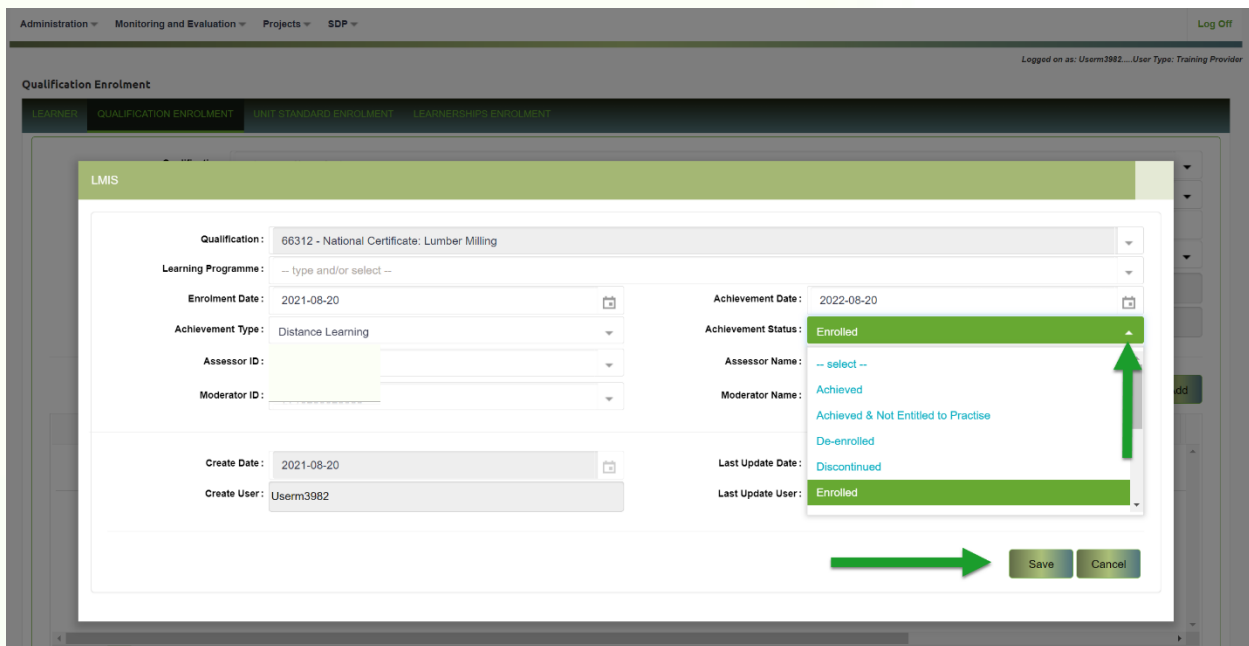
	Qualification ID	LP	Enrolment Start Date	Achievement Status	Achievement Type	End Date	Assessor ID
EDIT EXIT	66312		2021-08-20	Enrolled	Distance Learning	2022-08-20	7710230028063
EDIT EXIT	66269		2021-08-20	Enrolled	Distance Learning	2023-08-20	6706050001086

1 - 2 of 2 items

- ii. The “Qualification” page grid provides you with the following information:
 - a. **Qualification ID** - the unique, SAQA registered qualification identifying number.
 - b. **LP** – the Learning Program linked to the qualification
 - c. **Enrolment Start Date** – the date when the learner is enrolled on the captured qualification.
 - d. **Achievement Status** – the current state of the learner in relation to the Qualification.
 - e. **Achievement Type** – the mode of learning adopted for the learning unit.
 - f. **End Date** – the learner’s learning unit completion date.
 - g. **Assessor ID** – the identification number of the Assessor responsible for the qualification.

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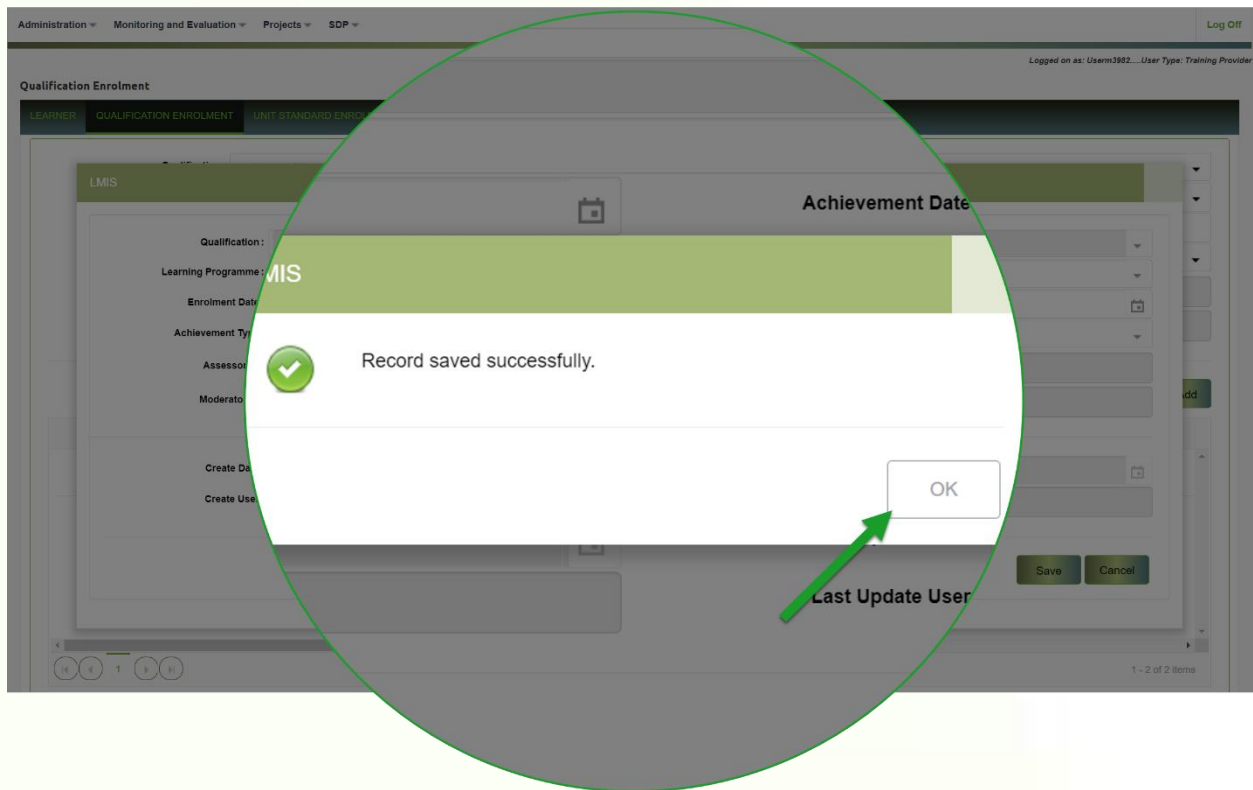
- h. **Moderator ID** - the identification number of the Moderator responsible for the qualification.
- i. **Total Credits** – the total number of credits related to the qualification captured.
- j. **Achieved Credits** – the number of credits that the learner has accumulated to date;
- k. **“Edit” button** – clicking on this button allows you to amend the learning unit information.



The screenshot displays the 'Qualification Enrolment' form in the LMIS system. The form includes fields for Qualification (66312 - National Certificate: Lumber Milling), Learning Programme (type and/or select), Enrolment Date (2021-08-20), Achievement Type (Distance Learning), Assessor ID, Moderator ID, Create Date (2021-08-20), Create User (Userm3982), Achievement Date (2022-08-20), and Achievement Status. The 'Achievement Status' dropdown menu is open, showing options: Enrolled (highlighted in green), -- select --, Achieved, Achieved & Not Entitled to Practise, De-enrolled, and Discontinued. A green arrow points to the 'Enrolled' option. Another green arrow points to the 'Save' button at the bottom right of the form.

- l. On the Edit menu, you navigate to the “Achievement Status” field (as pictured above) to select the “Achieved” option on the menu. Once done, you click on the “Save” button to complete the process. The system will generate a success message as below:

LMIS User Guide - SDP



- m. Once the record is saved successfully, the system updates the "Achievement Status" of the learner to "Achieved" in the grid, as below:

The screenshot shows a grid of learner records. A green circle highlights the "Achievement Status" column, which contains the values "Achieved" and "Enrolled". A green arrow points to the "Achieved" status. The grid has the following columns: Unit Standard ID, Qualification ID, Enrolment ID, Achievement Status, Learner Type, End Date, Credits, and Assessor ID. The data rows are as follows:

Unit Standard ID	Qualification ID	Enrolment ID	Achievement Status	Learner Type	End Date	Credits	Assessor ID
13167	66312	2021-08-20	Achieved	Learning	2022-08-20	2	771023002808
243688	66312	2021-08-20	Enrolled	Learning	2022-08-20	10	771023002808
243701	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	12	771023002808
113915	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	2	771023002808

Unit Standards

- i. This tab allows you to change the learner's Unit Standard to "Achieved". You must click on the "Unit Standard Enrolment" tab to view and edit the learning unit status, as below:

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Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Logged on as: Userm3982... User Type: Training Provider

Unit Standard Enrolment

LEARNER QUALIFICATION ENROLMENT **UNIT STANDARD ENROLMENT** LEARNERSHIPS ENROLMENT

Qualification: -- type and/or select --
Unit Standard: -- type and/or select --
Skills Programme ? : ☐ Enrolment Date: 2021-08-20 Achievement Date: 2022-08-20
Achievement Type: -- select -- Achievement Status: -- select --
Assessor ID: -- type and/or select -- Assessor Name:
Moderator ID: -- type and/or select -- Moderator Name:

[Mark All As Achieved](#) [Add](#)

	Unit Standard ID	Qualification ID	Enrolment Start Date	Achievement Status	Achievement Type	End Date	Credits	Assessor ID
EDIT	13167	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	2	7710230028083
EDIT	243688	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	10	7710230028083
EDIT	243701	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	12	7710230028083
EDIT	113915	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	2	7710230028083

1 - 10 of 40 items

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- ii. The Unit Standard Grid provides you with the following information:
- Unit Standard ID** – the unique SAQA registered Unit Standard number;
 - Qualification ID** – the unique SAQA registered Qualification number;
 - Enrolment Start Date** – the date of learning unit commencement;
 - Achievement Status** – the learner’s Unit Standard progress indicator;
 - Achievement Type** – The Unit Standard’s mode of delivery;
 - End Date** – the projected date of completion for the unit standard captured;
 - Assessor ID** – the identification number of the Assessor responsible;
 - Moderator ID** – the identification number of the Moderator responsible;
 - “Edit” button** – this button allows you to amend the added Unit Standard information. Clicking on this button opens the Unit Standard edit pop-up page as below:

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The screenshot shows the 'Unit Standard Enrolment' form in the LMIS system. The form is titled 'Unit Standard Enrolment' and has a sub-header 'Unit Standard Enrolment'. The form contains several fields for enrolment details:

- Qualification:** 66312 - National Certificate: Lumber Milling
- Unit Standard:** 13167 - Identify potential hazards and critical safety issues in the workplace
- Skills Programme ?:** ☐
- Enrolment Date:** 2021-08-20
- Achievement Date:** 2022-08-20
- Achievement Type:** Distance Learning
- Assessor ID:** 7710230028083
- Moderator ID:** 5806090075081
- Create Date:** 2021-08-20
- Create User:** Userm3982
- Last Update Date:**
- Last Update User:**

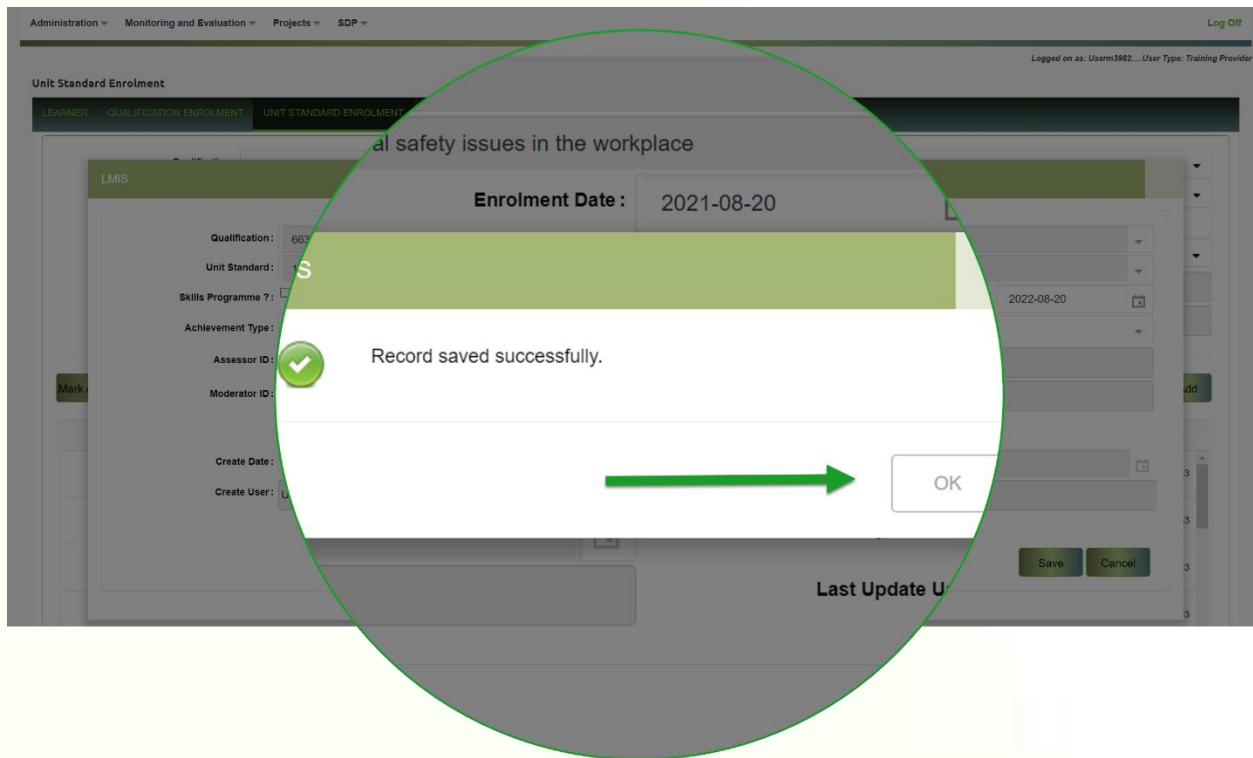
The 'Achievement Status' dropdown menu is open, showing the following options:

- Achieved
- select --
- Achieved & Not Entitled to Practise
- De-enrolled
- Discontinued
- Enrolled

Green arrows indicate the user should select 'Achieved' and then click the 'Save' button.

- j. On the Edit menu, you navigate to the “Achievement Status” field (as pictured above) to select the “Achieved” option on the menu. Once done, you click on the “Save” button to complete the process. The system will generate a success message as below:

LMIS User Guide - SDP



- k. You repeat the process above for all the Unit Standards that the learner has completed. The “Achievement Status” in the grid is then updated accordingly, as below:

Mark All As Achieved Add

	Unit Standard ID	Qualification ID	Enrolment Start Date	Achievement Status	Achievement Type	End Date	Credits	Assessor ID
EDIT	13167	66312	2021-08-20	Achieved	Distance Learning	2022-08-20	2	7710230028083
EDIT	243688	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	10	7710230028083
EDIT	243701	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	12	7710230028083
EDIT	113915	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	2	7710230028083

1 - 10 of 40 items

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- iii. Follow the same process to achieve learners that are enrolled on a Learnership on the “Learnership Enrolment” tab.

6.1 Prepare for Site Visit (Group Achievements)

- i. To start building a list of achieved learners that are ready to be verified and checked on a Site Visit by the moderation team, on the “Enrolments Overview” page you must navigate to the “Qualifications”, the “Unit standards”, “Skills Program”, Learnerships” and “Classes” tabs and select the achieved learners to be compiled for site visit, as below:

The screenshot shows the 'Qualification' page in the LMIS. The top navigation bar includes 'Administration', 'Monitoring and Evaluation', 'Projects', and 'SDP'. The 'Qualification' tab is selected. Below the navigation bar, there are tabs for 'LEARNER', 'QUALIFICATION', 'UNIT STANDARDS', 'LEARNERSHIPS', and 'CLASSES'. The 'QUALIFICATION' tab is active. The main content area displays a table of active enrolments. A green arrow points to the 'Select All' button in the table's header. The table has columns for 'Select', 'National ID', 'Qualification ID', 'LP', 'Enrolment Start Date', 'Achievement Status', 'Achievement Type', 'End Date', and 'Assessor ID'. There are two rows of data shown.

Select	National ID	Qualification ID	LP	Enrolment Start Date	Achievement Status	Achievement Type	End Date	Assessor ID
<input type="checkbox"/>	9408040363084	66312		2021-08-20	Enrolled	Distance Learning	2022-08-20	7710230028083
<input type="checkbox"/>	9408040363084	66269		2021-08-20	Enrolled	Distance Learning	2023-08-20	6706050001086

- ii. The “**Qualification**” page grid provides you with the following information:
 - a. **National ID** – The Achieved Learner’s Identity Number;
 - b. **Qualification ID** - the unique, SAQA registered qualification identifying number;
 - c. **Enrolment Start Date** – the date when the learner is enrolled on the captured qualification;
 - d. **Achievement Status** – the current state of the learner in relation to the Qualification;
 - e. **Achievement Type** – the mode of learning adopted for the learning unit;
 - f. **End Date** – the learner’s learning unit completion date;
 - g. **Assessor ID** – the identification number of the Assessor responsible for the qualification;

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- h. **Moderator ID** - the identification number of the Moderator responsible for the qualification;
- i. **LA Number** – the learner’s unique Achievement Number;
- j. **Created By** – the user profile that created the learner record;
- k. **Last Updated** – the user profile that was last to update the learner record;
- l. **“Select” Checkbox** – highlights the selected qualification for a Site Visit and activates the “Mark as Achieved” and “Mark for Site Visit” buttons, as below:

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Logged on as: User3982... User Type: Training Provider

Qualification Send List For Site Visit

LEARNER QUALIFICATION UNIT STANDARDS LEARNERSHIPS CLASSES

Export

The grid below details all of the enrolments for your training provider. Note that you are able to sort and filter the records in the grid

Deselect All Mark As Achieved Mark For Site Visit

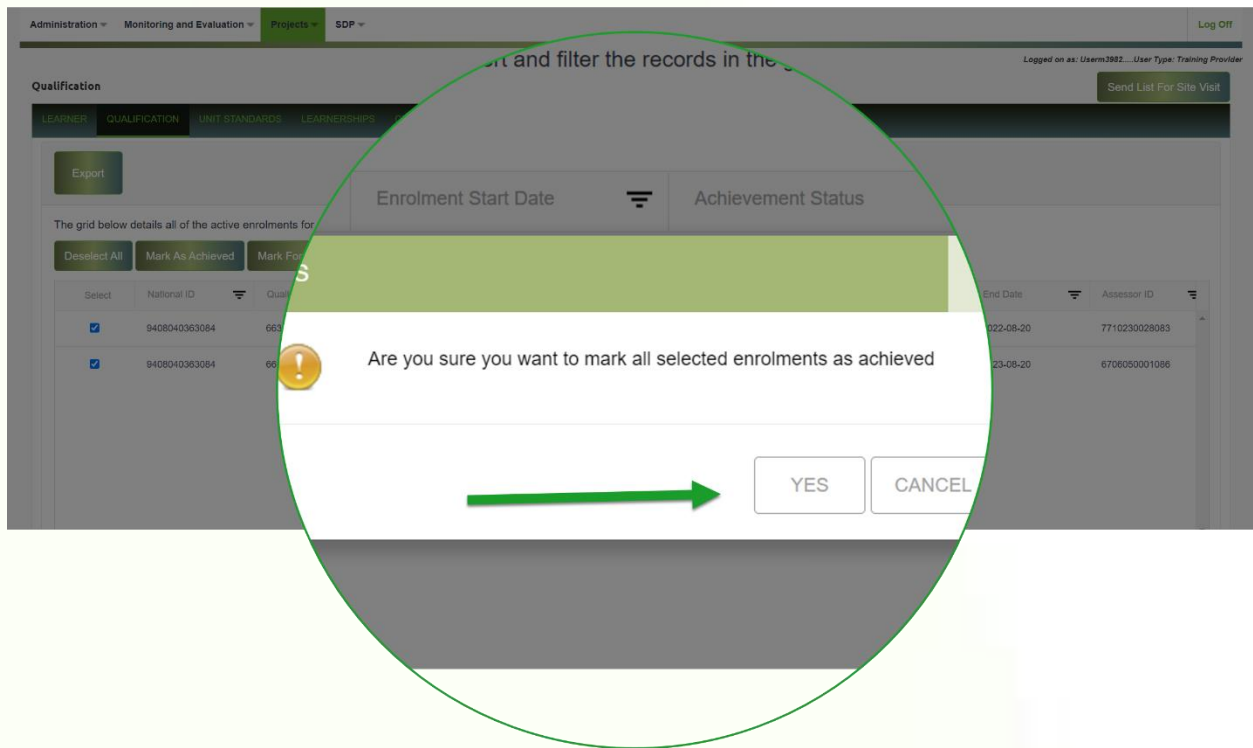
Select	National ID	Qualification ID	LP	Enrolment Start Date	Achievement Status	Achievement Type	End Date	Assessor ID
<input checked="" type="checkbox"/>	9408040363084	66312		2021-08-20	Enrolled	Distance Learning	2022-08-20	7710230028083
<input checked="" type="checkbox"/>	9408040363084	66269		2021-08-20	Enrolled	Distance Learning	2023-08-20	6706050001086

1 - 2 of 2 items

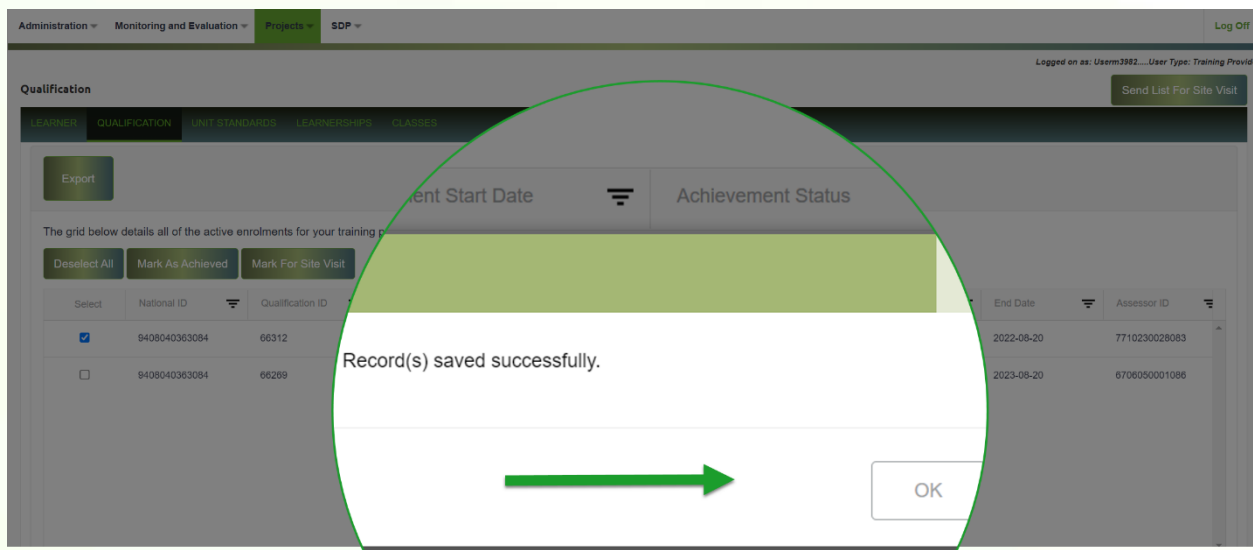
Mark for Site Visit

- i. Once the achievements under the Qualifications, Unit Standards or Skills Programs have been highlighted, the “Mark as Achieved” and “Mark for Site Visit” buttons will be active (as above). The system will show a confirmation message as below, when you click on “Mark as Achieved” as below:

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- ii. Clicking on the “Cancel” button will abort the process, and clicking on the “Yes” button will proceed with the marking of selected achievements as ready for a site visit. The system then generates a success message as below:

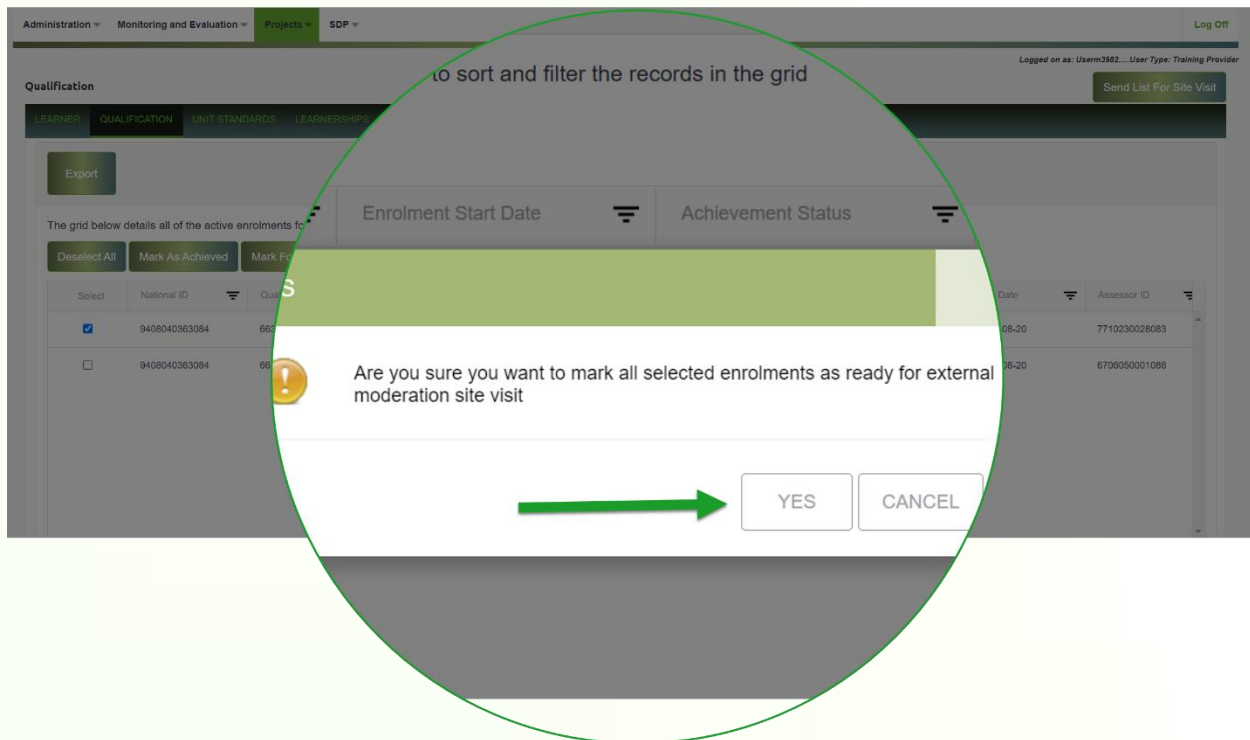


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- iii. The system compiles the achievements and builds a file ready to be emailed to the SETA with the learners compiled in the list of those ready for a site visit.

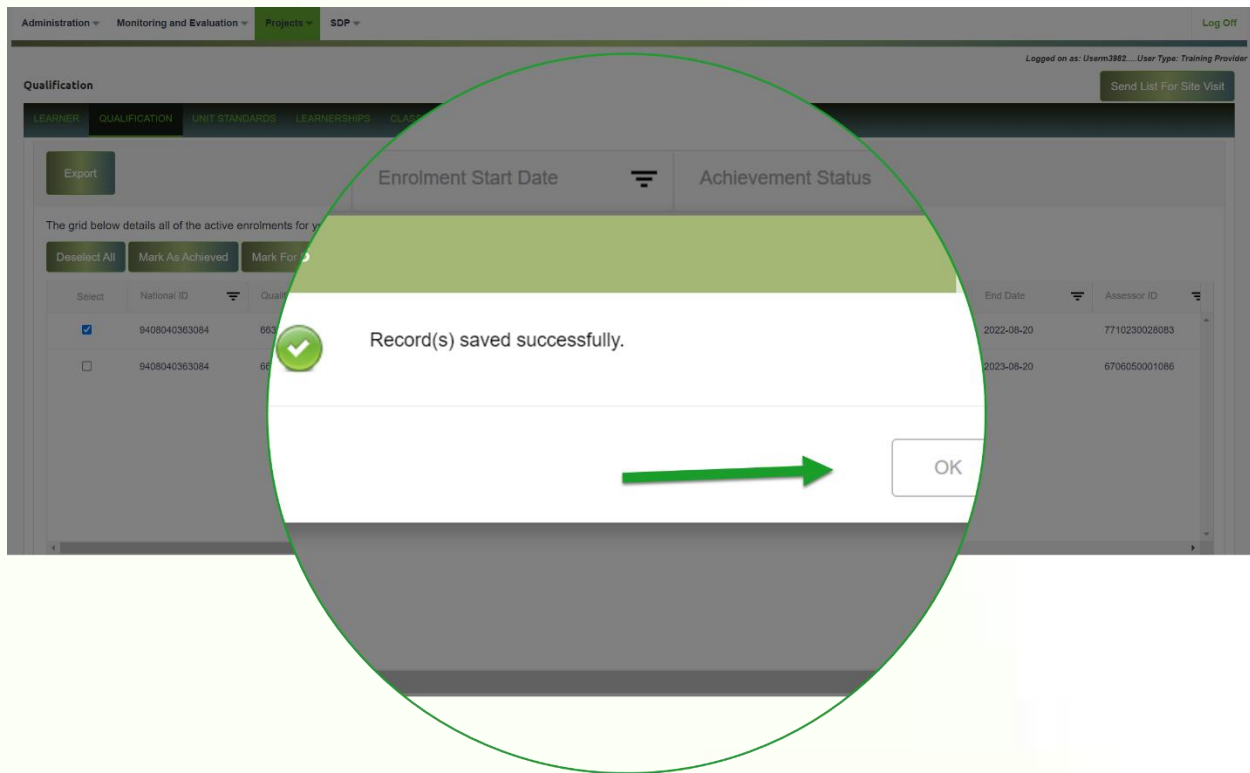
Mark for Site Visit

- i. Clicking on the “Mark for Site Visit” button prompts the system to provide you with a notification as below:



- ii. Clicking on “Cancel” aborts the process and clicking on “Yes” proceeds to mark the selected records for a Site Visit.

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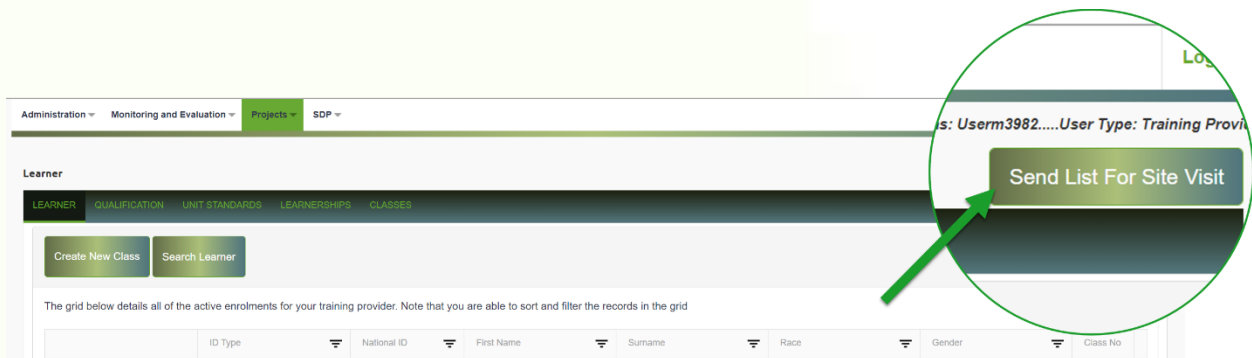


- iii. Skills Programs lists can also be marked for a Site Visit for the SDPs that are accredited for them. Follow the same process as Qualifications and Unit Standards to mark and send the learners for a Site Visit request.

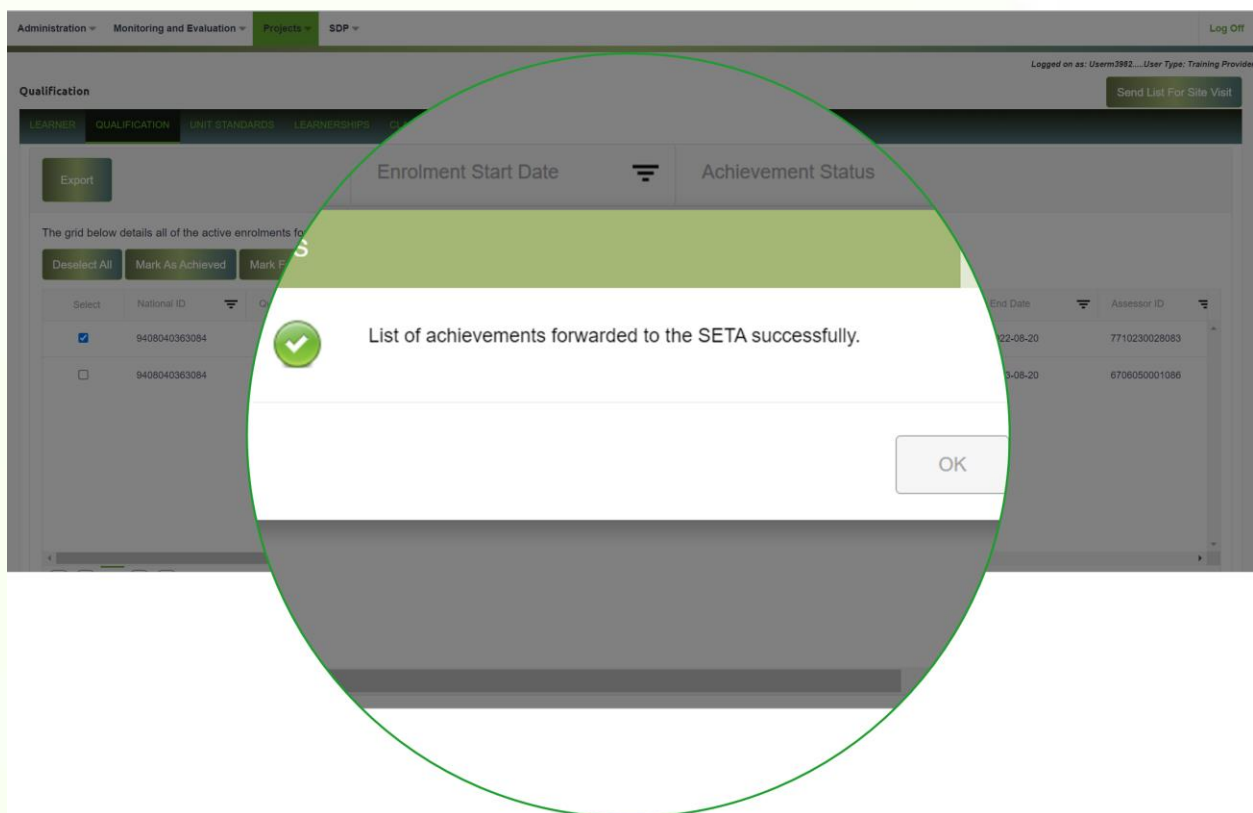
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Send List for Site Visit

- i. Once you are satisfied and have completed the list of achievements, the next thing is to send the records to the SETA and that is done by clicking the “Send List for Site Visit” button on the right hand corner, as below:



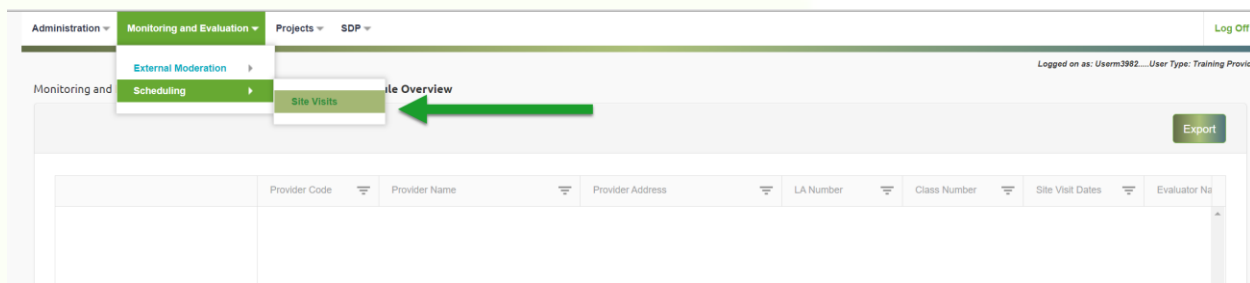
- ii. Once the “Send List for Site Visit” button has been clicked, the system displays the success message below:



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6.2 Scheduling

- i. To view the details of the Site Visit Request, navigate to “Quality Assurance” – “Scheduling” – “Site Visits” as below:



- ii. On the External Moderation page, click on “View” to open the Site Visit details as below:

The screenshot shows the 'Schedule a site visit' form. The form has a 'Back' button at the top left. The form fields are as follows:

- Training Provider Name:** Aranda Textiles Technologies (FPM-2021-00034124)
- Training Provider Address:** 22 , Jump Street , Randburg , Gauteng , 9880
- Evaluator Name(s):** Kehliwe Khwane
- Start Time:** 09:00
- End Time:** 16:00
- Site Visit Confirmed:** Y
- Site Visit Concluded:** Y

Below the form fields are two dropdown menus:

- Class Number:** A dropdown menu with a 'Select' button. The list of items includes 'FPMSETA_CS_00005'.
- Site Visit Date:** A dropdown menu with a 'Select' button. The list of items includes '2021-08-18'.

The footer of the page includes 'Supported Browsers', '© 2021 All rights reserved.', 'SECTIGO', and 'Activate Windows'.